

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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COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, NOVEMBER 21, 2024  
10:00 A.M.**

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

**ADDITIONS/REVISIONS TO THE AGENDA NOT PREVIOUSLY POSTED**

- Add Information item 3.2 – Elected Official Personnel actions - Controller -Change Accountant II title to Accountant II/2<sup>nd</sup> Deputy Controller on TDA
- Add under Salary Board 4.3 – Controller -Change Accountant II title to Accountant II/2<sup>nd</sup> Deputy Controller on TDA
- Change Action Item 5.3- Vote to approve the bid award to Michael Baker international for the Lycoming County Hazard Plan Update in the amount of \$128,867.05  
**Mr. Mussina moved to approve. 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**
- 1.6 Proclamation –Infant Safe Sleep Month -Kate Kiessling

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 11/27/24 paid on 11/20/24 in the amount of \$1,269,394.19.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 2.2 Nicki Gottschall – Vote to ratify election payments due to Poll workers and locations from the Presidential Election on November 5, 2024 in the amount of \$136,723.25  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**

**3.0 INFORMATION ITEMS**

- 3.1 Mya Toon -Public Comment on 2025 Proposed Budget

- 3.2 Michael Hagen - Elected Official Personnel Actions:
- Controller – Change Accountant II title to Accountant II Deputy Controller on TDA

*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 October 31, 2024 meeting.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 4-0**
- 4.3 Vote to approve the following Salary Board Actions:
- Transition of existing Prison Bail Release Program employees to Lycoming County Courts
  - Controller – Change Accountant II title to Accountant II Deputy Controller on TDA
- 4.4 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

**5.0 ACTION ITEMS**

- 5.1 Matthew McDermott for Forrest Lehman –Vote to approve Change Order #7 with H&P Construction extending the contract by two weeks due to material delays and the Thanksgiving Holiday for ADA renovations at polling places  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.2 Jason Yorks – Vote to approve the Agreement with McClure Company. (2025 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.3 Kelsey Green– Vote to approve the Amendment to the Agreement with PennCore Consulting. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.4 Kelsey Green – Vote to approve the ~~Agreement~~ bid award to Michael Baker International for the Lycoming County Hazard Plan Update in the amount of \$128,867.05. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.5 Maleick Fleming – Vote to approve the Subrecipient Agreement with YWCA Northcentral PA in the amount of \$150,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**

- 5.6 Maleick Fleming– Vote to approve the 2023-2024 PHARE Subrecipient Agreement with Lycoming -Clinton Joinder Board in the amount of \$65,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.7 Leslie Kilpatrick - Vote to approve the annual maintenance of the Mitel Software Assurance in the amount of \$16,776.59. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.8 Leslie Kilpatrick – Vote to approve Mythics Oracle Database Support Renewal in the amount of \$892.58. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.9 Leslie Kilpatrick – Vote to approve the Annual Maintenance Fee with Central Square E-Finance in the amount of \$69,295.18. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.10 Leslie Kilpatrick – Vote to approve the 2024-25 CCAP Sylint Agreement and Commitment Form in the amount of \$9,500.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.11 Leslie Kilpatrick – Vote to approve the purchase of a MX-M1206 Copier/Printer/Scanner from Marco in the amount of \$34,553.25. (Act 13 funds will be used for the purchase)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.12 Leslie Kilpatrick – Vote to approve the MFA Subscription renewal in the amount of \$37,415.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.13 Mya Toon – Vote to approve the Amendment to the Agreement with Restorative Behavioral Health.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.14 Mya Toon – Vote to approve the Amendment to the Agreement with Rogers Uniforms. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.15 Mya Toon – Vote to approve the Agreement with Brian Ulmer, Esq. (Not an approved budgeted item but funds are available)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.16 Mya Toon – Vote to approve the Agreement with Kyle Rude, Esq. (Not an approved budgeted item, but funds are available)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**

- 5.17 Matthew McDermott- Vote to approve the appointment of Kallie D. Vento, Esquire, McCormick Law Firm as an Assistant Solicitor.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**

## 6.0 COMMISSIONER COMMENT

**Mr. Metzger thanked everyone for efficiently recounting 60,000 ballots, emphasizing that it couldn't have been done without our amazing team.**

**Mr. Mussina wished everyone a Happy Thanksgiving and expressed gratitude for the collaborative effort that made the budget process productive, painless and manageable. He stated, "We are so proud of the way it went and how it will be going forward."**

