

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



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Solicitor

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, MARCH 12, 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 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

Ben Brigandi President of Lycoming County Library System Board of Trustee commented on the need for funding for the Libraries.

- 1.6 Proclamation - Lycoming County 4 H - Alex Armstrong 4H Educator -Comments Attached

Commissioner Metzger spoke about his experience helping out at the 4H concession stand during the Lycoming County fair last year. He hopes that they invite them back this year. He will be glad to help out.

Commissioner Mussina also spoke about his experience at the fair watching the auction. He remarked what a good thing the 4H organization is for the County.

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 3/18/26 to be paid on 3/11/26 in the amount of \$1,076,423.01.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 2.2 Nicki Gottschall – Vote to approve the credit card cash requirement report of purchases from 1/27/26 through 2/26/26 in the amount of \$14,227.78

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

3.0 INFORMATION ITEMS

Commissioner Metzger introduced Forest Rothchild, Director of Public Safety.

Mr. Forest Rothchild joined the meeting via Zoom. He talked about the potential of working with the 4H to provide training in several areas such as animal evacuation and first aid.

Mr. Rothchild thanked everyone for welcoming him and his family. He is looking forward to moving to the area. He commended the current 911, EMA and EMS teams.

- 3.1 Shannon Barnes – Expenditures for the Lycoming County Library System. Additional information can be found on Attachment B.

Quarterly Draw Downs by Location					
Library	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Hugesville	\$ 11,781.10	\$ 11,781.10	\$ 11,781.10	\$ 11,781.10	\$ 47,124.00
Montgomery	\$ 11,804.01	\$ 11,804.01	\$ 11,804.01	\$ 11,804.01	\$ 47,216.00
Jersey Shore	\$ 12,734.91	\$ 12,734.91	\$ 12,734.91	\$ 12,734.91	\$ 50,940.00
Muncy	\$ 15,013.25	\$ 15,013.25	\$ 15,013.25	\$ 15,013.25	\$ 60,053.00
Konkle	\$ 15,485.99	\$ 15,485.99	\$ 15,485.99	\$ 15,485.99	\$ 61,944.00
JVBL	\$ 183,180.75	\$ 183,180.75	\$ 183,180.75	\$ 183,180.75	\$ 732,723.00
Total	\$250,000.00	\$250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 1,000,000.00

Director Barnes explained the information on the forms attached to the agenda representing the quarterly drawdowns by location for the Library System. She clarified that the graphs for Hugesville and Montgomery were not reflective of their services. Hugesville services are \$928.40 and Montgomery facilities cost are \$6000.00 Also attached is a breakdown of the planned expenditures for the County allocation of \$1,000,000.00. The allocations are based on population.

Director Barnes also noted that everyone who received an allocation from the County will have their expenditures listed for public view.

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).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

5.0 ACTION ITEMS

- 5.1 Shannon Barnes for Nicole Spring– Vote to approve the Agreement with Gillian Blair, PHD, LLM. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.2 Nancy Schenck – Vote to approve the Electronic Monitoring Service Agreement with GEO Reentry Services. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.3 Adrienne Stahl– Vote to approve the Agreement with Carl H. Frels, CDI. (2026 approved budgeted item –Approximately 30% of Costs are reimbursed by AOPC)

Upon request, Ms. Stahl explained the need for this agreement and the process used when the services are needed for the 4H students.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.4 Brad Shoemaker – Vote to approve the Agreement with Rogers Uniforms. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Commissioner Mussina commended the explanation and information Rogers Uniforms provided at a prior public meeting. He pointed out that the County is fortunate to have the ability to support local businesses and thanked them for the great job they have done.

- 5.5 Dustin Williams – Vote to approve the Agreement with Hunter & Lomison, Inc. in the amount of \$4,675.01 (not including any emergency service calls) for preventive maintenance. (2026 approved budgeted item)

Upon request, Mr. Williams explained his position for the 4 H students.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.6 Dustin Williams – Vote to approve the Agreement with Hunter & Lomison, Inc. in the amount of \$5115.00 for the generator monitoring services. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Mr. Williams explained what would happen to 911 services without the generators if the towers were damaged during a storm.

