

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, DECEMBER 19, 2024  
10:00 A.M.**

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

**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- *online comment*  
*Good Morning Commissioner's*

**2.0 BID OPENING**

- 2.1 Krista Rogers – Open the following bid:
  - Williamsport Cross Pipe Rehabilitation Project in the City of Williamsport

Williamsport Cross Pipe Rehabilitation Project in the City of Williamsport		
Company Name	Submitted Amount	Date Submitted
Coppola Services, Inc.	\$6,395,534.00	12/16/2024
Greenland Construction, Inc.	\$4,487,000.00	12/16/2024
Shiloh Paving & Excavating Inc.	\$4,311,129.00	12/16/2024

**3.0 REPORTS**

- 3.1 Nicki Gottschall for Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 12/31/24 to be paid on 12/18/24 in the amount of \$3,489,107.66.
- Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**4.0 INFORMATION ITEMS**

- Mr. McDermott requested that Action items 7.33-38 be moved to top after Mr. Strand's updates.**
- 4.1 Chris Strand – Update on White Deer Golf Course – Comments attached - presented check for \$50,000.00

- 4.2 Michael Hagen - DA Office -Assignment of Special County Detectives as Roving DUI Patrols.

*Recess Commissioners' Public Meeting for the Salary Board*

**5.0 SALARY BOARD -SALARY BOARD MINUTES CAN BE FOUND ON LYCO.ORG>ELECTED OFFICIALS>CONTROLLER**

- 5.1 Convene Salary Board.
- 5.2 Vote to approve the Salary Board minutes from the December 12, 2024 meeting.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 4-0**
- 5.3 Vote to approve the following Salary Board Actions:
- Sheriff – TDA Title Changes – No pay grade changes:

Administrative Specialist to Office Manager  
Clerk IV to Administrative Specialist Supervisor Civil Process Clerk III  
Administrative Specialist – License to Carry/Receptionist  
Clerk III to Administrative Specialist - Real Estate  
Clerk III to Administrative Specialist – PFA & Personal Property  
Clerk III to Administrative Specialist – Warrant Control  
PT Clerk III Administrative Specialist – Warrant Control/LTC

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

Add Clerk III Administrative Specialist – Real Estate, PG4 (This was previously removed in October in anticipation for the 2025 budget, agreed at budget meeting with Sheriff Lusk)

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

Re add Clerk III (Administrative Specialist – License to Carry/ Receptionist – listed above) that had been removed in TDA cleanup on 10/31/2024 (removed in error due to a clerical error in January 2024)

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

- Public Defender  
2<sup>nd</sup> Deputy Public defender, \$85,000.00 starting salary to be increased to \$90,000.00 after death penalty case certification is earned (if not held when hired)

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

Add Clerk III, PG 4

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

- 5.4 Adjourn Salary Board.

## *Reconvene Commissioners' Public Meeting*

### **6.0 PERSONNEL ACTIONS**

- 6.1 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).  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

### **7.0 ACTION ITEMS**

- 7.33 Mya Toon- Vote to approve the Amendment to the Agreement with Indigo Sports for a contract extension.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.34 Mya Toon - Vote to approve the SAVIN Maintenance and Service Agreement with the PDAI.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.35 Mya Toon – Vote to approve the Agreement with Scotilla Psychological Services LLC. (not an approved budgeted item but funds are available)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.36 Mya Toon - Vote to approve and adopt the 2025 Budget.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.37 Mya Toon - Vote to approve the following Resolutions for 2025:
- Resolution 2024-28: 2025 Budget  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
  - Resolution 2024-29: 3-Year Capital Plan  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
  - Resolution 2024-30: Real Estate Tax Rate  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
  - Resolution 2024-31: Ratio for Real Estate Tax Assessment  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.38 Mya Toon -Vote to approve Resolution 2024-32 – Revenue Note, Series 2025  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.1 Monica Fox -Vote to approve the CDBG FFY 2022 budget revision and submission to the PA Department of Community and Economic Development with Montoursville Borough in the amount of \$1,837.30. (2024 approved budgeted item – reallocation of CDBG FFY 22 funds for Montoursville curb cuts)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 7.2 Monica Fox – Vote to approve the CDBG FFY 2023 Subrecipient Agreement with Montoursville Borough in the amount of \$88,002.00. (SDBG FFY 23 funds for Montoursville curb cuts)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.3 Kristin McLaughlin – Vote to approve the Amendment to the Agreement with the Williamsport Municipal Water Authority extending the termination date from 12/31/24 to 12/31/25. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.4 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #2 with Williamsport Sanitary Authority extending the termination date from 12/31/24 to 12/31/25. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.5 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment # 2 with Montoursville Borough extending the termination date from 12/31/24 to 12/31/25. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.6 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment # 1 with Lycoming County Water & Sewer Authority for Riverside Drive in the amount of \$485,900.00. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.7 Kristin McLaughlin - Vote to approve the Subrecipient Agreement Amendment #3 with Hughesville – Wolf Township Joint Municipal Authority in the amount of \$600,519.14. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.8 Kristin McLaughlin - Vote to approve the Interagency Agreement with Lycoming County Department of Public Works in the amount of \$1,224,883.37. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.9 Kristin McLaughlin -Vote to approve the Subrecipient Agreement Amendment #3 with Lycoming County Water & Sewer Authority changing the project from Armstrong Township Infill and Infiltration Project to Armstrong Generator Project. (2024 approved ARPA budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.10 Shannon Rossman for Mark Haas -Vote to approve Amendment #2 with Kleinfelder: Century Engineering for Subdivision and Land Development Technical Review. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 7.11 Shannon Rossman for Mark Haas – Vote to approve the Agreement with Jill Fry for stenography services. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.12 Shannon Rossman for Mark Haas – Vote to approve the Agreement with Dawn Sweeley for stenography services. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.13 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc – Supportive Housing Program in the amount of \$200,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.14 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc. in the amount of \$50,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.15 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc. - Master Leasing Program in the amount of \$250,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.16 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc. – Homes in Need Program in the amount of \$200,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.17 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with Greater Lycoming Habitat for Humanity (Scott Street) 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**
- 7.18 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with Greater Lycoming Habitat for Humanity Home Preservation Program in the amount of \$25,000.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.19 Ken George – Vote to approve the Change order with Dixon ACR to extend the completion date for 13 days.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.20 Ken George – Vote to approve the Change order with Keystruct Construction to extend the completion date for 13 days.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 7.21 Ken George – Vote to approve the Change order with Silver Tip Inc. to extend the completion date for 13 days.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.22 Ken George – Vote to approve the Change order with Icon Fire Solution to extend the completion date for 13 days.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.23 Ken George – Vote to approve the Change order with Williamsport Electric to extend the completion date for 13 days.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.24 Ken George – Vote to approve the Amendment to the Agreement with Hunter & Lomison, Inc to extend the agreement from 12/31/2024 to 12/31/2025.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.25 Ken George – Vote to approve the Agreement with Icon Fire Solutions in the amount of \$1,550.00. (Not an approved budgeted item, but funds are available)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.26 Ken George - Vote to approve the Agreement with Icon Fire Solutions in the amount of \$4,850.00. (Not an approved budgeted item, but funds are available)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.27 Ken George - Vote to approve the Agreement with Icon Fire Solutions in the amount of \$975.00. (Not an approved budgeted item, but funds are available)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.28 Ken George – Vote to approve the Agreement with M & M Asphalt for snow removal. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.29 Leslie Kilpatrick – Vote to approve the annual subscription fee for Zoho Corporation Manage Engine Division in the amount of \$8,475.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.30 Leslie Kilpatrick – Vote to approve the Software Support Renewal with Advantage Software in the amount of \$4,554.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.31 Leslie Kilpatrick – Vote to approve the Agreement with Melillo for Infrastructure Managed Support & Security Services in the amount of \$200,172.00. (2024 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.32 Mya Toon – Vote to approve the Amendment to the Agreement with Geo Reentry Services to extend the Agreement for one year from 1/1/2025 through 12/31/2025. **Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

