

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, APRIL 3, 2025  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Mya Toon Director of Financial Management, and Solicitor Christopher H. Kenyon.**

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

- Add to Agenda Item 6.2: effective 03/31/2025

**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

**2.0 BID OPENING**

- 2.1 Nicki Gottschall - Open the following bids:
  - On-Call Civil and Construction Engineering Services
  - Engineering Services at the Lycoming County Landfill 2025

On Call Civil and Construction Engineering Services for the County of Lycoming		
Company Name	Submitted Amount	Date Submitted
Bassett Engineering	n/a	3/28/2025
Greenman-Pedersen	n/a	3/28/2025
Larson Design Group	n/a	3/28/2025
LIVIC Civil	n/a	3/26/2025
Stahl Sheaffer Engineering	n/a	3/28/2025
Stiffler McGraw and Associates	n/a	3/28/2025

Engineering Services at Lycoming County Landfill 2025		
Company Name	Submitted Amount	Date Submitted
Arm Group	\$83,917.00	3/28/2025
Barton & Loguidice	Rate Sheet	3/28/2025

### 3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 4/9/25 to be paid on 4/2/25 in the amount of \$876,567.56.

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

### 4.0 INFORMATION ITEMS

- 4.1 Rachelle Abbott, President & CEO of STEP, Inc - Quarterly update – Comments attached
- 4.2 Mike Hagen – Elected Officials Personnel Actions:
- Courts/MDJ Biichle – Rachel Smith, Magisterial District Court Administrative Specialist, 5, Full-Time, \$18.1125 per hour, 75 hours per Pay Period, Anticipated Start Date: April 21, 2025

#### *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 March 6, 2025 meeting.
- 5.3 Vote to approve the following Salary Board Actions:
- Courts (DRO/APO)  
Reclassify vacant Domestic Relations Officer (CBU, PG9) to an Adult Probation Administrative Case Officer (PG7)
  - District Attorney  
Reclassify PT DUI Center Position to FT Special Detective Coordinator (non-union position at a salary of \$25.00/hour)
  - Commissioner's Office  
Delete Administrative Coordinator Position from the TDA
  - Planning & Community Development  
Delete Clerk III (PG4) from TDA  
Add Administrative Coordinator position (PG6) to the TDA

- Financial Management  
Remove Financial Analyst, PG9 from TDA  
Add Administrative Specialist, PG 5, to the TDA

5.4 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

**6.0 ACTION ITEMS**

6.1 Michael Hagen – Vote to approve the Amendment to the Agreement with Luminaire Health. (2025 approved budgeted item).

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

6.2 Mya Toon – Vote to appoint Michael Hagen as Chief Clerk, effective 03/31/2025.

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

6.3 Mya Toon – Vote to approve the Amendment to the Agreement with National Medical Services, Inc. (2025 approved budgeted item)

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

6.4 Mya Toon – Vote to award the cattle grazing bid to Lorson Angus Farms in the amount of \$3,001.00.

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

6.5 Mya Toon – Vote to approve the Amendment to the Agreement with KL Davis Polygraphs LLC. (2025 approved budgeted item)

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

6.6 Mya Toon – Vote to ratify the agreement with Allison Crane & Rigging.

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

**Mya Toon stated that Allison Crane and Rigging Company has helped remove several vaults located on the first floor of the Third Street Plaza building. The company did this at no cost to the county.**

**Commissioner Metzger highlighted that the company handled the removal of a safe weighing approximately 88,000 pounds, as well as several safety deposit boxes that posed safety risks. He expressed gratitude on behalf of the county for the dedicated efforts of the Allison Crane & Rigging team in facilitating the removal of these items.**

6.7 Mya Toon – Vote to approve the Agreement with Keller Partners & Company PSA in the amount of \$184,800.00. (2025 approved budgeted item)

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

6.8 Nancy Schenck– Vote to approve the YLS Usage Agreement with the Pennsylvania Juvenile Judges Court. (2025 approved budgeted item)

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

- 6.9 Lauren Strausser for Jason Yorks -Vote to approve the Amendment to the Agreement with Weld-Tec Service and Sales. (2025 approved budgeted item)

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

- 6.10 Jason Yorks – Vote to approve the 903 Grant Application for CY 2024.