- 5.7 Leslie Kilpatrick – Vote to approve the Support Renewal with Marco in the amount of \$667.33. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.8 Leslie Kilpatrick – Vote to approve the two-year Agreement with Comcast. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.9 Gary Staggert – Vote to approve participation in the Pick-Up Pennsylvania initiative with the PA Department of Environmental Protection to waive fees for the month of April. (2026 approved budgeted item)

Mr. Staggert explained his position and services at the County landfill.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Commissioner Metzger thanked all those who volunteer to pick up trash along the roads. He asked all to throw their trash in the many receptacles provided and not throw it out on the road.

- 5.10 Gary Staggert – Vote to approve the repair costs from Highway Equipment and Supply in the amount of \$21,316.41 to replace upper and lower tool bushing of the Hammer 04. (Not a 2026 approved budgeted item- funds will come out of capital account)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.11 Gary Staggert - Vote to approve the repair costs from CAT in the amount of \$10,341.43 to repair Compactor 15. (Not a 2026 approved budgeted item- funds will come out of capital account)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.12 Gary Staggert – Vote to approve repair costs from CAT in the amount of \$10,433.32 to repair Compactor 16. (Not a 2026 approved budgeted item- funds will come out of capital account)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.13 Gary Staggert – Vote to approve repair costs from CAT in the amount of \$23,383.53 to repair the DOZER 23. (Not a 2026 approved budgeted item- funds will come out of capital account)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 5.14 Gary Staggert – Vote to approve the purchase of a D4 undercarriage from CAT in the amount of \$45,287.05. RMS personnel will do some of the work which lowers the cost to \$30,643.92. (Not a 2026 approved budgeted item- funds will come out of capital account)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.0 COMMISSIONER COMMENT

Commissioner Sortman gave a shout out to the Penn College Wildcats Baseball team. He reminded all that Raise the Region is currently accepting donations. He pointed out that all nonprofit organizations are struggling. This is an opportunity for people to help out. The list of organizations can be found on their website.

Commissioner Mussina informed that the hardest part of the job as a Commissioner is balancing the money-budget. The Commissioners job is fiscal responsibility for the County. Commissioner Mussina commented on the benefits of living in this area and the many things this region offers.

Commissioner Metzger echoed Commissioner Mussina’s comments regarding living in this area. He relayed positive comments that have been told to him regarding the beauty of the area and how nice the people are.

Director Barnes thanked First Quality of McElhattan for their generous donation to the Veterans Affairs office of diapers and wipes. She reminded all that there are younger Veterans and their families that are struggling.

Commissioner Mussina shared, in honor of Women’s History Month, that in 1853 the nonprofit Mount Vernon Ladies Association was formed by Pamela Cunningham and a group of women. Their purpose was to preserve Mount Vernon. This organizations still owns and maintains this historic site.

Commissioner Sortman pointed out that Penn College is the 2nd largest growing division of Penn State University, main campus being first.

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.

None

YOU TUBE PUBLIC COMMENT

@Lycowatch I do appreciate the transparency within the county and seeing where our tax dollars are going, exactly. It is eye-opening to see the majority of the library aid goes toward salaries. Thanks for



@Lycowatch

#1

keepin the libraries fully staffed! Now to get the rest of the community off electronics and involved in helping our local libraries thriving!



@Lycowatch

#1

Keep thriving*

@kalenjaid When I was in highschool I LOVED volunteering at the JS library with my best friend. Every day after school we helped shelf books and clean. Thank you for continuing to support the public library!

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, March 19th, 2026, at 10:00 A.M. in the Commissioner’s Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701

