

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, JUNE 25, 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 7/1/26 to be paid on 6/24/26 in the amount of \$10,023,842.30.
- 2.2 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for hand written check paid on 6/19/26 in the amount of \$200,134.36.

3.0 INFORMATION ITEMS

- 3.1 Jamie Shrawder - SEDA-COG FFY '26 CDBG Scope of Services Overview
- 3.2 Larissa Hassinger – SEDA-COG - Review projects for FFY 2026 Community Development Block Grant funds
- 3.3 Gary Staggett - Clarification to the press release from last week regarding glass recycling.
- 3.4 Michael Hagen – Elected Officials Personnel Actions
Courts – Judge Tira - New Hire - Mamie Bowen, Executive Secretary, Full-Time, PG5, \$17.1675 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 29, 2026.

Sheriff – New Hire - Ethan Temple, deputy Sheriff, Full-Time, Union, \$22.95 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 20, 2026.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

4.1 Convene Salary Board.

4.2 Vote to approve the Salary Board minutes from the June 11, 2026 meeting.

4.3 Vote to approve the following Salary Board Actions:

DPS

- Adjustment to shift differential for Telecommunicators of \$ 1.00 per hour from 6pm to 6am.
- Raise of \$ 0.40/hour for Telecommunicators

Planning &Community Development

- Reclassify Zoning Officer positions from PG8 to PG9.
- Tier “Zoning Officer” position with the following pay:
 - *Zoning Officer I - \$ 50,000 annually
 - *Zoning Officer II - \$ 55,000 annually
 - *Zoning Officer III - \$ 60,000 annually

4.4 Adjourn Salary Board.

Reconvene Commissioners’ Public Meeting

5.0 PERSONNEL ACTIONS

5.1 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).

6.0 ACTION ITEMS

6.1 Gary Staggert – Vote to approve the Subscription Renewal with AppSpace in the amount of \$3,960.00. (2026 approved budgeted item – Operating Expenses)

6.2 Gary Staggert - Vote to approve the Agreement with Sunoco LLC. (2026 approved budgeted item – Operating Expenses)

6.3 Larissa Hassinger – Vote to approve the Professional Services & Administrative Agreement in the amount of \$127,000.00. (Approved budgeted item – CDBG FFY 25 Funds)

6.4 Larissa Hassinger – Vote to approve the CDBG FFY24 Subrecipient Agreement with Northcentral PA YWCA in the amount of \$169,755.00. (Approved budgeted item – CDBG FFY 24 Funds)

6.5 Kristen McLaughlin- Vote to approve Subrecipient Agreement Amendment #7 with Lycoming County Water & Sewer Authority. (2026 approved budgeted item- ARPA Funds)

- 6.6 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with Lycoming County Water & Sewer Authority for the Riverside Drive Project. (2026 approved budgeted item – ARPA Funds)
- 6.7 Kristen McLaughlin- Vote to approve Subrecipient Agreement Amendment #5 with West Branch Regional Authority. (2026 approved budgeted item – ARPA Funds)
- 6.8 Jenny Picciano – Vote to approve the Amendment to the Agreement with Entech Engineering, Inc.
- 6.9 Cameron Boyer – Vote to approve the Agreement with Postler & Jaeckle Corp in the amount of \$3,900.00. (2026 approved budgeted item – Operating Expenses)
- 6.10 Leslie Kilpatrick – Vote to approve the purchase from E-Plus Technology in the amount of \$6,221.25. (Not a 2026 approved budgeted item – Funds available in the Capitol Fund)
- 6.11 Leslie Kilpatrick - Vote to approve the Amendment to the Agreement with Melillo Consulting in the amount of \$10,282.00. (2026 approved budgeted item – Operating Expenses)
- 6.12 Leslie Kilpatrick- Vote to approve the purchase of a replacement battery cartridge from B&H Photo in the amount of \$489.16. (Not an approved 2026 budgeted item. Funds available in Operating Expenses)
- 6.13 Leslie Kilpatrick – Vote to approve the purchase and installation from Advanced Communications Solutions in the amount of \$2,998.00. (Not an approved 2026 budgeted item. Funds available in Operating Expenses)
- 6.14 Kelsey Green – Vote to ratify the submission of the Letter of Intent for Flood Mitigation Assistance 24 Grant in the amount of \$3,046,005.08.
- 6.15 Shanean Edmonds- Vote to approve the Central PA Food Bank Subrecipient Monitoring Agreement with the Department of Agriculture.
- 6.16 Mark Hulyo – Vote to approve the newly created Social Media Policy.
- 6.17 Cindy Newcomer – Vote to approve payments to the IRS Department of Treasury in the amounts of \$4,580.64 and \$26,492.63 totaling \$31,073.27 in penalties. (Not a 2026 budgeted item; however, this will be taken out of Contingency funds).

7.0 COMMISSIONER COMMENT

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.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, July 2, 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:

Internal Changes:

Adult Probation – Riley Riggle, Collections Enforcement Officer, Full-Time, PG8, \$43,993.95 Annually, 75 Hours per Pay Period, Effective Date: June 21, 2026.

Planning & Community Development – Patrick Riedy, Zoning Officer, Full-Time, PG8, \$44,793.84 Annually, 75 Hours per Pay Period, Effective Date: July 5, 2026.

Prison – Christopher Ebner, Temporary Deputy Warden of Inmate Services, Part-Time, PG12, \$47.951379 per Hour, Not to Exceed 1000 Hours Annually, Effective Date: June 8, 2026.

Prison – Shane Bastress, Correctional Officer II, Full-Time, Union, \$24.76 per Hour, 80 Hours per Pay Period, Effective Date: July 19, 2026.

New Hires:

Planning & Community Development – Brian Ferry, Planner II, Full-Time, PG9, \$55,000 Annually, 75 Hours per Pay Period, Anticipated Start Date: August 3, 2026.

Resource Management Services – Frank Derienzo, Equipment Operator, Part-Time, PG6, \$18.54 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: July 6, 2026.