

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



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CHRISTOPHER H. KENYON  
*Solicitor*

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, JUNE 19, 2025  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Michael Hagen Director of Human Resources, 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 BID OPENING**

- 2.1 Nicki Gottschall - Open the following bid:
  - Zoning Hearing Board Solicitor Services

**Ms. Gottschall reported that no bids were received.**

**3.0 REPORTS**

- 3.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 6/25/25 to be paid on 6/18/25 in the amount of \$1,610,755.96.

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

***Recess Commissioners Public Meeting for TEFRA Hearing***

**4.0 TEFRA HEARING**

- 4.1 Convene Hearing
- 4.2 Ann Pepperman – Public notice to discuss the issuance by the Lycoming County Authority of tax-exempt revenue bonds for Firetree Place.

**Ann Pepperman introduced herself as the representative of Lycoming County Authority stating her presence is on behalf of Firetree Place in connection with tax-free financing through the authority. Ms. Pepperman discussed their issuance of \$2,286,000 in tax-exempt bonds in 2024 for a childcare expansion project. She indicated the request to amend the existing bonds to increase financing by \$615,460, which would involve only amendments to**

current documents. She acknowledged Sean Burnett as the chairman of Firetree. Billy Dayton, CEO of Firetree was introduced to elaborate on the project's specifics. Mr. Dayton explained that Firetree has begun phase one of their expansion project adding the child care wing with construction on site starting. He highlighted unforeseen issues with stormwater management, necessitating additional funds for design and construction, including underground water basins and sprinkler systems noting that this is where majority of the funds would be spent. He assured that the requested funds would cover these increased costs, with no further funding needed.

Ms. Pepperman indicated that the solicitor has a proposed resolution.

Commissioner Mussina highlighted the critical need for affordable childcare locally and nationally, praising Firetree as a vital resource for providing safe and educational care. He emphasized the importance of supporting the expansion, stating it is essential for the community and Lycoming County, and expressed gratitude for Firetree's contributions.

Commissioner Metzger discussed a meeting with school superintendents where they discussed the lack of childcare locally as well as the nationwide shortage of childcare facilities. He highlighted the importance of adequate childcare for working families and acknowledged Firetree's role in addressing this issue, viewing the expansion as a valuable solution to a significant community problem.

Commissioner Mussina inquired about the project timeline. Mr. Dayton responded that Firetree aims to have the new facility operational by February 2026.

#### 4.3 Adjourn Meeting

### *Reconvene Commissioners' Public Meeting*

## 5.0 INFORMATION ITEMS

### 5.1 Michael Hagen – Elected Officials Personnel Actions:

- District Attorney – Phoebe Yates, Deputy District Attorney, 13, Full-Time, \$85,000 per Year, 75 Hours per Pay Period, Effective Date: June 8, 2025.

## 6.0 ACTION ITEMS

### 6.1 Jamie Shrawder – Vote to approve the CDBG FFY 2021 budget revision and submission to the PA Department of Community and Economic Development.

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

### 6.2 Gary Staggett – Vote to approve the notification forms for NPDES PAG-2 permit application for Leachate Force Main project.

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

### 6.3 Gary Staggett– Vote to approve the annual Operating Report for DEP.

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

6.4 Forrest Lehman – Vote to approve Change Order #1 with H & P Construction in the amount of \$16,350.00. (2025 approved budgeted item)

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

Commissioner Metzger asked Mr. Lehman if there was a way to satisfy all tax payers by allowing signs to be placed at all the polling places, based on the comments of a concerned citizen at last week's meeting. Currently some of the polling places do not allow political signs on their properties. Mr. Metzger asked that if the improvements are being paid using taxpayer's money does that help the County at all to speak to the property owner to allow signs to be put up for the day of the election.

Mr. Lehman explained some of the concerns that the tax-exempt polling places have about allowing signage to be placed on their properties. The County needs to have accessible polling places available. We need to respect the wishes of the property owner. Any signage can only be placed on a property, regardless of whether it is a polling place, with the property owner's permission and within the Municipality's ordinances.

Mr. Mussina asked if there is any precedent that can be shared with the property owners that would encourage them to allow the signage.

Mr. Lehman responded that if there is they would share it with the polling places, but it is the right of the property owner to refuse to allow the signage.

Mr. Metzger asked what the difference is between a person being on the property soliciting votes versus a sign on the property.

