

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, APRIL 25, 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 2nd the motion. Approved 3-0**

1.5 Public Comment on Agenda Items Only

**Mrs. Rossman provided the following information in response to several questions regarding the Broadband Development grant.**

- a. **There is no match required for the grant.**
- b. **The minimum was \$500,000 and the max was 2 million.**
- c. **The construction estimate for Third Street Plaza is 1.99 million.**

1.6 Proclamations:

- Lycoming County Conservation District, Matt Long, District Manager  
Comments attached

**The Commissioners thanked Mr. Long on behalf of the conservation for their great work**

- Junior League 95<sup>th</sup> Anniversary – Amanda Steinbacher, President –  
Comments attached

**Mr. Metzger expressed gratitude to all the women and commended the Junior League for their remarkable work as it approaches its 100th year. He also highlighted ongoing gender issues nationwide, including disparities in pay, noting WNBA player Catlin Clark.**

**Mr. Mussina praised the wonderful work and longevity of the League. He informed all that his mother was a member. He also noted the various gender issues and battles that women continue to face.**

## 2.0 BID OPENING

2.1 Nicki Gottschall – Open the following bid:

- ADA Renovations – Multiple Locations

ADA Renovations - Multiple Locations		
Company Name	Submitted Amount	Date Submitted
H&P Construction Inc.	\$203,193.00	4/19/2024
JB Gibbons Construction	\$210,307.00	4/19/2024
Yoder Builders Inc.	\$369,480.00	4/19/2024

## 3.0 REPORTS

3.1 Kalen Barnes – Vote to ratify invoices due through 5/1/24 to be paid on 4/24/24 in the amount of \$1,856,706.07.

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

## 4.0 INFORMATION ITEMS

4.1 Kayla Webb – Presentation on Emergency Preparedness Awareness - Presentation attached

**Mr. Mussina asked about the success rate of the postcard campaign.**

**Mr. Metzger reminded her to not ever sell herself short and praised her phenomenal work.**

**Ms. Webb provided information in response to several questions regarding the survey registry and postcard campaign.**

- The surveys and similar post card mailers are utilized nationwide.**
- The soft quote estimate from Vista Print was \$35,000 plus a 40% off for non-profits and would cover the cost of the entire county.**
- Sullivan county has a Special Needs Registry.**

## 5.0 ACTION ITEMS

5.1 Ken George – Vote to approve the change order with Anthony Visco for Third Street Plaza renovation project in the amount of \$1,203.00 (2024 budgeted item).

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

5.2 Ken George – Vote to approve Agreement with Buffalo Valley Door Service in the amount of \$10, 822.00 (2024 budgeted item).

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

5.3 Ken George – Vote to approve the change order with J&M Construction for Third Street Plaza renovation project in the amount of \$71,177.00 (2024 budget items available).

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

**Ken George announced that the vendor did better on the price reducing it from \$71,177.00 to \$64,000.00**

- 5.4 Shannon Rossman – Vote to ratify the Resolution 2024-07 authorizing the submission of the COVID 19 ARPA Capital Projects fund Multi-Purpose Community Facilities grant application to the PA Broadband Development Authority up to \$2,000,000.00.

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

**Mr. Metzger thanked Mrs. Rossman for bringing this grant opportunity to the county.**

- 5.5 Erick Fortin – Vote to approve Lycoming County Probation with Restrictive Conditions grant application to the Pennsylvania Commission on Crime & Delinquency in the amount of \$380,000 (2024 budgeted item).

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

**Mr. Metzger asked if the amount has decreased throughout the years.**

**Mrs. McConnell responded that since Covid, it has been level funded at \$380,000.00**

- 5.6 Jason Yorks – Vote to approve the 902 Recycling grant application to Department of Environmental Protection in the amount of \$200,000.00. (2024 budgeted item).

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

- 5.7 Beth Baylor – Vote to approve Intergovernmental Agreement for Talkgroup PSP.

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

**Mr. Metzger commented about the importance of this agreement. Being connected to the State Police increases the safety for everyone. Portables are the lifeline for those in the field allowing responders to be connected to 911 dispatchers.**

**Mrs. Baylor shared that Lycoming County is the 2<sup>nd</sup> County in the state to participate in this program.**

- 5.8 Beth Baylor – Vote to approve Amendment to Agreement with Nokia of America Corporation.

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

- 5.9 Matthew McDermott – Vote to approve Memorandum of Understanding with West Branch Drug and Alcohol for opioid litigation services (2024 budgeted item).

