

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  
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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, JANUARY 30, 2025  
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 Agenda Item 5.8** - Vote to approve the Solicitor Agreement renewal with David Wilk, Esq for the Lycoming County Prothonotary/Clerk of Courts Office. (2025 approved budgeted item)

**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**

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 2/5/25 to be paid on 1/29/25 in the amount of \$1,382,611.64.

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen - Elected Official Personnel Actions:
  - Sheriff- - Alex Hans, Deputy Sheriff, DS, Full-Time, \$22.28 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 3, 2025.
  - District Attorney/ Central Processing – Dale Brendle, Central Processing Officer, DA, Part-Time, \$25.00 per Hour, not to exceed 1000 Hours Annually, Anticipated Start Date: February 10, 2025.
  - District Attorney – Dustin Kreitz, Assistant County Detective, DA, Full-Time, \$27.68 per Hour, 75 Hours per Pay Period, Anticipated Start Date: February 10, 2025.

- Courts / Judge Tira – Alyssa Bashista, Executive Secretary, pay Grade 5, Full-Time, \$16.70 per Hour, 75 Hours per Pay Period, Anticipated Start Date: February 10, 2025.
- Domestic Relations – Kristina Travis, Domestic Relations Officer, DRO, Full-Time, \$42,653.33 per Year, Anticipated Start Date: March 3, 2025.

#### 4.0 PERSONNEL ACTIONS

- 4.1 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 2nd the motion. Approved 3-0**

#### 5.0 ACTION ITEMS

- 5.1 Mya Toon – Vote to approve the Amendment to the Agreement with Fry’s Fire Protection for Fire Extinguisher Maintenance for 2025. (2025 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.2 Tom Ungard – Vote to approve Resolution 2025-3 authorizing the submission of a grant request to the Range Resources Good Neighbor Fund, for the purchase of tactical and safety equipment for the Narcotics Enforcement Unit.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.3 Ken George – Vote to approve the Change Order with Williamsport Electric, Inc in the amount of \$85,600.00 for the Coroner Build for alternate pricing for fit out of CT Scan room. (2025 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.4 Ken George – Vote to approve the Change Order with ICON Fire Solutions in the amount of \$1,000.00 for the Coroner Build alternate pricing for fit out of CT Scan Room. (2025 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.5 Ken George– Vote to approve the Change Order with Dixon AC R Inc. in the amount of \$21,633.00 for the Coroner Build for alternate pricing for fit out of CT Scan Room. (2025 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 5.6 Ken George – Vote to approve the Change Order with Silvertip, Inc.in the amount of \$5,000.00 for the Coroner Build for alternate pricing for fit out of CT Scan Room (2025 approved budgeted item)  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**

5.7 Ken George - Vote to approve the Change Order with Keystruck Construction, LLC .in the amount of \$41,000.00 for the Coroner Build for alternate pricing for fit out of CT Scan Room (2025 approved budgeted item)

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

5.8 ~~Tom Heaps~~ Tom Heap– Vote to approve the Solicitor Agreement renewal with David Wilk, Esq for the Lycoming County Prothonotary/Clerk of Courts Office. (2025 approved budgeted item)

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

## **6.0 COMMISSIONER COMMENT**

**Mr. Metzger extended his thoughts and prayers to the families affected by the tragic plane and helicopter crash in Washington D.C. last night.**

## **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.

Sarah Welch, Client Relationship Manager, Area 3, Penn State Extension, shared the following updates:

### **Master Gardener:**

- An event titled "Bringing Nature Back: One Yard at a Time" will be hosted in partnership with the Responsible Decarbonization Alliance. It will take place on March 15th, from 9 am to 4 pm at the Klump Academic Center, Pennsylvania College of Technology. The event will feature eight breakout sessions on various topics. The cost is \$30 per person. You can register by calling 1-877-345-0691.

### **4-H:**

- This weekend, four members will attend the State Leadership Conference. One member, Mackenzie Heyler, will receive her Diamond Award, which she earned last year by making care packages for children staying at the Ronald McDonald House. The Diamond Award is the highest level 4-H award a youth can receive. Additionally, another member will be inducted as a State 4-H Council Member.
- Enrollment is currently open! Enrollment closes on May 1st for new members.

### **Food, Families, and Community:**

- Laurie, our educator, has a new program planned for February called "Walk by Faith." Walk by Faith is a 6- or 12-month healthy eating and walking program developed by the Penn State Cancer Institute to help community members understand how lifestyle changes can reduce their cancer risk.

- The "Everybody Walk Across PA" program is kicking off for spring. This free virtual walking program is now open for registration. More information can be found at <https://extension.psu.edu/everybody-walk-across-pa>

**YOUTUBE COMMENT**

NONE

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, February 6, 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=9gQzIrZgnGQ>

**ATTACHMENT (A)**

**PERSONNEL ACTIONS:**

Public Safety/ 9-1-1 Center – Andru McCusker, Telecommunicator I Trainee, pay Grade 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 18, 2025.

Public Safety/ 9-1-1 Center – Kabrina Jones, Telecommunicator I Trainee, pay Grade 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 18, 2025.