

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, APRIL 18, 2024
10:00 A.M.**

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

- **Move Personnel Actions listed for the Controller's Office as Informational Items 3.1 - 3.3:**
 - Controller's Office – Jennifer Brown, Administrative Support Staff, Full-Time Replacement, \$17.64 per hour, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
 - Controller's Office – Evan Rabinowitz, Accountant I, Full-Time Replacement, \$49,228.32 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
 - Controller's Office – Charles Feaster, Internal Auditor, Full-Time Replacement, \$40,884.48 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

Mr. McDermott requested approval to move the Personnel Actions for the Controllers office to Information items 3.1 through 3.3 on the agenda. The reason for this is that Personnel actions for elected officials will no longer be action items on the agenda any more, only information items.

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

Mr. Mussina explained that the Elected Officials have power over their own offices to hire and fire who they choose. It used to get sent to us to approve it, but it is more ceremonial. We couldn't disapprove someone they wanted so we decided to adjust where it is on the agenda.

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

1.6 Blaire Prough – 811 Safe Digging Proclamation- Comments attached

Mr. Metzger commented on the importance of contacting 811 whenever someone is doing a home project which involves digging.

2.0 REPORTS

2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 4/24/24 to be paid on 4/17/24 in the amount of \$1,243,176.67.

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

3.0 INFORMATION ITEMS

3.1 Controller’s Office – Jennifer Brown, Administrative Support Staff, Full-Time Replacement, \$17.64 per hour, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

3.2 Controller’s Office – Evan Rabinowitz, Accountant I, Full-Time Replacement, \$49,228.32 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

3.3 Controller’s Office –Charles Feaster, Internal Auditor, Full-Time Replacement, \$40,884.48 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

Recess Commissioners’ Public Meeting for the Salary Board

4.0 SALARY BOARD ACTIONS - SALARY BOARD MINUTES CAN BE FOUND ON LYCO.ORG>ELECTED OFFICIALS>CONTROLLER

4.1 Convene Salary Board.

4.2 Vote to approve 4/4/24 Salary Board Minutes.

4.3 Vote to approve the following salary board actions as outlined in Attachment (A).

4.4 Adjourn Salary Board.

Reconvene Commissioners’ Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 Michael Hagen – 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 (B).

Mr. Mussina pointed out the error in the pay amount for the Resource Management Position. The correct amount should read \$20.33 per hour.

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

6.0 ACTION ITEMS

- 6.1 Mya Toon – Vote to approve Emergency Resolution 2024-05 for the replacement of (203) exterior windows on the 3rd and 4th floor of Third Street Plaza Building in the amount of \$74,860.31 (2024 budget funds available).

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

- 6.2 Mya Toon – Vote to approve Resolution 2024-06 for the auction of surplus computer equipment which has an estimated value in excess of \$1,000.00.

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

- 6.3 Mya Toon – Vote to approve Pennsylvania Commission on Crime & Delinquency Subgrant Award Notification for Lycoming-Clinton Co-Responder Initiative in the amount of \$189,762.00 (Pass through grant).

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

Keith Wagner, Executive Director, Lycoming County Joinder Board, Administrator Lycoming-Clinton MHID Programs explained that the model program they chose is a co-responder model which will embed a mental health crisis worker in with law enforcement. This is focused on the Regional Police Department since the city of Williamsport is already using this program. They are working with MHCA, Mental Health Crisis Agency who will be responsible for hiring, training and placing the mental health worker. The Mental Health Worker will travel with the law enforcement agency to any call that involves mental health or D&A issues. The hope is that this will reduce gun violence, the need for hospitalizations and prison time.

- 6.4 Mya Toon – Vote to approve Amendment to Agreement with Fred Hamm, Inc. (2024 budgeted item).

Ms. Toon requested to add to this agenda item approval to pay the outstanding invoices

Mr. Mussina moved to approve the addition to the agenda and the payment of the outstanding invoices. Mr. Sortman 2nd the motion. Approved 3-0

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

- 6.5 Mya Toon – Vote to approve Agreement with Lycoming Abstract Co., Inc. (2024 budget funds available).

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

6.6 Jason Yorks – Vote to approve Amendment to Agreement with Highway Equipment & Supply Company (2024 budgeted item).

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

6.7 Jason Yorks – Vote to approve the purchase of a 2024 CAT 305 with a 60” Bucket-Ditching Tilting from Cleveland Brothers in the amount of \$246,943.00 (2024 budgeted item).