Mr. Lehman explained the difference. He also pointed out that his responsibility is to make sure that there are enough polling places. Mr. Lehman further explained that there is a list of the polling places on the Lycoming County website that is up all the time which includes relevant details for each polling place.

Chris Kenyon, Solicitor explained the legal difference between a sign on the property and someone standing on the property advocating for votes.

6.5 Forrest Lehman– Vote to approve the Polling Place Agreement with Penn College of Technology.

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

Mr. Lehman discussed the polling place agreement with Penn College of Technology, praising their cooperation and noting that the campus location is well-received by voters. He explained that the previous polling site at the YWCA was discontinued due to redistricting and privacy concerns, leading to the selection of Penn College as a suitable alternative.

6.6 Leslie Kilpatrick – Vote to approve the Maintenance Renewal with Keyser Consulting Group in the amount of \$1,100.00. (2025 approved budgeted item).

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

- 6.7 Leslie Kilpatrick – Vote to approve the Software Subscription Renewal with DLT Solutions, LLC in the amount of \$5,965.86. (2025 approved budgeted item)

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

- 6.8 Michael Hagen – Vote to approve the Statement of Work with Remedy Analytics in the amount of \$25,000.00 for Discount Validation and Dispensing Fee Audit. (not a 2025 approved budgeted item, but funds are available)

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

**Michael Hagen explained that Remedy Analytics would review Lycoming County’s prescription data to ensure compliance with contractual obligations and identify any discrepancies. He mentioned a previous audit that recovered approximately \$300,000.00 for the county and expressed confidence in similar positive outcomes from the current review.**

**Commissioner Metzger requested to amend the agenda by adding action item 6.9 -Vote to approve Resolution 2025 -13 and Personnel Actions.**

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

- 6.9 Michael Hagen -Vote to approve Resolution 2025-13.

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

## **PERSONNEL ACTIONS**

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**

## **7.0 COMMISSIONER COMMENT**

**Commissioner Sortman commented on recent drastic weather changes and urged residents to consider the safety of pets, elderly relatives, and neighbors during such times.**

**Commissioner Mussina discussed Juneteenth’s status as a federal holiday, noting it is not yet recognized as a county holiday in Lycoming. He acknowledged the logistical and financial challenges of establishing it as a holiday but emphasized its significance and the increasing nationwide recognition, suggesting the county consider adopting it in the future. He noted the historical significance of the day.**

**Commissioner Metzger provided historical context about the Emancipation Proclamation, emphasizing the importance of equality and unity. He urged the community to practice empathy, respect differing opinions, and promote kindness, especially during challenging times, advocating for ongoing understanding and compassion. He also noted the importance of listening to one another and being a good listener.**

## 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.

**Tony Cooper presented statutory documents concerning prison work release and inmate work programs, highlighting the omission of the word “disability” in relevant policies. He expressed concern about this oversight, advocating for policy review and correction.**

**Commissioner Metzger responded that the policy issue raised by Tony Cooper would be addressed at the upcoming prison board meeting scheduled for July 11th.**

## YOU TUBE PUBLIC COMMENT

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Thomas Adams Good morning Lycoming County! Maybe the County could encourage all municipalities to look at passing ordinances to levy fines against all candidates, not collecting their signs within the required

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Thomas Adams time. Unless it is possible for voter services to levy a fine? Any fines can be split between the County; the municipality, along with the polling location, receiving 60%. Is this possible? Thank-you

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Thomas Adams for your work and dedication to our County. Let us keep our county, state and nation in our prayers! May God Bless America and May He Bless Lycoming County!

## 9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, June 26th, 2025 at 10:00 A.M. in the Commissioner’s Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 177

***Please note that there will be No Public Meeting on July 3, 2025***

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

*<https://www.youtube.com/watch?v=Su1tmxxWA2U>*

## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Adult Probation – Gabriela Petorak, Clerk III, 4, Full-Time, \$14.72 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 30, 2025.

Adult Probation – Isaac Rowles, Pretrial Probation Officer, Union, Full-Time, \$24.53 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 7, 2025.

Resource Management – Thomas Fuller, Baler Operator, 6, Full-Time, \$18.00 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: June 22, 2025.

Resource Management – Karl Yingling, Recycling Truck Driver, 6, Full-Time, \$20.70 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 30, 2025.

Resource Management – Dustin Springer, Equipment Operator, 6, Full-Time, \$20.0124 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 30, 2025.

Resource Management – Walter (Todd) Portzline, Operations Supervisor, 8, Full-Time, \$22.9712 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 30, 2025.