

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



COUNTY OF LYCOMING  
48 West Third Street  
Williamsport Pennsylvania 17701  
Telephone (570) 320-2124  
Fax (570) 320-2127

---

CHRISTOPHER H. KENYON  
*Solicitor*

---

www.lyco.org  
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY OCTOBER 16, 2025  
10:00 A.M.**

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

**ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED**

Add Agenda Item 6.13 -Vote to approve the Agreement with Hillis Carnes Engineering Associates.

**Mr. Mussina moved to approve placing item on the agenda pending solicitor final approval  
Mr. Sortman 2<sup>nd</sup> 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 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

None

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 10/22/25 to be paid on 10/15/25 in the amount of \$3,124,366.48.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**3.0 INFORMATION ITEMS**

- 3.1 Holly Beaver – Executive Director – New Love Center Update – Comments attached

**Commissioner Metzger thanked Holly and the staff at the New Love Center for the work they do. He praised the mobile pantry for getting food to rural areas to people who don't have transportation. Commissioner Metzger pointed out that food insecurity is not just a national issue. There are many families in the county who struggle with it and it is important for everyone to be aware of this issue. It is important to make sure no one goes to bed hungry.**

**Commissioner Sortman thanked Holly for the work they do and reiterated the need for everyone to be reminded that there are those that are struggling.**

- 3.2 Mike Hagen – Elected Officials Personnel Actions:
- District Attorney – Michaela Hertoghe, Assistant District Attorney, Union, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: October 20, 2025.
  - Prothonotary – Corey Ann DeRemer, Civil Processing Clerk, 5, Full-Time, \$17.64 per Hour, 75 Hours per Pay Period, Effective Date: October 12, 2025.

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

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

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the August 14, 2025 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
- Public Defender:
    - Delete 2 Full Time Temporary Law Clerk (PG12) positions from the TDA.
    - Delete Full Time Clerk III (PG4) position from the TDA.
    - Delete Full Time Public Defender Investigator (PG7) position from the TDA.
    - Add 2 Full Time Assistant Public Defender (Union) positions to the TDA.
  - Planning & Community Development:
    - Delete 1 Full Time Administrative Coordinator (PG6) position from the TDA.
  - Financial Management Office:
    - Add 1 Full Time Administrative Coordinator (PG6) position to the TDA.
    - Delete 1 Full Time Administrative Specialist (PG5) position from the TDA.
- 4.4 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

## 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 2<sup>nd</sup> the motion. Approved 3-0**

## 6.0 ACTION ITEMS

- 6.1 Mya Toon– Vote to approve the Agreement with Dr. Ashley R. Nicholson, MD MPH FACEP. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.2 Mya Toon – Vote to approve the Agreement with Bio-Haz Solutions in the amount of \$5,000.00. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.3 Gary Staggert – Vote to approve the Agreement with Xtreme Truckin, LLC. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.4 Gary Staggert -Vote to approve the Agreement with Equipment Depot. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.5 Lauren Strausser - Gary Staggert– Vote to approve the 904 Recycling Performance Grant Application for CY 2024. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.6 Forrest Lehman – Vote to approve the reimbursement to Jackson Township for the design and installation of accessibility improvements at the Jackson Township Building in the amount of \$46,193.70. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.7 Leslie Kilpatrick – Vote to approve to the 3-year Maintenance Renewal with E-Plus in the amount of \$24,213.54 (\$8,071.18 annually). (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 6.8 Leslie Kilpatrick – Vote to approve the purchase from E-Plus in the amount of \$11,003.14. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**Note that this was a duplicate discovered after meeting**

- 6.9 Leslie Kilpatrick – Vote to approve the Agreement with Comcast for phone and internet for Coroners Building. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

6.10 Leslie Kilpatrick – Vote to approve the purchase from Keyser Consulting Group, LLC in the amount of \$7,316.43. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

6.11 Leslie Kilpatrick – Vote to approve the purchase from Keyser Consulting Group, LLC in the amount of \$30,958.08. (2025 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

6.12 Shannon Barnes- Vote to approve the Agreement with Lycoming County Sheriff.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**Commissioner Sortman expressed his gratitude that this board of Commissioners was able to resolve this issue so that the Sheriff’s salary was in line with the rest of the Row Officers.**

**Sheriff Lusk explained why his salary and adjustments to his salary was not on the same schedule as the other Row Officers, as well as prior discussions to get the position on the same cycle. Sheriff Lusk explained the dynamics of trying to change the Sheriffs term and election cycle to match the other elected officials. With this Agreement the salary will be adjusted to be equal to the other Row officers.**

6.13 Cameron Boyer- Vote to approve the Agreement with Hillis Carnes Engineering Associates. (not an approved 2025 budgeted item but funds are available)

