

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 31, 2025
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Mya Toon Director of Financial Management, and Solicitor Nicholas Grimes.

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

- 1.6 Citation of Recognition – William McMunn Retirement

Judge Nancy Butts commended William (Mike) McMunn for his longstanding, impactful involvement with the Veterans treatment court and his pivotal role in establishing the Veterans Court in Lycoming County in 2019. She praised his dedication, ability to connect with veterans, his contributions to improving veteran services, and collaboration with team members like Dave Bower, the veteran's justice outreach coordinator. She expressed gratitude for all of his contributions and congratulated him on his retirement, confident he will remain a presence in the community.

Representative Hamm extended his thanks to Mr. McMunn for his service in Vietnam and his ongoing commitment to supporting veterans and the community in Lycoming County. He highlighted a personal interaction at a Korean War veterans' banquet, illustrating Mr. McMunn's character where Mr. McMunn expressed a desire to have started his work with Veterans earlier, underscoring his commitment. Mr. Hamm wished him well in retirement, while expressing anticipation of seeing him in the future.

Matt Wise, on behalf of Senator Yaw, congratulated Mr. McMunn on his retirement and acknowledged the positive impact he has had on the community and veterans' lives in Lycoming County. He reflected on their first meeting three years ago and urged McMunn to remember the positive changes he's made in the lives of the community, extending his best wishes for the future.

Carrie Pauling, on behalf of Representative Flick, apologized for his absence and shared that Representative Flick regards Mr. McMunn as a “humble hero,” expressing deep respect and gratitude. She shared that she looked forward to seeing Mr. McMunn around in the future and conveyed the representative’s personal thanks.

Howard Wilt, Korean War Veteran, expressed his honor in congratulating Mr. McMunn on his retirement, praising his integrity and dedication to veterans and Lycoming County. He shared a personal anecdote about Mr. McMunn’s character, especially highlighting his resilience and leadership as Treasurer of the Veterans Council, and expressed hopes for his continued health and happiness.

Heather Walker, spoke on behalf of Mike’s entire family, reflected on her father’s lifelong commitment to community service, sharing personal anecdotes from childhood about his dedication to veterans and patriotism. She expressed pride in his character, and praised his qualities as a father, grandfather, and great-grandfather, noting her love for him, and emphasizing his positive influence and community contributions.

Commissioner Sortman noted the strong turnout at the recognition and credited Mr. McMunn’s leadership for the growth of Veterans Affairs in Lycoming County. He shared a personal connection through Mr. McMunn’s daughter. Mr. Sortman praised Mr. McMunn’s family. He acknowledged all the support McMunn has from his colleagues and family. Mr Sortman noted the positive impact of his work on the community and the county’s progress, expressing happiness for his retirement and good health.

Commissioner Mussina humorously acknowledged the attendance of children and praised the support and contributions of Mr. McMunn, echoing Representative Flick describing him as “a humble hero.”. He emphasized his integrity and the high regard in which he is held and expressed regret over his retirement, emphasizing the county’s loss of a valuable advocate and asset and expressing gratitude for his service.

Commissioner Metzger praised Mr. McMunn’s leadership qualities—dedication, respect, humility and his quiet but effective approach. He expressed personal admiration, noting that Mr. McMunn is always available to help and has earned widespread respect. He expressed gratitude for his service and friendship, noting his reliability and character. He wished him well in his retirement, acknowledging the positive influence Mr. McMunn has had on the community.

McMunn expressed gratitude to Judge Butts, colleagues, and the Board of Commissioners for their support, emphasizing the importance of teamwork in serving veterans. He acknowledged his talented staff and family’s support, sharing a personal anecdote about a pivotal moment that inspired him to continue to serve as Treasurer of the Veterans Council. He reflected on his service, the relationships built, and his pride in the community’s veterans. He concluded by thanking everyone and acknowledging the meaningful relationships formed through his service and expressed honor in serving the county.

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 8/6/25 to be paid on 7/30/25 in the amount of \$2,401,006.59.

