

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 11, 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

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

- 1.5 Public Comment on Agenda Items Only

@BlairSteward17

#1

Good morning! Thank you to all that serves our county. God bless everyone!

2.0 BID OPENING

- 2.1 Nicki Gottschall - Open the following bid:
 - Janitorial Services for Employee Health & Wellness Center

Janitorial Services for Employee Health and Wellness Center		
Company Name	Submitted Amount	Date Submitted
Clean Concept LLC	\$81,600.00	12/3/2025
DSC Solutions	\$37,050.00	12/5/2025
Eagle Janitorial Supply and Services	\$97,200.00	12/5/2025
General Services Inc.	\$40,000.00	12/5/2025
M&M Odds & Ends	\$39,050.00	12/4/2025
Select Building Services	\$36,660.00	12/5/2025
Sueep LLC	\$67,570.00	12/4/2025
Young Hands Cleaning Services LLC	\$127,750.00	12/5/2025

3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/17/25 to be paid on 12/10/25 in the amount of \$1,356,625.55.

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

4.0 INFORMATION ITEMS

4.1 Jennifer Picciano – Board Vacancies

4.2 Chris Strand – Update on White Deer Golf Course – Chris Strand, Justin Dahin
Mr. Dahin reported that the golf course had a great season this year, surpassing the numbers from the prior season. They plan on doing some updates on the course and the clubhouse, as well as purchasing some new equipment. He also reported that they are able to make their yearly cart payment. They submitted a check in the amount of \$165,260.00 to the Commissioners.

Mr. Strand stated that it has been great to be part of the journey. He expressed his appreciation for the support of the Commissioners and is happy that the course is now self-sustaining and they are able to keep making improvements, despite the challenges with the weather.

Commissioner Metzger commended their management of the golf course pointing out that they are now making money, are able to pay back on the loans and give money back to the County, along with making improvements to the course. He expressed his appreciation for the great job they have done.

Commissioner Mussina expressed his appreciation for the great job they do with the challenges they face with the weather. He thanked them for making the course an asset for the County.

Commissioner Sortman wants the public to know that the golf course is not taking any money from the County and through their excellent management has improved the course and is able to reinvest for continued improvements. The course also adds to the quality of life in the area even though not everyone golfs. Commissioner Sortman added that feedback from the community regarding the quality of the golf course has been positive.

Solicitor Kenyon added that many nonprofits use the golf course for fund raising. Hundreds of thousands of dollars are raised through these events for local charities. He commended them for the excellent job they do coordinating these events and pointed out that how this benefits the community.

Recess Commissioners' Public Meeting for the Salary Board

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

5.1 Convene Salary Board.

5.2 Vote to approve the Salary Board minutes from the December 4, 2025 meeting.

5.3 Vote to approve the following Salary Board Actions:

- Prothonotary's Office**

- Add Criminal Processing Clerk position (PG5) to the TDA.
- Adult Probation
 - Remove APO Officer position (PG9) from the TDA.
 - Add Administrative Case Officer position (PG7) to the TDA.
- DPS/EMS
 - Add Regional Field Coordinator position to the TDA.
 - Remove Administrative Specialist position (PG6) from the TDA (as of 1/3/2026).
 - Add Administrative Coordinator position (PG6-exempt) to the TDA (as of 1/4/2026).
- Facilities Management
 - Remove Deputy Director of Facilities Management position (PG12) from the TDA.
- Military Affairs
 - Add VA Assistant position (PG6) to the TDA.
- Public Defender
 - Add an Assistant Public Defender position (Union) to the TDA.
 - Remove Administrative Assistant/Paralegal in Training position (PG6) from the TDA.
 - Add Paralegal position (PG7) to the TDA.
- DPS
 - Approve new Telecommunicator pay scale (as of 01/01/2026):

<i>County of Lycoming 911 Center Wage Scale</i>			
<i>Position</i>	<i>Grade</i>	<i>Starting</i>	
Telecommunicator III	10	\$ 25.00	A \$1,000 recruiting bonus applies to this position, payable in installments according to training progression. A breakdown of the bonus follows: ➤ \$500 at the completion of call taker training and promotion to Telecommunicator I. ➤ \$250 at the completion of all police radio training. ➤ \$250 at the completion of Fire/EMS radio training, promotion to Telecommunicator II
Telecommunicator II	9	\$ 23.00	
Telecommunicator I	8	\$ 21.50	
Telecommunicator Trainee	7	\$ 20.00	

5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 PERSONNEL ACTIONS

6.1 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 with the noted changes. Mr. Sortman 2nd the motion. Approved 3-0

7.0 ACTION ITEMS

7.1 Erick Fortin – Vote to approve the Grant Application for the PA Commission on Crime & Delinquency Intermediate Punishment Treatment Program with the PA Commission on Crime and Delinquency in the amount of \$380,000.00

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

7.2 Shanean Edmonds for Mya Toon – Vote to approve the Amendment to the Agreement with Pharmchem Inc. (2025 approved budgeted item).

