

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



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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, APRIL 24, 2025  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Mya Toon Director of Financial Management, 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

**None**

- 1.6 Christopher Barton – National Volunteer Week Proclamation – See attached comments

**Christopher Barton of Daikon, sponsor of the AmeriCorps Exchange program, introduced Allison Carlson as the new Program Manager for the Columbia Montour AmeriCorps Senior program, along with advisory council chair Gary Hutchinson. Mr. Barton expressed gratitude for the opportunity to speak and highlighted the vital contributions of AmeriCorps constituents. He noted that over 8,500 AmeriCorps Senior volunteers serve in nearly 1,000 locations across Pennsylvania, partnering with 27 non-profit agencies in Lycoming County, contributing over 3,542 volunteer hours, which saved these organizations approximately \$48,000 in the past year. Mr. Barton explained that the AmeriCorps Seniors RSVP volunteers, aged 55 and older, focus on environmental stewardship and other projects benefiting communities and ecosystems. Mr. Barton emphasized the essential role AmeriCorps members and volunteers play in supporting the state economy and maintaining state and national parks and trails. He acknowledged their efforts in assisting private landowners and organizations, such as Rider Park and Robert Porter Allen Natural Area, in sustaining healthy ecosystems and promoting long-term environmental resilience for future generations. Mr. Barton expressed his gratitude to the volunteers for their service and encouraged continued participation in the future.**

**Allison Clarkson expressed her enthusiasm for joining the team and her eagerness for future opportunities.**

**Gary Hutchinson reflected on his positive experience working with AmeriCorps over the past year. He reminisced about his time as the Director of Public Safety nearly 50 years ago, emphasizing the vital role volunteers have played in the community's progress. He noted the significant advancements made by the Public Safety department over the years and praised the county as a supportive work environment, highlighting the consistent backing from Commissioners and volunteers.**

**Commissioner Metzger acknowledged Christopher Barton for his presence and the dedication of AmeriCorps. He appreciated the opportunity for Commissioners to interact with volunteers at a recent luncheon and expressed gratitude for the crucial contributions made by volunteers worldwide. Mr. Metzger emphasized the importance of encouraging youth to volunteer, urging the need to teach them about the value of finding and engaging in meaningful activities.**

**Commissioner Mussina highlighted the positive impact of volunteers across various sectors, including church groups and youth sports, recognizing their contributions to community betterment.**

#### **1.7 Matthew Long – Conservation District Week Proclamation**

**Matthew Long, District Manager of the Lycoming County Conservation District, thanked the commissioners for their continued support for the Conservation District. Mr. Long reported that there are 66 districts in the state and that Philadelphia is in talks of creating a district in the future. Mr. Long talked about the Conservations Districts efforts to help to provide cleaner water and that a lot of the push for this is from the Chesapeake Bay initiative. Mr. Long stated that while a lot of people may not go to Chesapeake Bay very often we all live downstream from something, and many people do some form of water recreation. Anything to improve water quality benefits us as well as those downstream. Mr. Long spoke about the projects they are involved with on local farms to clean water and control nutrients from leaching into the water supply. Mr. Long elaborated on the cost and stress of farming and underscored their importance. Mr. Long also noted the environmental education programs that the Conservation District does including Trout in the classroom, PA Envirothon and their work with the Waterdale education center. Mr. Long also described the future plans for the VR headset that will bring the farm to the classroom. Mr. Long stated that if anyone is interested, the Conservation District will be having their annual seedling sale at 10:00 a.m. on 4.25.2025 and encouraged all to come out, buy some trees and make cleaner water.**

**Commissioner Mussina spoke about Lycoming County and the amount of land and different types of areas that the county has that makes Lycoming County unique**

## **2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 4/30/25 to be paid on 4/23/25 in the amount of \$1,542,696.09.**

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

### **3.0 INFORMATION ITEMS**

#### **3.1 Mike Hagen – Elected Officials Personnel Actions:**

- Controller – Sherrie Hook, Administrative Specialist, 6, \$20.8369 per hour, not to exceed 1,000 hours annually, Anticipated Start Date: April 30, 2025
- Courts – Jamie Diemer, Clerk III, 4, Part-Time, \$16.4616 per hour, not to exceed 1000 Hours Annually, Anticipated Start Date: May 5, 2025.

