

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



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, JULY 9, 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 7/15/26 to be paid on 7/8/26 in the amount of \$423,171.19.
- 2.2 Nicki Gottschall – Vote to approve the credit card cash requirement report of purchases from 5/28/26 through 6/25/26 in the amount of \$8,263.44.

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 June 25, 2026 meeting.
- 3.3 Vote to approve the following Salary Board Actions:
 - District Attorney*
 - Add 1 Part-time Central Processing Officer to TDA (additional position; however, not additional hours within the Central Processing Office; paid for by Act 81 funds).
 - Register & Recorder*
 - Delete the Part-time Temporary Clerk position from the TDA.
 - Domestic Relations Office*
 - Add 1 Full-time Intake Officer position (PG4) to 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 update the 2026 Actuarially Determined Employer Contribution (ADEC) to the Employees Retirement Fund in the amount of \$614,224.00 (2026 approved budgeted item – Employee Fringe Fund)
- 5.2 Vicki Edkin - Vote to approve the Amendment to the Agreement with AKAGA Campbell. (2026 approved budgeted item – Operating Expenses)
- 5.3 Nancy Schenck – Vote to approve the Agreement with Diversified Treatment Alternatives. (2026 approved budgeted item – Operating Expenses)
- 5.4 Nancy Schenck – Vote to approve the Agreement with CHOR Youth and Family Service, Inc. (2026 approved budgeted item – Operating Expenses)
- 5.5 Cameron Boyer – Vote to approve the listing contracts with Girio Realty Co. for 59 Beach Rd, Montoursville, both Lots 1 and Lot 2.

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, July 16 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:

Transfer:

Prison – Erick Fortin, Deputy Warden of Inmate Services, Full-Time, PG12, \$91,091.46 Annually, 80 Hours per Pay Period, Effective Date: August 2, 2026.

Internal Change

Pay Correction: Adult Probation – Alexandria Horafus, Adult Probation Officer II, Full-Time, Union, \$24.5346 per Hour, 80 Hours per Pay Period, Effective Date: June 7, 2026.

New Hire:

Adult Probation – Julie Ross, Clerk III, Full-Time, PG4, \$16.4616 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 27, 2026.

Juvenile Probation – Courtney Kitchen, Clerk III, Full-Time, PG4, \$16.0284 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 20, 2026.

Public Defender – Gabrielle Sims, Legal Assistant, Full-Time, PG4, \$14.7288 per Hour, 75 Hours per Pay Period, Anticipated Start Date: August 31, 2026.