

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



COUNTY OF LYCOMING  
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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, APRIL 2, 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 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 4/8/26 to be paid on 4/1/26 in the amount of \$791,079.53.

*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 March 5th, 2026 meeting.
- 3.3 Vote to approve the following Salary Board Actions:  
*District Attorney*  
Add a PT Law Clerk position to the TDA.  
Add a PT County Investigator position to the TDA.

*Courts*

Add a Temporary PT Executive Secretary position to the TDA.

*Facilities Management*

Add FT Custodial position to the TDA.

*Treasurer's Office*

Add PT Clerk III position to the TDA.

*Financial Management*

Eliminate FT Director of Financial Management position from the TDA

3.4 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

**4.0 PERSONNEL ACTIONS**

4.1 Michael 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 Nicki Gottschall - Vote to approve Amendment #1 to the Rapid Financial Solutions Contract for jury payments. (2026 approved budgeted item – Operating Expenses)

5.2 Adrienne Stahl– Vote to approve the Agreement with Robert Meacham. (2026 approved budgeted item – Operating Expenses)

5.3 Gary Staggert– Vote to approve the payment to DEP in the amount of \$2,500.00. (Not an approved budgeted item but funds are available from the Operating Expenses.)

5.4 Leslie Kilpatrick– Vote to approve the Waiver to reduce licenses with ServicePro.

5.5 Cameron Boyer – Vote to approve the Agreement with Guardian Protection Services in the amount of \$8,760.00. (2026 approved budgeted item – Operating Expenses)

5.6 Hanyu Zeng – Vote to approve the 2024/2025 PHARE Subrecipient Monitoring Agreement with Lycoming -Clinton Joinder Board in the amount of \$100,000.00. (PHARE 2025 approved budgeted item – Grant)

5.7 Larissa Hassinger– Vote to approve the CDBG FFY 24 Subrecipient Agreement with Jersey Shore in the amount of \$78,649.00. (CDBG FFY 2024 approved budgeted item – Grant)

5.8 Larissa Hassinger– Vote to approve the CDBG FFY 24 Subrecipient Agreement with Montoursville Borough in the amount of \$84,578.00. (CDBG FFY 2024 approved budgeted item – Grant)

5.9 Larissa Hassinger– Vote to approve the CDBG FFY 24 Subrecipient Agreement with South Williamsport Borough in the amount of \$98,454.00. (CDBG FFY 2024 approved budgeted item – Grant)

5.10 Larissa Hassinger– Vote to approve the CDBG FFY 23 Subrecipient Agreement Amendment #1 with South Williamsport Borough in the amount of \$100,330.00. (CDBG FFY 2023 approved budgeted item – Grant)

- 5.11 Larissa Hassinger– Vote to approve the CDBG FFY 23 Subrecipient Agreement with American Rescue Workers in the amount of \$24,385.00. (CDBG FFY 2023 approved budgeted item – Grant)
- 5.12 Shannon Barnes- Vote to approve the update to HR Policy 106, renumbered to HR Policy 104 Employee Protection (Whistleblower) Policy.
- 5.13 Shannon Barnes- Vote to approve the addition of HR Policy 101 Lycoming County Code of Conduct.

**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 Thursday, April 9th, 2026, at 10:00 A.M. in the Commissioner’s Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

Pre-Release Center – Thomas Tamberelli, Resident Supervisor, Part-Time, Union, \$19.20290 per Hour, Not to Exceed 1000 Hours Annually, Effective Date: March 29, 2026

Pre-Release Center – Tina Ayers, Resident Supervisor, Full-Time, Union, \$19.20 per Hour, 80 Hours per Pay Period, Effective Date: April 12, 2026.

Prison – Ty Nixon, Correctional Officer, Part-Time, Union, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: May 18, 2026.

Resource Management Services – Joseph Shamburg, Work Crew Foreman, 6, \$18.00, 80 Hours per Pay Period, Effective Date: April 12, 2026.