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:

Register & Recorder – Michelle Cunningham, Clerk IV, 5, Full-Time, \$17.64 per Hour, 75 Hours per Pay Period, Anticipated Start Date: August 11, 2025.

Sheriff – Carl Finnerty, Deputy Sheriff 1st Class, DS, Full-Time, \$26.763 per Hour, 80 Hours per Pay Period, Effective Date: July 6, 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 Gary Staggett– Vote to approve the Agreement with Honey Dippers Portable Toilets. (not an approved budgeted item, but funds are)

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

- 5.2 Gary Staggett – Vote to approve the Change Order with Verizon Connect.

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

- 5.3 Beth Baylor– Vote to approve the Maintenance Agreement with United Power Systems, Inc in the amount of \$6,237.00 for the tower sites. (2025 approved budgeted item)

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

- 5.4 Beth Baylor – Vote to approve the Maintenance Agreement with United Power Systems, Inc. for 9-1-1 Center and Backup Center in the amount of \$9,630.00 for the first two years and subject to a 5% increase the third year. (2025 approved budgeted item)

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

- 5.5 Beth Baylor– Vote to approve the MOU with Constable Zachary Ryan Black.

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

- 5.6 Adrienne Stahl – Vote to approve the Agreement with Andrea Pulizzi, Esq. (2025 approved budgeted item)

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

- 5.7 Kate Kiessling – Vote to approve the Amendment to the Agreement with MOPEC in the amount of \$39,287.62. (LSA Grant funding)

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

- 5.8 Kelsey Green – Vote to approve Change Order #2 with Shiloh Paving & Excavating, Inc. extending timeline until December 1, 2025. (2025 approved budgeted item)

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

- 5.9 Kelsey Green – Vote to approve Change Order #3 with Shiloh Paving & Excavating in the amount of \$89,471.50. (2025 approved budgeted item)

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

- 5.10 Kelsey Green – Vote to approve Change Order #1 with Coppola Water Infrastructure & Services extending the timeline until December 15, 2025. (2025 approved budgeted item)

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

The commissioners acknowledged and thanked Kelsey Green for her efforts in securing a CDA grant and her efforts in initiating work on the Levee project.

- 5.11 Mya Toon – Vote to approve Resolution 2025-17 authorizing a match for the Susquehanna River Walk Extension Trail Development Project to the CFA in the amount of \$2,000,000.00. (2025 approved budgeted item)

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

- 5.12 Mya Toon – Vote to approve Resolution 2025-18 for the auction of surplus equipment which has an estimated value in excess of \$1,000.00.

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

- 5.13 Mya Toon – Vote to ratify the Change Order for CUZ Excavating, LLC for EWP LYC-24-010 in the amount of \$8,500.00. (2025 approved budgeted item)

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

- 5.14 Mya Toon - Vote to ratify the Auction Agreement with Fraley Auction Co. Inc.

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

- 5.15 Mya Toon – Vote to approve the Agreement with Lawrence Guzzardi, MD. (Not an approved budgeted item, but funds are available)

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

- 5.16 Mya Toon – Vote to approve the Demonstration Electronic Monitoring Agreement with BI Inc. (Not an approved budgeted item, but funds are available)

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

6.0 COMMISSIONER COMMENT

Commissioner Sortman corrected his previous remarks, emphasizing the collaborative team effort in advancing the levee system, including contributions from Commissioners Metzger and Mussina, and staff like Kelsey Green. He highlighted ongoing efforts to certify and properly manage the levee. He also announced the opening of a new Chick-fil-A in Williamsport as well as other recent community developments such as the UPMC takeover of the Med Express in Loyalsock Township and Firetree expansion of their child care facility, highlighting ongoing community growth and economic development.

Commissioner Metzger echoed the team effort in advancing the Levee System, acknowledging improvements in the Army Corps and support from various offices and legislative bodies. He highlighted funding successes and ongoing projects like Firetree's expansion, which supports childcare and community programming. He emphasized the county's positive trajectory and ongoing development efforts.

