

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, MARCH 6, 2025
10:00 A.M.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED:

- Remove Agenda Item 6.1 - Vote to approve an extension through December 31, 2026 for the City of Williamsport tax exemption under the Local Economic Revitalization Tax Assistance Act (LERTA).
- Add Agenda Item 6.14 - Vote to approve DEP bonding with CD's for the transfer station permit in the amount of \$27,108.11.
- Add Agenda item 6.15 – Vote to approve the Engagement Letter with Hickman Consulting Services, LLC. (2025 approved budgeted item)

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
- 1.5 Public Comment on Agenda Items Only

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 3/12/25 to be paid on 3/3/25 in the amount of \$1,096,557.66.
- 2.2 Nicki Gottschall– Vote to approve credit card cash requirement report of purchases from 1/27/25 through 2/26/25 in the amount of \$10,943.39

3.0 INFORMATION ITEMS

- 3.1 Amy Resh – Lycoming County Library System Update
- 3.2 Mya Toon – Acknowledge that the County will be requesting bids for cattle grazing at the County Farm
- 3.3 Mya Toon – Acknowledge that the County will be requesting proposals for engineering services for the Resource Management Services (Landfill)

- 3.4 Michael Hagen – Elected Official personnel action:
- Controller – Jennifer Brown, Office Manager, PG6, \$21.89136, 75 Hours per pay period, Effective March 2, 2025

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the February 20th, 2025 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
- Prison
Add one (1) full time nurse position to the TDA
 - Controller
Retitle and Reclassify Administrative Assistant Support (pay grade 5) to Office Manager (pay grade 6)
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 Mike 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 (A).

6.0 ACTION ITEMS

- ~~6.1 Jason Fink – Vote to approve an extension through December 31, 2026 for the City of Williamsport tax exemption under the Local Economic Revitalization Tax Assistance Act (LERTA).~~
- 6.2 Mya Toon – Vote to approve the Agreement with Hunter & Lomison, Inc for yearly generator service. (2025 approved budgeted item)
- 6.3 Mya Toon– Vote to approve the Amendment to the Agreement between the County of Lycoming and B&B Holdings extending the term to 6/30/2027 and reducing the rent for improvements and modifications (2025 approved budgeted item)
- 6.4 Leslie Kilpatrick – Vote to approve the Renewal Agreement with Tyler Technologies for the Assessment Software Support & Maintenance in the amount of \$135,344.27 (2025 approved budgeted item)
- 6.5 Leslie Kilpatrick – Vote to approve the Paging Service Agreement with Schuykill Mobil Fone for a pretrial pager in the amount of \$150.00. (2025 approved budgeted item)

- 6.6 Leslie Kilpatrick– Vote to approve the Subscription Renewal with Cellebrite in the amount of \$18,804.11 for digital forensics phone extraction tool. (2025 approved budgeted item)
- 6.7 Leslie Kilpatrick - Vote to approve the purchase Agreement with Marco in the amount of \$34,553.25 for a Sharp MX-M1206 Print Shop Production Printer. (2025 approved budgeted item)
- 6.8 Matthew McDermott – Vote to approve the Agreement with Riane Aichner, Esq. to provide legal representation when the Public Defenders office has a conflict. (2025 approved budgeted item)
- 6.9 Matthew McDermott – Vote to approve the Agreement with Scotilla Psychological Services LLC to provide forensic and psychological evaluation services. (2025 approved budgeted item)
- 6.10 Matthew McDermott – Vote to approve the Agreement with Jamie Cook, Esq. to provide legal representation when the Public Defenders office has a conflict. (2025 approved budgeted item)
- 6.11 Matthew McDermott – Vote to approve the appointment of Sandra Maneval as the Authority Program Participant to the Housing Authority for a 5-year term effective dates 1/1/2025 to 12/31/2029
- 6.12 Matthew McDermott – Vote to approve the continuation of the opioid litigation proceedings and to pursue new ones with Cherundolo Law Firm.
- 6.13 Jason Yorks – Vote to approve the Agreement with S & J Recycling. (2025 approved budgeted item)
- 6.14 Jason Yorks – Vote to approve DEP bonding with CD's for the transfer station permit in the amount of \$27,108.11.
- 6.15 Matthew McDermott - Vote to approve the Engagement Letter with Hickman Consulting Services, LLC. (2025 approved budgeted item)

7.0 COMMISSIONER COMMENT

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.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, March 13, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

Prison – Sona Medina, Licensed Practical Nurse, 10, Full-Time, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 17, 2025.

Prison – Sara Fox, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 10, 2025.

Pre-Release Center – Claudette Moyd, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 10, 2025.

Pre-Release Center – Cherill Greene, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 10, 2025.

Pre-Release Center – Gwendolyn Evelhair, Resident Supervisor, Union, Part-Time, \$19.20 per Hour, not to exceed 1000 Hours Annually, Anticipated Start Date: March 17, 2025.

Public Defender - Matthew Welickovitch, Deputy Public Defender, 13, Full-Time, \$90,000.00 per Year, 75 Hours per Pay Period, Effective Date: March 2, 2025.

Resource Management – Anthony Sanders, Recycling Laborer, 4, Full-Time, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 17, 2025.