**Mr. Sortman shared his excitement about being part of a team that has achieved substantial cost reductions and will continue to exercise due diligence. He expressed gratitude to the Lycoming County leaders and team members acknowledging that their collective effort made it possible. He stated that although we have some struggling in our community we have so much to be grateful for in Lycoming County and he wished everyone a Happy Thanksgiving.**

**Mr. Metzger mentioned that while they are cautiously optimistic, there is still much to do to maintain a balanced budget. He wished everyone a Happy thanksgiving.**

## 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. **None**

### YOUTUBE COMMENT

*Thomas Adams: Good morning commissioners and Lycoming County, thank-you for your work! In light of the recent forest/wild fires in PA; I think it is important to encourage our state and federal lawmakers to promote a program for cleaning up our beautiful forested and streams of the dead wood and refuse. This will aid in lowering flood risks and fires. It will also promote healthier and safer forests, waterways and landscapes. It will reduce disease, invasive insects and aid in rodent control. When we don't manage and use our resources (I think this material should be used for energy production). If we don't atmosphere. The fabricated concerns of anthropogenic climate change is a scam perpetrated by a global elite cabal. I can't go into the science supporting this statement...way too lengthy. My hope is we will be a county to be a model of common sense and responsible use of our resources for the benefit of all residents. We have the technology to achieve this cleanly and safely. Thank-you for all you do!*

*EmGee: Regarding the budget: Where are our cash reserves held? And has any thought been given to the anticipated restructuring of the federal monetary system?*

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, December 5, 2024, at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701.

*To watch this meeting click on the link below:*

[https://www.youtube.com/watch?v=qcIQvLT5\\_qw](https://www.youtube.com/watch?v=qcIQvLT5_qw)



# COUNTY OF LYCOMING

## 2025 PROPOSED COUNTY BUDGET

November 21, 2024

# 2025 BUDGET HIGHLIGHTS

- Represents the 8<sup>th</sup> consecutive year without an increase in real estate taxes. The County's General Millage Rate will remain the same at 6.50 mills.
- Represents projected revenues of \$132,649,300. This is a \$8.9M increase or 7.28% increase over the current 2024 budget.
- Represents projected expenditures of \$132,649,300. This is a \$39.7M decrease or a 23.03% decrease over the current 2024 budget.
- Main factors impacting expenditures include personnel costs, service costs and capital project costs.
- The total Fund Balance is \$20.8 million of which \$16.8M will be used to balance the General Fund.



# 2025 BUDGET SUMMARY-ALL FUNDS

FUNDING SOURCES	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	ENTERPRISE FUND	TOTAL ALL SERVICES
Taxes	\$ 38,220,429	\$ -	\$ -	\$ -	\$ 38,220,429
Hotel Tax	1,425,000	-	-	-	1,425,000
Licenses & Permits	26,600	-	-	-	26,600
Intergovernmental - Federal	2,935,056	7,676,696	-	-	10,611,752
Intergovernmental - State	12,723,265	12,842,522	-	386,000	25,951,787
Intergovernmental - Other	573,921	11,750	-	-	585,671
Charge for Services	4,346,827	2,913,750	-	15,891,384	23,151,961
Sale of County Products	120,000	-	-	4,953,300	5,073,300
Interest	566,597	484,042	-	399,500	1,450,139
Cost, Fines, & Forfeits	741,624	-	-	-	741,624
Miscellaneous	1,091,440	638,034	-	2,545,362	4,274,836
Other Sources	800,000	294,446	3,251,836	-	4,346,282
Fund Balance	16,789,919	-	-	-	16,789,919
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 80,360,678</b>	<b>\$ 24,861,240</b>	<b>\$ 3,251,836</b>	<b>\$ 24,175,546</b>	<b>\$ 132,649,300</b>
<b>EXPENDITURES</b>					
General Governmental	\$ 13,668,513	\$ 5,117,863	\$ -	\$ -	\$ 18,786,376
Judicial	15,291,974	2,326,022	-	-	17,617,996
Public Safety	21,079,545	5,661,286	-	-	26,740,831
Public Works	596,114	6,691,184	-	20,803,786	28,091,084
Human Services	10,190,220	2,539,385	-	-	12,729,605
Culture & Recreation	1,361,593	2,450,250	-	-	3,811,843
Conservation & Development	396,338	75,250	-	-	471,588
Debt Service	-	-	3,251,836	-	3,251,836
Miscellaneous	3,071,000	-	-	-	3,071,000
Capital Assets	11,628,219	-	-	3,371,760	14,999,979
Other Sources	3,077,162	-	-	-	3,077,162
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,360,678</b>	<b>\$ 24,861,240</b>	<b>\$ 3,251,836</b>	<b>\$ 24,175,546</b>	<b>\$ 132,649,300</b>
Excess/(Deficiency) of Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



