

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

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CHRISTOPHER H. KENYON  
*Solicitor*

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www.lyco.org  
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, MARCH 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 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 4/1/26 to be paid on 3/25/26 in the amount of \$2,295,376.86.

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

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen - Elected Officials Personnel Actions:  
*Courts/MDJ Dieter* – Sarah Walizer, Magisterial District Court Administrative Specialist, Full-Time, PG5, \$16.2225 per Hour, 75 Hours per Pay Period, Anticipated Start Date: April 6, 2026.

*District Attorney* – Jordan Stugart, Legal Assistant, Full-Time, PG4, \$16.560477 per Hour, 75 Hours per Pay Period, Effective Date: February 18, 2026.

**4.0 PERSONNEL ACTIONS**

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

## 5.0 ACTION ITEM

- 5.1 Michael Hagen - Vote to amend the proposal from CCAP Travelers with the Hartman Group for the Lycoming Tax Collector Program in the amount of \$50,392.00(4 years). (County bills Municipality TC's for bond)

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

- 5.2 Michael Hagen– Vote to approve the On the Job training Agreement with Central Pennsylvania Workforce Development Corporation. (No expense – revenue generation)

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

- 5.3 Shannon Barnes for Nicole Spring – Vote to approve the Amendment to the Agreement with Cornerstone Discovery. (2026 approved budgeted item – Operating Expenses)

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

- 5.4 Corinna Meixel for David Goodwin– Vote to approve the update to the GEO Drug Testing Costs. (2026 approved budgeted item – Operating Expenses and Intermediate Punishment Grant)

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

- 5.5 Adrienne Stahl – Vote to approve the Agreement with Marc Lovecchio, Esq. (2026 approved budgeted item- Operating Expenses)

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

**Commissioner Mussina expressed his appreciation for the smooth transition that has occurred with the courts with the changes that were a result of Judge Butts departure.**

- 5.6 Michele McDermott for Sheriff Spiegel – Vote to approve the Agreement with Bret Southard, Esq. (2026 approved budgeted item – Operating Expenses)

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

- 5.7 Michele McDermott for Sheriff Spiegel - Vote to approve the Agreement with Gillum Psychological & Counseling Services. (2026 approved budgeted item – Operating Expenses)

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

- 5.8 Nancy Schenck - Vote to approve the Agreement with Outside In. (2026 approved budgeted item – Operating Expenses)

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

- 5.9 Nancy Schenck- - Vote to approve the Agreement with Hempfield Behavioral Health, Inc. (2026 approved budgeted item – Operating Expenses)

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

5.10 Nancy Schenk -Vote to approve the Agreement with Alternative Living Solutions. (2026 approved budgeted item – Operating Expenses)

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

5.11 Chris Smith– Vote to approve the 3<sup>rd</sup> Amendment to the Agreement with Eagle Response Services. (2026 approved budgeted item – Revenue from SARA Fund)

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

**Forest Rothchild, Director, DPS, thanked all those for the warm welcome. He described the role at DPS is to ensure that the community is safe and everything is taken care of when an emergency arises. He is looking forward to transitioning to be a member of the community.**

5.12 Kelsey Green – Vote to approve Change Order #2 with Coppola Services.

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

5.13 Kelsey Green – Vote to approve Change Order # 3with Coppola Services in the amount of \$34,340.00. (2026 approved budgeted item – Grant Funded)

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

5.14 Hanyu Zeng - Vote to approve the PHARE 2024/2025 Subrecipient Monitoring Agreement with YWCA Northcentral PA-Liberty House Program. (PHARE 2025 budget – Grant funded)

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

**Commissioner Mussina pointed out that these funds are vital to their- comment existence. –**

5.15 Leslie Kilpatrick – Vote to approve the three-year Agreement with Contrast Professional Services. (2026 approved budgeted item – Operating Expenses)

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

5.16 Leslie Kilpatrick– Vote to approve the purchase from Vicon in the amount of \$39,254.03. (2026 approved budgeted item- Act 13 funds)