~~7.39 Mya Toon – Vote to approve Tax Anticipation & Revenue Note, Series 2025~~  
Action Item 7.38 & 7.29 are the same.

7.40 Matthew McDermott - Vote to approve the reappointment of the following individuals to the SEDA-COG Board of Directors:

- Commissioner Scott L. Metzger – Commissioner County Representative
- Howard Frye – County’s Second Representative/Member at Large

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

7.41 Matthew McDermott – Vote to approve the reappointment of the following individuals to the Lycoming County Library System board for a period of three years effective 1/1/2025 and ending on 12/31/2027:

- Christie Foresman – Hughesville Area Public Library
- Ben Brigandi -Member at large
- Patricia Shipman – Member at large

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

## **8.0 COMMISSIONER COMMENT**

**Marc thanked his colleagues their collaboration and the progress made in moving the county forward.**

**Mr. Mussina echoed Mr. Sortman’s sentiments, adding that most of the people are really wonderful to work with.**

**Mr. Metzger expressed, “We are blessed to have dedicated people that work here in this county.” We appreciate the great job they do and look forward to 2025 and the next three years, to get things done for the residents of the county, as is still much to be done.**

## **9.0 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**

## **YOU TUBE PUBLIC COMMENT**

*Lycoming-Ya Heard?: Good morning Commissioners. Commissioner Sortman, that suit is revolutionary.*

*Thomas Adams: Merry Christmas Lycoming County! I hope to be able to attend meetings in person again. Our county is special, thank-you for your work, commissioners! Happy New Year*

**10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, January 2, 2025, 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=-XE6JoB1W2Y>*



## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Public Defender – Cody Englehart, Administrative Assistant / Paralegal (Training), pay Grade 6, Full-Time, \$17.6954 per Hour, 75 Hours per Pay Period, Anticipated Transfer Date: December 22, 2024.

Public Defender – Riley Shaffer, Clerk III, pay Grade 4, Full-Time, \$16.0696 per Hour, 75 Hours per Pay Period, Anticipated Start Date: December 23, 2024.

Chris Strand, White Deer Golf Course- Comments

Good Morning Commissioners and Thank you for your time today

We are here to discuss another tremendously successful season at White Deer.

A record-breaking year in all aspects. 63,000 Rounds, which is 20% Rounds growth in 2 years

Highest Total Revenue ever for a year at White Deer

And over a \$100,000 gain to bottom line, which far exceeds our already positive performance

With continued support from the County, and all our guests, we have been able to keep self-funding improvements at the course in all areas, which has also helped us keep going in this positive direction.

In November we made our 4<sup>th</sup> installment of the cart fleet payment at \$56,000

And Today would we like to present a check back to the County for \$50,000.

Over \$100,000 back to the County this year.

We have had 9 great years as a partnership with Lycoming County, taking White Deer from a real concern for the County, especially financially, to one now that continues to be self-sustaining and an asset to the County and community.

We would also like to present a management extension for a term of 5 years with Lycoming County, as we are excited to further the success of the facility and continue our partnership.

Thank you again for your continued support.