# 2025 REVENUES - ALL FUNDS

**Taxes:** The County is permitted by state law to levy real estate taxes up to 25 mills on every dollar of assessed value for general County purposes exclusive of the requirements for the payment of interest and principal on bonded debt. For 2025, County real estate taxes are projected to be levied at a rate of 6.5000 for County purposes.

**Licenses & Permits:** The County's portion of the fee collected for dog, hunting, and fishing licenses as well as the fee for small games of chance permits.

**Intergovernmental:** Receipts from other governments (federal, state, and local) in the forms of grants, entitlements, or payments in lieu of taxes. Revenue is estimated using allocation letters or estimates based on trends and information from federal, state, and local agencies.

**Charge for Service:** Payments from customers for the provision of specific services to a person or entity.

**Sale of County Products:** Payments for the sale of any County owned item. Examples would include the sale of surplus inventory items, crops and livestock at the farm, and recycling products, electricity, and gas at the landfill.

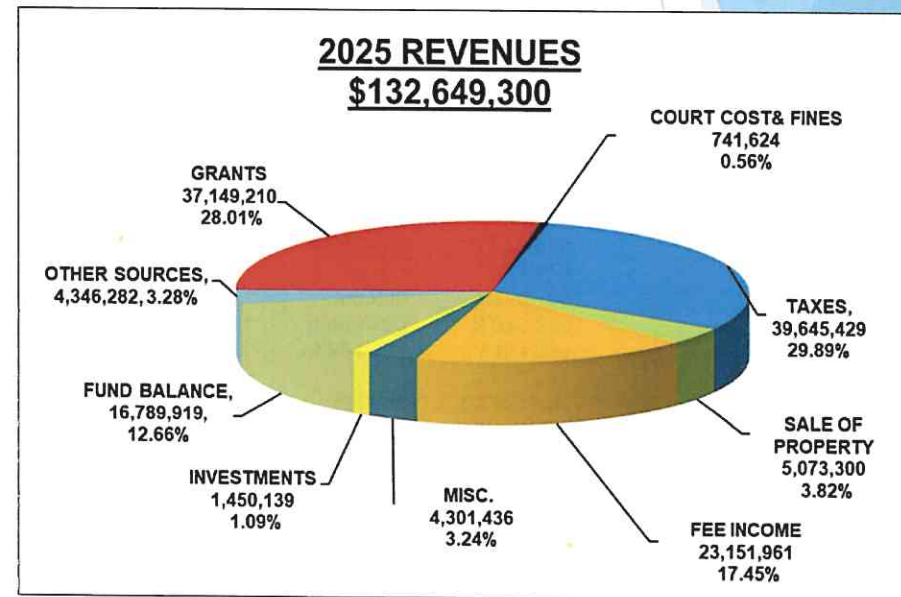
**Interest:** Interest earned on any County bank account or investment.

**Cost, Fines, & Forfeits:** Collected County cost and fines.

**Miscellaneous:** These revenues include anything from rent to telephone fees at the prison.

**Other Sources:** Represents operating transfers of funds to one governmental fund from another when one fund is responsible to support the other.

**Fund Balance:** Represents the difference between total actual financing sources and total actual expenditures at the close of the fiscal year. This carries from previous years.



# 2025 EXPENSES - ALL FUNDS

**General Governmental:** Costs related to the central administration of the County government including departments such as Commissioners, Voter Registration, Human Resources, Maintenance, Budget & Finance.

**Judicial:** Sheriff, Coroner, Courts, District Attorney, and Public Defender are some of the departments that make up the costs in the Judicial category.

**Public Safety:** Public Safety includes departments like the Prison, Adult and Juvenile Probation, Communications, Emergency Services, and Hazardous Materials.

**Public Works:** Liquid Fuels, Community Development Block Grants, Flood Mitigation, Economic Development and Resource Management Services are examples of the departments that make up this category.

**Human Services:** Human Services is comprised of our Children & Youth and Veteran's Affairs dept.

**Culture & Recreation:** The Culture & Recreation division encompasses our Recreational Grant department and our Marcellus Legacy Fund.

