

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, JUNE 26, 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 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

None

2.0 AWARDS

- 2.1 Mark Lusk – JWD - Awards

Sheriff Mark Lusk expressed gratitude to Marirose Neiman for organizing the brief recognition. He highlighted that the "Job Well Done" awards honor employees for extraordinary efforts and talked about the Mock DUI Crash Production that the employees volunteered to participate in with very little notice. The program involves multiple county departments, including fire rescue and EMS. It simulates a real crash scenario with staged vehicles and extrication procedures. Sheriff Lusk emphasized the importance of the program in raising awareness among youth about the consequences of driving under the influence. He emphasized the program's longstanding history of over 20 years and its relevance during prom season, as it demonstrates the serious consequences of a DUI, including potential probation or imprisonment. He highlighted that the program that was put together this year was done by a young man, Mr. Miller who was the director/producer of the production noting that the Sheriff's office got involved when they needed officers to assist. Sheriff Lusk praised Deputies Spiegel and Reagan for their spontaneous involvement on short notice, highlighting their role in staging and participating in the production, as well as dedicating their entire day off to ensure the realism and educational impact of the event. Sheriff Lusk underscored that the effort aims to prevent tragic outcomes and educate students about making responsible decisions. He commended the Deputies commitment to youth safety and asked them to step forward for the recognition.

Commissioner Sortman presented certificates to Deputy Spiegel and Deputy Reagan, acknowledging their outstanding service. He emphasized the importance of departmental appreciation, sharing that a recent departmental meeting reinforced the value of recognizing staff contributions. He expressed gratitude for their efforts in supporting youth education and safety.

Commissioner Metzger thanked Deputy Spiegel and Deputy Reagan for their exceptional work, noting that their willingness to volunteer their time on a weekend to assist with the mock DUI crash demonstrates above-and-beyond dedication. He highlighted the program's longstanding success and its role in encouraging responsible behavior among youth. Commissioner Metzger encouraged the Deputies to continue their impactful work and praised their contribution to community safety.

Commissioner Mussina echoed the gratitude toward Deputy Spiegel and Reagan, expressing admiration for their professionalism and dedication. He remarked that the deputies' willingness to dedicate personal time reflects positively on the Sheriff's office and the County. He thanked Sheriff Lusk for supporting such initiatives and praised the Deputies for their role in educating youth and potentially saving lives.

3.0 BID OPENING

- 3.1 Nicki Gottschall – Open the following bid:
Lubrication Products

2025 Lubrication Products		
Company Name	Submitted Amount	Date Submitted
Safety-Kleen Systems, Inc.	Multi-Line Bid	6/20/2025
Petro Choice	Multi-Line Bid	6/18/2025

4.0 REPORTS

- 4.1 Nicki Gottschall - Vote to approve accounts payable cash requirement report for invoices due through 7/2/25 to be paid on 6/25/25 in the amount of \$1,534,782.50.

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

5.0 INFORMATION ITEMS

- 5.1 Mya Toon- Acknowledge the county will be requesting bids for the repair of fire restrictive coating located at Third Street Plaza building.

Commissioner Metzger sought clarification regarding the repair of fire-resistant coating on the first floor of the Third Street Plaza Building, confirming that the work pertains to the build-out of the Register and Recorder's Office. Mya Toon verified this information is correct.

- 5.2 Jamie Shrawder – FYY2025 Community Development Block Grant Project Review
- 5.3 Michael Hagen – Elected Officials Personnel Actions:
Courts/MDJ Gardner – Clarissa Straub, Magisterial District Court Administrative Specialist, 5, Full-Time, \$15.75 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.
- District Attorney – Aisha Khalid, Legal Assistant, 4, Full-Time, \$15.0176 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.
- District Attorney – MyaKay Bartman, Legal Assistant, 4, Full-Time, \$15.162 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.
- Sheriff – Ryan Ransom, Deputy Sheriff, Union, Full-Time, \$22.28 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 30, 2025.
- Sheriff – Eric Wolfgang, Deputy Sheriff 1st Class, Union, Part-Time, \$26.763 per Hour, Not to Exceed 1000 Hours per Pay Period, Effective Date: May 5, 2025.