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

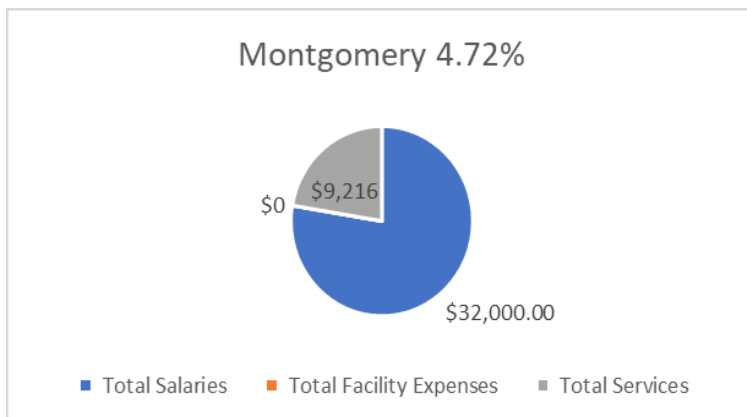
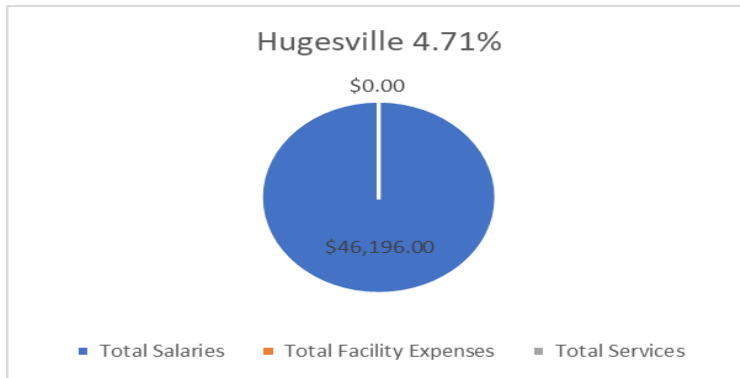
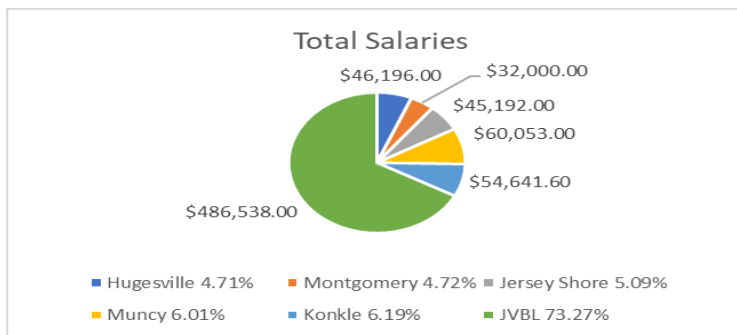
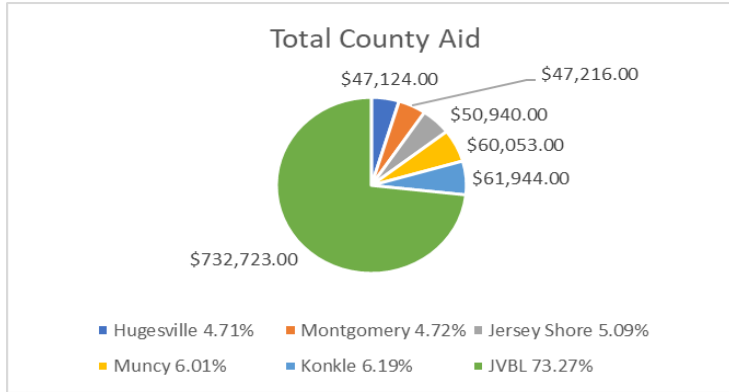
https://www.youtube.com/watch?v=5eS5PJQ4_Q8

ATTACHMENT (A)

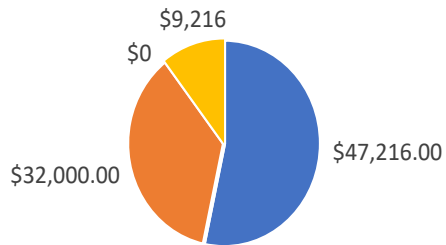
PERSONNEL ACTIONS:

Domestic Relations – Rebecca Evans, Domestic Relations Officer, Full-Time, Union, \$42,653.33 Annually, 75 Hours per Pay Period, Effective: March 30, 2026.

