

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



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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, MAY 22, 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 Proclamation – Community Action Month – Rachelle Abbott, President & CEO of STEP

**Comments Attached - Rachelle Abbott**

**Commissioner Metzger expressed that he was honored to serve on the STEP board alongside community members and commended the dedication of the STEP staff. He also shared his appreciation for reading success stories and observing the positive impact of STEP programs within the community. Additionally, Commissioner Metzger thanked Jamie from STEP for her administrative efforts and her ability to keep everyone informed.**

**Commissioner Mussina conveyed gratitude to the STEP staff and emphasized the extensive reach of their community assistance.**

**2.0 AWARDS**

- 2.1 Cindy Newcomer – Presentation of Prestigious 90 + cash Vest Award for 2024

**Commissioner Sortman requested a motion to move agenda item 2.1 to the next meeting on 5.29.25**

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

**3.0 BID OPENING**

- 3.1 Nicki Gottschall – Open the following bid:
  - Plunketts Creek fish Habitat Enhancement Project

Plunketts Creek Fish Habitat Enhancement Project		
Company Name	Submitted Amount	Date Submitted
Aquatic Resource Restoration Company	\$130,000.00	5/16/2025
Cornerstone Landscapes	\$122,000.00	5/16/2025
Cuz Excavating LLC	\$81,000.00	5/15/2025
Daren Thompson Excavating	\$115,500.00	5/16/2025
Smith Excavating & Construction	\$96,859.05	5/16/2025
Watson Excavating Inc.	\$124,246.00	5/16/2025

#### 4.0 REPORTS

- 4.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 5/28/25 to be paid on 5/21/25 in the amount of \$2,209,960.30.

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

**Commissioner Mussina discussed recent personnel changes involving the Lycoming County Controller position. He extended the Board of Commissioners' support for Nicki Gottschall to serve as the controller. Additionally, Commissioner Mussina expressed appreciation for Mrs. Gottschall's willingness to assume this role.**

**Commissioner Metzger observed that the transition was carried out with grace and dignity, and he expressed his appreciation to Mrs. Gottschall for serving as the acting controller.**

**Nicki Gottschall thanked the Board of Commissioners for their support, noting that their backing had been instrumental and expressed optimism for a successful year ahead.**

#### 5.0 INFORMATION ITEMS

- 5.1 Mike Hagen – Elected Officials Personnel Actions:

Courts/MDJ Solomon:

- Alexis Hill, Magisterial District Court Administrative Specialist, 5, Full - Time, \$16.38 per hour, 75 hours per pay period, Anticipated Start Date; June 2, 2025.
- Denise Breen, Magisterial District Court Administrative Specialist, 5, Full-Time, \$18.18558 per Hour, 75 Hours per Pay Period, Anticipated Transfer Date: June 8, 2025

#### 6.0 PERSONNEL ACTIONS

- 6.1 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**

**Commissioner Sortman clarified that the recent staffing additions in Planning & Community Development were not new positions but rather filled existing roles within the county.**

## **7.0 ACTION ITEMS**

- 7.1 Gary Staggert – Vote to approve the Agreement with Cedar Run Environmental Services In the amount of \$125.00. (2025 approved budgeted item).

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

- 7.2 Gary Staggert– Vote to approve the Agreement with Kint Fire Protection. (2025 approved budgeted item)

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

- 7.3 Beth Baylor– Vote to approve the Amendment to the Agreement for participation in 9-1-1 Regional Next Generation System.

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

Mussina

- 7.4 Leslie Kilpatrick– Vote to approve the Agreement with Verizon for the Verizon Device Management software in the amount of \$450.00 per month. (2025 approved budgeted item)

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

- 7.5 Mya Toon– Vote to approve the Subrecipient Agreement with Loyalsock Township for the Hidden Valley Storm Pond Project in the amount of \$50,000.00 CAP Funds (2025 approved CAP funds budgeted item)

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

- 7.6 Mya Toon – Vote to approve the Amendment to the Agreement with Scotilla Psychological Services. (2025 approved budgeted item)

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

- 7.7 Mya Toon – Vote to approve the Amendment to the Agreement with Jean Landis. (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 highlighted a recent EMS service appreciation event held at UPMC, where a documentary titled “Honorable but Broken” was screened. He encouraged community members to view the documentary to gain a better understanding of the challenges faced by EMS workers and volunteers. Commissioner Mussina discussed the recent election of Eric Spiegel as Lycoming County Sheriff, noting his previous experience as deputy sheriff that would facilitate a smooth transition. He extended congratulations to both Eric Spiegel and Nicki Gottschall.**

**Commissioner Metzger announced that Memorial Day would be on Monday, May 26th, and described various community events planned to honor the occasion. He expressed gratitude to volunteers who annually place flags on veteran gravesites and shared that attending these events provides him with meaningful insights each year.**