Recess Commissioners' Public Meeting for the Salary Board

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

- 6.1 Convene Salary Board.
- 6.2 Vote to approve the Salary Board minutes from the June 12, 2025 meeting.
- 6.3 Vote to approve the following Salary Board Actions:
- DPS - Remove PT Telecommunicator II position from the TDA.
 - Commissioner's Office - Reclassify Director of Operations Manager from a PG 12 to PG 13.
 - Prison - Increase starting pay of Nurse Supervisor to \$39.00 per hour.
- 6.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 PERSONNEL ACTIONS

- 7.1 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 2nd the motion. Approved 3-0

8.0 ACTION ITEM

- 8.1 Michael Hagen – Vote to approve the revision to Policy 1205 Agricultural Commodities.

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

Commissioner Metzger reported that the County Farm had been progressing well. Crops had been planted, and a Farm Committee was overseeing the operation. He mentioned that the County was in the process of selling the house on the property and was working on subdividing the core lot from the house to sell them separately. The goal was to complete this subdivision by late summer and list the properties on the market in early fall. He expressed satisfaction with the farm committee's work and their recommendations, noting significant progress. Commissioner Metzger extended gratitude to the volunteers for their dedication, highlighting that the County Farm was unique in the state. Commissioner Metzger emphasized the farm's role as an educational resource, noting the opportunities for community engagement through the master gardeners and the farm's scenic walking trail, which provided outdoor learning opportunities for children and visitors alike.

Commissioner Sortman echoed Commissioner Metzger's sentiments, commending the Farm committee for their efforts in revitalizing the County Farm. He observed that the barn was now clean and in good condition inside, and that the crops were thriving. Reflecting on past discussions, he recalled the Montoursville School District's interest in establishing beehives at the farm, emphasizing their importance in today's world. He indicated that the County planned to enhance the farm and provide additional training, underscoring the importance of utilizing the farm for educating future farmers. He praised the progress made and the ongoing development of the farm's educational role.

Commissioner Mussina expressed appreciation for the Farm Committee, stating that they had done an exemplary job. He highlighted that their efforts had significantly improved the operation and benefited the County as a whole.

- 8.2 Nicki Gottschall – Vote to approve the Audit Engagement Letter with Bakr Tilly for the 2024 audit and single audit in the amount of \$105,300.00 plus administrative costs. (not an approved 2025 budgeted item, but contingent funds are available).

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

Commissioner Metzger asked about the status of ongoing projects. Nicki Gottschall confirmed that the goals are to be completed by year-end and they are currently on track. He praised the collaborative effort between the Controller's Office and Financial Management Office, noting significant progress and thanking both departments for their dedication.

- 8.3 Jamie Shrawder – Vote to approve Resolution 2025-14 Designating Michael Hagen as the Section 504 Compliance Officer.

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

- 8.4 Jamie Shrawder – Vote to approve the Community Development Block Grant Procurement Policy.

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

- 8.5 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with Hughesville Borough Authority in the amount of \$583,956.63. (2025 ARPA approved budgeted item)

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

- 8.6 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment #1 with Greater Habitat for Humanity in the amount of \$100,000.00. (2025 ARPA approved budgeted item)

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

- 8.7 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #4 with Lycoming County Water & Sewer Authority in the amount of \$984,654.76. (2025 ARPA approved budgeted item)

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

- 8.8 Forrest Lehman - Vote to approve the Purchase from Clear Ballot in the amount of \$650.00. (2025 approved budgeted item)

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

Commissioner Metzger inquired about the new storage area for Voter Services at the Third Street Plaza Building. Forrest Lehman responded positively, stating it was operational in time for the May primary elections. He explained that the new storage accommodates paper ballots following recent voting system updates noting that the Maintenance team did a fantastic job. He also praised the Sheriff's department for their security efforts during elections, including traffic and security support for recounts and mail ballot processing.