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

**Mr. Metzger thanked Ms. Madden of West branch Drug & Alcohol for overseeing this.**

## **6.0 COMMISSIONER COMMENT**

**Mr. Mussina acknowledged famous individuals in sports who donat their time to youth activities. He also talked about the need for more individuals to get involved and give back to the community.**

**Mr. Metzger encouraged all to share their gifts time and talents through volunteering, if possible. In honor of National Volunteer Week, he thanked all those who volunteer.**

**Mr. Sortman, emphasized the importance of the younger community members giving back and contributing to sports.**

## **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

### **YOU TUBE COMMENTS**

**Thomas Adams: Good morning commissioners and everyone else. I am curious as to the progress of the levee system. I love how our county government works with the colleges in our county. Also, as a board member of the Williamsport School District, I encourage all parents and interested parties to contact any board member who is representing your school board with any issues, questions or concerns. We may not have an immediate answer and many things might be handled through the proper chain of command...teacher, assistant principal, principal, assistant Superintendent, Superintendent. The point is: Without good communication, as in all representative governance, we all fail. For the sake of our future and our children's future, we all must be vigilant to stand for Godly morals and values and stand against nonsense, foolishness and illogical messages and actions, which bring darkness and destruction. Ignorance is not bliss; it is lethal! Thank-you for all you do; it is very much appreciated!**

## **8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, May 2, 2024, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

***[TO VIEW THIS MEETING CLICK ON THE LINK BELOW:  
https://www.youtube.com/watch?v=TNXs\\_7yZ6rI](https://www.youtube.com/watch?v=TNXs_7yZ6rI)***

## Conservation District Remarks – Matt Long

The Lycoming County Conservation District offers a wide array of programs geared to help the local residents with conservation. Our basic mission is to make cleaner water in the county. We offer a variety of programs geared for agricultural, Ag Conservation Assistance Program, Nutrient management, Chesapeake Bay program, Ag Preservation, and Ag Equipment rental. We also offer several other programs that help with environmental conservation and education, Chapter 102 Erosion and Sediment Control Program, Dirt and Gravel Roads, Watershed Assistance, and Environmental Education. Our Dirt and Gravel Roads program hands out around \$500k each year to local municipalities for environmental roadway maintenance. We spend a lot of time in classrooms helping with various environmental education programs. We also are on many of the construction sites across the county looking for proper erosion and sediment controls on site. One outlying program we have is the West Nile Virus program where we monitor and treat for mosquitos around the county.

## Comments – Amanda Steinbacher Junior League

Founded in 1929 by 12 women, The Junior League of Williamsport is a group of women who have a commitment to community service through voluntarism. We have committed 95 years of service to Lycoming County by providing manpower, management and financial donations to hundreds of organizations.

Our mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

Our vision is that the Junior League of Williamsport is a resource and advocate committed to improving the quality of life for children and their families.

The early activities of the League focused on efforts with the Red Cross, well-baby clinics and assisting the community with other needs, such as playground equipment.

By the 1960s, League members were publishing books about the historical significance of local homes and buildings. Junior League members also created the Exchange Mart, which was a discount store run by volunteers. The women were the foundation for the first tactile museum in the city, which eventually became the Children's Discovery Workshop in the late 1980s.

The Junior League's support reaches far and wide in the community. In 2005, the Junior League pledged \$25,000 for the James V. Brown Library's Capital Campaign to build a new children's wing. In 2011, the League brought Elizabeth Smart to the CAC to share her story with local students. Members also participated in many projects with organizations such as the Central PA Food Bank, Project Linus, Firetree Place and more.

It's fulfilling to know that through our collective efforts, we can create meaningful change and support the growth and well-being of our community members.

One of the highlights for many members was starting the Cinderella's Closet prom dress project that eventually was taken over by the YWCA Boutique.

As a member of the League, there are many different opportunities for women no matter what level of involvement or leadership interest they may have. One can serve on a committee, volunteer each month, chair a committee or sit on the board- we welcome you here.

New this year, members are working on an initiative called "Code Red. Period.", which addresses period poverty, the struggle many low-income women and girls face while trying to afford menstrual products. So far, this initiative has placed thousands of take-home supplies in several local school districts with a goal to expand to all school districts within Lycoming County. Projects like this also set an example for future leaders.

Being a part of the League has broadened my knowledge of our Williamsport community and all of the wonderful things it has to offer. I am so proud to be a leader of this organization while also being able to make an impact through voluntarism.

Presentation on Emergency Preparedness



## — 2022 Census Data

16.4% ± 1.8%

Disabled Population in Lycoming County, Pennsylvania

14.6% ± 0.2%

Disabled Population in Pennsylvania

*S1810 | 2022 American Community Survey 1-Year Estimates*

16.4% = 18,726 individuals


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## FLYER

- Crosscutters Game Day Program
- Dispersed flyer at public events
- Shared with other Community Service Agencies
- Reached out to local Volunteer Fire Departments



**ATTENTION  
LYCOMING  
COUNTY!**

In an emergency, would you like responders to know specific information about you or your family's needs?

