

Commissioners:

SCOTT L. METZGER
Chairman

MARC C. SORTMAN
Vice Chairman

MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

CHRISTOPHER H. KENYON
Solicitor

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, FEBRUARY 1, 2024
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina,
Director Matthew McDermott, and Solicitor Christopher H. Kenyon.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- Add Agenda Item 5.5 – Vote to approve Resolution 2024-02 designating the Lycoming County Clerk of Courts as the department to collect and disburse court ordered restitution, reparation, fees, costs, fines and penalties.
- Add Agenda Item 5.6 – Vote to approve the amendment to Policy 107 – Conflict of Interest.

**Mr. Mussina moved to approve the additions to the agenda. Mr. Sortman 2nd the motion.
Approved 3-0**

1.0 OPERATIONS

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Public Meeting
- 1.4 Approve the Minutes of the Previous Meeting

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

None

2.0 REPORTS

- 2.1 Kalen Barnes – Vote to ratify invoices due through 12/7/24 to be paid on 1/31/24 in the amount of \$1,436,588.55.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

3.0 PERSONNEL ACTIONS

- 3.1 Matthew McDermott – Approve the following Personnel Actions as conditional offers of employment, subject to the successful completion of a background check and all other employment conditions as outlined in Attachment (A).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD -See Salary Board minutes on Controller page at Lyco.org.

- 4.1 Convene Salary Board.

- 4.2 Matthew McDermott – Vote to approve Salary Board Minutes of the Previous Meeting, January 25, 2024.
- 4.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 ACTION ITEMS

- 5.1 Kate Kiessling – Vote to approve Agreement with Forensic Pathology Associates (2024 budgeted item).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.2 Kelsey Green – Vote to approve Subrecipient Monitoring Agreement with American Rivers in the amount of \$18,750.00 (2020 Flood Mitigation Assistance funds).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.3 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Borough (Act 13 Legacy funds).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.4 Jason Yorks – Vote to approve the purchase of AC Drives from Schaedler Yesco Distribution in the amount of \$10,398.29 (2024 budgeted item).

Mr. Yorks reported that the amount listed on the Agenda was incorrect and should be \$12,374.47.

Mr. Metzger asked for a motion to make the correction on 5.4 to read \$12,374.47

Mr. Mussina made the motion to approve the correction. Mr. Sortman 2nd the motion. Approved 3-0

Mr. Mussina moved to approve 5.4 with the correction. Mr. Sortman 2nd the motion. Approved 3-0

- 5.5 Matthew McDermott – Vote to approve Resolution 2024-01 designating the Lycoming County Clerk of Courts as the department to collect and disburse court ordered restitution, reparation, fees, costs, fines and penalties.

Mr. McDermott announced that the Resolution number is incorrect and should read 2024-02.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Mr. Heaps, Prothonotary explained why this Resolution is necessary as it applies to the duties of his office.

- 5.6 Matthew McDermott – Vote to approve the amendment to Policy 107 – Conflict of Interest.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.0 COMMISSIONER COMMENT

Mr. Sortman thanked the residents who put their trust in him. He also thanked all the people he has met within the County offices. For those he hasn't met yet he is looking forward to meeting them. Mr. Sortman indicated that he appreciates the learning experience he has had so far and is looking forward to a successful four years of helping the County employees move forward and working with them.

Mr. Mussina described the three Commissioners as a good team and shared that he is excited about the next four years. Mr. Mussina also commented that they need to analyze the various programs that are out there and be smart about where the money is spent and do well with what is spent. As Commissioners we need to make sure we are supporting the programs that make a positive difference.

7.0 GENERAL PUBLIC COMMENT

Speakers who wish to address the Board of Commissioners will be limited for no more than three (3) minutes on any particular item. The speaker must state his/her name and address for the record. Any deviation from this rule must be approved by the Board Chairman.

Bruce Clark, Muncy Borough, Mr. Clark talked about the need to be fiscally and economically responsible. He suggested that the Commissioners look into consolidating all the small borough police departments. Per Mr. Clark there are currently 8 police departments. It is his opinion that consolidating them into a county wide police department would save money and allow better coverage in the municipalities. He also suggested putting this out to the public as a referendum and let the people choose.

You Tube Public Comments

JD Digger You approve minutes every week but none have been posted since November 16 2023. When can we expect these approved minutes to be posted

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, February 8, 2024, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

To View This Meeting Click on the Link Below:

<https://www.youtube.com/watch?v=wHGKEYhgMts>

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Assessment – Angelique Walters, Clerk III, Full-Time Replacement, \$15.45 per hour, 75 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- District Attorney – Melanie Smith, Assistant County Detective, Part-Time Replacement, \$33.11 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: February 11, 2024.
- Pre-Release Center – Ruth Kauffman, Resident Supervisor I, Part-Time Replacement, \$18.64 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: February 5, 2024.
- Prison – Alaynah Grimes, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 19, 2024.
- Prison – Maelynne Johnson, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 11, 2024.
- Prison – Alyssa George, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 11, 2024.
- Resource Management Services – Jason Leavenworth, Truck Driver – Transfer Station, Full-Time Replacement, \$20.16 per hour, 80 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- Revision to Human Resources – Tatyana Turner, Senior Human Resources Generalist, Full-Time Replacement, \$20.40 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 28, 2024.
- Revision to Human Resources – Karen Stopper, Senior Benefits Specialist, Full-Time Replacement, \$25.18 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 28, 2024.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

Matthew McDermott – Vote to approve the following Salary Board Actions:

- Sheriff's Office – Request to add a Part-Time Clerk III, Paygrade 4.

- Cooperative Extension – Request to approve the following employees for long-term 5% override for vacancy coverage for 4-H instructor responsibility:
 - Andrea MacKenzie
 - Barbara Davenport