

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, JULY 10, 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 5.21 - Vote to approve the Amendment to the Industrial Wastewater Discharge and Treatment Agreement with Gregg Township Municipal Authority.

Commissioner Metzger asked for a motion to add action item 5.21 with additional language added "pending solicitor review".

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0 to add action item 5.21 with additional language.

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 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 7/9/25 to be paid on 7/2/25 in the amount of \$1,483,604.25.

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

- 2.2 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 7/16/25 to be paid on 7/9/25 in the amount of \$2,048,739.49.

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

- 2.3 Nicki Gottschall – Vote to ratify the credit card cash requirement report of purchases from 05/27/2025 through 06/04/2025 in the amount of \$249.52

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

- 2.4 Nicki Gottschall – Vote to ratify the credit card cash requirement report of purchases from 06/06/2025 through 06/27/2025 in the amount of \$5,539.52.

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:

- Courts/Judge Tira - Aubrey Hess, Executive Secretary, 5, Full-Time, \$16.75707 per Hour, 75 Hours per Pay Period, Transfer Date: July 20, 2025.

4.0 PERSONNEL ACTIONS

- 4.1 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

5.0 ACTION ITEMS

- 5.1 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #1 with American Rescue Workers in the amount of \$147,017.00. (2025 approved ARPA budgeted item).

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

Commissioner Metzger acknowledged the American Rescue Workers staff present. He invited the staff to share a few words, to which a staff member expressed gratitude for the ongoing support from the Commissioners over the years in serving the homeless population in Lycoming County. The Commissioners collectively thanked the staff for their dedicated efforts.

- 5.2 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #4 with Williamsport Municipal Water Authority in the amount of \$1,331,894.00. (2025 approved ARPA budgeted item).

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

Commissioner Metzger expressed gratitude to Kristin McLaughlin for her hard work on the American Rescue Plan Act (ARPA) projects and her involvement in various county initiatives. He also extended thanks to her staff, emphasizing the importance of their work.

- 5.3 Carissa Seals– Vote to approve the Landfill Permits Financial bonding to DEP.

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

- 5.4 Carissa Seals– Vote to approve the Highway Occupancy Permit for the South Entrance Plan Form.

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

Commissioner Sortman clarified the process regarding paperwork submission to PennDOT for highway occupancy permits, noting that no immediate plans are underway

to fund the entrance project, as discussions about the landfill's profitability are ongoing. The current approval is solely for finalizing paperwork, not for spending taxpayer funds on the entrance.

- 5.5 Leslie Kilpatrick– Vote to approve the Annual Licensing Renewal of Public Defender Software with LegalEdge Software in the amount of \$6,136.00. (2025 approved budgeted item)

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

- 5.6 Leslie Kilpatrick– Vote to approve the Adobe Creative Cloud Renewals with CDW-G in the amount of \$4,122.51. (2025 approved budgeted item)

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

- 5.7 Leslie Kilpatrick – Vote to approve the software renewal with GovPilot in the amount of \$39,600.00. (2025 approved budgeted item)

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

- 5.8 Ken George – Vote to approve the Agreement with Southampton Window Cleaning & Janitorial Services, Inc. in the amount of \$6,750.00. (2025 approved budgeted item)

Commissioner Metzger asked for a motion to table Action item 5.8. Mr. Mussina 2nd the motion. Approved 3-0 to table Action Item 5.8.

- 5.9 Ken George – Vote to approve the Change Oder # 2 with Skanska USA Building, Inc in the amount of \$34,300.00. (not an approved budgeted item but funds are available)

Ken George requested that Commissioners table Action Item 5.9 due to pending changes that are necessary for the contract.

Mr. Mussina moved to approve tabling Action Item 5.9. Mr. Sortman 2nd the motion. Approved 3-0 to table Action Item 5.9.

- 5.10 Forrest Lehman – Vote to approve the quote from NPC to purchase 160,000 sheets of precinct ballot stock in the amount of \$10,749.00. (2025 approved budgeted item)

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

Commissioner Sortman inquired about the purchase of stock paper from Election Solutions, seeking clarification on whether it is a specialty paper and whether quotes from other suppliers could be obtained without incurring a \$1,200 delivery fee.

Forrest Lehman confirmed that the paper is of a special grade used for mail ballots, supplied by NPC Incorporated, which has provided the lowest quote after soliciting several vendors. He explained the specific grade requirements for the voting system.

Commissioner Metzger asked about the accuracy of shipping estimates, to which Mr. Lehman responded that past estimates have been reliable, with costs primarily driven by the paper's weight.

- 5.11 Forrest Lehman – Vote to approve the Election Integrity Grant Program Post-Election expenditure report for the May 20th 2025 Municipal Primary.

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

- 5.12 Forrest Lehman– Vote to approve the Agreements between Lycoming County and the following Polling Place Facilities to issue Certificates of Insurance: Immaculate Conception Church, Eldred Township Volunteer Fire Company, St. John Evangelical Lutheran Church, Mountain View Alliance Church, Nippenose Valley Village, Step, Inc.(2 locations/agreements), Faith United Methodist Church, First United Methodist Church, Hillview Baptist Church, St. Lawrence Catholic Church, Lycoming College Recreation Center, Penn College of Technology, West End Christian Community Center, St. John's Newberry United Methodist Church, St. Paul Calvary United Methodist Church, Williamsport Area School District.