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

- 6.11 Ken George – Vote to approve the Amendment to the Agreement with Port Elevator, Inc. (2025 approved budgeted item)

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

- 6.12 Ken George –Vote to approve the Amendment to the Agreement with Evergreen Cleaning Co. in the amount of \$5,620.00. (2025 approved budgeted item)

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

- 6.13 Ken George – Vote to approve the Agreement with Monitronics International, Inc. (2025 approved budgeted item)

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

**Ken George thanked Allison Crane & Rigging Company’s praising the work they did removing the vaults and safety deposit boxes that were placed when the Third Street Plaza building was initially built. Mr. George described the approximate weight and dimensions of the many separate parts of the vault and safety deposit boxes, as well as the challenges the Allison Crane & Rigging team worked through. Mr. George explained why the vault floor was not removed.**

**Mya Toon added that the county was looking into removing the vaults in previous years but the cost was too extreme. Mrs.Toon expressed gratitude to the Allison Crane & Rigging team for saving taxpayer dollars.**

- 6.14 Kelsey Green – Vote to approve the Period of Performance extension for the EDA Grant for the Williamsport Cross Pipe Rehabilitation. (2025 approved budgeted item)

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

## **7.0 COMMISSIONER COMMENT**

**Commissioner Metzger stated that he attended a meeting to bring awareness to the cuts in Medicaid and to discuss citizens’ concerns of funding possibly being taken away.**

**Commissioner Metzger addressed the critical need for the waiver system to remain intact. He encouraged all to contact their state representatives regarding this matter.**

**Commissioner Metzger also acknowledged National Autism Day which took place 4/2/2025.**

Commissioner Sortman spoke about recent personnel changes within the county and how these changes are part of a strategic move towards greater cost efficiency.

Commissioner Mussina emphasized that these personnel adjustments were not made impulsively; rather, they resulted from extensive discussions and planning. He also talked about the critical need for child care and affordable housing in the community, as well as how this affects the workforce. He also encouraged the public to reach out to their representatives.

## 8.0 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.

### YOU TUBE PUBLIC COMMENT

Thomas Adams Good morning Lycoming County! I fully agree with Commissioner Mussina. Not being able to use facilities due to the actions of one or any number of individuals is foolish. Apparently, the people

MC

MC Green When STEP returns for its next report please require a report on housing repairs for seniors.

T

Thomas Adams responsible were removed. Being able to use facilities, but under a different management group is prudent and responsible. We lose self-governing Liberty when we abandon common sense and allow

Thomas Adams illogical thinking and immoral policies take us into the wormholes of red tape, confusion and stagnation. If we are not growing; we are dying. Thank-you all for your dedication and work to our county.

## 9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 10th, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 177

*To View This Meeting Click on the Link Below:*

*<https://www.youtube.com/watch?v=6p-Kerc37bo>*

STEP Comments:

Rachelle Abbott, President & CEO of STEP shared the quarterly update on STEP services and provided a paper copy to Commissioners. Copies attached

The Substitute Aide Pool Program is funded by the County of Commissioners ARPA funds. This program works to enhance staff capacity of child care programs. Since operationalization in early October the program has really helped support child care program.

STEP is a Community Action Agency and receives 85% of their funds from the federal government to help support our vulnerable populations in the County.

Rachelle provided information about STEP's other programming as well and took questions from the Commissioners.



## **STEP QUARTERLY UPDATE – Q1 2025**

### **EARLY LEARNING: STEP ELRC & STEP Head Start**

#### **Substitute Aide Pool Program – ARPA Funded**

<b>March 2025</b>	
# of shifts posted	65
# of shifts filled	61
Fill Rate	94%
# of Providers Enrolled	7
# of Locations Enrolled	12
<b>RVR YMCA</b>	
<i>Williamsport, Loyalsock, Jersey Shore, Eastern Lycoming, Bright Beginnings</i>	
<b>Lycoming County Children's Development Center</b>	
<b>Life Child Care Learning Center</b>	
<b>Firetree Place</b>	
<b>Little Dumplings Family Child Care</b>	
<b>New Growth Learning Company</b>	
<b>Blessed Beginnings Preschool &amp; Childcare</b>	
<i>South Williamsport, Loyalsock</i>	
# of Aides Active	7
# of Aides in Onboarding	1

