

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, FEBRUARY 6<sup>th</sup>, 2025  
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

**No Comments**

**2.0 REPORTS**

- 2.1 Nicki Gottschall– Vote to approve accounts payable cash requirement report for invoices due through 2/12/25 to be paid on 2/5/25 in the amount of \$4,359,790.32.

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

- 2.2 Nicki Gottschall– Vote to approve credit card cash requirement report of purchases from 12/23/24 through 1/22/2025 in the amount of \$6,693.41

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

***Recess Commissioners' Public Meeting for the Salary Board***

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

- 3.1 Convene Salary Board.
- 3.2 Vote to approve the Salary Board minutes from the January 6<sup>th</sup> meeting.
- 3.3 Vote to approve the following Salary Board Actions:
  - District Attorney
    - Delete one (1) part time Victim Witness Coordinator – Adult
    - Add one (1) full time Victim Witness Coordinator

3.4 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

**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 2<sup>nd</sup> the motion. Approved 3-0**

**5.0 ACTION ITEMS**

5.1 Brooke Wright – Vote to amend the Palmetto Posting contract to extend it from January 1, 2025 to December 31, 2028. (2025 approved budgeted item)

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

5.2 Mya Toon – Vote to approve the Agreement with BSC Mechanical Inc. (2025 approved budgeted item)

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

5.3 Mya Toon – Vote to approve the Agreement with Lexis Nexis.

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

5.4 Mya Toon – Vote to approve the Amendment to the Agreement with William Miele, Esq. (2025 approved budgeted item)

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

5.5 Mya Toon– Vote to approve the Agreement with Josh Keister for professional services to include, but not limited to, Crop Specialist, for the County Farm in the amount of \$2,500.00 annually. (2025 approved budgeted item)

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

5.6 Mya Toon – Vote to approve the Agreement with ECC Technologies, Inc. to provide Broadband Consulting Services. (2025 approved budgeted item)

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

5.7 Mya Toon - Vote to approve the Business Rental Preferred Rate Agreement with Penrac, LLC (Enterprise). (2025 approved budgeted item)

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

5.8 Mya Toon – Vote to approve the bill of sale for the tractor and wagon being purchased from Larry Beach in the amount of \$14,500.00 for the County Farm. (2025 approved budgeted item)

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

5.9 Mya Toon – Vote to approve the Sixth Amendment to the Agreement with Citizen’s & Northern Bank.

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

5.10 Mya Toon – Vote to approve the Agreement with Bruce Levy, MD, CPE. (2025 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 Grant Award for Lycoming County Victim Witness Services from PCCD in the amount of \$122,201.00.

**Questions were asked regarding the terms of the grant and the impacts to the positions and salaries in the District Attorney’s Department. Chris Kenyon recommended to table this item until more information is obtained regarding the terms of the grant and its impact.**

**Mr. Mussina moved to table item 5.11. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.12 Ken George – Vote to approve the Agreement with Monitronics International in the amount of \$695.00 monthly for professional services for Judge Dieter’s office. (2025 approved budgeted item)

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

5.13 Ken George – Vote to approve the Agreement with Port Elevator in the amount of \$3,600.00 for testing of elevators at the Courthouse. (2025 approved budgeted item).

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

5.14 Ken George – Vote to approve the Agreement with Port Elevator in the amount of \$1,200 for testing of elevators at Lysock. (2025 approved budgeted item).

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

5.15 Maleick Fleming – Vote to approve the Amendment to the Agreement with DCNR for the Greater Williamsport Area Wayfinding Plan to extend the agreement through December 31, 2025.

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

5.16 Kelsey Green – Vote to accept funding for the Lycoming County Chesapeake Bay Countywide Action Plan Implementation Grant in the amount of \$592,447.00. (2025 approved budgeted item)

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

5.17 Mark Haas – Vote to approve the Amendment to the Agreement with McNerney, Page, Vanderlin and Hall to extend the agreement to appear as the Zoning Hearing Board Solicitor for six months.

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

5.18 Mark Haas - Vote to approve the Home Show Exhibitor's contract with the West Branch Susquehanna Builders Association

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

5.19 Shannon Rossman – Vote to approve the appointment of Garth Womer to the Lycoming County Planning Commission for a 4-year term effective 1/1/2025 to 12/31/2028.

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

5.20 Shannon Rossman – Vote to approve the Agreement with Shiloh Paving & Excavating Inc in the amount of \$4,311,129.00 for the Williamsport Cross Pipes Phase 2 Rehabilitation Project. (2025 approved budgeted item)

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

5.21 Sal Vitko – Vote to approve the MOU with Armstrong Township for the Lycoming County Mosquito Valley Road Bridge Project in the amount of \$1,700,000.00. (2025 approved budgeted item – A mix of Act 13, Act 44 and Act 89 will be used to fund the project)

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

5.22 Leslie Kilpatrick – Vote to approve the annual renewal with Proofpoint in the amount of \$20,852.00 for spam filtering service. (2025 approved budgeted item)

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

5.23 Leslie Kilpatrick - Vote to approve the Agreement with Schuylkill Mobile Fone in the amount of \$150.00 for a pager for JPO. (2025 approved budgeted item)

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

5.24 Leslie Kilpatrick - Vote to approve the Purchase of Firewall Refresh 401F from Integra One in the amount of \$123,849.20. (2025 approved budgeted item)

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

5.25 Leslie Kilpatrick – Vote to approve Fortinet Renewal software Purchase and Support from Integra One in the amount of \$5,131.51. (2025 approved budgeted item)

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

## **6.0 COMMISSIONER COMMENT**

**Mr. Mussina cautioned all to be careful on Sunday if traveling to watch the Super Bowl.**

## **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.

**No Comments**

## **YOU TUBE PUBLIC COMMENT**

**No Comments**

### **8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, February 13, 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=mzAnID42r\\_Q](https://www.youtube.com/watch?v=mzAnID42r_Q)*

## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Pre-Release Center – Riley Hoy, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 10, 2025.

Prison – Joseph Brought, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 18, 2025.

Adult Probation – Christopher Lavallee, Adult Probation Officer, Union, Full-Time, \$24.53 per Hour, 75 Hours per Pay Period, Anticipated Start Date: March 3, 2025.