

Commissioners
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Chairman
MARC C. SORTMAN
Vice Chairman
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Secretary



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY NOVEMBER 20, 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 ratify accounts payable cash requirement report for invoices due through 11/26/25 to be paid on 11/19//25 in the amount of \$1,279,276.73.
- 2.2 Nicki Gottschall – Vote to ratify payments for the Municipal Election in the amount of \$126,636.20

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 November 13, 2025 meeting.
- 3.3 Vote to approve the following Salary Board Actions:
 - Controller's Office
 - Remove Deputy Controller position from the TDA (effective 12/31/2025).
 - TDA Clean-Up (Round 2-28 positions):
 - Prothonotary's Office
 - Remove Criminal Processing Clerk position from the TDA.
 - District Attorney's Office
 - Remove Project Coordinator (PT) position, 5 Central Processing Officer positions, Central Processing Assistant Director position and 4 Special Detective-DUI positions from the TDA.
 - Courts
 - Remove 2 PT Tipstave positions from the TDA.

- Adult Probation
 - Remove EBP Coordinator position from the TDA.
- Domestic Relations
 - Remove a PT Investigator position from the TDA.
- Juvenile Probation
 - Remove a Juvenile Probation Officer position and Clerk IV position from the TDA.
- DPS/EMS
 - Remove PT Clerk III position and Regional Field Coordinator position from the TDA.
- Facilities Management
 - Remove 2 Maintenance I positions and 2 Custodial Worker positions from the TDA.
- Human Resources
 - Remove 2 HR Support Specialist positions from the TDA.
- Military Affairs
 - Remove VA Assistant position from the TDA.
- RMS – Transfer Station
 - Remove Truck Driver position from the TDA.
- RMS
 - Remove 2 Recycling Laborer positions from the TDA.
- Soil Conservation
 - Remove Resource Conservation Tech position from the TDA.

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 Gary Staggert– Vote to approve the 2026 Landfill Fee Schedule effective date 1/1/2026.
- 5.2 Gary Staggert – Vote to approve the 2026 Transfer Station Fee Schedule effective date 1/1/2026
- 5.3 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #2 with Greater Lycoming Habitat for Humanity for the 508 5th Avenue Project. (2025 approved budgeted item – ARPA funds)

- 5.4 Kristin McLaughlin -Vote to approve the Subrecipient Agreement Amendment #5 with Williamsport Municipal Water Authority. (2025 approved budgeted item – ARPA Funds)
- 5.5 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment #1 with Greater Lycoming Habitat for Humanity for the Clark Street S. Williamsport Project. (2025 approved budgeted item – ARPA funds)
- 5.6 William Miller – Vote to approve the Letter of Engagement with Baker Tilly (2025 approved budgeted item)
- 5.7 Mya Toon – Vote to approve the Agreement with Health Network Laboratories, L. P. d/b/a Forensic Pathology Associates. (2025 approved budgeted item)
- 5.8 Mya Toon – Vote to approve the Agreement with John S. O’Brien II, MD, JD. (2025 approved budgeted item)
- 5.9 Mya Toom – Vote to approve the Amendment to the Agreement with Fry’s Fire Protection. (2025 approved budgeted item)
- 5.10 Mya Toon – Vote to approve the LSA Grant Application pass through for the Williamsport Home in the amount of \$300,000.00.
- 5.11 Mya Toon – Vote to approve the purchase of 2 Commercial Washers & Dryers for the Coroners Building from AC Power Company, Inc in the amount of \$13,320.00. (2025 approved budgeted item – reimbursed from LSA Grant funds)
- 5.12 Forrest Lehman – Vote to approve the Polling Place & ADA construction Agreement with Antes Volunteer Fire Company. (2025 approved budgeted item)
- 5.13 Leslie Kilpatrick – Vote to approve the ManageEngine Perpetual Software renewal with Nuologix in the amount of \$21,611.25. (2025 approved budgeted item)
- 5.14 Leslie Kilpatrick – Vote to approve the Digital Forensics Software renewal with Magnet Forensics in the amount of \$6,720.00. (2025 approved budgeted item)
- 5.15 Leslie Kilpatrick – Vote to approve the Network Monitoring Service Agreement with Progress in the amount of \$5,725.00. (2025 approved budgeted item)
- 5.16 Leslie Kilpatrick – Vote to approve the Oracle Support Renewal with Mythics in the amount of \$963.98. (2025 approved budgeted item)
- 5.17 Leslie Kilpatrick – Vote to approve the purchase from Vicon Industries in the amount of \$28,091.10 for the indoor Courthouse cameras. (2025 approved budgeted item)

- 5.18 Leslie Kilpatrick - Vote to approve the purchase from Vicon Industries in the amount of \$19,060.60 for the outdoor Courthouse cameras. (2025 approved budgeted item)
- 5.19 Leslie Kilpatrick – Vote to approve the multi-factor authentication software renewal with Aspire Technology Partners in the amount of \$37,625.00. (2025 approved budgeted item)
- 5.20 - Vote Leslie Kilpatrick – Vote to approve the purchase from E-Plus in the amount of \$11,003.14. (2025 approved budgeted item)
- 5.21 Steven Whitenight – Vote to approve the Agreement with Guardian Protection Services, Inc.in the amount of \$715.70 per month. (2025 approved budgeted item)
- 5.22 Steven Whitenight – Vote to approve the Invoice for Guardian Protection Services, Inc. in the amount of \$12,000.00. (2025 approved budgeted item)
- 5.23 Steven Whitenight – Vote to approve the Change Order #22 with Keystruct Construction, LLC in the amount of \$5,535.13. (2025 approved budgeted item)
- 5.24 Matt Long- Vote to approve the following appointments/reappointments to the Conservation District Board:
- Cam Koons reappoint as Farmer Director effective term 1/1/2026 through 12/31/2029
 - Thomas Murphy reappoint as Public Director effective term 1/1/2026 through 12/31/2029
 - Scott Metzger reappoint as Commissioner Director effective dates 1/1/2026 through 12/31/2026

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 Tuesday, November 25th, 2025 at 10:00 A.M. in the Commissioner’s Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 1770. The 2026 County proposed budget will be presented at that time.

ATTACHMENT (A)

PERSONNEL ACTIONS:

Pre-Release Center – Reginald Gallman, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 1, 2025.

Public Safety – Stacey Folk, EMA Manager / Acting Director of Public Safety, 10, Full-Time, \$54,543.384 per Year, 75 Hours per Pay Period, Effective Date: November 9, 2025.