

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, AUGUST 14, 2025
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, 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 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 8/20/25 to be paid on 8/13/25 in the amount of \$5,872,329.65

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

Recess Commissioners' Public Meeting for the Salary Board

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

- 3.1 Convene Salary Board.
- 3.2 Vote to approve the Salary Board minutes from the July 17, 2025 meeting.
- 3.3 Vote to approve the following Salary Board Actions:
 - Planning & Community Development – Reclassify the Deputy Director position from PG 13 to PG10.
 - Planning & Community Development- Reclassify GIS Analyst position to GIS Analyst/Environmental Planner (PG9, Exempt)

- Veterans Affairs Office – Reclassify Deputy Director Position from PG7 to PG8
- Prison – PT Personnel Assistant from PG5 to PG4
- Human Resources – Add full time Administrative Position PG 5

3.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

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

Commissioner Metzger congratulated the three individuals on their recent promotions and expressed well wishes for their new roles. He specifically highlighted Edward Feigles who was present at the meeting, inviting him to share remarks.

Edward Feigles thanked the Commissioners for the opportunity, noting a shift in departmental vision alongside Director Jenny Picciano. He expressed enthusiasm about collaborating with newcomer Shannon Barnes. He reflected on his 27-year career, and explained that his longstanding role, which initially focused on field and survey work, needed adaptation to current needs. Therefore, the department plans to reconfigure his position to include GIS analysis and environmental planning to address current staffing gaps.

5.0 ACTION ITEMS

- 5.1 Beth Baylor– Vote to approve the Agreement with Hunter & Lomison, Inc. (2025 approved budgeted item)

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

- 5.2 Gary Staggert – Vote to approve the Amendment to the Agreement with Equipment Depot of PA extending the terms until September 30, 2025. (2025 approved budgeted item)

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

- 5.3 Gary Staggert – Vote to approve the Amendment to the Agreement with Xtreme Truckin LLC extending the terms until September 30, 2025. (2025 approved budgeted item)

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

- 5.4 Gary Staggett -Vote to approve the Agreement with Cintas for the Emergency Eyewash Station maintenance and service in the amount of \$195.00 per month. (2025 approved budgeted item)

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

- 5.5 Jamie Shrawder– Vote to approve SEDA-COG FFY 2024 Professional Services & Administrative Services Agreement in the amount of \$119,800.00 (2025 approved budgeted item)

Mr. Mussina moved to approve tabling Action Item 5.5 . Mr. Sortman 2nd the motion. Approved 3-0 to table action item 5.5.

- 5.6 Jenny Picciano – Vote to approve the appointment of William Brooks to the Lycoming County Planning Commission effective dates 8/14/2025 through December 31, 2028.

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

Commissioners expressed their appreciation to Mr. Brooks for volunteering on the Lycoming County Planning Commission and to all other volunteers serving on various boards, emphasizing their vital role in supporting the county and thanking them for their service.

- 5.7 Mya Toon – Vote to approve to extend the timeframe to September 27th for the EWP Project. (2025 approved budgeted item)

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

- 5.8 Michael Hagen – Vote to approve Separation Agreement with Employee #250509.

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

- 5.9 Michael Hagen – Vote to approve the Separation Agreement with Employee #250808.

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

6.0 COMMISSIONER COMMENT

Commissioner Sortman explained that he departed from his normal shirt and tie in support of the Mid Atlantic Little League Team, representing Pennsylvania, that are scheduled to play today. He encouraged the public to attend tonight's Little League game, highlighted the ongoing influx of visitors, and urged patience as the community welcomes newcomers. He also reminded residents to be cautious of children returning to school soon and heading to the bus stop.

Commissioner Metzger shared positive feedback from visitors about the region's natural beauty and hospitality, expressing pride in the community as well as having Little League as an event in the area. He congratulated the Johnstown girls' softball team for winning the

World Championship and recounted the excitement of their victory. He also wished everyone well with the upcoming school and college seasons highlighting the professors, teachers and administrators.

Commissioner Mussina reflected on Little League's significance to the region, comparing it to major national sporting events like the Super Bowl and World Series which rotate locations. He emphasized the Little League World Series as a key annual event that garners national attention, especially during the baseball season. He praised its impact on Williamsport's visibility on ESPN and the community's pride in hosting such a prominent youth sports event. He shared personal stories about the community's enthusiasm for Little League and highlighted the event's unique status in sports and the region's place in the sports world.

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

k

kalenjaid

#1

I can hear everyone, can't see a soul!

Welcome to live chat! Remember to guard your privacy and abide by our community guidelines.

k

kalenjaid

#1

I see people!



Lycoming County Governmentspotlight took a moment to warm up, it seems

T

Thomas AdamsGood morning Lycoming County! Addressing a comment from last week's meeting. It is in nobody's interest for local authorities to not work in full cooperation with ICE; except for illegal immigrants!

T

Thomas Adams

#1

unless people want to live in a failing/failed society and attempt to survive by the law of the jungle. My suggestion for people who do not like the upholding of law and order by enforcing immigration

T

Thomas Adams

#1

laws are free to move to one of our sanctuary counties/cities, where the crime rates are much higher! Thank-you for your common sense and Righteous stance to upholding law and order. God Bless

T

Thomas Adams

#1

Lycoming County! God Bless America!

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, August 21, 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/fOKNbCE7vII?si=_qMmE01Ml-ltK0o7

ATTACHMENT (A)

PERSONNEL ACTIONS:

ADMINISTRATIVE CORRECTION: Prison – Julie Morlock, Personnel Assistant, 5, Part-Time, \$17.040732 per Hour, Not to Exceed 1000 Hours Annually, Effective Date: July 14, 2025.

Military Affairs – Natalie Steppe, Director of Veterans Affairs, 9, Full-time, \$52,732.7658 per Year, 75 Hours per Pay Period, Effective Date: August 17, 2025.

Military Affairs – Jeffery Hamilton, Assistant Director of Veterans Affairs, 8, Full-time, \$23.1326361 per Hour, 75 Hours per Pay Period, Effective Date: August 17, 2025.

Planning & Community Development – Edward Feigles, Deputy Director of Planning & Community Development, 10, Full-Time, \$81,014.659 per Year, 75 Hours per Pay Period, Effective Date: August 17, 2025.

Prison – Zachary Stephens, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: August 25, 2025.

Resource Management – Aron Harmon, Equipment Operator, 6, Full-Time, \$19.44 per Hour, 80 Hours per Pay Period, Effective Date: August 17, 2025