**SCAN  
ME** 

Completing the **Functional and Access Needs Survey** will help do that!

**Roads to Freedom Center for Independent Living**  
24 East 3rd Street, Williamsport, PA 17701  
Voice: (570) 327-9070  
Toll-Free Voice: (800) 984-7492  
Video Phone: (570) 279-4229  
Email: [office@cilncp.org](mailto:office@cilncp.org)

This is a voluntary survey facilitated by Roads to Freedom in collaboration with the Emergency Management Agency of Lycoming County.

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### CONSENT AND DISCLAIMER FOR PARTICIPATION IN FUNCTIONAL AND ACCESS NEEDS REGISTRY SURVEY

**Introduction:** Welcome to the Functional and Access Needs Registry Survey conducted by Roads to Freedom Center for Independent Living in conjunction with the Lycoming County Department of Public Safety. The information gathered in this survey is being compiled in a Functional and Access Needs Registry, which will provide critical contact information to emergency response entities, such as the Lycoming County Department of Public Safety. This information will provide first responders and county emergency management staff with the necessary methods and numbers needed to properly and effectively contact residents in a time of crisis. This information will only be used in the event of an emergency or disaster that requires the public to be notified of important information.

**Voluntary Participation:** Your participation in this survey is completely voluntary.

**Purpose and Use of Information:** The information you provide will be used exclusively for emergency planning and response purposes. It will be securely stored in Lycoming County's Geographic Information System (GIS) and linked to an assigned ID number to maintain your privacy. This data may be shared with municipal and county emergency services as necessary, at the discretion of the Lycoming County Department of Public Safety.

**Data Privacy and Security:** We are committed to protecting the confidentiality and security of your personal information. Your information will be kept confidential and will only be used in emergency planning and response efforts.

**Accuracy of Information:** By providing your information, you affirm that it is true and accurate to the best of your knowledge.



**Accuracy of Information:** By providing your information, you affirm that it is true and accurate to the best of your knowledge.

**Limitation of Liability:** While we endeavor to utilize this information to enhance resident safety in emergencies, the Department cannot guarantee the use of this information in every situation or its effectiveness in providing emergency assistance.

**No Guarantee of Assistance:** Completing this survey does not guarantee assistance in evacuation and/or sheltering.

**Contact Information:** For questions or concerns about this survey, please contact:

Email: [office@cilncp.org](mailto:office@cilncp.org)

Phone: 570.327.9070

Video Phone: 570.279.4229

**Accessibility:** If you require assistance in completing this survey please contact Roads to Freedom.

**Confirmation of Understanding:** By proceeding with this survey, you acknowledge that you have read, understood, and agreed to the terms and conditions stated above.

**IMPORTANT:** If you do not consent to these terms, please select the 'I Do Not Agree' option below, and you will be able to exit the survey.

1. Selection of one is required. \*

- Selecting this option means **I DO AGREE** to the above statements, conditions, and **DO** consent to my information being mapped.
- Selecting this option means **I DO NOT AGREE** to the above statements, conditions, and **DO NOT** consent to my information being mapped.

## Physical

Selections here may also overlap with others in other sections.

16. Please select all that applies.

- Amputation
- Arthritis
- Back Injury
- Burn Injury
- Cardiac/Circulatory Condition
- Congenital Birth Anomaly
- Cystic Fibrosis
- End-stage Renal Disease
- Musculoskeletal
- Orthopedic
- Paraplegia
- Quadriplegia

- Paraplegia
- Quadriplegia
- Respiratory Condition
- Spina Bifida
- None
- Other

17. Additional diagnoses not listed above

Enter your answer

18. Any additional information that you feel is important for others to know during emergencies.  
(Can include, but not limited to, medication, medical equipment, triggers, etc.)

Enter your answer

# PROPOSED POSTCARD

(FRONT)

## Functional and Access Needs Survey



In the event of an emergency,  
would you like responders to know:

- You are hard of hearing?
- You are a wheelchair user?
- You have a disability?
- You have a service animal?

Voice: (570) 327-9070 • Toll-Free Voice: (800) 984-7492  
Video Phone: (570) 279-4229 • Email: [office@cilncp.org](mailto:office@cilncp.org)

# Proposed Postcard

(back)

If you answered 'yes' to any of the questions on the front, please take the time to fill out the survey!

Your survey will be used to help guide plans and aid first responders during emergencies.

Use the camera on your phone to scan the code below



This is a voluntary survey facilitated by Roads to Freedom in collaboration with the Emergency Management Agency of Lycoming County.



Roads to Freedom CIL  
24 East Third Street  
Williamsport, PA 17701

POSTAGE

John Smith  
123 Main Street  
Small Town, USA 00000-0000