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

5.17 Leslie Kilpatrick – Vote to approve the purchase from Vicon in the amount of \$35,627.67 for MDJ Gardner. (2026 approved budgeted item – \$19,000 Reimbursement from AOPC, balance from Capitol Expenses)

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

5.18 Jenny Picciano – Vote to approve the STEP 2024/2025 PHARE Subrecipient Agreement for Homes in Need/Urgent Need Program in the amount of \$200,000.00. (2025 approved PHARE budgeted item – Grant Funded)

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

5.19 Jenny Picciano – Vote to approve STEP 2024-2025 PHARE Subrecipient Agreement for the Master Leasing Program in the amount of \$150,000.00. (2025 approved PHARE budgeted item – Grant Funded)

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

- 5.20 Jenny Picciano – Vote to approve STEP 2024-2025 PHARE Subrecipient Agreement for the Supportive Housing Program in the amount of \$175,000.00. (2025 approved PHARE budgeted item – Grant Funded)

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

**Comments Rachelle Abbott, President & CEO - STEP – information presented is attached**

- 5.21 Jenny Picciano – Vote to approve the Agreement with Entech Engineering, Inc in the amount of \$26,900.00. (2026 approved budgeted item – DCED MAP Grant funds and Act 13 Funds)

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

- 5.22 Heather Lehman – Vote to approve the 2025 Agreement with Whitmoyer Cattle, LLC in the amount of \$3,800.00. (2026 approved budgeted item – Farm Operating Expenses)

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

- 5.23 Kimber Smith – Vote to approve the Agreement with Gregory A. Stapp. (2026 approved budgeted item- Operating expenses)

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

## **6.0 COMMISSIONER COMMENT**

**Commissioner Sortman commented on the expenses listed in today’s agenda. He hopes this helps the people see the different areas where the money comes from in addition to their taxes. He explained that both sides of a court hearing are paid by the county when the Public Defender’s office is involved. He pointed out the need for a strong public safety network.**

**Commissioner Mussina expressed his gratitude for the many things Lycoming County has to offer its residents and those visiting.**

## **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**

**None**

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, April 2nd, 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=q43v7OxDhNU>*

## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Prison – Trey Mummey, Correctional Officer, Full-Time, Union, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 6, 2026.

Prison – Colt Gregerson, Correctional Officer, Full-Time, Union, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 6, 2026.

Prison – Adam Smith, Correctional Officer, Full-Time, Union, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 13, 2026

## Rachelle Abbott - STEP -Comments - Information Presented

### Lycoming County Housing Programs: Homes-in-Need, Urgent Need, Supportive Housing, Master Leasing

As a Community Action Agency, the Lycoming-Clinton Counties Commission for Community Action (STEP), Inc. has been providing services to positively impact the vulnerable residents for 60 years. STEP's mission is to engage diverse individuals, families, and communities in the pursuit of social and economic success. This is done through its over 30 programs under its five Pathways to Success, which include Early Learning, Housing Options, Workforce Development, Community Collaboration, and Independent Living.

In 2005, Lycoming County Commissioners worked with STEP to develop the homeowner occupied rehabilitation program, Homes-in-Need, focused on the existing housing stock to ensure they were kept on tax rolls. *The Homes-in-Need program's intention was to assist low-to-moderate income homeowners with home repairs, energy efficiency improvements, code deficiencies, and accessibility modifications. This initial intention of the Homes-in-Need Program has been central to its operation for over two decades.* Prior to the Homes-in-Need Program, options for low-to-moderate income homeowners to receive assistance to maintain their homes outside of the City of Williamsport in Lycoming County were nonexistent. From then on, STEP has partnered and collaborated with Lycoming County for more than 20 years, delivering affordable housing initiatives such as rehabilitation, accessibility, safety, and code-compliance using resources such as the Affordable Trust Fund, PHARE Funds, HOME program, CDBG, and USDA Rural Housing programs to improve housing.

