

Commissioners
SCOTT L. METZGER
Chairman
MARC C. SORTMAN
Vice Chairman
MARK MUSSINA
Secretary



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CHRISTOPHER H. KENYON
Solicitor

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, APRIL 17, 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 Agenda item 5.0 Personnel Actions

Correction to Personnel Actions: Resource Management – Gary Staggett, Deputy Director / Operations Manager /Acting Director of Resource Management, 13, Full Time, \$86,434.2045 ~~per hour~~, per year, 80 Hours per Pay Period, Effective date: April 13, 2025.

Mr. Mussina moved to approve the revisions/corrections. 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

- 1.6 Mark Lipka – 811 Proclamation – Comments attached

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 4/23/25 to be paid on 4/16/25 in the amount of \$2,514,530.20.

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

3.0 INFORMATION ITEMS

- 3.1 Mike Hagen – Elected Officials Personnel Actions:
 - District Attorney/Processing Center- Ray Kontz, Processing Detective, 9, Full-Time, \$52,000 per year, 80 hours per pay period, Effective transfer date: April 27, 2025
 - Sheriff- John Ottaviano, Deputy Sheriff 114, SD, Full-Time, ~~\$22.63~~ \$23.27 per hour, 80 hours per pay period, Effective Promotion Date: April 13, 2025

- 3.2 Mya Toon – Acknowledge that the County will be accepting bids for Emergency Watershed Protection projects.
- 3.3 Mya Toon – Acknowledge that the County is requesting bids for Plunkett Creek Blockhouse and Little Pine Creek’s Fish Habitat project.

Recess Commissioners’ Public Meeting for the Salary Board

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

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the April 10, 2025 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
- Controller’s Office
 - Remove Office Manager form the TDA
 - Add PT Administrative Assistant position to TDA
- 4.4 Adjourn Salary Board.

Reconvene Commissioners’ Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 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 (~~B~~): (A)

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

6.0 ACTION ITEMS

- 6.1 Nicki Gottschall – Vote to approve the Recreation Authority Audit Engagement Letter with Baker Tilly in the amount of \$12, 200.00. (2025 approved budgeted item).

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

- 6.2 Forrest Lehman – Vote to approve the Polling Place and ADA Construction Agreement with Montoursville Borough to complete ADA compliance improvements in the estimated amount of \$11,000.00. (2025 approved budgeted item)

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

- 6.3 Nancy Schenck– Vote to approve the Amendment to the Agreement with Adelphoi Village (2025 approved budgeted item)

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

- 6.4 Ken George – Vote to approve Change Order # 5 with Keystruck Construction LLC in the amount of \$2,822.82. (2025 approved budgeted item)

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

- 6.5 Ken George – Vote to approve the Change Order # 4 with Keystruck Construction in the amount of \$11,879.70. (2025 approved budgeted item)

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

Ken George stated the first-floor demo for the Third Street Plaza building is completed and the team is in the process of ordering materials. Mr. George indicated that the next step is to create the new Voters storage area and they plan to start this process next week. Mr. George hopes to have the new Voters Service area ready in the next several weeks.

Forrest Lehman responded that the Lycoming County Maintenance team did a fantastic job 10 years ago with the original build of Voters Services. Mr. Lehman expressed his excitement for the new area and his plans to reorganize the workplace.

- 6.6 Mya Toon – Vote to approve the Sponsorship Agreement with Williamsport Crosscutters in the amount of \$3,102.50.

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

7.0 COMMISSIONER COMMENT

Commissioner Sortman expressed gratitude to Miele Manufacturing for giving back to the community through their \$1,000,000.00 donation to the YWCA. Commissioner Sortman spoke about the values Lou and Nicole of Miele manufacturing exhibit, especially the importance of being kind to each other. Commissioner Sortman wished everyone a Happy Easter.

Commissioner Metzger expressed gratitude on behalf of the group to Miele Manufacturing for their donation and explained how their contribution will help update the YWCA and allow them to continue to provide programs vital to the community. Commissioner Metzger mentioned the time he spent working in probation handling assault cases. He empathized with the feelings of assault victims and stressed the importance of assets in the community such as the Wise Options program.

Commissioner Mussina empathized with assault victims and expressed gratitude to Miele manufacturing. Commissioner Mussina talked about Bill Maher's recent monologue and encouraged citizens to watch the 5-minute video over the holiday weekend.