<b>YTD (10/2025-03/2025)</b>	
# of shifts posted	209
# of shifts filled	179
Fill Rate	86%

<b>March Highlights</b>	
New Provider Enrolled	
Most shifts posted and filled, highest fill rate to date	

- The ELRC Provider Appreciation Conference will be held at the Holiday Inn Williamsport on April 11-12. This event, free for child care providers, is a chance to earn required continuing education credits and connect with others in the field.
- The ELRC Interactive Resource Map, compiled with the assistance of the Lycoming County Dept. of Planning & Economic Development, has been recently updated and expanded.

- STEP Head Start currently has 436 children enrolled in Lycoming County.
- The program recently completed a Full Enrollment Plan successfully. Additionally, a review that involved uninterrupted recording sessions of classrooms resulted in very satisfactory scores and the opportunity for technical assistance to improve even further. Lastly, STEP was recently able to complete a surprise in-person program review that included fiscal and operational aspects as well as board and staff interviews.

#### **HOUSING OPTIONS: Homes In Need & Weatherization**

- STEP Housing Options has completed 5 housing rehab projects, with at least another 10 projected before the end of June.
- This year, STEP addressed 189 LIHEAP CRISIS households. The total last year was 166; we still have almost a month of CRISIS to go.

#### **COMMUNITY COLLABORATION: STEP AmeriCorps**

- This service year, STEP AmeriCorps has 28 service slots and just successfully completed their renewal grant for the 2025-2026 service year. In January and February, STEP AmeriCorps members completed over 1,000 hours of service per month.

### **COMMUNITY COLLABORATION: STEP Service Navigation**

- **Supportive Housing Program**, Jan-March 2025. Enrollments - Emergency Tier (1); Tier 1 Assisted (15); Tier 2 (6); pre-enrollment (5). 17 customers exited SHP during that time.
- **Master Leasing Program**, Jan-March 2025. Enrollments - MLP (10); pre-enrollment (1). No program exits. We have had 28 applications since the program opened this year.

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### **INDEPENDENT LIVING: STEP Office of Aging & STEP Transportation**

- STEP provided a total of 19,384 rides in January and February (total). In Lycoming County, we served over 900 residents each month (unduplicated count), providing \$321,471 in savings for those riders. The Transportation Facility project on W. 4<sup>th</sup> Street is expected to be completed in Spring 2026.
- STEP Office of Aging responded to 87 reports of need, conducting 45 investigations in January and February to ensure the health, safety, and financial security of residents. Our information and referral service answered 2,443 inquiries in January and February 2025, providing important information to older adults and their caregivers.

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### **SUCCESS STORIES**

#### **Supportive Housing Program**

A.B. entered SHP after having to move unexpectedly due to an unsafe home environment for herself and her children. While searching for a new home she maintained full-time employment and was the sole caretaker of her children. With the help of SHP, A.B. was able to move her children into a safer home and keep them in the same school district. Through SHP, A.B. has been able to start rebuilding her life and is providing a safe environment for her children. A.B. reports that she and her children are adjusting well and are very thankful for the help they were offered through SHP.

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K.B. entered into SHP Tier 2 after unexpectedly having to leave her previous residence. She found herself homeless and couch surfing for several months. During this time, she was able to maintain her employment and begin working with CYS Outreach to connect her to resources. Through the help of SHP, she was able to secure a safe and affordable home for herself and her son. She was able to take on more hours at work and is now training in a managerial role.

#### **Master Leasing Program**

S.Q. enrolled in the Master Leasing Program in February 2024. She came into the program as a single mother of a seven-year-old and a ten-day-old infant. She was unemployed, a victim of domestic violence, and struggling with depression and anxiety. S.Q. attended mental health counseling to address her depression and anxiety. She still struggles with mental health; however, she maintains consistent employment and is raising her children alone. She obtained employment as a CNA and is now making \$20/hour. She works approximately 30 hours per week but is permitted by her employer to work up to 40 hours per week. She purchased a vehicle with cash while in program and currently has approximately \$4,000.00 in her savings account. S.Q. graduated the Master Leasing program on February 28, 2025.

