

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



COUNTY OF LYCOMING  
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Williamsport Pennsylvania 17701  
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CHRISTOPHER H. KENYON  
*Solicitor*

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, FEBRUARY 26, 2026  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, Solicitor Christopher H. Kenyon.**

**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

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

**None**

**2.0 SERVICE AWARD - Board of Commissioners – Recognize the following individual for her service to Lycoming County:**

- Kimber Smith – 20 years

**Commissioner Sortman- Congratulated Kimber on such an awesome accomplishment and thanked her for her dedication to the County.**

**Commissioner Mussina echoed Commissioner Sortman's comments and added that her knowledge helps serve the county residents.**

**Commissioner Metzger expressed his appreciation for the work Kimber does and for her years of service to the constituents**

**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.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**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 1<sup>st</sup> 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).

Mr. Hagen requested to remove the last name on the list as the candidate withdrew their name

**Mr. Mussina moved to approve with the removal of the candidate. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

### *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.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 7.2 Larissa Hassinger – Vote to approve agent Resolution 2026-06.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 7.3 Larissa Hassinger – Vote to approve Residential Anti-Displacement and Relocation Assistance Plan.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.4 Larissa Hassinger – Vote to approve CDBG Citizen Participation Plan.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.5 Larissa Hassinger – Vote to approve Code of Conduct.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.6 Larissa Hassinger – Vote to approve Title VI Complaint Procedure.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.7 Larissa Hassinger – Vote to approve Resolution 2026-07 establishing a complaint procedure and appointing a Compliance Officer.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.8 Larissa Hassinger – Vote to approve Resolution 2026-08 adopting an excessive force policy.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.9 Larissa Hassinger Vote to approve CDBG Financial Management Plan.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.10 Larissa Hassinger – Vote to approve Integrity Policy.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.11 Larissa Hassinger – Vote to approve Language Access Plan for HUD funded programs.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.12 Larissa Hassinger – Vote to approve Resolution 2026-09 designating a Language Access Coordinator.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.13 Larissa Hassinger Vote to approve Minority and Women’s Business Enterprise Action Plan.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.14 Larissa Hassinger – Vote to approve Program Income Reutilization Plan.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**
- 7.15 Larissa Hassinger - Vote to approve Section 3 Action Plan.  
**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.16 Larissa Hassinger- Vote to approve Section 504 Self Evaluation and Transition Plan.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.17 Larissa Hassinger – Vote to approve Section 504 Grievance Procedure.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**Note: Action Items 7.3, 7.4,7.5, 7.6, 7.9, 7.10, 7.11,7.13, 7.14,7.15,7.16, and 7.17-were read and voted on collectively.**

7.18 Shannon Barnes - Nancy Schenck – Vote to approve Youth Level of Services Usage Agreement. (2026 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.19 Shannon – Barnes - Nancy Schenck – Vote to approve the Agreement with Ben Darling, PHD LLC. (2026 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.20 Shannon Barnes- Nancy Schenck – Vote to approve the Agreement with CARDIO4Dayz, LLC. (2026 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.21 Adrienne Stahl – Vote to approve the Agreement with Jessica Bentley - Sassaman. (2026 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.22 Sara Fogelman – Vote to a approve the Agreement with John S. O’Brien II, MD, JD. (2026 approved budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

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)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.24 Kelsey Green Vote to approve the Change Order with Steinbacher Enterprise.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.25 Kelsey Green – Vote to approve Resolution 2026-10 to adopt the 2026 Lycoming County Hazard Mitigation Plan.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

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)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

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)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**Amy Fry, GIS Supervisor – gave a brief description on GIS services and how they impact/touch everyone’s life. It was discussed how these services assist first responders, as well as other organizations she has assisted.**

**Ms. Barnes added that since the contract will also be utilized by DPS a portion of the cost can be grant funded.**

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)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.29 Emily Mrochko – Vote to approve Resolution 2026-11.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

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

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

Scott -

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.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**Ms. Newcomer announced that they will be collecting the taxes for 6 new municipalities: Brady Townships, Duboistown Borough, Franklin Township, McNett Township, South Williamsport Borough and Washington Township. They will continue to act as tax collector for the other municipalities listed. Ms. Newcomer conveyed that they will continue to collect the County portion of the city taxes. She outlined the various way people can access their tax information as well as pay their bill.**