- 8.9 Beth Baylor - Vote to approve the Sublease Agreement with Clinton County 911 for use of our Pump Station Radio Tower.

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

Commissioner Sortman sought clarification on whether Lycoming County would receive payment for the sublease of the Pump Station Radio Tower to Clinton County. Mya Toon clarified that there is no rental charge associated with this agreement.

- 8.10 Gary Staggett -Vote to approve the Transfer Station Permit Bonding Paperwork.

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

- 8.11 Leslie Kilpatrick -Vote to approve the three-year Agreement with Comcast for the Coroner's building. (2025 approved budgeted item)

Leslie Kilpatrick acknowledged a mistake on the agenda, clarifying that action item 8.11 is not included in the 2025 approved budget. She explained that the team has allocated funds

for the IT equipment capital, but she is uncertain about the budget status for related services.

Commissioner Sortman inquired about the timeline for implementing the three-year agreement with Comcast for the Coroners building. Leslie Kilpatrick responded that the agreement is projected to be finalized by the end of November. Commissioner Sortman suggested that this item could be incorporated into the 2026 budget, a point Kilpatrick confirmed, indicating this matter could be discussed further at an upcoming meeting.

Leslie Kilpatrick stated that Mya Toon has detailed figures for action item 8.11. She highlighted a one-time charge of \$129.95 for installation, with the ongoing service cost being \$404.49 per month.

There was a discussion between the Commissioners and Leslie Kilpatrick regarding the cost details of the Comcast agreement for the Coroners Building.

Commissioner Sortman moved to table action item 8.11 concerning the Comcast agreement until further investigation into the contract details and the finalization of the construction plan for the Coroner's Office is completed.

Mr. Sortman moved to table action item 8.11. Mr. Mussina 2nd the motion. Approved 3-0

8.12 Leslie Kilpatrick– Vote to approve the Agreement with Fortinet for the FortiVoice Enterprise Phone System Demo for TSP and the Court House.

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

8.13 Leslie Kilpatrick– Vote to approve the Agreement with Fortinet for the FortiFone Phone System Demo for the Coroner's Building.

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

8.14 Kelsey Green – Vote to approve the Agreement with Mountain Environmental & Radon Services, LLC in the amount of \$1,200.00 (2025 approved budgeted item)

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

8.15 Kellen Krape– Vote to approve the Cooperative Agreement with McIntyre Township in the amount of \$70,000.00. (2025 approved budgeted item)

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

8.16 Maleick Fleming– Vote to approve the Agreement with the U.S. Environmental Protection Agency (2025 approved budgeted item)

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

8.17 Maleick Fleming – Vote to approve the Subrecipient Agreement with BRS, Inc in the amount of \$14,102.00. (2025 approved EPA RLS grant funds budgeted item)

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

- 8.18 Mya Toon– Vote to approve the Amendment to the Agreement with Frank Dattilo, PH.D., ABPP. (2025 approved budgeted item)

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

- 8.19 Mya Toon– Vote to approve the Agreement with Edward M. Moss, PHD. (2025 approved budgeted item)

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

- 8.20 Mya Toon– Vote to approve the Application for a Standby Letter of Credit Under Standby Letter of Credit Bond and Security Agreement with Citizens & Northern Bank in the amount of ~~\$40,000,000.00~~ **\$33,353,517.00.**

Mya Toon corrected an error regarding the dollar amount related to the RMS Landfill project, stating that the previous letter of credit was \$40 million, but it has been revised downward to approximately \$33.35 million. She noted that the remaining funds are designated for other RMS related projects.

Commissioner Metzger confirmed that this change should be reflected in the agenda, after consulting Solicitor Christopher Kenyon.