ATTACHMENT (B)

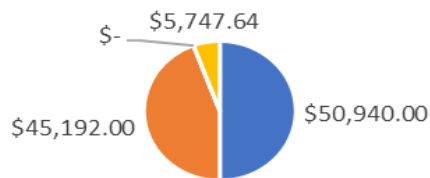


Montgomery 4.72%



- Total County Aid
- Total Salaries
- Total Facility Expenses
- Total Services

Jersey Shore 5.09%

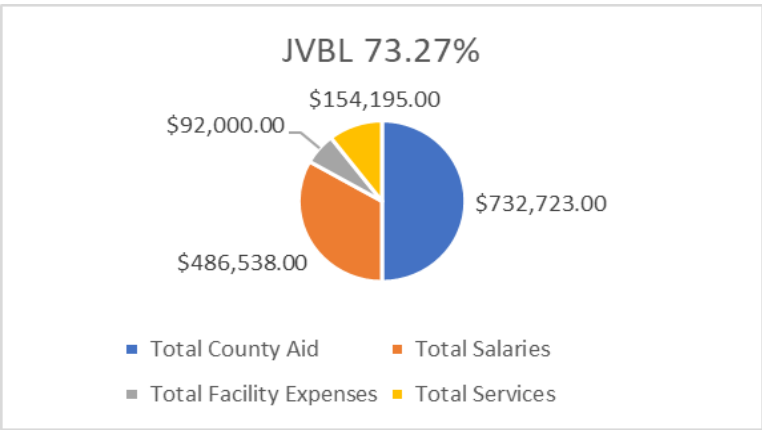
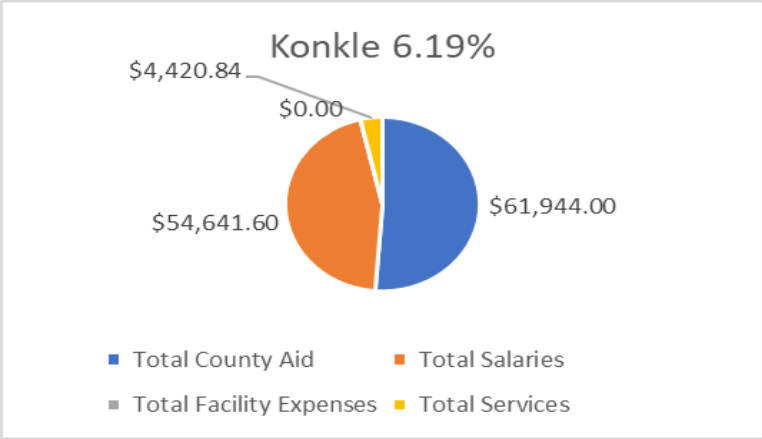