**Mr. Mussina moved to approve pending final solicitor approval. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

## **7.0 COMMISSIONER COMMENT**

**Commissioner Sortman spoke about the personnel changes that have taken place. He emphasized that some of the moves were made to get positions in the right spots. The goal of the board is to get the county operating as one team working together on behalf of the taxpayers. The shut down affects many lives and agencies that need the monies.**

**Commissioner Metzger announced that Saturday is the Mummers parade in South Williamsport. He praised the work of the Mummers committee. Commissioner Metzger added that they continue to urge the state and federal officials to get their budgets done. Th**

**Commissioner Mussina spoke about the process of and difficulty of making decisions that affect County workers. It is easy when everyone agrees, but difficult when they don’t. Commissioner Mussina informed all that he appreciates the cooperation everyone exhibits even when they are the other side of a decision. The decisions regarding the budget have been challenging. It has been productive even when it has been challenging.**

## **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

Harper Will Try Good morning. Please review the processes/staff associated with online comments. Having the ability to attend and interact with county government meetings is a great step forward for accessibility...

Harper Will Try

#1

but many public comments are being overlooked, obfuscated, or hidden. Happy belated named book week!



Harper Will Try

#1

\*banned book week, not named book week XD

Blair Steward

#2

Thank you all for everything that you do



Thomas Adams

#2

Good morning Lycoming County! I agree with Harper, as we very much appreciate the YouTube access and ability to comment. It's always good to see and hear the opinions and ideas of others, whether we



Thomas Adams

#2

agree or not. I especially like the ability to hear some of the, 'movers and shakers' in our county...even Commissioner Mussina... I hope people realize I do not comment to create controversy, but to



Blair Steward

#3

We do not need to waste county time with weirdo conspiracy comments. I do appreciate that. Keep that tin foil hat at home.

Thomas Adams

#1

encourage fellow citizens to possibly see things in a different light, using historically verifiable facts and wholesome reasoning. The purpose for Hope to live in better and brighter days. Which

Thomas Adams

#1

leads to a question. When we have a judge(s) which violate their oath of office; e.g. when proper sentences and/or bails are ignored pretrial release presents a danger to the community, especially to

Thomas Adams

#1

the women and children; which is a direct violation of our Constitutions. The general welfare of the community, the state and the nation are put in unnecessary peril, when allowing known predators and

Thomas Adams

#1

violent criminals to roam the streets and cause chaos and great mental anguish on the most vulnerable of our fellow citizens. If a judge(s) are derelict in this way, how do we, as a community remove

maisondid they already announce employment?

T

Thomas Adams

#1

such people without needing to wait for their term is up, or to convince the senate to impeachment, or censuring, which isn't always effective, or the governor gets involved, or the state supreme

Thomas Adams

#1

court to do the right thing? There must be a mechanism for local authorities to remove such people when these conditions arise. Thank-you for your dedication to our county! May God Bless America and

T

Thomas Adams

#1

Lycoming County!

Blair Steward

#2

you are doing a terrific job



Blair Steward

#2

all of you

**Director Barnes apologized to those whose comments she missed due to her error at last weeks meeting.**

**Commissioner Mussina responded that Banned Book Week was October 5<sup>th</sup> through the 11<sup>th</sup>.**

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, October 23, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> 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/watch?v=mZ0kw0igQvg>*

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

Financial Management – Angela Scocchera, Administrative Coordinator, 6, Full-Time, \$19.9288 per Hour, 75 Hours per Pay Period, Effective Date: October 12, 2025.

Pre-Release Center – Duane Long, Work Crew Foreman Supervisor, 9, Full-Time, \$25.482303 per Hour, 80 Hours per Pay Period, Effective Date: October 12, 2025.

Pre-Release Center – Maison Irvin, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 27, 2025.

Prison – McKenzie King, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 20, 2025.

Prison – Ashley Wilson, Licensed Practical Nurse, 10, Full-Time, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: November 3, 2025.

Public Defender – Maureen Archibold Carrion, Assistant Public Defender, Union, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Effective Date: October 12, 2025.

Public Defender – Richard Dixon, Assistant Public Defender, Union, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Effective Date: October 12, 2025.

Public Safety / 911 Center – Aminah Woodruff, Telecommunicator Trainee, 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 27, 2025.

Public Safety / 911 Center – Brittany Mitchell, Telecommunicator Trainee, 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 27, 2025

Presentation to the Lycoming County Commissioners  
October 16, 2025

Good morning, Commissioners.

Thank you for the opportunity to be here today and to speak with you. I appreciate your time and the opportunity to share with you some important facts about The New Love Center.

*The New Love Center is a faith-based nonprofit organization dedicated to fighting hunger and feeding hope throughout our community.*

- Our mission is simple yet powerful: "To share the love of God by nourishing our neighbors in need."
- We serve neighbors in Lycoming County, offering compassion, dignity, and practical help through our various programs.
- We rely on strong community partnerships—churches, schools, businesses, and volunteers—to make this possible.