**Commissioner Sortman added that the office having regular business hours for residents and businesses that need assistance is an advantage.**

## **8.0 COMMISSIONER COMMENT**

**Commissioner Mussina expressed his gratitude for all the elected officials he works with, as well as employees, for their ability to get along and work together regardless of political party.**

**Commissioner Sortman complemented his colleagues on their professionalism. He commented on the lack of this during the State of the Union Address. He expressed his pride in Lycoming County, all the elected officials and professional staff.**

**Commissioner Metzger agreed with their comments. He spoke of the importance of listening to everyone with an open mind, being kind and considerate. He also commented on the beautiful area we live in, the positive feedback he hears about the people in our community during Little League. Commissioner Metzger also commented on the need to be honest, make decisions and admit when you are wrong.**

**Commissioner Mussina complemented Commissioner Metzger on the way he operates daily as the Chairman as well as how he runs the public meetings.**

## **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.**

**Todd Winder, President West Branch Fireman's Association, spoke about an incident at the landfill recently happened. A gentleman doing work fell into a pit, approximately 8 feet deep. Mr. Winder commented on the handling of this incident by the employees. He commended the landfill employees for their ability to respond to different emergency situations. He also reminded the board that they are available to continue to train the RMS employees to respond to emergency situations since there has been employee turnover.**

**Mr. Winder thanked the Commissioners for connecting them up with the Delta Group to find additional funding. He reported that they have also formed a committee to bring the fire departments and training organizations closer together and under one umbrella. It is called SOG- Standard Operating Guideline Committee. It is in the beginning stages. He asked questions about the budget and funding procedure due to change in the staff and was directed to send his inquiries to the Financial Management Department.**

**Commissioner Metzger explained that Delta is our lobbyists who can assist both West Branch Fire Company and the Library find additional funding sources**

**Commissioner Mussina thanked Todd for his dedication and service to the community**

**Tom Zimmerman, Williamsport, thanked Mr. Metzger for recognizing the Navy's birthday. He expressed his concerns about the effect that reduced funding has on the libraries citing a reduction in operating hours. He advocated that the libraries and their programs, events and services be promoted/published. In his opinion the path forward is**

to encourage more philanthropy. He called attention to the 8 book reviews that the Friends of the Library do. The next one will take place next Friday from 12:15 to 1pm, all are welcome to attend.

Commissioner Mussina thanked Mr. Zimmerman and agreed with his comments. He explained that during the Library Board meetings they discuss many ideas on ways to work through the tightening financial strains and it's impacts while keeping the system strong and healthy. He expressed his support for the Library System. He reminded everyone that the Library no longer does passport services. This was a mandate from either the federal or state government, no the Commissioners.

Ms. Barnes explained that when money is given to the Library System it goes into one pot and the Director of the Library System decides how and to whom it is dispersed. New this year, we will be informing the public how the money is utilized by the Library System. This will be presented as an Informational Item on upcoming Agendas.

#### **YOU TUBE PUBLIC COMMENT**

@mc-g581

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How can we obtain a written copy of all resolutions passed today?

#### **10.0 NEXT SCHEDULED MEETING**

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

*To View This Meeting and For More Detailed Information  
Click on The Link Below:*

*<https://www.youtube.com/watch?v=XM-VXFu43QY>*

## 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.~~

**Remove last one – withdrew name**

**Dave Huffman, Register & Recorder, Comments read by Shannon Barnes:**

“Deputy Kimber smith is a proven valuable asset for Lycoming County and not just in the office where she is employed.

She has expanded her horizons over the years to include the court system and numerous other areas that are part of Lycoming county.

She demonstrates a high level of competency for job related tasks.

Kimber works well with the public and supports our office staff to the fullest.

She has an amazing set of skills that fits perfectly for day-to-day operations.

She demonstrates loyalty to the Register and Recorder who entrusts her to run the office and make important decisions in his absence.

With highest regards I congratulate Kimber Smith for her 20 years of service to Lycoming County. We wish her continued success in all of her future endeavors.

Most importantly, on behalf of everyone in the Register and Recorder office, we thank you for all that you do.”