- Total County Aid
- Total Salaries
- Total Facility Expenses
- Total Services

Muncy 6.01%



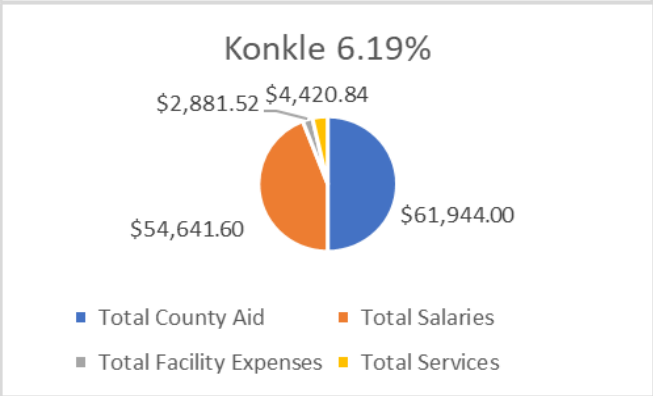
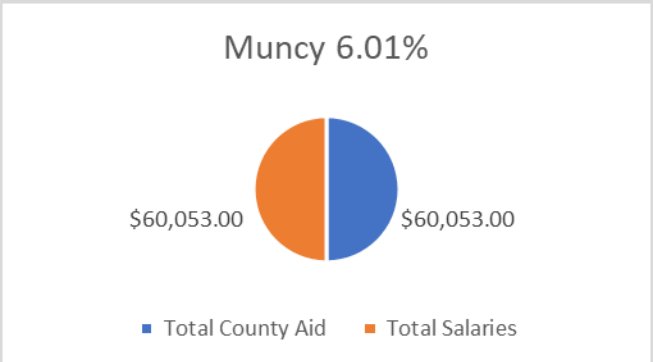
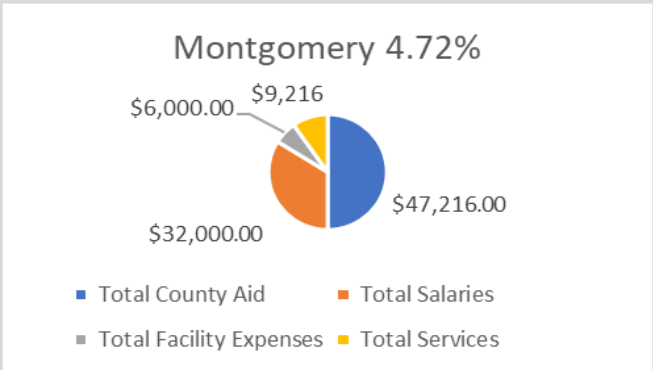
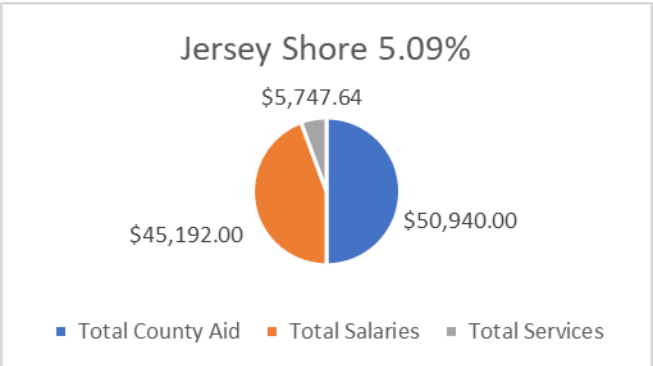
- Total County Aid
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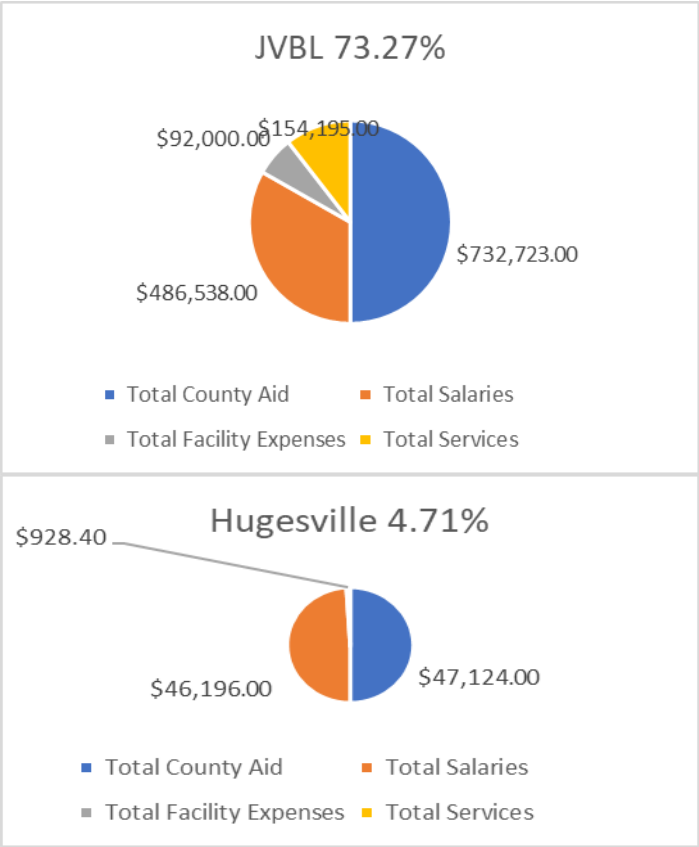