#### ***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 17, 2025 meeting.**

#### **4.3 Vote to approve the following Salary Board Actions:**

- Controller's Office  
Correction to PT Administrative Assistant Title- should be Administrative Specialist (PT)
- Department of Public Safety:  
Add 4 Telecommunicator II positions to the TDA (4 people transitioning from Telecommunicator I)

#### **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 (A).**

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

### **6.0 ACTION ITEMS**

#### **6.1 Michael Hagen – Vote to approve the Annual Insurance Policy for White Deer Golf Management, LLC with the Hartman Group in the amount of \$2,270.00. (2025 approved budgeted item).**

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

#### **6.2 Michael Hagen– Vote to approve the Agreement with BeneCard. (2025 approved budgeted item)**

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

- 6.3 Nancy Schenck – Vote to approve the Agreement with Outside In. (2025 approved budgeted item)

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

- 6.4 Adrienne Stahl– Vote to approve the Agreement with Robert Hoffa, Esq. (Not an approved 2025 budgeted item but funds are available)

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

- 6.5 Adrienne Stahl – Vote to approve the Agreement with Marybeth Bergen-Gallagher (2025 approved budgeted item)

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

- 6.6 Ken George – Vote to approve the Agreement with Honey Dippers Portable Toilets in the amount of \$80.00. (2025 approved budgeted item)

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

- 6.7 Ken George -Vote to approve the invoice for Anthony Visco in the amount of \$1,838.00 for work associated with the Third Street Plaza.

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

**Commissioner Sortman asked for clarification on whether the County would be paying the entire amount of \$12,995.00 or the amount of \$1,838.00 for the services provided by Anthony Visco.**

**Ken George clarified that the county would only be paying the amount of 1,838.00 as the contract with Anthony Visco has been terminated.**

**Mya Toon clarified that the amount due to Anthony Visco will have to be taken out of contingency funds because it is not a budgeted item.**

- 6.8 Ken George Vote to approve the Agreement with Johnson Controls Fire Protection, LP in the amount of \$3,361.00 annually. (2025 approved budgeted item)

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

- 6.9 Mark Hulyo – Vote to approve the purchase of 5 network devices from E-Plus in the amount of \$24,713.75. (2025 approved budgeted item)

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

**Mark Hulyo expressed gratitude to Mya Toon and Marirose Neiman for accommodating his request to be added to the agenda on short notice, noting that this opportunity allowed the county to benefit from discounted pricing.**

- 6.10 Mark Hulyo – Vote to approve the purchase of 15 network devices for upgrade from E-Plus in the amount of \$74,141.25. (2025 approved budgeted item)

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

- 6.11 Mark Hulyo – Vote to ratify the faxing solution subscription purchase from Marco. (2025 approved budgeted item)

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

- 6.12 Mark Hulyo – Vote to approve the purchase of 2 network core switches from E-Plus in the amount of \$44,742.14. (2025 approved budgeted item)

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

- 6.13 Mya Toon – Vote to approve the Agreement with Tulpehocken Spring Water. (2025 approved budgeted item)

**After discussion Mr. Mussina moved to amend his original motion and moved to table the item. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0 to table the Agreement.**

**Mya Toon addressed a question from Commissioner Sortman regarding whether prison employees could bring their own water from home. She clarified that employees are permitted to bring water bottles but cannot bring them into their post areas due to security measures. Instead, they use cone cups that can be filled and used for drinking water.**

**Commissioner Sortman inquired whether Tulpehocken functions as a dispenser system and expressed a desire to review and rewrite the contract concerning 16.9-ounce bottled water, noting that the county typically does not provide this size of bottled water to other departments.**

- 6.14 Mya Toon – Vote to approve the Agreement with Daikin Applied. (2025 approved budgeted item)

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

- 6.15 Mya Toon – Vote to approve the Agreement with Postler & Jaekler Corp in the amount of \$2,360.00. (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 Mussina mentioned that pollen has arrived, indicating it is allergy season, and humorously suggested that he will be wearing his glasses more frequently. Commissioner Mussina acknowledged that others might be experiencing similar discomfort and remarked that July would arrive soon.**