Commissioner Mussina acknowledged the collective efforts of the Commissioners and staff, noting the importance of projects addressing population decline. He highlighted the busy summer schedule with multiple ribbon-cuttings and groundbreakings, indicating strong community momentum.

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.

Steve Brady from Gamble Township discussed the Covation Center's role as a nonprofit supporting small businesses. He explained the center's reliance on grant funding due to the state budget situation and encouraged donations, emphasizing their ongoing fundraising efforts and sharing details on how to contribute.

Shannon Barnes expressed enthusiasm about joining the county government, noting positive interactions with staff and sharing her support for local small businesses through her personal collection of handmade soaps.

YOU TUBE PUBLIC COMMENT

None

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, August 7th, 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/RPlsXLBjfIo?si=_4lzWKsAr
N1VV-Jm](https://www.youtube.com/live/RPlsXLBjfIo?si=_4lzWKsArN1VV-Jm)*

ATTACHMENT (A)

PERSONNEL ACTIONS:

Facilities Management – Elwood Hoover, Maintenance III, 8, Full-Time, \$22.945104 per Hour, 75 Hours per Pay Period, Effective Date: August 3, 2025.

Domestic Relations – Kimberly Lewis, Locate Specialist, 4, Full-Time, \$15.162 per Hour, 75 Hours per Pay Period, Anticipated Start Date: August 11, 2025.



CITATION OF RECOGNITION

WHEREAS, In June of 2019, following a long and distinguished career in Human Resources and public sector roles, Mike McMunn came out of retirement to serve his fellow veterans as the Director of Veterans Affairs for Lycoming County, helping veterans and their families navigate critical benefits, entitlements, and support services with compassion and dedication; and

WHEREAS, as a U.S. Army Captain during the Vietnam War, Mike served as an advisor with the Military Assistance Command, living among and training South Vietnamese troops, learning their language and culture, and earning their respect and trust; and

WHEREAS, he has continued to advocate for Vietnam veterans affected by Agent Orange exposure and acknowledges the parallel and long-lasting effects still felt by the Vietnamese people; and

WHEREAS, Mike was instrumental in establishing the Veterans Court Mentor Program, initially serving as the sole mentor and growing the program into a thriving support network of five veteran mentors through his persistence, empathy, and leadership; and

WHEREAS, Mike has served as Commander of a local Veterans Post, where he played a leading role in bringing The Moving Wall—a traveling replica of the Vietnam Veterans Memorial—to Lycoming County in the 1990s, providing a powerful opportunity for community remembrance and healing; and

WHEREAS, Mike has been actively involved with the Lycoming County Veterans Memorial Park since its inception, contributing to its vision and development over the years, and was a key figure in the 2023 dedication of the Purple Heart Monument. He also played a vital role in the successful effort to formally designate both Lycoming County as a Purple Heart County and the City of Williamsport as a Purple Heart City, honoring the sacrifices of all who have been wounded or killed in service to the United States; and

WHEREAS, beyond his role with the County, Mike remains actively engaged in military history research and local veterans initiatives, demonstrating a lifelong dedication to honoring and preserving the legacy of service; as well as regularly traveling to Washington, D.C., where he takes part in ceremonies reading the names of the fallen from the Vietnam Veterans Memorial Wall, ensuring their legacies live on. He is also a devoted family man with deep personal values and commitment to family.

NOW, THEREFORE, BE IT RESOLVED that We, The Board of Commissioners for the County of Lycoming offers its deepest appreciation for Mike's ongoing dedication; warm congratulations upon his well deserved retirement, and expresses great gratitude for his exceptional service and commitment that he has given to all Veterans and their families over the years. Mike, may you never underestimate the difference you make and how truly appreciated you are by so many.

Lycoming County Commissioners

Scott L. Metzger

Scott L. Metzger, Chairman

Marc C. Sortman

Marc C. Sortman, Vice Chairman

Mark Mussina

Mark Mussina, Secretary



**LEADING
FROM
THE
HEART**