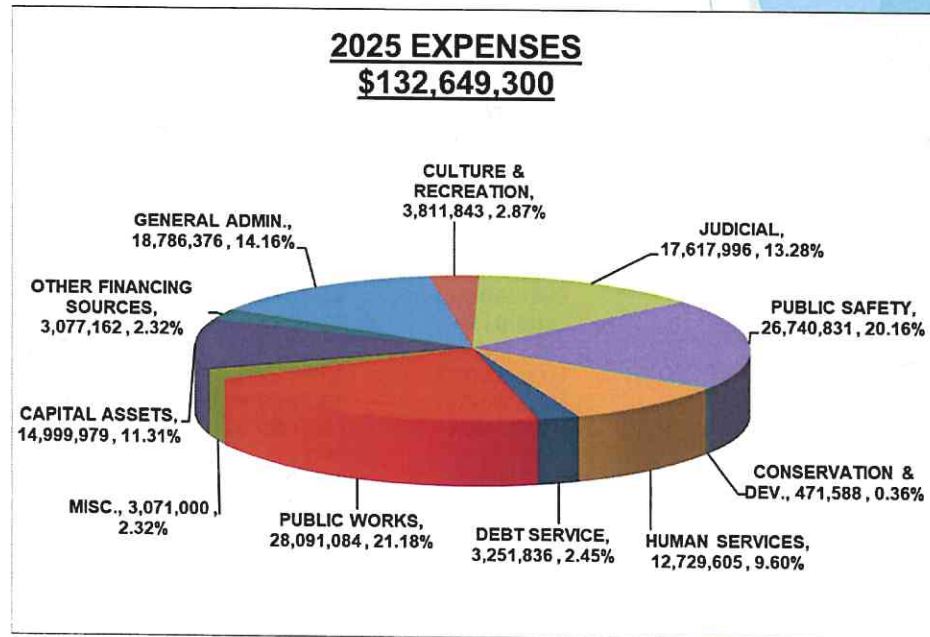
**Conservation & Development:** This category is made up of the County Farm, Co-Operative Extension, and Conservation District.

**Debt Service:** The amount of money required in a given year to pay the principal and interest expense of any existing County debt.

**Miscellaneous:** Employee Fringe and Liability Insurance department make up the majority of the expenses in the Miscellaneous area.

**Capital Assets:** This category accounts for all of the capital assets being purchased by the County in a given year. Resource Management Services assets are not included as they are an enterprise fund.

**Other Sources:** Represents operating transfers of funds from one governmental fund to another.



# 2025 VS. 2024 BUDGET COMPARISON

	2025 BUDGET	vs	2024 BUDGET	Variance
<b>FUNDING SOURCES</b>				
Taxes	\$ 38,220,429		\$ 39,060,250	\$ (839,821)
Hotel Tax	1,425,000		1,425,000	-
Licenses & Permits	26,600		26,600	-
Intergovernmental - Federal	10,611,752		18,408,962	(7,797,210)
Intergovernmental - State	25,951,787		19,350,420	6,601,367
Intergovernmental - Other	585,671		67,250	518,421
Charge for Services	23,151,961		18,484,481	4,667,480
Sale of County Products	5,073,300		6,574,000	(1,500,700)
Interest	1,450,139		6,462,400	(5,012,261)
Cost, Fines, & Forfeits	741,624		719,493	22,131
Miscellaneous	4,274,836		759,637	3,515,199
Other Sources	4,346,282		12,312,876	(7,966,594)
Fund Balance Appropriated	16,789,919		-	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 132,649,300</b>		<b>\$ 123,651,369</b>	<b>\$ (7,791,988)</b>
<b>EXPENDITURES</b>				
General Governmental	\$ 18,786,376		\$ 16,747,769	\$ 2,038,607
Judicial	17,617,996		15,443,095	2,174,901
Public Safety	26,740,831		28,143,350	(1,402,519)
Public Works	28,091,084		38,740,722	(10,649,638)
Human Services	12,729,605		11,272,215	1,457,390
Culture & Recreation	3,811,843		4,489,387	(677,544)
Conservation & Development	471,588		2,815,439	(2,343,851)
Debt Service	3,251,836		3,686,106	(434,270)
Miscellaneous	3,071,000		14,579,598	(11,508,598)
Capital Assets	14,999,979		26,118,010	(11,118,031)
Other Sources	3,077,162		10,305,414	(7,228,252)
<b>TOTAL EXPENDITURES</b>	<b>\$ 132,649,300</b>		<b>\$ 172,341,105</b>	<b>\$ (39,691,805)</b>
Excess/(Deficiency) of Revenues Over (Under) Expenditures	\$ -		\$ (48,689,736)	