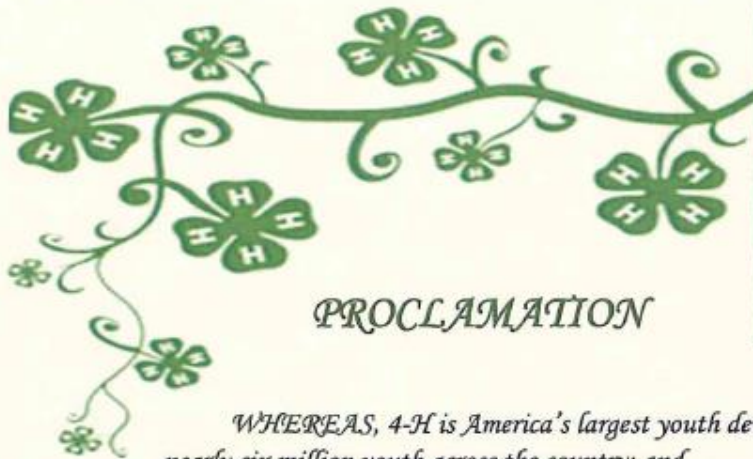
Planned Expenditures for County Contribution to Library System						
Library	% of Population	Total County Aid	Total Salaries	Total Facility Expenses	Total Services	Comment (regarding services- per quarter)
Hughesville	4.71%	\$ 47,124.00	\$ 46,196.00	\$928.40 (Electric)	None	
Montgomery	4.72%	\$ 47,216.00	\$ 32,000.00	\$6000 (Gas-\$3800, Elec \$1200, Telephone \$1000)	\$9,216	Collection Expenditures: Adult books (1725.00, children's books \$579.00)
Jersey Shore	5.09%	\$ 50,940.00	\$ 45,192.00	None	\$5,747.64	Collection Expenditures: Book and print materials for adult.
Muncy	6.01%	\$ 60,053.00	\$ 60,053.00	None	None	
Konkle	6.19%	\$ 61,944.00	\$ 54,641.60	\$2881.52 (Program expenses)	\$4,420.84	Collection Expenditures: Books
JVBL	73.27%	\$ 732,723.00	\$486,538.00	\$ 92,000.00	\$ 154,195.00	Collection Expenditures: Fiction Collection - \$11,000, Digital Resources(ebooks/audiobooks) \$12,500, Large Type books for adults-\$6487, Audio Collection-DVD/CD/Books on CD-\$4725, non fiction for adults-\$3836.75)
Total		\$ 1,000,000.00	\$ 724,620.60	\$ 101,809.92	\$ 173,579.48	

Salaries by Location						
Library	Position	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Hugessville	Library Director	\$ 9,506.00	\$ 9,506.00	\$ 9,506.00	\$ 9,506.00	\$ 38,024.00
	Library Director Benefits	\$ 2,043.00	\$ 2,043.00	\$ 2,043.00	\$ 2,043.00	\$ 8,172.00
Montgomery	Director	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00
	Circulation Clerk	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 12,000.00
	Library Assistant	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00
	Library Assistant	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00
Jersey Shore	Library Dir. Salary- FT	\$ 5,775.00	\$ 5,775.00	\$ 5,775.00	\$ 5,775.00	\$ 23,100.00
	Library Asst. Salary - Pt	\$ 1,782.00	\$ 1,782.00	\$ 1,782.00	\$ 1,782.00	\$ 7,128.00
	Library Asst. Salary - Pt	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 1,725.00	\$ 6,900.00
	Library Asst. Salary - Pt	\$ 1,476.00	\$ 1,476.00	\$ 1,476.00	\$ 1,476.00	\$ 5,904.00
	Custodian Salary - PT	\$ 540.00	\$ 540.00	\$ 540.00	\$ 540.00	\$ 2,160.00
Muncy	Director - Salary	\$ 9,346.63	\$ 9,346.63	\$ 9,346.63	\$ 9,346.63	\$ 37,386.50
	Library Asst. Salary	\$ 5,666.63	\$ 5,666.63	\$ 5,666.63	\$ 5,666.63	\$ 22,666.50
Konkle	Library Dir. Salary	\$ 9,456.72	\$ 9,456.72	\$ 9,456.72	\$ 9,456.72	\$ 37,826.88
	Assistant Director - Salary	\$ 4,203.68	\$ 4,203.68	\$ 4,203.68	\$ 4,203.68	\$ 16,814.72
JVBL	Public Service Asst.	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 26,024.00
	Public Service Asst.	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 26,024.00
	Public Service Asst.	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 26,024.00
	Public Service Asst.	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 26,024.00
	Public Service Asst.	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 26,024.00
	Public Service Asst.	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 6,506.00	\$ 26,024.00
	Public Service Coordinator	\$ 7,914.00	\$ 7,914.00	\$ 7,914.00	\$ 7,914.00	\$ 31,656.00
	Technical Svcs Assistant	\$ 6,962.00	\$ 6,962.00	\$ 6,962.00	\$ 6,962.00	\$ 27,848.00
	Technical Svcs Assistant	\$ 6,962.00	\$ 6,962.00	\$ 6,962.00	\$ 6,962.00	\$ 27,848.00
	Technical Svcs Assistant	\$ 6,962.00	\$ 6,962.00	\$ 6,962.00	\$ 6,962.00	\$ 27,848.00
	Facility Assistant	\$ 4,230.00	\$ 4,230.00	\$ 4,230.00	\$ 4,230.00	\$ 16,920.00
	Facility Assistant	\$ 4,230.00	\$ 4,230.00	\$ 4,230.00	\$ 4,230.00	\$ 16,920.00
	Facility Manager	\$ 13,116.00	\$ 13,116.00	\$ 13,116.00	\$ 13,116.00	\$ 52,464.00
	Programming Assistant	\$ 8,886.00	\$ 8,886.00	\$ 8,886.00	\$ 8,886.00	\$ 35,544.00
	Programming Assistant	\$ 8,886.00	\$ 8,886.00	\$ 8,886.00	\$ 8,886.00	\$ 35,544.00
	IT Professional	\$ 14,448.00	\$ 14,448.00	\$ 14,448.00	\$ 14,448.00	\$ 57,792.00
Total						\$ 724,610.60

