

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 AGENDA
THURSDAY, JULY 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 SERVICE AWARD

- 2.1 Forest Rothchild – JWD Award

3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 7/8/26 to be paid on 7/1/26 in the amount of \$441,679.97.

4.0 INFORMATION ITEMS

- 4.1 Forest Rothchild – 911 Center Recruiting Efforts
- 4.2 Michael Hagen - Elected Officials Personnel Actions:
District Attorney / Processing Center – William MacInnis, Jr., Processing Detective, Full-Time, PG9, \$52,000 Annually, 80 Hours per Pay Period, Anticipated Start Date: July 13, 2026.

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).

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 FFY 2024 and FFY 2025 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 to approve the CDBG FFY 2024 and FFY 2025 Budget Modifications and Certifications and submittal to DCED. (CDBG FFY24 & FFY 25 approved budgeted items)
- 7.2 Gary Staggert - Vote to approve the Agreement with JJ Powell, Inc. (2026 approved budgeted item - Operating Expenses.)
- 7.3 Leslie Kilpatrick – Vote to approve the Software Purchase from E-Plus in the amount of \$18,762.13. (2026 approved budgeted item – Operating Expenses.)
- 7.4 Shannon Barnes– Vote to approve to remove current Policy 211:” New Employees Meeting the Commissioners” Rev.01, Dated 9/20/2007 and Policy 200: “Conduct” Rev.01. Dated 6/24/1999 from the Policy and Procedures Manual.

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, July 9th, 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:

Planning & Community Development – Heather George, Zoning Officer II, Full-Time, PG9, \$55,000 Annually, 75 Hours per Pay Period, Effective Date: July 5, 2026.

Planning & Community Development – Patrick Riedy, Zoning Officer I, Full-Time, PG9, \$50,000 Annually, 75 Hours per Pay Period, Effective Date: July 5, 2026.

Pre-Release Center – Cana Riley, Resident Supervisor, Full-Time, Union, \$20.70 per Hour, 80 Hours per Pay Period, Effective Date: July 5, 2026.

New Hires:

Facilities Management – Brooke Bower, Custodial Worker, Full-Time, PG3, \$14.7408 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 13, 2026.

Prison – Martyna Leonczuk, Correctional Officer, Full-Time, Union, \$21.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 13, 2026.

Resource Management – Warren Nelson, Equipment Operator, Part-Time, PG6, \$18.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: July 13, 2026
Facilities Management – Matthew Andrus, Maintenance III / HVAC, Full-Time, PG8, \$28.00 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 15, 2026.

Prison – Kaleb Way, Correctional Officer, Full-Time, Union, \$21.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 15, 2026.

Resource Management – Andrew Miller, Equipment Operator, PG6, \$22.336281 per Hour, 80 Hours per Pay Period, Effective Date: May 24, 2026.