In 2016, Lycoming County worked with STEP to expand its reach from physical housing to housing support programs through the use of PHARE funds, specifically, the Supportive Housing Program (SHP). This program strategically assists eligible residents going through a crisis which could lead to eviction or foreclosure, if not addressed. In 2024, Lycoming County Commissioners worked with STEP to transfer the Master Leasing Program (MLP) into its purview from the Transitional Living Center, due to the success seen with SHP.

STEP values the partnership with Lycoming County Commissioners in providing funds to support housing rehabilitation, leveraging additional funding through state and federal sources for complimentary services such as Weatherization. STEP works with over 350 state, federal, and non-profit partners to ensure that social service needs are being met in Lycoming and Clinton counties.

### STEP Homes-in Need (HIN) Program: Proven Partnership for Housing Rehabilitation

#### *Investment & Outcomes*

#### **Initial Lycoming County Investment to start Homes-in-Need Program (2005–2008):**

- \$170,000 in Affordable Housing Trust Fund (prior ACT 137) funding over three years
- 39 households assisted

#### **Long-Term Impact (since inception):**

- More than 355 households assisted
- \$4.5 million in 20 years
- Nearly \$2 million in *additional* grant funding leveraged
- Demonstrates ongoing demand, scalability, and consistent program delivery

#### **Current Waiting List:**

- 682

### **Additional Funding Sources Successfully Leveraged:**

- Community Development Block Grant (CDBG)
- Office of Aging – Environmental Modification Program
- EPA Brownfield Funding
- PA Access
- HOME Program
- DCED Keystone Programs
- Affordable Housing Trust Fund (prior Act 137)
- PHFA PHARE Funds
- DCED Neighborhood Assistance Tax Credits

*This diversified funding mix highlights strong grant management, compliance, and fiscal oversight capacity.*

### **Types of Improvements Delivered:**

The Lycoming County Homes-in-Need Program focuses on critical health and safety needs, including:

- Roof replacements
- Defective HVAC replacement
- Accessible bathroom modifications
- Wheelchair ramp construction
- Window replacement
- Plumbing and electrical repairs
- Moisture mitigation and environmental health measures
- Urgent Needs (prior was own program, now incorporated into Homes In Need)

*These improvements help stabilize housing stock, prevent displacement, and allow residents to safely age in place.*

### **Targeted and Countywide Impact:**

While Homes-in-Need funding has occasionally been focused in targeted geographic areas through initiatives such as Brodart Neighborhood Improvement Program and HOME/CDBG funded programs, STEP's overall plan for the Lycoming County HIN Program is to administer a countywide service model, ensuring access to assistance for homeowners dispersed throughout Lycoming County, including rural and underserved areas.

