

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

CHRISTOPHER H. KENYON
Solicitor



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, AUGUST 21, 2025
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, and Solicitor Christopher H. Kenyon.

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- **Remove Agenda Item 6.3 - Vote to approve the Community Development Block Grant – FFY 2025 Project Selection & Finalization with Seda -Cog in the amount of \$276,770.00. (2025 approved budgeted item)**
- **Add Agenda Item 6.12 - Vote to approve the Letter of Engagement with McNerney, Page, Vanderlin & Hall.**
- **Vote to remove Agenda Item 6.3 -Vote to approve the Community Development Block Grant FFY 2025 Project Selection & Finalization with Seda – Cog in the amount of \$276,770.00. (2025 approved budgeted item)**

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

- **Vote to add Agenda Item 6.12 -Vote to approve the Letter of Engagement with McNerney, Page, Vanderlin & Hall. (2025 approved budgeted item)**

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

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 BID OPENING

2.1 Nicki Gottschall – Opening the following bids:

- Equipment Rental Maintenance – no bids received
- Leachate Hauling

| Leachate Hauling | | |
|-----------------------|------------------|----------------|
| Company Name | Submitted Amount | Date Submitted |
| Xtreme Trucking, LLC | No bid | 8/13/2025 |
| Zooks Septic Services | \$755.00 | 8/15/2025 |

3.0 REPORTS

3.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 8/27/25 to be paid on 8/20/25 in the amount of \$1,048,878.59.

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

4.0 INFORMATION ITEMS

4.1 Michael Hagen – Elected Officials Personnel Actions:

Sheriff – Karen Aldenderfer, Administrative Specialist – License to Carry, 4, Full-Time, \$18.532584 per Hour, 75 Hours per Pay Period, Effective Date: August 31, 2025.

5.0 PERSONNEL ACTIONS

5.1 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

6.0 ACTION ITEMS

6.1 Michael Hagen – Vote to approve the Settlement Agreement with employee 250812

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

6.2 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. Mr. Sortman 2nd the motion. Approved 3-0

Commissioners expressed their positive partnership with SEDA COG and acknowledged Jamie Shrawder’ s contributions, emphasizing SEDA COG’s beneficial role not only for Lycoming County but also for other regions.

Jamie Shrawder highlighted her ongoing collaboration with Lycoming County, introduced a new employee, Larissa, and noted SEDA COG's regional work with 11 counties in Pennsylvania and three outside the region (Fulton, Potter, and Sullivan) on CBDT initiatives.

~~6.3 Jamie Shrawder – Vote to approve the Community Development Block Grant – FFY 2025 Project Selection & Finalization with Seda Cog in the amount of \$276,770.00. (2025 approved budgeted item)~~

6.4 Jamie Shrawder – Vote to approve the CDBG FFY 2025 Project Selection with the PA Department of Community & Economic Development in the amount of \$589,460.00. (2025 approved budgeted item)

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

6.5 Leslie Kilpatrick– Vote to approve the Agreement with Iron Mountain in the amount of 4 \$3,552.69 (not an approved budgeted item, but funds are available).

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

Leslie Kilpatrick clarified a correction to the agreement amount, noting that the figure should have a dollar sign rather than a four, totaling \$3,552.69.

Commissioner Sortman commended Leslie Kilpatrick and the Controller's Office for identifying unnecessary county expenditures, which aligns with the Board of Commissioners' goal to balance the budget. He mentioned the recent appointment of new leadership, including Controller Nicki Gottshall and Director of Management & Operations, who are reviewing financial processes.

6.6 Leslie Kilpatrick– Vote to approve the purchase of storage devices & services from Melillo in the amount of \$156,854.00 (2025 approved budgeted item)

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

6.7 Leslie Kilpatrick – Vote to approve the Polycom Support Renewal with Keyser Consulting Group in the amount of \$809.34. (2025 approved budgeted item).

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

6.8 Shanean Edmonds – Vote to approve Amendment # 3 to the Indigent Defense Grant with the Pennsylvania Commission on Crime & Delinquency.

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

6.9 Shanean Edmonds – Vote to approve the Amendment to the USDA lease.

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

6.10 Shanean Edmonds – Vote to approve the Election Integrity Grant with the Department of Community & Economic Development

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

6.11 Shannon Barnes - Vote to ratify payment of invoices to Larson, Kellett & Associates, P.C in the amount of \$42,508.05. (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.12 Shannon Barnes- Vote to approve the Letter of Engagement with McNerney, Page, Vanderlin & Hall. (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.0 COMMISSIONER COMMENT

Commissioner Sortman reiterated the importance of adhering to proper procedures for vendor and contractor payments to prevent unreviewed expenses from impacting the budget. He highlighted efforts by Director Shannon Barnes in identifying inappropriate invoices and emphasized the need for due diligence to maintain fiscal stability. He assured that the current administration is making difficult, but necessary decisions to secure the county's financial health, appreciating staff efforts and emphasizing the importance of responsible spending.

Commissioner Metzger concurred, emphasizing that department heads bear responsibility for verifying the legitimacy of contracts before seeking approval from the Commissioners.

Commissioner Mussina acknowledged the stressful nature of the recent week due to various seasonal activities, including Little League, back-to-school preparations, and sports seasons. He shared personal updates about his family's transition to an empty nest and extended good wishes to students, parents, and athletes, urging everyone to show patience and understanding during this busy time.

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.

None

YOU TUBE PUBLIC COMMENT

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Thomas Adams

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Good morning Lycoming County! Thank-you for your dedication to upholding law and order in our county, by your commitment to be in full cooperation with ICE. When the seemingly most insignificant laws

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Thomas Adams

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unwilling to assimilate into our traditional American culture have no good intentions for America to survive. When the first act upon entry is illegal, with no desire for correcting that, is not an

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Thomas Adams

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innocent oversight, but an invader, or someone being trafficked. Sanctuaries are bastions for all styles of crime and chaos, including increased traffic accidents. God Bless Lycoming County!
God Bless

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Thomas Adams

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America!

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, August 28th, 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/v2txrXBTYbA?si=yGq4pCE5oxsIOztv>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Adult Probation – Corinna Meixel, Clerk III, 4, Full-Time, \$15.7396 per Hour, 75 Hours per Pay Period, Anticipated Start Date: September 9, 2025.

Planning & Community Development – Nichole Carter, GIS Analyst / Environmental Planner, 9, Full-Time, \$45,878.6238 per Year, 75 Hours per Pay Period, Effective Date: August 31, 2025.