

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, JUNE 26, 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

2.0 AWARDS

- 2.1 Mark Lusk – JWD - Awards

3.0 BID OPENING

- 3.1 Nicki Gottschall – Open the following bid:
Lubrication Products

4.0 REPORTS

- 4.1 Nicki Gottschall - Vote to approve accounts payable cash requirement report for invoices due through 7/2/25 to be paid on 6/25/25 in the amount of \$1,534,782.50.

5.0 INFORMATION ITEMS

- 5.1 Mya Toon- Acknowledge the county will be requesting bids for the repair of fire restrictive coating located at Third Street Plaza building.
- 5.2 Jamie Shrawder – FYY2025 Community Development Block Grant Project Review
- 5.3 Michael Hagen – Elected Officials Personnel Actions:
Courts/MDJ Gardner – Clarissa Straub, Magisterial District Court Administrative Specialist, 5, Full-Time, \$15.75 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.

District Attorney – Aisha Khalid, Legal Assistant, 4, Full-Time, \$15.0176 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.

District Attorney – MyaKay Bartman, Legal Assistant, 4, Full-Time, \$15.162 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.

Sheriff – Ryan Ransom, Deputy Sheriff, Union, Full-Time, \$22.28 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 30, 2025.

Sheriff – Eric Wolfgang, Deputy Sheriff 1st Class, Union, Part-Time, \$26.763 per Hour, Not to Exceed 1000 Hours per Pay Period, Effective Date: May 5, 2025.

Recess Commissioners' Public Meeting for the Salary Board

6.0 SALARY BOARD

6.1 Convene Salary Board.

6.2 Vote to approve the Salary Board minutes from the June 12, 2025 meeting.

6.3 Vote to approve the following Salary Board Actions:

- DPS - Remove PT Telecommunicator II position from the TDA.
- Commissioner's Office - Reclassify Director of Operations Manager from a PG 12 to PG 13.
- Prison - Increase starting pay of Nurse Supervisor to \$39.00 per hour.

6.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 PERSONNEL ACTIONS

7.1 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).

8.0 ACTION ITEM

8.1 Michael Hagen – Vote to approve the revision to Policy 1205 Agricultural Commodities.

8.2 Nicki Gottschall – Vote to approve the Audit Engagement Letter with Bakr Tilly for the 2024 audit and single audit in the amount of \$105,300.00 plus administrative costs. (not an approved 2025 budgeted item, but contingent funds are available).

8.3 Jamie Shrawder – Vote to approve Resolution 2025-14 Designating Michael Hagen as the Section 504 Compliance Officer.

8.4 Jamie Shrawder – Vote to approve the Community Development Block Grant Procurement Policy.

- 8.5 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with Hughesville Borough Authority in the amount of \$583,956.63. (2025 ARPA approved budgeted item)
- 8.6 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment #1 with Greater Habitat for Humanity in the amount of \$100,000.00. (2025 ARPA approved budgeted item)
- 8.7 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #4 with Lycoming County Water & Sewer Authority in the amount of \$984,654.76. (2025 ARPA approved budgeted item)
- 8.8 Forrest Lehman - Vote to approve the Purchase from Clear Ballot in the amount of \$650.00. (2025 approved budgeted item)
- 8.9 Beth Baylor - Vote to approve the Sublease Agreement with Clinton County 911 for use of our Pump Station Radio Tower.
- 8.10 Gary Staggert -Vote to approve the Transfer Station Permit Bonding Paperwork.
- 8.11 Leslie Kilpatrick -Vote to approve the three-year Agreement with Comcast for the Coroner’s building. (2025 approved budgeted item)
- 8.12 Leslie Kilpatrick– Vote to approve the Agreement with Fortinet for the FortiVoice Enterprise Phone System Demo for TSP and the Court House.
- 8.13 Leslie Kilpatrick– Vote to approve the Agreement with Fortinet for the FortiFone Phone System Demo for the Coroner’s Building.
- 8.14 Kelsey Green – Vote to approve the Agreement with Mountain Environmental & Radon Services, LLC in the amount of \$1,200.00 (2025 approved budgeted item)
- 8.15 Kellen Krape– Vote to approve the Cooperative Agreement with McIntyre Township in the amount of \$70,000.00. (2025 approved budgeted item)
- 8.16 Maleick Fleming– Vote to approve the Agreement with the U.S. Environmental Protection Agency (2025 approved budgeted item)
- 8.17 Maleick Fleming – Vote to approve the Subrecipient Agreement with BRS, Inc in the amount of \$14,102.00. (2025 approved EPA RLS grant funds budgeted item)
- 8.18 Mya Toon– Vote to approve the Amendment to the Agreement with Frank Dattilo, PH.D., ABPP. (2025 approved budgeted item)
- 8.19 Mya Toon– Vote to approve the Agreement with Edward M. Moss, PHD. (2025 approved budgeted item)

- 8.20 Mya Toon– Vote to approve the Application for a Standby Letter of Credit Under Standby Letter of Credit Bond and Security Agreement with Citizens & Northern Bank in the amount of \$40,000,000.00.
- 8.21 Mya Toon– Vote to approve the Municipal Assistance Grant Second Amendment with the Department of Community and Economic Development extending the termination date to June 30, 2026.
- 8.22 Mya Toon – Vote to approve to rescind the Agreement with Larson Design Group for professional survey services in the amount of \$7,850.00.

9.0 COMMISSIONER COMMENT

10.0 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.

11.0 NEXT SCHEDULED MEETING

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

Please note that there will be No Public Meeting on July 3, 2025

ATTACHMENT (A)

PERSONNEL ACTIONS:

Facilities Management – Billy Collins, Custodial Worker, 3, Full-Time, \$13.944 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.