

Commissioners
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Chairman
MARC C. SORTMAN
Vice Chairman
MARK MUSSINA
Secretary



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, FEBRUARY 26, 2026
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 SERVICE AWARD - Board of Commissioners – Recognize the following individual for her service to Lycoming County:

- Kimber Smith – 20 years

3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 3/4/2026 to be paid on 2/25/2026 in the amount of \$4,211,447.48.

4.0 INFORMATION ITEMS

- 4.1 Michael Hagen - Elected Officials Personnel Actions:
District Attorney/ Central Processing – Marissa Kontz, Central Processing Officer, Part-Time, CPO, \$25.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: March 9, 2026.

District Attorney – Jordan Stugart, Legal Assistant, Full-Time, PG4, \$16.235762 per Hour, 75 Hours per Pay Period, Effective Date: February 15, 2026.

Register & Recorder – Wendy Keefer-DeHart, Clerk III, Part-Time, PG4, \$16.4616 per Hour, Not to Exceed 90 days, Anticipated Start Date: March 2, 2026.

Sheriff – Chad Aldenderfer, Deputy Sheriff 1st Class, Part-Time, SD, \$26.996912 per Hour, not to exceed 1000 hours annually, Effective Date: February 22, 2026.

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).

Recess Commissioners Meeting for the Community Development Block Grant Public Hearing

6.0 PUBLIC HEARING FOR FFY23 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MODIFICATION

- 6.1 Convene Public Hearing
- 6.2 Larissa Hassinger – Review proposed 2023 Budget modification and Certification
- 6.3 Public Comment
- 6.4 Adjourn Public Hearing

Reconvene Commissioners Public Meeting

7.0 ACTION ITEMS

- 7.1 Larissa Hassinger - Vote approve the CDBG FFY23 Budget Modification Certification and submittal to DCED.
- 7.2 Larissa Hassinger – Vote to approve agent Resolution 2026-06.
- 7.3 Larissa Hassinger – Vote to approve Residential Anti-Displacement and Relocation Assistance Plan.
- 7.4 Larissa Hassinger – Vote to approve CDBG Citizen Participation Plan.
- 7.5 Larissa Hassinger – Vote to approve Code of Conduct.
- 7.6 Larissa Hassinger – Vote to approve Title VI Complaint Procedure.
- 7.7 Larissa Hassinger – Vote to approve Resolution 2026-07 establishing a complaint procedure and appointing a Compliance Officer.
- 7.8 Larissa Hassinger – Vote to approve Resolution 2026-08 adopting an excessive force policy.
- 7.9 Larissa Hassinger Vote to approve CDBG Financial Management Plan.
- 7.10 Larissa Hassinger – Vote to approve Integrity Policy.
- 7.11 Larissa Hassinger – Vote to approve Language Access Plan for HUD funded programs.

- 7.12 Larissa Hassinger – Vote to approve Resolution 2026-09 designating a Language Access Coordinator.
- 7.13 Larissa Hassinger Vote to approve Minority and Women’s Business Enterprise Action Plan.
- 7.14 Larissa Hassinger – Vote to approve Program Income Reutilaztion Plan.
- 7.15 Larissa Hassinger - Vote to approve Section 3 Action Plan.
- 7.16 Larissa Hassinger- Vote to approve Section 504 Self Evaluation and Transition Plan.
- 7.17 Larissa Hassinger – Vote to approve Section 504 Grievance Procedure.
- 7.18 Nancy Schenck – Vote to approve Youth Level of Services Usage Agreement. (2026 approved budgeted item)
- 7.19 Nancy Schenck – Vote to approve the Agreement with Ben Darling, PHD LLC. (2026 approved budgeted item)
- 7.20 Nancy Schenck – Vote to approve the Agreement with CARDIO4Dayz, LLC. (2026 approved budgeted item)
- 7.21 Adrienne Stahl – Vote to approve the Agreement with Jessica Bentley -Sassaman. (2026 approved budgeted item)
- 7.22 Sara Fogelman – Vote to a approve the Agreement with John S. O’Brien II, MD, JD. (2026 approved budgeted item)
- 7.23 Kelsey Green – Vote to approve the Amendment to the Agreement with Greenman Pedersen, Inc. in the amount of \$45,000.00. (2026 approved budgeted item)
- 7.24 Kelsey Green Vote to approve the Change Order with Steinbacher Enterprise.
- 7.25 Kelsey Green – Vote to approve Resolution 2026-10 to adopt the 2026 Lycoming County Hazard Mitigation Plan.
- 7.26 Gary Staggert- Vote to approve the quote from Process Control Solutions in the amount of \$17,389.00 to replace PLC & HMI touchscreen on Baler #9. (not an approved 2026 budgeted item, but funds are available)
- 7.27 Leslie Kilpatrick- Vote to approve the 3-year Licensing Agreement with ESRI in the amount of \$270,900.00. (2026 approved budgeted item)

- 7.28 Hanyu Zeng – Vote to approve the RFP to Environmental Planning & Design in the amount of \$149,930.00. (2026 approved budgeted item - \$100,000.00 grant from DCNR, \$50,000.00 County match)
- 7.29 Emily Mrochko – Vote to approve Resolution 2026-11.
- 7.30 Shannon Barnes – Vote to approve to approve the following appointment to the Lycoming County Planning Commission:
- Justin Ulmer – effective dates 2/26/2026 through 12/31/2027
- 7.31 Cindy Newcomer– Vote to approve the Agreements for the collection of local municipal taxes by Lycoming County for the following municipalities: Armstrong Township, Bastress Township, Brady Township, Cascade Township, Duboistown Borough, Fairfield Township, Franklin Township, Gamble Township, Hepburn Township, Jersey Shore, Jordan Township, Lewis Township, Limestone Township, McNett Township, Montgomery Borough, Montoursville Borough, Moreland Township, Muncy Borough, Nippenose Township, Penn Township, Picture Rocks Borough, Pine Township, Plunketts Creek, Salladasburg Borough, South Williamsport, Upper Fairfield Township, Washington Township, Woodward Township.

8.0 COMMISSIONER COMMENT

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.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, March 5th, 2026 at 10:00 A.M. in the Commissioner’s Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701

ATTACHMENT (A)

PERSONNEL ACTIONS:

Pre-Release Center – Dawn Miller, Resident Supervisor, Full-Time, Union, \$19.20 per Hour, 80 Hours per Pay Period, Effective Date: March 15, 2026.

Soil Conservation – Brenna Schneider, Agricultural Conservation Technician, Full-Time, PG9, \$46,716.735 Annually, 75 Hours per Pay Period, Anticipated Start Date: March 9, 2026.

Soil Conservation – Austin Wall, Resource Conservation Technician, Full-Time, PG9, \$45,843.525 Annually, 75 Hours per Pay Period, Anticipated Start Date: April 6, 2026.