**Commissioner Sortman remarked that, regardless of current political views, the purpose of Memorial Day is to honor those who sacrificed their lives for the life we live today. He urged citizens to participate in remembrance events and expressed gratitude for the sacrifices made by service members.**

## **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.

**Jeffery Hutchins spoke about the differences between Veterans Day and Memorial Day, emphasizing the importance of honoring veterans daily.**

**Denise Artley, of Muncy Township, thanked the commissioners for their willingness to provide explanations and sought advice on how to efficiently request a right-to-know. She also acknowledged Jeffrey Hutchins's assistance with processes related to new radio towers.**

**Solicitor Christopher Kenyon advised using minimal language and being specific when submitting right-to-know requests, as this approach simplifies the identification of requested documents.**

**Ms. Lauchle of Muncy Township and the Commissioners discussed a recent right-to-know request concerning whether FamVest has sought additional funding from Lycoming County. Details of this discussion are available via the meeting's live stream. See link below**

## **YOU TUBE PUBLIC COMMENT**

**T**

Thomas AdamsGood morning Lycoming County! Our Governor decided to delay the decision to close SCI Rockview, (probably hoping people will forget and will not be as upset over a possible closure). I think he is

**T**

Thomas Adamsconsidering this for political purposes. The building is not in disrepair, but well kept and is. fully utilized. Why is it necessary to misrepresent facts, for a plan, that is supposed to be good for

**T**

Thomas Adamsopposition to closing Rockview. Thank-you for your dedication to our county! God Bless Lycoming County! God Bless America!

L

LycoSecretstell Terri you can appeal those denials to the Pennsylvania Office of Open Records. They have a web form, it's really easy, you don't need an attorney

L

LycoSecretsthey met at Project Blue Whale in January 2025

#### **9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, May 29, 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 and For More Detailed Information Click on The Link Below:*

*<https://www.youtube.com/live/Gh8UjO4YikE?si=NNdkEIIL7fi64On9>*

## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Planning & Community Development – Kellen Krape, Transportation Planner, 9, Full-Time, \$50,373.18 per Year, 75 Hours per Pay Period, Anticipated Start Date: June 2, 2025.

Planning & Community Development – Emily Mrochko, Transportation Planner, 9, Full-Time, \$46,280.13 per Year, 75 Hours per Pay Period, Anticipated Start Date: June 2, 2025.

Pre-Release Center – Nolan Ungard, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 2, 2025.





## COMMUNITY ACTION AWARENESS MONTH PROCLAMATION

*WHEREAS, Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; and*

*WHEREAS, Lycoming-Clinton Counties Commission for Community Action (STEP), Inc., the Community Action Agency serving Lycoming and Clinton counties, has been engaging diverse individuals, families, and communities in the pursuit of social and economic success for 59 years; and*

*WHEREAS, STEP builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes through their many innovative and diverse programs; and*

*WHEREAS, STEP provides high quality early learning to children and assists older adults and Individuals with disabilities to maintain independent living situations; and*

*WHEREAS, STEP is an economic driver in our community, maintaining a workforce of at least 280 staff members, supporting families as they strive for economic stability and removing barriers to employment at a systemic level through increased child care and transportation options; and*

*WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard.*

*NOW, THEREFORE, Be it Resolved, we the Commissioners of the County of Lycoming do hereby proclaim May 2025 as Community Action Month in recognition of the hard work and dedication of the Community Action Agencies serving our region, state, and nation. We urge all citizens to support their efforts to strengthen our community.*

Lycoming County Commissioners

Scott L. Metzger, Chairman

Marc C. Sprotman, Vice Chairman

Mark Mussina, Secretary



Rachelle Abbott, President & CEO STEP Comments:

Lycoming County Commissioners' Meeting:

- Welcome & Thank you! Very excited to be here today to celebrate with you all Community Action Month.
- Introductions of STEP Team:
  - o Patti Kiessling, CFO
  - o Aron Haefner, COO
  - o Carolyn Hawk, STEP Head Start Program
  - o Jamey Williams, Administrative Coordinator
  - o Nikolina Cleaver, STEP Office of Aging Director
- May is Community Action Month! STEP is the Community Action Agency serving Lycoming & Clinton Counties. As a federal CAA, STEP completes its Community Assessments which define the services we provide in the community. Through coordination with federal and state funders, in 2024, STEP Served over 19,000 customers.
- STEP is an economic driver in support of its nearly 300 staff and hundreds of small and large business in the local community.
- Not only is it Community Action Month, but also the 20<sup>th</sup> Anniversary of the development of the STEP Homes In Need Program through the coordination with the Lycoming & Clinton County Commissioners.
- So, in the last 20 years, here is what has been accomplished by STEP's Homes In Need Program:
  - o 2,454 Homes Completed
  - o At an average job cost of \$17,217
  - o Over the years, the amount of funds invested into the two counties is nearly \$12 Million
- Update of SAPP Program