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

7.3 Shanean Edmonds for Mya Toon – Vote to approve the MOU with Lycoming Clinton MH-ID.

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

7.4 Shanean Edmonds for Mya Toon – Vote to approve the Amendment to the Agreement with Restorative Behavioral Health. (2025 approved budgeted item).

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

7.5 Shanean Edmonds for Mya Toon – Vote to approve the Patrick Leahy Bullet Proof Vest Partnership Grant Application with the Department of Justice in the amount of \$25,000.00

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

Commissioner Metzger pointed out that it is critical for our law enforcement to have these vests to wear. He thanked Financial Management for assisting in obtaining this grant.

7.6 Shanean Edmonds for Mya Toon – Vote to approve the Amendment to the Agreement with DSC Solutions. (2025 approved budgeted item)

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

7.7 Gary Staggett– Vote to approve the Amendment to the Agreement with ALS Global. (2025 approved budgeted item)

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

7.8 Jenny Picciano – Vote to approve the following reappointments to the Lycoming County Planning Commission:

- Jason Bogle – effective Term 1/1/2026 through 12/31/2029
- Denise Reise – effective term 1/1/2026 through 12/31/2029

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

Commissioner Metzger thanked both for their time on the Planning Commission adding that they have been tremendous assets to the Commission.

7.9 Cameron Boyer– Vote to approve the Agreement with R & J Ertel, Inc in the amount of 5,963.75. (not a 2025 approved budgeted item, but funds are available).

Mr. Boyer reported that the work has been completed and the final bill will be \$1,000 less.

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

Commissioner Metzger thanked everyone for getting this repair completed.

Commissioner Sortman expressed his appreciation that there was money in the budget to take care of these repairs.

Commissioner Metzger added that it is critical to have money in the fund balance to pay for unexpected repairs such as this. This repair needed to be done quickly because sewage was involved.

- 7.10 Leslie Kilpatrick– Vote to approve the software renewal with Thomson Reuters in the amount of \$2,596.56 (2025 approved budgeted item, included in 2026 proposed budget)

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

- 7.11 Leslie Kilpatrick– Vote to approve the Civil Court software renewal with Telesoft in the amount of \$26,645.00. (2025 approved budgeted item, using Act 13 funds)

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

- 7.12 Leslie Kilpatrick– Vote to approve the Orphan’s Row software renewal with Telesoft in the amount of \$16,806.00. (2025 approved budgeted item, using Act 13 funds).

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

- 7.13 Leslie Kilpatrick– Vote to approve the Court Administration software renewal with Telesoft in the amount of \$14,762.00. (2025 approved budgeted item, using Act 13 funds).

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

- 7.14 Leslie Kilpatrick– Vote to approve the Sheriff software renewal with Telesoft in the amount of \$24,337.00. (2025 approved budgeted item, using Act 13 funds).

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

- 7.15 Leslie Kilpatrick – Vote to approve the Agreement with Vertiv in the amount of \$6,980.00. (2025 approved budgeted item).

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

- 7.16 Leslie Kilpatrick – Vote to approve the purchase from ePlus in the amount of \$15, 951.92. (2025 approved budgeted item).

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

- 7.17 Shannon Barnes - Vote to approve the following appointments/reappointments to the Conservation District Board:
- Brett Taylor - Appoint 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

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

7.18 Shannon Barnes – Vote to approve the following appointments/reappointments to the Agricultural Land Board:

- Dean Bussler – Reappoint – Effective dates 1/1/2026 – 12/31/2028
- Dan Dorman – Appoint – Effective dates 1/1/2026 – 12/31/2028

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

7.19 Shannon Barnes - Vote to approve the following appointments/reappointments to the Housing Authority Board:

- Ken Young – Reappoint - Effective Dates – 1/1/2026 – 12/31/2030
- Rick Armstead – Appoint – Effective dates – 1/1/2026 – 12/31/2030

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

Commissioner Metzger thanked all those being appointed and reappointed to the different boards. He extended this gratitude to all those that serve on the various boards.

Commissioner Metzger announced that there are vacancies on many of the boards and encouraged people to apply.

8.0 COMMISSIONER COMMENT

Commissioner Metzger announced that this Saturday is Wreaths Across America. Wreaths will be laid on Veterans graves to honor them at cemeteries throughout the County. Anyone interested in volunteering to help should contact out Veterans Department

Commissioner Sortman thanked all those appointed and reappointed to the board and authorities. He reported that they have worked hard on the budget and it has been a team effort. They have worked to get a balanced budget that doesn't dip into the savings. This has also necessitated a tax increase. These changes will continue to be evaluated over time. Commissioner Sortman again commended the golf course management team for the job they are doing.

Commissioner Metzger commented that this budget has been very difficult. He pointed out that 28 million dollars has been cut out of the budget over the past two years. This is the first time that taxes are being increased in eight years. They understand everyone is hurting and pointed out the tax increases that are being put into effect in other counties that are much higher. It's important that to get the fund balance built back up and have a balanced budget.

Commissioner Sortman added that they are also looking for additional revenue sources to come in such as renting out the 6th floor of TSP.

