

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 MINUTES  
THURSDAY, DECEMBER 4, 2025  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, 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 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

**2.0 SERVICE AWARD**

- 2.1 Board of Commissioners – Recognize the following individual for his service to Lycoming County:

- Matthew Welickovitch – 10 years

- 

**Public Defender Nicole Spring presented the award. Comments are attached**

**Matthew Welickovitch expressed his appreciation for the opportunities given to him through the County of Lycoming and how he has grown from each experience. He is grateful for all opportunities that have been afforded to him and looks at the time with the County as a way to give back to the community.**

**Commissioner Metzger thanked Matthew for his service and dedication through the years. He acknowledged that it is a difficult job with many changes over the years.**

**Commissioner Sortman expressed his thanks for his 10 years and hopes for additional years as well.**

**3.0 BID OPENING**

- 3.1 Nicki Gottschall - Open the following bid:
  - Correctional Officer Uniforms

Correctional Officer Uniforms		
Company Name	Submitted Amount	Date Submitted
Galls, LLC	\$543.88	11/25/2025
Rogers Uniforms, LLC	\$621.00	11/28/2025
Uniform Warehouse, Inc.	\$459.50	11/21/2025

#### 4.0 REPORTS

4.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for a special check run in the amount of \$1,259.74 to be paid on 11/20/2025.

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

4.2 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/3/25 to be paid on 11/26/25 in the amount of \$4,532,034.03.

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

4.3 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/10/25 to be paid on 12/3/25 in the amount of \$3,183,906.89.

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

#### 5.0 INFORMATION ITEMS

5.1 Salvation Army Update – Major Sheryl Hershey & Laura Templeton  
**Major Hershey spoke of the Christmas Assistance program, which in December provides food (and toys for families with children 12 and under) to pre-registered households in need. Some of the toys we distribute come from the Salvation Army’s Angel Tree program, but we would be remiss if we did not mention our tremendous partnership with Lycoming County Toys for Tots. The Salvation Army Williamsport Corps serves as the Lycoming County Toys for Tots’ primary distribution outlet for getting the toys collected to local children at Christmas. This partnership enables us to distribute more toys and joy to Lycoming County children who might otherwise go without. When you help Toys for Tots, you help us (The Salvation Army) help others, too.**

**Laura Templeton Comments attached.**

5.2 Michael Hagen – Elected Officials Personnel Actions:  
 Courts – Erica Gardner, Senior Court Reporter, 10, Full-Time, \$37.92877 per Hour, 75 Hours per Pay Period, Effective Date: January 5, 2025-2026

**Correction to date – Should be January 5, 2026**

Courts – Gabriel Hockman, Administrative Specialist, 6, Full-Time, \$18.2108 per Hour, 75 Hours per Pay Period, Effective Date: December 21, 2025.

*Recess Commissioners' Public Meeting for the Salary Board*

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

- 6.1 Convene Salary Board.
- 6.2 Vote to approve the Salary Board minutes from the November 20, 2025 meeting.
- 6.3 Vote to approve the following administrative error from the November 13, 2025 Salary Board Meeting: the deletion of the Work Crew Foreman Supervisor position should have been the Work Crew Foreman position.
- 6.4 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

**7.0 PERSONNEL ACTIONS**

- 7.1 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**

**8.0 ACTION ITEMS**

- 8.1 Nancy Schenck – Vote to approve the Agreement with JusticeWorks YouthCare, Inc. (2025 approved budgeted item).

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

- 8.2 Nancy Schenck – Vote to approve the Agreement with Drug & Alcohol Rehabilitation Services, Inc. (2025 approved budgeted item).

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

- 8.3 Gary Staggert – Vote to approve the purchase from Kroff Chemical in the amount of \$20,794.80. (2025 approved budgeted item).

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

- 8.4 Gary Staggert– Vote to approve the Invoices for ALS Group USA, Corp in the amount of \$1,140.00. (2025 approved budgeted item)

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

- 8.5 Forrest Lehman – Vote to approve the Application to the City of Williamsport for Special Event Approval for Election Night Operations.

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

- 8.6 Forrest Lehman– Vote to approve the Agreement with Anthony Visco, Jr. (2025 approved budgeted item)

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

8.7 Mya Toon– Vote to approve the Agreement with Cybergenetics. (2025 approved budgeted item)

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

8.8 Mya Toon– Vote to approve the Contract with Patricia Shipman, Esq. (2025 approved budgeted item)

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

8.9 Mya Toon– Vote to approve the Amendment to the Agreement with Cornerstone Discovery. (2025 approved budgeted item).

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

8.10 Mya Toon – Vote to approve the Agreement with Geisinger Clinic (2025 approved budgeted item).

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

8.11 Stacy Folk– Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$38,783.00. (2025 approved budgeted item).

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

8.12 Stacy Folk – Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$46,848.00. (2025 approved budgeted item).

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

8.13 Leslie Kilpatrick – Vote to approve the software renewal with Internet Software Solutions in the amount of \$249.95 for two years. (2025 approved budgeted item).