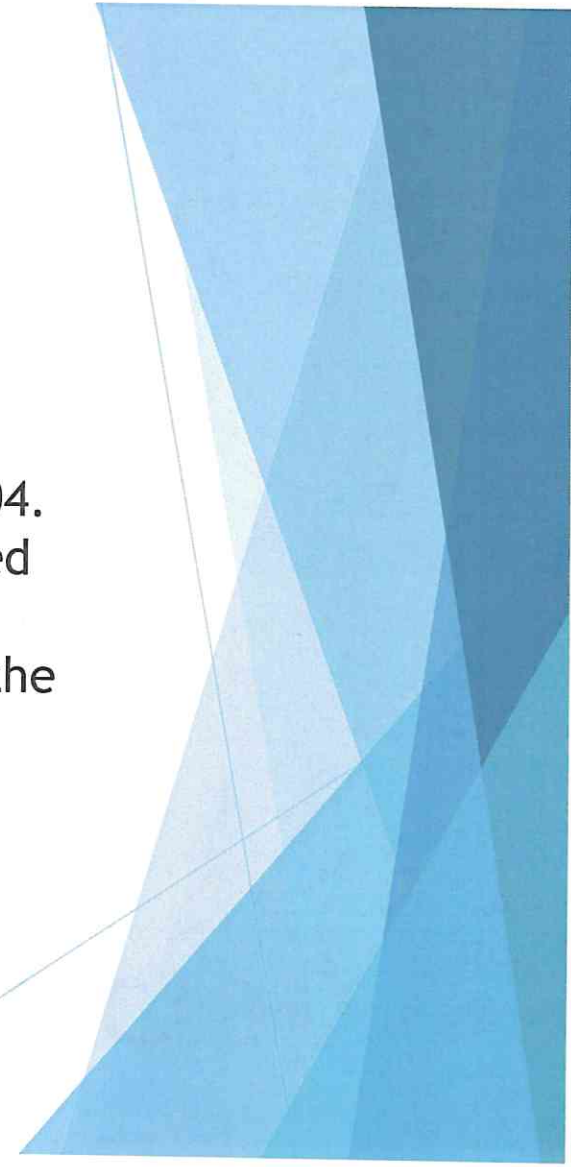


# 2025 PROPOSED CAPITAL PROJECTS

- ▶ Total Capital & Inventory Requests across all funds is \$15 which is a \$11.1M decrease over the 2024 current budget.
- ▶ Total County General Capital = \$11.6M of which \$8.7M will use County General Fund Balance and \$2.9M will be covered through grants and Act 13 funds
- ▶ Total Enterprise Capital = \$3.4M
- ▶ Major Capital Projects expected in 2025 include the on-going construction of the newly purchased Coroner Building, office moves, building repairs, DPS radio projects, on-going technology requirements and mandated ADA improvements to County polling places by the DOJ.

# REASSESSMENT

- ▶ The County began a countywide property reassessment in June, 2024 to effectively, efficiently and equitably administer the real property tax.
- ▶ This is the first reassessment in Lycoming County since 2004. Regular reassessments ensure that your property is assessed based on current market values, rather than on market values from 20 years ago. Without a reassessment, all of the properties will continue to pay the same amount of taxes.



# PUBLIC COMMENT

- ▶ This preliminary budget will be available for public inspection on the County website [www.lyco.org](http://www.lyco.org). Hard copies will be available during normal business hours of 8:30am - 5PM, holidays excluded, in the following county offices: Office of the Commissioners, Controller's Office, Treasurer's Office and the Financial Management Department. A copy will also be available at the James V. Brown Library.
- ▶ The Commissioners have scheduled a town hall meeting tonight Thursday, November 21st for public comment and discussion. It will be held in the Commissioner's boardroom in the Third Street Plaza on the 3<sup>rd</sup> floor from 6:00 to 8:00 pm.
- ▶ Any adjustments made between Monday, November 18<sup>th</sup> and final approval will be announced at the formal adoption on Thursday, December, 19, 2024.



**THANK  
YOU**