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For more information, please visit [www.stepcorp.org](http://www.stepcorp.org) or for child care information [www.elrc7.org](http://www.elrc7.org).

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### **Pathways to Success**

Early Learning   Housing Options   Workforce Development   Community Collaboration   Independent Living



# Serving the *community*



**19,379** individuals  
&  
**7,368** families served.

**269**



customers maintained safe and affordable housing.

**3,733**

customers enrolled through STEP's Utility Assistance Program to reduce their monthly costs and cure arrearages.



**2,742**


older adults maintained independent living situations through services provided by STEP Office of Aging.



**72**



adults obtained employment and/or life skills.

 **2,878**

individuals received rides to medical appointments, work, and other activities through STEP Transportation.

**107**



customers avoided eviction or foreclosure.

**8**



STEP AmeriCorps members completed their service term and received an education award.



More than

**1,500**

volunteers donated

**24,004**

hours of service to STEP programs including Office of Aging, Meals on Wheels, Head Start, Early Head Start, and Pre-K Counts.

**1,214**

children age 0-5 received quality early education services through STEP Head Start, Early Head Start, or Pre-K Counts.



**7,034**

households reduced their energy burden through services provided by STEP Housing Options.



# Success *stories*



## Youth Enrichment for Success

Amir enrolled in STEP's Youth Enrichment for Success (YES) program in October of 2023 with three main goals: to graduate high school, gain employment, and be a productive member of society. Amir worked with a STEP Family Navigator to create a resume and participate in mock interviews, which led to a real interview where he obtained employment. Within 4 weeks of working, Amir was promoted to Assistant Manager. By working on budgeting with his Family Navigator and hard work, he was able to pay his back rent owed to his landlord. Unfortunately, Amir stopped attending school in order to work full time. Amir struggled with wanting to go back to school but after multiple discussions with his Family Navigator and the guidance department, Amir recognized the importance of balance between work and school. Through teamwork and a schedule to make up assignments, as well as continuing to work, Amir was able to graduate high school and is now in Kentucky pursuing further education in Forestry through the Job Corps.

## Rapid Rehousing

In May 2024, a customer came to STEP through the Rapid Rehousing Program. The customer had been experiencing chronic homelessness, and due to being unsheltered, he was struggling with employment and substance abuse. With the assistance of our Family Navigator and following the Housing First model, they could quickly obtain safe, affordable, and secure housing with a local landlord. As part of our intensive case management, our Family Navigator ensured the client understood their responsibilities and lease agreement as a tenant. We also assisted them with job skills, budgeting, and setting up appropriate appointments to help maintain sobriety. The customer could move into his apartment only a few days after enrolling in Rapid Rehousing. Within two weeks, he could secure employment at a local non-profit. His apartment is only 16% of his income, and he could tier down the Rapid Rehousing Program within 5 months of enrollment.

## Clinton County Designated Stop Program

STEP Transportation's Designated Stop Program was launched in 2022 to assist with public transportation needs of Clinton County residents. This public transit service is operated with existing shared-ride vehicles, with designated stops along currently traveled routes of STEP's shared ride service. Anyone can ride for only \$2.00 per trip. The launch of 3 routes expand STEP's ability to help community members in Clinton County reach their destinations.

## Substitute Aide Pool Program

In response to the ongoing shortage of qualified professionals to keep child care providers operating at full certified capacity, STEP in partnership with the Early Learning Resource Center Region 7 has developed a Substitute Aide Pool Program. This program builds the needed staffing capacity in an innovative way that alleviates the burden of hiring new staff for child care providers, but allows them the comfort of knowing the substitutes have been vetted and trained.

## Veterans Transportation Program

With an established partnership with American Rescue Workers and new support through a Veterans Trust Fund grant from the Pennsylvania Department of Military and Veterans Affairs, STEP Transportation offers veterans transportation for a wide variety of activities. Eligible trips include going to both Wilkes Barre and Altoona veterans' facilities as well as grocery stores, pharmacies, education facilities, food banks, medical appointments, and more. To optimize the use of veterans-specific funds, more general funding streams such as Medical Assistance, Office of Aging, and Americans with Disabilities Act are considered first. If the trip cannot be completed using those sources, the Veterans Transportation Program funding is utilized.