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

8.14 Leslie Kilpatrick – Vote to approve the Software renewal with Quincy Technology Solutions, Inc. in the amount of \$6,621.00. (2025 approved budgeted item).

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

8.15 Leslie Kilpatrick – Vote to approve the purchase from GrayBar in the amount of \$41,531.84. (2025 approved budgeted item).

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

8.16 Leslie Kilpatrick – Vote to approve the purchase from Cooper Electric in the amount of \$902.62. (2025 approved budgeted item).

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

8.17 Leslie Kilpatrick -Vote to approve the purchase from ePlus 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**

8.18 Leslie Kilpatrick – Vote to approve the hardware maintenance renewal with Dell in the amount of \$293,605.47. (2025 approved budgeted item).

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

8.19 Leslie Kilpatrick – Vote to approve the hardware maintenance renewal with Postage Pros Plus in the amount of \$5,391.32. (2025 approved budgeted item).

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

8.20 Leslie Kilpatrick – Vote to approve the purchase from B & H Photo in the amount of \$4,545.87. (2025 approved budgeted item).

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

8.21 Cameron Boyer – Vote to approve the Change Order #22 with Keystruct Construction, LLC. In the amount of \$5,535.13. (not a 2025 approved budgeted item, but funds are available).

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

8.22 Cameron Boyer – Vote to approve the Agreement with Choice Carpet Cleaners, Inc in the amount of \$21,294.00. (2025 approved budgeted item).

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

**Cameron Boyer informed that trim rings were no longer available from the vendor as originally specified, but Keystruct Construction can fabricate new ones. the County will receive reimbursement for the costs associated with them.**

**Commissioner Sortman expressed gratitude that the Commissioners tabled this to find out additional information which ended up saving the County money on the change order.**

8.23 Shannon Barnes - Vote to approve the following 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

**Due to recently submitted nominations this item was tabled for further review of the additional nominations.**

**Mr. Mussina moved to table item 8.23. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

8.24 Shannon Barnes- Vote to approve changes to the Family and Medical Leave Policy 305.

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

8.25 Shannon Barnes – Vote to approve Parental Leave Policy 305.1.  
Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0

#### **9.0 COMMISSIONER COMMENT**

Commissioner Sortman expressed his appreciation for the efforts that were put into updating the Parental Leave policy as there are younger people coming in the County. This can be a benefit for them. This also helps individuals with elderly parents needing leave. Our FMLA now follows the Federal Government guidelines.

Commissioner Metzger–expressed his gratitude for the policy being updated.

Commissioner Mussina shared how thankful he is that we live in this area and how wonderful the people are. He shared a story about a college student from Ukraine and how she came to the US for college prior to the war. It’s a subtle reminder on how fortunate we are to live here.

Commissioner Metzger asked that with the weather getting colder to please check on neighbors and make sure pets are brought inside during these cold conditions.

#### **10.0 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.

Jody Rogers, Williamsport, spoke about the bid process for the Correctional Officer Uniforms and the difficulty he had with the bid process. He pointed out the services he currently provides for the county that the other companies may have difficulty providing due to distance. He noted that he is a local business and the other bids are from companies out of the area.

Commissioner Mussina thanked Mr. Rogers for his feedback regarding the bidding process.

Commissioner Sortman asked for clarification as to who he called (Mya Toon’s Office) to get more information on the line items for the uniforms.

Todd Winder, Clinton Township, expressed his appreciation for the money the County was able to allocate as well as his concerns regarding the cut in funding and how it will impact the fire departments and future training. He outlined his efforts to find additional funding. He would like the West Branch Fire Association to be a yearly line item in the budget. He invited the Commissioners to the meeting being held tonight.

Mr. Winder then spoke about the fire that occurred in the recycling center at the landfill. He recounted the events of the incident, as well as the heroic efforts of the County employees who responded to the incident at great risk to themselves. He conveyed his pride and thanks for their actions, stating without them the building may have been a total loss. He hopes that the Commissioners recognize these dedicated and heroic employees.

**YOU TUBE PUBLIC COMMENT**

@BlairSteward17

#1

Thank you all for serving our beautiful county

@LycoSecrets

#1

without passing judgement is there a reason the Commissioners are cutting \$300k from the library's budget?

@Lycowatch

#3

Without passing judgment on that question, lyco secrets, the county is HURTING for money for all services. The library needs to reinstate their late fees and start doing stuff on their end to fundrais



@Lycowatch

#1

More people need to understand, the voluminous amount of funding that came with Covid is no longer coming. The county doesn't have an endless pot for everyone.