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

- 5.13 Mya Toon – Vote to ratify the Change Order with CUZ Excavating LLC for EWP LYC-021 in the amount of \$7,464.00. (2025 approved budgeted item).

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

- 5.14 Mya Toon – Vote to approve the MATP FY 2025-2026 Grant Agreement 7/1/2025-6/30/2026 with the Department of Human Services.

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

Mya Toon explained that the total amount of the grant agreement is not yet determined because it depends on performance metrics. She indicated that Human Services would provide an allocation mid-year once the figures are available, and Dan Merk could offer statistics from the previous year's program.

Dan Merk expressed gratitude to Commissioners for their past support of the Medical Assistance Transportation Program emphasizing that it is a busy program. He reported conducting 26,432 trips through May 26, 2025, and noted June's numbers are not yet available; with projections of approximately 27,000 trips for the following year. He noted that number is per the share rides and mileage reimbursement programs that STEP operates for eligible medical assistance transportation for clients in Lycoming County.

- 5.15 Mya Toon – Vote to approve the MOU with West Branch Drug and Alcohol Abuse Commission in the amount of \$40,000.00 for adult assessment and treatment. (2025 approved budgeted item)

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

- 5.16 Mya Toon – Vote to approve the MOU with West Branch Drug and Alcohol Abuse Commission in the amount of \$20,000.00 for Juvenile Probation client’s case management and treatment. (2025 approved budgeted item)

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

- 5.17 Mya Toon – Vote to award the Request for Qualifications and References for On-Call Civil and Construction Engineering Services to:
1.) Primary Engineer – Stahl Sheaffer
2.) Back Up engineer – Larson Design Group

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

- 5.18 Mya Toon - Vote to award the bid for engineering services to Barton & Loguidice at the Lycoming Landfill. (2025 approved budgeted item)

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

- 5.19 Mya Toon - Vote to ratify the West Branch Drug & Alcohol Abuse Commission Subrecipient Monitoring Agreement in the amount of \$215,235.00 – Act 152, BHSI \$586,579.00.

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

- 5.20 Mya Toon – Vote to approve the Agreement with Richard M. Trowbridge, P.L.S. for land surveyor services for the County Farm.

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

Commissioner Sortman praised the Lycoming County Planning Department for their efforts and evaluations, noting that their work has resulted in significant cost savings for the county.

- 5.21 Mya Toon – Vote to approve the Amendment to the Industrial Wastewater Discharge and Treatment Agreement with Gregg Township Municipal Authority,
Additional language: *Pending Solicitor Review*

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

6.0 COMMISSIONER COMMENT

Commissioner Mussina discussed the recent reopening of the county fair, highlighting it as an excellent opportunity for children to experience livestock and farm animals. He shared personal memories of attending the fair with his children, emphasizing its role as a community gathering spot and encouraging citizens to visit. He praised the fair organizers for their successful event.

Commissioner Sortman mentioned his wife’s enjoyment of pig races at the farmers market during Halloween and announced that pig races will be featured daily at this year’s County fair. He also expressed excitement about the introduction of a whoopie pie baking contest in 2025, sharing his personal love for the treat.

Commissioner Metzger provided updates on ongoing county building projects, including the Coroners building, which is expected to be completed by late fall. He noted that the storage area for Voter Services has been finished on the first floor of the Third Street Plaza building, with plans to allocate its neighboring space for the Register and Recorder's office, targeting completion by September. Additionally, he discussed efforts to subdivide and market the farm property, aiming to list the house in mid-September to benefit the county.

7.0 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



Jacob StopperFirst



LycosecretsHello County Commissioners, does Mark Mussina have a comment as to why he owes his brother Mike (former MLB player) more than \$6,500 according to Mark's statement of financial interest form? Thank you

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, July 17, 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/VyJfqFB5y8?si=iy3wD9fg6NtOazpj>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Domestic Relations – Tytianna Blackstock, Domestic Relations Officer, CBU, Full-Time, \$42,653.33 per Year, 75 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Financial Management – Corey Ann DeRemer, Administrative Specialist, 5, Full-Time, \$17.64 per Hour, 75 Hours per Pay Period, Anticipated Start Date: August 4, 2025.

Planning & Community Development – Hanyu Zeng, Community & Economic Development Planner, 9, Full-Time, \$44,533.71 per Year, Anticipated Start Date: August 4, 2025.

Prison – Erin Dvorscak, Nurse Supervisor, 12, Full-Time, \$45.24 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Prison – Amber Comly, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Prison – Owen Bigelow, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Prison – Masen Lane, Correctional Officer, Union, Part-Time, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: August 25, 2025.

Prison – Camren Hakes, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 21, 2025.

Public Safety/EMA – Christopher Smith, Emergency Management Specialist – Planning, 8, Full-Time, \$44,793.84 per Year, 75 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Public Safety/EMS – Jena Rishel, Clerk IV, 5, Full-Time, \$16.5375 per Hour, 75 Hours per Pay Period, Effective Date: July 6, 2025.