Commissioner Metzger added that the Courts are going after people who owe fine money. There are people who can afford to pay the fines that just aren't paying.

Commissioner Mussina expanded on Solicitor Kenyon's remarks adding that people from many other counties and areas contribute to the golf course. He promoted the shows at the Community Theater and the talent of the people who participate in the shows. The Christmas Carol is being put on this week.

9.0 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

@CloverSmith-j2k

#2

Has the golf course ever paid back the one-million-dollar loan from the Lycoming county landfill?

@CloverSmith-j2k

#1

is it true that you have once again taken money from the Lycoming county landfill bank account to cover the county's financial short falls? And if so, is that counted as a loss for the landfill?

Commissioner Sortman answered CloverSmith-J2K U Tube comments regarding the landfill. He reported that the landfill has not made money for the county in the last 10 + years. It has been operating at a loss. This is the first year that there was a true budget. We have had to raise rates which the County haulers have not been happy with. It will be a huge undertaking to make it profitable. The County Commissioners are not taking money from the landfill. In addition, the landfill has a 27-million-dollar debt that is the County's name. The landfill is making payments on their debt.

Commissioner Metzger reported that in order to expand the landfill, they need to apply for the permits which should have been done already. The expansion is needed in order to pay those bonds. A sperate account has been established for the landfill instead of everything coming out of the general fund account

Commissioner Sortman informed that the landfill is required to pay a host fee to the municipalities that they sit in and are impacted by the landfill. The County has waived the host fee at this time. The landfill does pay Brady Township a host fee. He added that the Landfill has a great staff that work hard and do a great job. They are part of the solution to turning this around. The staff was not aware that the landfill was not making money.

Commissioner Metzger pointed out that they recently learned that they are the only landfill in the nation that hadn't raised their prices since COVID. They haven't raised them since 2008. He also informed that they are operating at 55% capacity. They need more business.

T

@thomasadams3614

#2

Good morning Lycoming County! I received an e-mail yesterday from an acquaintance, asking for a small financial favor. Be very aware of these types of emails. Not only was the message strange, not

T

@thomasadams3614

#1

grammatically correct; along with the vocabulary being off...the sender, in reality would not send me such an e-mail. However, the real issue is, the sending e-mail address was correct, but the return

C

@CloverSmith-j2k

#1

Is it proper protocol for Shannon to be voting in a commissioner meeting?

Director Barnes clarified that she did not vote on anything. She just presented the items. The Controller is the voice that was heard voting.

@thomasadams3614

#1

e-mail address is completely different. If someone gets fooled by a message,

@kalenjaid

#3



No clover, it's not, and so she didn't!

k

@kalenjaid

#3



I didn't hear a vote, just an explanation.

T

@thomasadams3614

#1

look at the sending address and the return address, very close. There will be a discrepancy. I emailed the thread to the known address, to alert my friend. Always be alert to these scams! I realize

k

@kalenjaid

#2

You probably heard Nicki, who does have a vote when it comes to salaries! Hope that helps!

@CloverSmith-j2k

#3

Ok that makes sense. Thank you.

thomasadams3614

#1

most people may be aware of these things, but if you have elderly people in your life, please offer to check their e-mail activities as often as possible. Thank-you for your dedication to our county!

T

@thomasadams3614

#1

May God Bless America and May God Bless Lycoming County!

@leelaubscher6458Is there any more news about the chance Aluminum development?

Commissioner Metzger responded that Chance Aluminum now owns the land. We don't know when they will break ground.

Commissioner Mussina added that things are moving slowly, but they are moving.

Commissioner Sortman clarified that they make the raw material that then goes to another processor to be made into a product. They will have to do all the necessary things that falls on the developer to get the new plant built, up and running.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, December 18, 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/watch?v=NmQegwtqDoM>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Adult Probation – Riley Riggle, Administrative Case Officer, 7, Full-Time, \$21.1536 per Hour, 75 Hours per Pay Period, Effective Date: December 7, 2025.

~~Military Affairs – Vaughn Ceccacci, Veterans Affairs Assistant, 6, Full-Time, \$19.5852 per Hour, 75 Hours per Pay Period, Anticipated Start Date: January 5, 2026.~~

~~Public Defender – Meredith Manchester, Assistant Public Defender, PD, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: January 5, 2026.~~

Public Defender – Cody Englehart, Paralegal, 7, Full-Time, \$18.951773 per Hour, 75 Hours per Pay Period, Effective Date: December 7, 2025.

Public Safety/ Communications Center – Jessica Ivankina, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Anticipated Start Date: December 29, 2025. Correction - Should be 80 hours

Per Mr. Hagen the following personnel actions should be removed pending Salary Board review:

Military Affairs – Vaughn Ceccacci, Veterans Affairs Assistant, 6, Full-Time, \$19.5852 per Hour, 75 Hours per Pay Period, Anticipated Start Date: January 5, 2026.

Public Defender – Meredith Manchester, Assistant Public Defender, PD, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: January 5, 2026.

Mr. Hagen requested that the 2nd and 3rd ones on the list be removed pending Salary Board approval.