Corrected Charts







PROCLAMATION

WHEREAS, 4-H is America's largest youth development organization, supporting nearly six million youth across the country; and

WHEREAS, 4-H has helped 2,099 youth in Lycoming County to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

WHEREAS, 4-H in Pennsylvania is delivered by Penn State Cooperative Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5–18; and

WHEREAS, 4-H youth in Pennsylvania are served by a network of staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, health and wellness; and

WHEREAS, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in Lycoming County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose;

Now, Therefore, Be it Resolved, that we, the Commissioners of Lycoming County proclaim March 15 -21, 2026 as Pennsylvania 4H Week throughout Lycoming County and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

Lycoming County Commissioners

Scott L. Metzger

Scott L. Metzger, Chairman

Marc C. Sortman

Marc C. Sortman, Vice Chairman

Mark Mussina

Mark Mussina, Secretary



Alex Armstrong Comments:

The Lycoming County 4-H program currently has 236 4-H members and 61 volunteers for the 2026 4-H year. The 4-H program has 18 active clubs across the county. 4-H members can be 5-18 years old as of January 1st to be involved in the program. Members can take a wide variety of projects from expressive arts, STEM, animal science, and healthy living to name a few. To join the 4-H program you can contact the Lycoming County Extension Office. The 4-H program has a Facebook page where we post events and share things that are going on within the county. You can also find more information on the Penn State Extension website by searching Lycoming County.

4-H members can attend a wide variety of activities outside of their regular clubs. Activities include State Leadership Conference, Animal Science Camp, 4-H Camp, and even day camps.

Upcoming events include: Spring Kick Off, Camp Counselor Training, Embryology programming, Animal Science Camp, Wildlife and Forestry Field Day, Camp, and the Lycoming County Fair.

4H Can be reached at: 570-433-3040

Attending today was 4-H members:

Katie Shipton- Katie is a senior at Muncy High School. Has been a 4-H member of Pioneer Valley 4-H club for 10 years. She takes Market Sheep as her current project. She is also the President of County Council.

Adi Brelsford- Adi is a junior at Hughesville High School. She has been a 4-H member for 3 years and is in Keystone Kountry 4-H club. Her projects include Market Swine and Goats. Adi is the Treasurer of County Council.

Davane Hoover- Davane is a junior at Hughesville High School. She has been a member for 3 years and is in Back Country Roads 4-H Club. Her projects include Market Steers and Goats. Davane is also a member of County Council.

Peyton Hartman- Peyton is a freshman at Hughesville High School. She has been a member for 7 years and is in Back Country Roads 4-H Club. Her project includes Market Sheep. Peyton is also a member of County Council and serves as the Secretary.

Crickett Robbing- Crickett is a freshman at Hughesville High School. She has been a member for 5 years and is in Back Country Roads 4-h Club. Her projects include Market Sheep and Goats, and Blacksmithing. Crickett is also a member of County Council and is serving as Vice President.