

Commissioners
SCOTT L. METZGER
Chairman
MARC C. SORTMAN
Vice Chairman
MARK MUSSINA
Secretary



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, APRIL 24, 2025
10:00 A.M.**

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
- 1.6 Christopher Barton – National Volunteer Week Proclamation
- 1.7 Matthew Long – Conservation District Week Proclamation

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 4/30/25 to be paid on 4/23/25 in the amount of \$1,542,696.09.

3.0 INFORMATION ITEMS

- 3.1 Mike Hagen – Elected Officials Personnel Actions:
 - Controller – Sherrie Hook, Administrative Specialist, 6, \$20.8369 per hour, not to exceed 1,000 hours annually, Anticipated Start Date: April 30, 2025
 - Courts – Jamie Diemer, Clerk III, 4, Part-Time, \$16.4616 per hour, not to exceed 1000 Hours Annually, Anticipated Start Date: May 5, 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 April 17, 2025 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
 - Controller's Office
Correction to PT Administrative Assistant Title- should be Administrative Specialist (PT)
 - Department of Public Safety:
Add 4 Telecommunicator II positions to the TDA (4 people transitioning from Telecommunicator I)

- 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 Michael Hagen – Vote to approve the Annual Insurance Policy for White Deer Golf Management, LLC with the Hartman Group in the amount of \$2,270.00. (2025 approved budgeted item).
- 6.2 Michael Hagen– Vote to approve the Agreement with BeneCard. (2025 approved budgeted item)
- 6.3 Nancy Schenck – Vote to approve the Agreement with Outside In. (2025 approved budgeted item)
- 6.4 Adrienne Stahl– Vote to approve the Agreement with Robert Hoffa, Esq. (Not an approved 2025 budgeted item but funds are available)
- 6.5 Adrienne Stahl – Vote to approve the Agreement with Marybeth Bergen-Gallagher (2025 approved budgeted item)
- 6.6 Ken George – Vote to approve the Agreement with Honey Dippers Portable Toilets in the amount of \$80.00. (2025 approved budgeted item)
- 6.7 Ken George -Vote to approve the invoice for Anthony Visco in the amount of \$1,838.00 for work associated with the Third Street Plaza.
- 6.8 Ken George Vote to approve the Agreement with Johnson Controls Fire Protection, LP in the amount of \$3,361.00 annually. (2025 approved budgeted item)
- 6.9 Mark Hulyo – Vote to approve the purchase of 5 network devices from E-Plus in the amount of \$24,713.75. (2025 approved budgeted item)
- 6.10 Mark Hulyo – Vote to approve the purchase of 15 network devices for upgrade from E-Plus in the amount of \$74,141.25. (2025 approved budgeted item)
- 6.11 Mark Hulyo – Vote to ratify the faxing solution subscription purchase from Marco. (2025 approved budgeted item)
- 6.12 Mark Hulyo – Vote to approve the purchase of 2 network core switches from E-Plus in the amount of \$44,742.14. (2025 approved budgeted item)

- 6.13 Mya Toon – Vote to approve the Agreement with Tulpehocken Spring Water. (2025 approved budgeted item)
- 6.14 Mya Toon – Vote to approve the Agreement with Daikin Applied. (2025 approved budgeted item)
- 6.15 Mya Toon – Vote to approve the Agreement with Postler & Jaeckler Corp in the amount of \$2,360.00. (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, May 1st, 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:

DPS / 911 Center – Tyler Fetterman, Telecommunicator II, 8, Full-Time, \$22.9712 per Hour, 80 Hours per Pay Period, Transfer Date: April 27, 2025.

Pre-Release Center – Miranda Jenious, Resident Supervisor, Union, Part-Time, \$19.20 per Hour, Not to exceed 1000 Hours Annually, Anticipated Start Date: April 28, 2025.

Prison – Luke Young, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 28, 2025.

Resource Management – Aron Harmon, Truck Driver/Float Driver, 6, Full-Time, \$19.44 per Hour, 80 Hours per Pay Period, Anticipated Start Date: May 5, 2025.

Resource Management – Tyler Shimp, Truck Driver/Transfer Station, 6, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: May 5, 2025.