

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, DECEMBER 12, 2024  
10:00 A.M.**

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

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

- Agenda Item 5.14 corrected to read: Vote to approve Resolution 2024-27 authorizing to forego the bidding process for repair work due to Tropical Storm Debbie.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> 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 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

*Steve Muthler, Treasurer of the Jersey Shore Public Library Board of Trustees, expressed concerns regarding the 6% reduction. He clarified that, in actuality, the Jersey Shore Public Library will allegedly see a 14% of reduction in funds, which will directly affect its public services.*

**Mr. Metzger responded that the library system is very important to the county and they receive the largest allocation from outside agencies. There are some agencies that received none.**

**Mr. Mussina responded that there have been cuts everywhere and we are doing our best to be financially responsible.**

**2.0 REPORTS**

- 2.1 Nicki Gottschall for Krista Rogers – Vote to ratify accounts payable cash requirement report for invoices due through 12/18/24 to be paid on 12/11/24 in the amount of \$860,966.67.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 2.2 Nicki Gottschall for Krista Rogers– Vote to ratify credit card cash requirement report of purchases from 10/24/24 through 11/24/24 in the amount of \$5,222.13

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

### 3.0 INFORMATION ITEMS

- 3.1 Amy Resh – Lycoming County Library System Update Comments Attached  
*Recess Commissioners' Public Meeting for the Salary Board*

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

- 4.1 Convene Salary Board.

- 4.2 Vote to approve the Salary Board minutes from the December 5, 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:

- Public Defender

Delete Clerk III (PG4) from TDA

- Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 4-0**

Add Administrative Assistant/Paralegal Trainee (PG6) to TDA

- Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 4-0**

- RMS

Delete Administrative Specialist/Training Coordinator (PG6) from  
TDA

- Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 4-0**

- Courts

Retitle Bail Release Officer to Pretrial Probation Officer (5)  
PG9/Union

- Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-1**

Retitle Bail Release Program Manager to Pretrial Probation Officer  
Supervisor (1) PG10

- Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-1**

- 4.4 Adjourn Salary Board

*Reconvene Commissioners' Public Meeting*

### 5.0 ACTION ITEMS

- 5.1 Jason Yorks – Vote to approve Amendment Number 3 to the Agreement with  
Manhantango Enterprises to extend the agreement for a period of two years from  
1/1/2025 through 12/31/2026.

- Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 5.2 Jason Yorks – Vote to approve the Amendment to the Agreement with Sunbury  
Motor Company.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.3 Beth Baylor – Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$20,301.84. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.4 Beth Baylor – Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$46,848.00. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.5 Michael Hagen – Vote to ratify the Agreement with CareerLink for the On-The-Job training program with the Public Defenders office. This will be a ½ salary reimbursement to the County for six months.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.6 Ken George – Vote to approve the Agreement with Rentokil North America Inc. d/b/a Erhlich. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.7 Ken George- Vote to approve the Amendment to the Agreement with Icon Fire Solutions, LLC. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.8 Leslie Kilpatrick – Vote to approve the renewal of the APO Case Management System Software Renewal with Corrections Development Inc. in the amount of \$19,840.00. (2024 approved budgeted item)

Ms. Kilpatrick requested to present 5.9 before 5.8

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.9 Leslie Kilpatrick – Vote to approve the Amendment to the APO Case Management Software Agreement for 2 additional services. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.10 Leslie Kilpatrick – Vote to approve the Equipment Maintenance Agreement with Marco Technologies LLC. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.11 Mya Toon – Vote to approve the 2025 Title IV-D Attorney Contract with Patricia Shipman, Esq. (2024 approved budgeted item – 66% of this expense is reimbursable to the County)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.12 Mya Toon – Vote to approve the Amendment to the Agreement with Allison Calhoun extending the Agreement to December 31, 2025 for Barber Services.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.13 Mya Toon – Vote to approve the Agreement with Old Lycoming Township Fire Company for Act 13 funds in the amount of \$313,785.00. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.14 Mya Toon – Vote to approve Resolution 2024-27 authorizing to forego the bidding process for ~~debris removal~~ repair work due to Tropical Storm Debbie.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.15 Mya Toon – Vote to approve the River Valley Transit Authority Intergovernmental Agreement in the amount of \$100,000.00. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.16 Shannon Rossman – Vote to approve the Agreement with DELTA Development Group, Inc in the amount of \$80,000.00. (2024 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.17 Shannon Rossman- Vote to approve the appointment of Brett Bowes to the LCPC Board, effective dates 1/1/2025 to 12/31/2028.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.18 Matthew McDermott – Vote to approve appointment and reappointment of the following individuals to the Williamsport Municipal Airport Authority for a 5-year term effective 1/1/2025 to 12/31/2029:

- Reappoint Suzette Snyder
- Reappoint Stephen Logue
- Reappoint Michael Reed
- *Appoint* Representative Joseph Hamm

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.19 Matthew McDermott – Vote to approve the correction of an administrative error extending the reappointment of Jason Fink to the Lycoming County Industrial Development Authority for the 5-year term from 1/1/2023 to 12/31/2023, corrected to 1/1/2023 to 12/31/2027.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.20 Matthew McDermott – Vote to approve appointment and reappointment of the following individuals to the Lycoming County Industrial Development Authority for 5-year terms effective 1/1/2025 to 12/31/2029:

- Reappoint Jason Bogle
- *Appoint* Michael Alexander

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.21 Matthew McDermott – Vote to approve appointment and reappointment of the following individuals to the Lycoming County Agricultural Land Preservation Board for 3-year terms effective 1/1/2025 to 12/31/27

- Reappoint Daryl Krotzer
- *Appoint* Robert Voneida
- *Appoint* Ben Hepburn

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.22 Matthew McDermott - Vote to approve appointment and reappointment of the following individuals to the Lycoming County Water and Sewer Authority for 5-year terms effective 1/1/2025 to 12/31/2029:

- Reappoint Paul Wentzler
- *Appoint* Jeffrey Brooks

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.23 Matthew McDermott - Vote to approve the reappointment of Brian Shearer to the Lycoming County Authority for a 5-year term effective dates 1/1/2025 to 12/31/2029.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

## **6.0 COMMISSIONER COMMENT**

**Mr. Metzger thanked everyone who volunteered to serve on these boards. None of these boards are easy to serve on; they all come with difficult decisions to be made.**

**Mr. Sortman commented on approaching the completion of the year as a new team of commissioners. Although it's been a good year overall, it has also been challenging. However, they are confident that they have communicated collectively with everyone to make the best decisions for the county using a bottom-up approach.**

## **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.

*Jack McKernan, Williamsport, asked about the progression of the budget and Act 13 funds. He highlighted concerns regarding the projected revenue, cautioned on possible shortfalls with the bond, and shared information about Worker's Compensation Insurance.*

## **YOUTUBE COMMENT**

*Thomas Adams: Good morning commissioners and Lycoming County, thank-you for your work and willingness to work together with our communities. Thank-you to everyone working in our library system! Is there a possibility the County require the utility companies work in conjunction with roadway crews to clear power lines and supporting cables of the branches and trees left to hang/lean on those lines? I think it creates a hazard for the road crews? or is it the*

*utilities (depending upon the service lines) or road crews leaving the work for the other to complete? I suppose it to be the road crews. I understand we have state crews and county crews, but if, the responsibility lies upon the specific utilities to clear the cables, and poles, to at least require the responsible party to complete the work within 30 days? The buildup of this is dangerous and poor management. If the utilities' crews are too busy they should be required to sublet trained independent contractors or a county crew to keep up with the constant challenges for safe roadways and efficient utility services. Thank-you for your consideration of this matter. Maybe there is no current remedy without new legislation, but I thought it is worth the inquiry. Thank-you!*

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, December 19, 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 View This Meeting Click on the Link Below:***

***<https://www.youtube.com/watch?v=ZhVGqkPUVki>***

Amy Resh- CEO of the James V. Library-Comments

Good Morning, Commissioners and Director,

First, thank you for giving me a few minutes on the agenda today- I am Amy Resh, System Administrator of the Lycoming County Library System and Chief Executive Officer and Director of the James V Brown Library.

I wanted to take a moment to thank the County Commissioners for their continued support of Library service. The Lycoming County Library System has had 461,488 physical checkouts and 56,859 digital material checkouts from January 1 – November 30, 2024.

As you know, the System receives County Coordination Aid; a state grant fund that matches county funding. Our County is the largest in Pennsylvania by land area.

Meaning some of our residents are far away from one of our six local library locations or Link library that provide traditional library service. One way our System can reach patrons all over our county is via outreach services. Our county is fortunate to have three bookmobiles to support this important endeavor. Our System uses the county coordination aid funds we receive from the state to support three full-time positions on the Bookmobile, serving adult patrons, Books Bus serving patrons from birth to 18, and Storymobile serving patrons from birth to 5 years of age. 89% of residents have access to service in their lived municipality through this program! In the pamphlet I provided, you will see a map of all the stops our vehicles visit and, on the back, is the list- it's extensive to be sure.

We also use the county coordination aid grant funds to support a daily intra-library delivery service between our six-member library locations- meaning if you request an item from the Montgomery Library and the Jersey Shore library is closer for you, you can request the item from Montgomery and it will be delivered to your preferred library within one or two business days. Our patrons greatly appreciate this service because it saves them fuel, wear and tear on their vehicle, and most importantly, time.

I wanted to share an update on our LINK libraries; after changes at McHenry Township, the Township and System Headquarters made the decision to adjust service from being in the Township building to being served by the bookmobile bi-weekly and we've noticed more patrons being served in this new way!

I also wanted to share some exciting news; the System and James V. Brown Library have received funding for two storywalks in the County- one at Youngs Woods Park in Williamsport and one at Trout Run Park. A StoryWalk is a series of book pages along a walking path allowing children and families to explore the outdoors while developing and practicing reading skills. StoryWalks support literacy and the exploration of the outdoors.

## **We're also working on our 2025 System-wide Initiatives**

- First Quarter (January-March): Community Theater League in Williamsport will be performing Lion King: KIDS in March.
- Second Quarter (April-June): Remake Learning 2025, member libraries will have their own programs ongoing and LCLS will come together for a shared event.
- Third Quarter (July-September): Summer Learning with one county performer going to each member library and will host two shared events.
- Fourth Quarter (October-December): During National Young Readers Week a character will visit each library for a storytime and craft.

Are there any questions about System or Library services?

Before I wrap things up I want to thank the trustees and directors in attendance today:

Thank you again for your time, and have a happy holiday season.