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

Mr. Sortman applauded the deal Mr. Yorks made that if the equipment didn’t sell within 60 days the dealer would take it as a trade in.

6.8 Jason Yorks – Vote to approve the purchase of a 2024 CAT 317 Mini Excavator from Cleveland Brothers in the amount of \$68,138.00 (2024 budgeted item).

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

6.9 Jason Yorks/Lauren Strausser – Vote to approve the submission of the 903 County Recycling Coordinator Program grant application to the PA Department of Environmental Protection

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

Mr. Metzger explained that the Commissioners oversee all the departments. There are specific departments that a Commissioner is assigned to oversee. He then brings the information back to the other Commissioners. Mr. Sortman has been assigned to oversee RMS.

6.10 Stacey Folk – Vote to approve the following Lycoming County LEPC Membership applications:

- Jeffrey Hunsicker
- John Harahus
- Jacob Wentz

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

Mr. Metzger thanked these applicants for stepping forward to serve on this board, as well as all the volunteers who serve on the various boards.

6.11 Shannon Rossman – Vote to approve the submission of the 901 Municipal Solid Waste Planning grant application to PA Department of Environmental Protection in the amount of \$71,000.00.

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

6.12 Shannon Rossman – Vote to approve the submission of the COVID-19 ARPA Capital Projects Fund Multi-Purpose Community Facilities Program grant application to the PA Department of Community and Economic Development.

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

- 6.13 John Lavelle – Vote to approve Policy and Procedure for Consultant Selection with PennDOT for the Lawshee Run Culvert Replacement project.

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

7.0 COMMISSIONER COMMENT

Mr. Sortman assured the public that this board will work to support all the areas of the County and projects such as Lawshee Run.

Mr. Musina clarified that there was no issue with Fred Hamm’s services. The problem was with the wording in the contract. It is part of government to have contracts as well as checks and balances to protect the public. Mr. Mussina reminded and encouraged all to get out to vote on Tuesday for the primary election. He also encouraged everyone to educate themselves on the different candidates running for office.

Mr. Metzger informed everyone that Monday is Earth day. He talked about the importance of taking care of the places we live and the community we live in. Mr. Metzger thanked all those who pick up the litter throughout the community and along the highways. He also encouraged the public to throw their trash in the garbage cans provided and not litter.

8.0 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.

None

YOU TUBE PUBLIC COMMENT

None

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 25, 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=IpyVpTmZnLA>

ATTACHMENT (A)

SALARY BOARD ACTIONS

- Controller's Office – Place Senior Accountant position on long term hold.
- Controller's Office – Add Accountant I position, pay grade 9, effective 4/29/2024. This position being added temporarily until current and future staff meets experience requirements for Accountant II and Sr. Accountant positions for appropriate advancements. At that time this position will be deleted and staff will be moved into other existing positions.
- District Attorney – Remove Temporary Chief County Detective position.

ATTACHMENT (B)

PERSONNEL ACTIONS:

- Human Resources – Limor Hirshberg, Senior Recruitment Specialist, Full-Time Replacement, \$20.97 per hour, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- Pre-Release Center – Dante Bloom, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- Pre-Release Center – Kayla Crawford, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- Prison – Michael Minier, Sergeant, Full-Time Replacement, \$26.72 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 29, 2024.
- Prison – George Sisley, Sergeant, Full-Time Replacement, \$27.20 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 29, 2024.
- Resource Management Services – Robert Renwick, Full-Time Replacement, \$20.3322 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 29, 2024.

Comments from 811 Proclamation

Good Afternoon,

My name is Blaire Prough. I'm a damage prevention liaison at Pennsylvania 811. Our purpose is to prevent damage to underground facilities. To promote safety, we provide an efficient and effective communications network among project owners, designers, excavators and facility owners.

In April, we promote "National Safe Digging Month" because the weather is warming up and outdoor excavation projects are increasing. This initiative serves as a reminder for all excavators and homeowners to contact 811 at least three business days before you dig, so that the approximate location of underground utility lines can be identified and marked by facility owners. The request is free for homeowners and helps to prevent injuries, property damage, and inconvenient utility outages.

For larger excavation projects, our application Coordinate PA allows you the ability to track one call notifications, crosscheck tickets for permits, check responses from the facility owners and schedule tickets. It's a secure repository for all of your maps and files.

Please contact 811 prior to any excavation activities, large or small. It keeps your communities safe.

Thank you for your time.