**Commissioner Sortman shared that the county has approved Robert Hoffa as an additional attorney to address conflicts of interest within the public defender's office. Commissioner Sortman also used this as an educational moment to explain the various fees associated with conducting a fair trial, funded by taxpayer dollars.**

**Commissioner Metzger announced that April 23, 2025, is Administrative Assistant Day. Commissioner Metzger emphasized the importance and value of administrative assistants and expressed appreciation for their hard work and service.**

## 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.

**Gary Hutchinson expressed gratitude to the Commissioners for their strong support of the Department of Public Safety, emphasizing that their backing has been instrumental in the department's progress, particularly regarding advancements in computer-aided dispatch and emergency management initiatives. Mr. Hutchinson also highlighted ongoing efforts to assess and address flood potential. Mr. Hutchinson conveyed his appreciation to the Commissioners on behalf of the Department of Public Safety**

## YOU TUBE PUBLIC COMMENT

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Thomas AdamsGood morning Lycoming County! I hope the Commissioners, as a voice for Lycoming County, will encourage other counties in the general vicinity of Rockview SCI, to encourage the Governor, the DOS and

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Thomas Adamsthe State Prison Board to keep Rockview open. I think it is absolutely critical to the health of the prison population and all employees. Rockview is a model prison. Many of the arguments for keeping

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Thomas Adamsit open have been covered in the Sun-Gazette. The Governor being disingenuous; there are no open cells, as the ones not housing prisoners are being used as health care units. Doctors for different

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Thomas Adamsneeds utilize those spaces; many dealing with mental health issues. This keeps the population close to their surroundings and helps in having a community atmosphere. Also, the guards are very inter-

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Thomas Adamsactive, because the prison doesn't rely on an impersonal electronically controlled power system. Many jobs and local economies will be negatively effected. Many prisoners, their families and the em-

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Thomas Adamsemployees are experiencing a lot of emotional stress with many prisoners in deep depression and high anxiety over a proposition which is, I think a move to give more, unnecessary land to PSU. Thank-you

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Thomas Adamsfor reading this (I hope) and thank-you for your work and commitment to our county!

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, May 1st, 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/live/9gQzIrZgnGQ?si=GWusP6P XKQ6ryi1Z>*

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

DPS / 911 Center – Tyler Fetterman, Telecommunicator II, 8, Full-Time, \$22.9712 per Hour, 80 Hours per Pay Period, Transfer Date: April 27, 2025.

Pre-Release Center – Miranda Jenious, Resident Supervisor, Union, Part-Time, \$19.20 per Hour, Not to exceed 1000 Hours Annually, Anticipated Start Date: April 28, 2025.

Prison – Luke Young, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 28, 2025.

Resource Management – Aron Harmon, Truck Driver/Float Driver, 6, Full-Time, \$19.44 per Hour, 80 Hours per Pay Period, Anticipated Start Date: May 5, 2025.

~~Resource Management – Tyler Shimp, Truck Driver/Transfer Station, 6, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: May 5, 2025.~~

**Per Mr. Hagen Mr. Shimp is no longer interested in the position and this can be removed.**





## National Volunteer Week 2025 Proclamation



**AmeriCorps  
Seniors**



*WHEREAS*, more than thirty years ago Congress established AmeriCorps – formerly the Corporation for National and Community Service – to unite national service programs under one agency, create service opportunities that strengthen communities, and expand pathways to education, careers, and civic participation for those who serve; and

*WHEREAS*, AmeriCorps Seniors programs provide opportunities for 143,000 Americans annually to serve their country through service at nonprofits, schools, public agencies, community and faith-based organizations across the country; and

*WHEREAS*, AmeriCorps Seniors participants, specifically RSVP in five counties including Lycoming County, sponsored by Diakon Community Services, address the most pressing challenges facing our communities. More than 70 AmeriCorps Seniors volunteers and Advisory Council members of diverse ages and backgrounds helped to meet local needs at 27 locations in the five Counties area by: maintaining parks, gardens, and natural areas, assisting with education, supporting libraries and heritage museum, the Veterans Affairs Office, food distribution, and other local opportunities; and

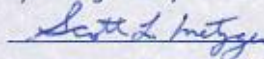
*WHEREAS*, volunteering improves the mental wellbeing of AmeriCorps Seniors volunteers, and their commitment to service reflects the dedication and patriotism of those who serve; and

*WHEREAS*, through their service, AmeriCorps Seniors volunteers improve the lives of their families, strengthen communities, and foster civic engagement in a five-county area including Lycoming; and

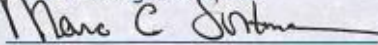
*WHEREAS*, National Volunteer Week is an opportunity to recognize the dedication and commitment of the AmeriCorps members and volunteers who serve each year, the nearly 1.3 million AmeriCorps alumni and millions of AmeriCorps Seniors volunteers, and their community partners, as well as to encourage more Americans to follow their footsteps in service.