@BlairSteward17

#1

Thank you for honoring those who lost their lives at Pearl Harbor. My grandfather was at Iwo Jima a few years after and I think about him every day. Charles William Steward of Jackson, Tennessee

thomasadams3614 Good morning Lycoming County! I Hope we will encourage each other to allow Christmas to Brighten our hearts and minds to allow The Light The Life of The Christmas Great Hope for mankind, to live for a

homasadams3614

#1

purpose outside of ourselves. To bring The Message of Hope and Light to a challenging and darkening world. In order to bring Peace, Determination and Joy for the good of our communities. As, The Gospel

@thomasadams3614

#1

is The Bedrock to our civil duties and rights and our system of government. If we live in fear and despair, we will ensure the future destruction of Life, Liberty and the Pursuit of Happiness to

@thomasadams3614

#1

perish from the earth. As our Founders Righteousness and Justice can only survive in a nation rooted in the Judeo-Christian ethic. May we be a source of Light for The True Light of Liberty!

May God



@thomasadams3614

#1

Bless America and May God Bless Lycoming County!



@HarperWillTry It would be logical, compassionate, and fair to raise property taxes to pay for our public libraries. An aversion to any increase to taxes is myopic and only sounds good to already well-off conservatives

@HarperWillTry At some point, taxes \*must\* be raised; if not property taxes, then some other way. A community with a suffering library system is a suffering community.

@HarperWillTry

#2

Hoping everyone can stay warm! Remember the reason for the season is the Oak King defeating the Holly King on the winter solstice.

HarperWillTry

#2

Warmer and better days are ahead, especially if Republicans keep losing elections like they did this past



November

@HarperWillTry

#2

"Socialist" programs like fire fighting, infrastructure upkeep, and education are hallmarks of a great and functioning society

@leelaubscher6458 Thank you for recognizing the professionalism of the landfill staff. They are doing an excellent job with a skeleton crew. How long they can continue to do this is anyone's guess.



@Lycowatch Have the west branch fireman's association reached out to other fireman's associations to see where they get their funding? After being stretched to the brink, the county still gave 10 thousand.

## 11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, November 6th, 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=Kwpm2GWA7mY>*

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

Domestic Relations – Allison Allen, Customer Service Specialist, 4, Full-Time, \$15.759816 per Hour, 75 Hours per Pay Period, Effective Date: November 23, 2025.

Domestic Relations – Suzanne Hutchins, Intake Specialist, 4, Full-Time, \$17.587044 per Hour, 75 Hours per Pay Period, Effective Date: November 23, 2025.

Pre-Release Center – Bryant Solomon, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 15, 2025.

Prison – Samuel Hostrander, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Effective Date: December 7, 2025.

Prison – Brock Mayer, Correctional Officer, Union, Part-Time, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: December 15, 2025.

Public Safety / EMS – Donald Gordner, Regional Field Coordinator, 7, Full-Time, \$40,884.48 per Year, 75 Hours per Pay Period, Anticipated Start Date: December 15, 2025. **Pending Salary Board approval**

## Nicole Springs, Public Defender - Comments

No words can adequately convey the significant contributions Matt has made, not just to, Lycoming County, but also to the legal profession and community during his decade of service to Lycoming County.

When he became the First Assistant Public Defender in 2019, he told me I wasn't alone - - that he'd have my back. So, I sent him to the PA Supreme Court to argue a case... He won.

When he announced he was going to the DA's office, the entire Criminal Justice System was in shock. But he honed his legal skills there, prosecuting to the fullest people who were genuinely a threat to the community. He also gave opportunities to defendants who truly wished to change their lives through his representation in Lycoming County's treatment court programs.

As a community member, among his many commitments, he facilitated a Smart Recovery support group. I sent one of my friends who had a spending obsession to his group. In part, because of Matt's support and encouragement, she saved her marriage, lost 100 pounds, and began running.

Since I lured Matt back to the Public Defender's Office at the beginning of the year, he has mentored my staff of young attorneys and assured that criminal defendants receive the best defense available.

Congratulations Matt and thank you for 10 years of commitment, dedication and service to Lycoming County and your community.

Laura Templeton Remarks:

1. Thanked the Commissioners for attending our Red-Kettle Kickoff Breakfast, which was a fundraising event in mid-November that gets our Kettle season off to a strong start.
2. At Christmastime I oversee another event that also helps supplement our Red Kettle fundraising—that's the Festival of Trees.
3. This is our 23<sup>rd</sup> Festival of Trees. It was originally hosted by the Lycoming Mall, then the County building for two years (thank you!), and this year the Festival of Trees is being hosted by the Genetti.
4. I encouraged everyone to visit the display at the Genetti – this year there are 30 sponsored trees and (new this year), 17 sponsored wreaths.
5. All trees, wreaths and incentive packages are being auctioned off on Friday, December 12 at 7pm. Please consider participating in the auction. Bidder registration is 5:30-7:00pm, and (new this year) there will be a mixer/reception during the bidder registration period. Please join us for light refreshments before the auction begins.
6. The auction fundraiser would not be possible without Mike Roan of Roan Real Estate, who has volunteered his professional auctioneering services for all 23 years.
7. The Salvation Army has been an integral part of Williamsport community for a long time. We are currently located at the corner of Market and North streets and have been at this location since 1923. We have been serving Lycoming County since 1885 (140 years).
8. The generosity of the community enables us to serve neighbors in need not just at Christmas, but all year round.