

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



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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, AUGUST 14, 2025  
10:00 A.M.**

**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
- 1.5 Public Comment on Agenda Items Only

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to approve 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

***Recess Commissioners' Public Meeting for the Salary Board***

**3.0 SALARY BOARD**

- 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).

#### **5.0 ACTION ITEMS**

- 5.1 Beth Baylor– Vote to approve the Agreement with Hunter & Lomison, Inc. (2025 approved budgeted item)
- 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)
- 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)
- 5.4 Gary Staggert -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)
- 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)
- 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.
- 5.7 Mya Toon – Vote to approve to extend the timeframe to September 27<sup>th</sup> for the EWP Project. (2025 approved budgeted item)
- 5.8 Michael Hagen – Vote to approve Separation Agreement with Employee #250509.
- 5.9 Michael Hagen – Vote to approve the Separation Agreement with Employee #250808.

#### **6.0 COMMISSIONER COMMENT**

#### **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.

## **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, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701

## 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