Commissioner Metzger requested a motion to amend action item 8.20 on the agenda to read in the amount of \$ 33,353,517.00.

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

Commissioner Metzger made a motion to approve Action Item 8.20 with the correction. Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 8.21 Mya Toon– Vote to approve the Municipal Assistance Grant Second Amendment with the Department of Community and Economic Development extending the termination date to June 30, 2026.

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

- 8.22 Mya Toon – Vote to approve to rescind the Agreement with Larson Design Group for professional survey services in the amount of \$7,850.00.

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

9.0 COMMISSIONER COMMENT

Commissioner Sortman announced his intention to dedicate his time to Kelsey Green, who provided an update on the Levee Project. Ms. Green reported that work on phase 2, involving the inspection and rehabilitation of cross pipes, is scheduled to begin in early July. She also mentioned the completion of a risk assessment by the Army Corps of Engineers and ongoing efforts to initiate a feasibility study for addressing identified deficiencies. Ms. Green expressed satisfaction with the collaboration among local, state, and federal partners, and highlighted positive progress in the project's development.

Commissioner Sortman acknowledged Kelsey Green's contributions, referencing previous community concerns about the Levee. He noted that over the past year and a half, Ms. Green and her team had focused on addressing these issues, which required changes within the planning department. He expressed gratitude for their ongoing dedication and efforts to complete the project.


Commissioner Metzger expressed approval of the project's advancements, noting that progress has been long-awaited. He thanked Kelsey Green and her team for their leadership, acknowledging that since Ms. Green took over, the project has moved significantly forward, and expressed optimism about the upcoming work. Commissioner Metzger also thanked Congressmen Meuser, Senators McCormick and Fetterman, recognizing their offices' instrumental roles in advocating with agencies on this project. He highlighted that their efforts often resulted in positive outcomes following direct communication. Commissioner Metzger commended the offices for their support and assistance in advancing county initiatives. He also reflected on the recent Flag Day and the 45th Anthony DiSalvo Flag Day March held at Penn College. He described the ceremony, which included the Repaz Band, speakers, and scouts, as a meaningful event honoring the flag, military, and service members. Commissioner Metzger paid tribute to Anthony DiSalvo, calling him a patriot who contributed significantly to the county's flag displayed outside Penn College. He expressed that Mr. DiSalvo was missed and praised his legacy. Looking ahead, Commissioner Metzger emphasized the upcoming 4th of July celebrations, urging the public to exercise caution with fireworks due to the risk of severe burns and injuries, especially among children and pets. He reminded residents to be considerate of neighbors and animals, avoid late-night fireworks, and be responsible during the holiday. He concluded by noting that there would be no public commissioner meeting next Thursday. He informed the public that there will be a parade at the Williamsport Area Middle School next Thursday put on by Blast IU. It's a patriotic parade for the children.

Commissioner Mussina reflected that he realized his comment was late but highlighted June as a busy month for Little League activities, with tournaments and All-Star games. As Lycoming County was the birthplace of Little League, he urged adults to be kind to players and coaches on all teams. He shared personal experiences, emphasizing the camaraderie and friendships formed through youth sports. Commissioner Mussina advised adults to keep the competition fun, minimize pressure on children, and remember that the game was ultimately about enjoyment. He called on adults to model appropriate behavior, highlighting that children tend to follow their example. Commissioner Mussina reminded the community that youth sports foster valuable friendships and life lessons, and advised against letting negative emotions overshadow the enjoyment of the game regardless of the game's outcome.

10.0 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

 thomasadams3614
Great job deputies! Great job Sherriff Lusk!

11.0 NEXT SCHEDULED MEETING

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

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/live/bF2pJ76Re5Q?si=2o9oxoHifaLdsgLH>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Facilities Management – Billy Collins, Custodial Worker, 3, Full-Time, \$13.944 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 7, 2025.