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.

Terry Lauchle – Commissioners

Ms. Lauchle, Pennsdale and the Commissioners engaged in a dialog regarding FamVest and the Kim Development. Specific details can be found by watching the meeting via live stream. See link below.

YOU TUBE PUBLIC COMMENT

Thomas Adams

Happy Easter, Lycoming County!

Thomas Adams

Happy Passover Too!

Thomas Adams

Excellent remarks from the Commissioners!

Harper Will Try

Thank you, commissioners, for standing for progress and doing what you can to counter the disinformation, fear, xenophobia, and not-in-my-backyard crowd.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 24th, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701

*To View This Meeting and For More Detailed Information
Click on The Link Below:*

<https://www.youtube.com/live/M49kiPpOfCs?si=lfwNpHxj50pxMkjp>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Adult Probation – Sara Johns, EBP Coordinator/Acting Bail Release Supervisor, 9, Full Time, \$33.75073166 per hour, 80 Hours per Pay Period, Effective date: April 13, 2025.

Pre-Release Center – Judy Lohman, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 28, 2025.

Prison – Jacob Yorks, Correctional Officer, Union, Part-Time, \$21.4245 per Hour, Not to exceed 1000 hours annually, Anticipated Transfer Date: May 11, 2025.

Resource Management – Gary Staggert, Deputy Director / Operations Manager /Acting Director of Resource Management, 13, Full Time, \$86,434.2045 ~~per hour~~, per year, 80 Hours per Pay Period, Effective date: April 13, 2025.

PROCLAMATION

Pennsylvania 811 Safe Digging Month

WHEREAS, the month of April 2025 recognized as “Pennsylvania 811 Safe Digging Month”, and the initiative sponsored by Pennsylvania 811, a utility notification information center with 53 years of continuous service to the Commonwealth of Pennsylvania, and

WHEREAS, Pennsylvania 811 received a million excavation notifications in 2024, over 3,000 construction projects in Coordinate PA, and transmitted approximately 6 million notifications to their member facility owners and operators allowing essential utility and construction crews to provide vital underground services and repair of critical infrastructure to communities throughout Pennsylvania, and

WHEREAS, when contacting 811, at least three business days before digging, a homeowner or a contractor is connected to a unique service that notifies the appropriate underground utility operators in the municipality in which the work will be performed, and

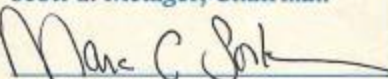
WHEREAS, by notifying 811 of their intent to dig, the homeowner or contractor is knowingly helping to protect the underground utilities, themselves, the work crew, and their neighbors from any unsafe digging practices within their community, and


WHEREAS, upon receiving the notification from Pennsylvania 811, the facility owners and operators disperse to the said work site to mark the approximate location of their underground utility lines with flags, paint, or both, to establish an eighteen-inch tolerance zone of the outside wall or edge of their line or facility, and

NOW, THEREFORE, BE IT RESOLVED that *Lycoming, County* in support of the Pennsylvania Underground Utility Line Protection Law, PA Act 287 of 1974, as amended, we do hereby proclaim April 2025 as “*Pennsylvania 811 Safe Digging Month*”, and encourage all Pennsylvanians to visit the Pennsylvania 811 website at www.paonecall.org for information about digging safely.

Lycoming County Commissioners


Scott L. Metzger, Chairman


Marc C. Sortman, Vice Chairman


Mark Mussina, Secretary



Comments- Mark Lipka – PA One Call System

“PA One Call’s purpose is to prevent damage to underground facilities. To promote safety, we provide an efficient and effective communications network among project owners, designers, excavators, and facility owners. What that means is the person planning to excavate contacts PA 811 by phone or via the web, One Call contacts the utilities in the area the excavation is taking place, and then the utility companies will go to the site and mark there lines. They do this in the corresponding color of their utility, yellow for gas, red for electric, etc. using paint or flags.

April is the start of the dig season, and there is a lot of underground work taking place. Last year over a million One Calls were placed within Pennsylvania. That averages out to seven utility locates per ticket. Approximately seven million utility lines were located in Pennsylvania last year. We appreciate Lycoming County and the Commissioners for assisting in proclaiming April as Safe Digging Month, and helping to keep our area safe.”