---

*We serve individuals and families experiencing food insecurity throughout Lycoming County, including:*

- Children who rely on school meals and need additional support at home.
- Seniors living on fixed incomes who often must choose between food and other essentials.
- Veterans, single parents, and others facing unexpected hardship or crisis.
- And, we will begin a new initiative of serving Working households in the ALICE population (Asset Limited, Income Constrained, Employed) — families who work hard but still struggle to make ends meet.

Each month, we reach hundreds of households through our programs, volunteers, and community partnerships—ensuring that our neighbors have access to nutritious food, hope, and care.

The Impact We Are Having.....

a. Pantry Choice Program

- The Program empowers clients to choose their own groceries, promoting dignity and reducing food waste.

- Pantry Choice provides a variety of nutritious options, including fresh produce, proteins, and pantry staples.
- From Lycoming County, we serve approximately 840 individuals (363 households) per month at our Pantry Choice.

b. Our Mobile Pantry

- With our Mobile Pantry we reach residents in rural or transportation-limited areas.
- We bring food directly to communities—meeting people where they are.
- We currently serve 339 individuals (168 families) across 4 locations in Lycoming County (Cogan House 18-20 families), Lairdsville (53 families), Muncy (78 families), and Trout Run 29 families).
- We plan on adding 1-2 additional Mobile locations in Lycoming County in 2026.
- This past Tuesday evening we were awarded an Innovation Grant from the United Way of North Central PA to fund a new initiative with our Mobile Pantry called, *“Wheels of Change: Delivering Hope While Nourishing ALICE Households One Mile at a Time,”* -- this will expand this outreach even further.

We’re very grateful for the grant funding we’ve received — it’s a vital investment in moving this initiative forward. However, the total cost of the project exceeds the amount of the grant, so it’s important that we now focus on raising additional funds to close the remaining gap.

c. Our Café

Our Café was created to be more than just a place to eat — it’s a place of connection, a place of dignity, and a place of hope. Each meal we serve represents not just nourishment, but community care in action.

Here’s what we’re seeing:

- We provide 1,200 free, nutritious meals each month to individuals who might otherwise go without.
- Our neighbors don’t just receive a meal — they build relationships. Many share that the Café gives them a sense of belonging and comfort during difficult times.
- Our neighbors include seniors on fixed incomes, working families in the ALICE population, veterans, and neighbors experiencing temporary hardship.
- Through the Café, we’re not only addressing food insecurity but also connecting people with additional resources — food pantry access, SNAP applications, and support services.

Every plate served tells a story — of resilience, kindness, and community partnership. The Café embodies The New Love Center’s mission to feed bodies and nourish souls across our region.

d. Our Backpack Program

- Our backpack program supports children who might otherwise go hungry over weekends and school breaks.
- Each week, we provide take-home food packs for 198 students in local schools.
- This program helps children focus better, stay healthy, and feel supported.

e. A new initiative we started this school year is School Snack Pantries

- Research shows a strong and consistent connection between household food insecurity and involvement in bullying, both as victims and, in some cases, as perpetrators — and this is supported by multiple peer-reviewed studies and large-scale surveys across diverse settings.
- These snack pantries will help address hunger-related barriers to learning and promote student well-being.
- Partnering with local schools to create on-site snack pantries (JSE, Avis, Williamsport Middle School) that allows children to select healthy snacks before, during, or after school. We also extend kindness to the students by giving out small tokens of encouragement — pencils, stickers, and rubber bracelets with positive messages — as simple reminders that they are seen, valued, and loved.

Our Vision for the Future

At The New Love Center, our vision is to expand our reach and deepen our impact in the community.

- As mentioned, we plan to grow our Mobile Pantry Program, bringing food, resources, and hope directly to more rural and hard-to-reach areas across Lycoming Counties.
- I am very excited to share that we are working toward opening an Education Center — a space where individuals and families can learn skills that lead to greater stability and independence.

The Education Center will focus on:

- Nutrition and meal planning
- Budgeting and household management
- Job readiness and life skills workshops

- Health and wellness education

Through these efforts, we hope to not only provide food for today but also empower our neighbors for tomorrow.

---

*We see the County Commissioners as vital partners in continuing and expanding this work. Ways you can continue to support us it to:*

- Advocate for hunger relief and community health initiatives.
  - Connect us with other county resources or programs that align with food access, transportation, and wellness.
  - Collaborate on community events or awareness efforts that highlight food insecurity in our region.
  - Consider funding or in-kind support to strengthen our infrastructure and delivery capacity—especially for mobile outreach.
- 

At The New Love Center, we believe that food is love in action. Every meal shared represents hope restored, burdens lifted, and lives touched. Together, with leaders like you, we can make sure every neighbor in Lycoming County has enough to eat—and knows they are not forgotten.

It was a pleasure being here today. Thank you so much for your time today.