*THEREFORE, BE IT RESOLVED*, we, the Commissioners of Lycoming County, do hereby designate April 20-26, 2025, as National Volunteer Week in County of Lycoming, and urge all citizens to celebrate the vital work that they do and thank AmeriCorps Seniors volunteers for their service throughout our community.

Lycoming County Commissioners



Scott L. Metzger, Chairman



Marc C. Sortman, Vice Chairman



Mark Mussina, Secretary



**Thank** you for this opportunity to speak on behalf of my program. I'm Chris Barton Program Director for AmeriCorps Seniors Retired and Senior Volunteer Program (RSVP), sponsored by Diakon.

**In** recognition of this Proclamation for AmeriCorps Seniors Volunteers for National Volunteer Week I would like to celebrate the critical contributions made by my constituents.

**Last year**, more than 8,500 AmeriCorps Seniors volunteers served in nearly 1,000 locations across Pennsylvania, including the 70 members serving between Clinton, Lycoming, Union, Snyder & Northumberland counties. My program is currently partnered with 27 non-profit agencies in this territory, with over 3,542 volunteer hours to date, including 1,471 hours served last year. This saved the non-profit organization approximately \$48,000 if they had to hire and pay workers, instead of utilizing volunteers.

**AmeriCorps Seniors RSVP** volunteers are active adults 55 years old and better, focused on environmental stewardship and other projects that positively impact our communities, ecosystems, service members and partner agencies. These members and volunteers are essential to our State's economic and social well-being.

**RSVP** volunteers play a vital role in maintaining and improving state and national parks, trail maintenance and stream health to ensure they remain open and accessible for recreation and tourism. In addition, they also assist private landowners and organizations including Rider Park and the Robert Porter Allen Natural Area.

**Volunteers** sustain these healthy ecosystems through invasive species removal and responsible land management, while promoting long-term resilience. Environmental stewardship ensures that future generations can benefit from a healthy and productive environment. I am grateful for the dedication and service of my constituents, who are helping make our state safer, stronger, and healthier. Our volunteers also help with other community needs.

**AmeriCorps Seniors RSVP** is a shining example of how a modest investment can deliver a powerful return for those who serve and for our communities. Thank you again to the volunteers who have answered the call to serve - and to many more that will serve in the years to come. Thank you!





## PROCLAMATION

### CONSERVATION DISTRICT WEEK 2025

*Whereas, conservation districts are local units of government established under state law to carry out natural resource management programs; and*

*Whereas, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands; and*

*Whereas, Conservation districts were created in PA in 1945 in response to the dust bowl of the 1930's to improve soil and water conservation; and*

*Whereas, each county in PA has a conservation district except for Philadelphia; and*

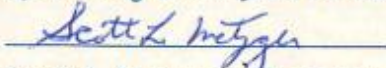
*Whereas, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment; and*

*Whereas, districts also work with many partners, including government agencies, private organizations, businesses, and others, to accomplish their mission of helping landowners to conserve natural resources; and*

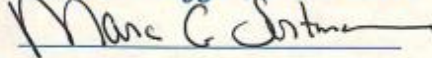
*Whereas, the districts are each led by a volunteer board of directors with farmers, public members, and a member of county government, which identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan.*

*Now, Therefore, Be It Resolved that we, the Lycoming County Commissioners, do hereby proclaim April 20-April 26, 2025 as Conservation District Week to commemorate the great work accomplished by Pennsylvania's 66 Conservation Districts.*

*Lycoming County Commissioner*



*Scott L. Metzger, Chairman*



*Marc C. Sortman, Vice Chairman*



*Mark Mussina, Secretary*