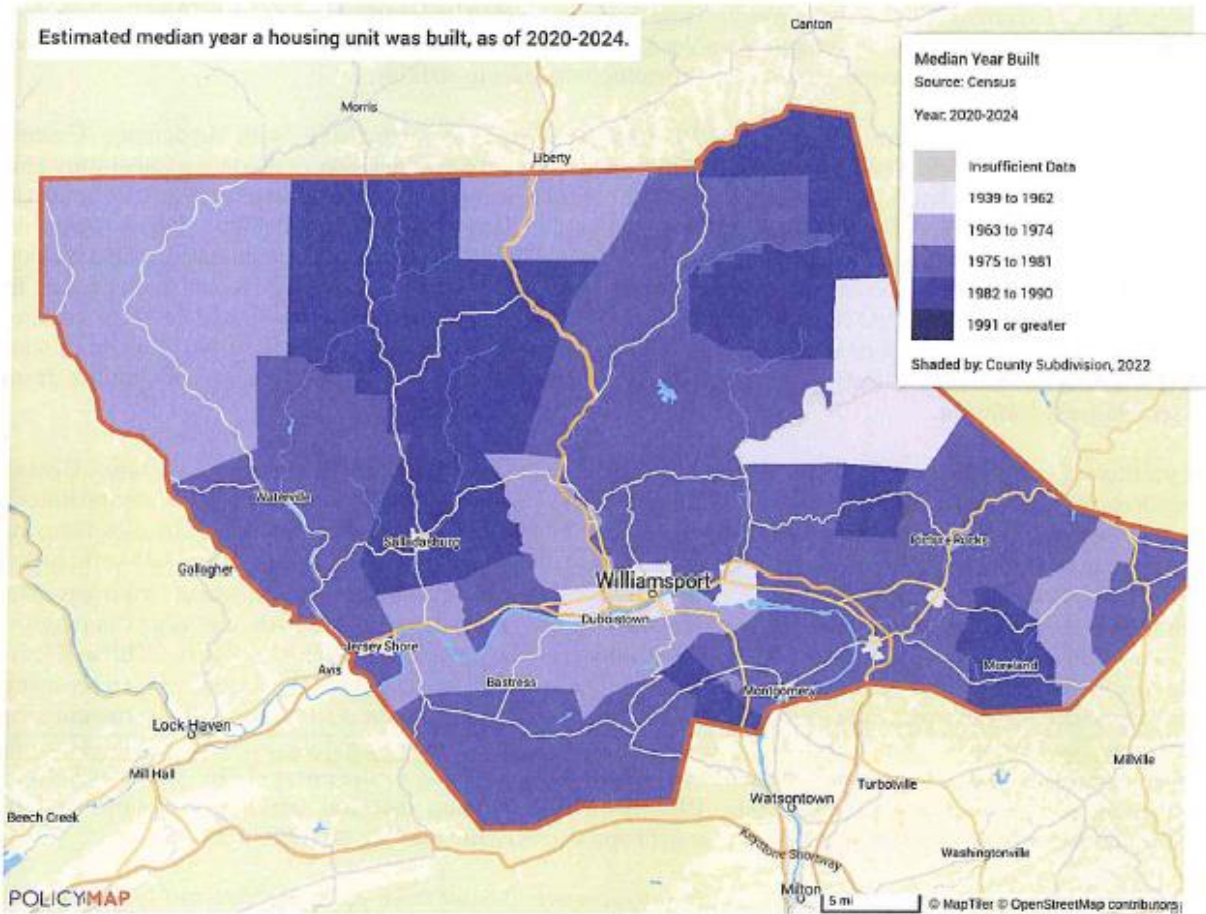
### **Why STEP's Homes-in-Need Program is so essential:**

- **20 years of proven performance**
- **Demonstrated ability to leverage County funds**
- **Strong compliance and grant management record**
- **Direct, measurable community impact**
- **Flexible delivery for both targeted and countywide initiatives**

*Homes-in-Need represents a strategic investment that multiplies County dollars, preserves housing, and directly improves quality of life for Lycoming County residents.*

### Why is PHARE funding needed for housing rehabilitation in Lycoming County?

Lycoming County's housing stock has a median construction year of 1964. This means many of the most affordable homes are currently in need of modifications and repairs if they are to continue serving the needs of residents at various points in their lives, from searching for a "starter" home to aging in place safely. (Lighter blocks mean earlier construction.)



### Supportive Housing & Master Leasing: Building Stability with Comprehensive Housing Supports

As a Community Action Agency, the Lycoming-Clinton Counties Commission for Community Action (STEP), Inc. has been providing services to positively impact the most at-risk and vulnerable groups for nearly 60 years.

Both the Supportive Housing Program and Master Leasing Program are housing initiatives to meet goals recognized in the most recent Lycoming County Comprehensive Plan. SHP and MLP are administered by STEP on behalf of Lycoming County government. Both housing support programs support at-risk and vulnerable families who are facing housing instability and/or homelessness. These two programs focus on strength-based intensive case management to move families with multiple barriers to stability.

STEP's Supportive Housing Program (SHP) was developed in partnership with Lycoming County Commissioners in 2016 to assist Lycoming County residents in danger of eviction or mortgage foreclosure and those needing to secure housing accommodations. The program provides financial assistance as well as housing-related services to help individuals and families succeed in long term housing stability. This program is specifically designed to assist those who have been previously self-sufficient but have experienced a crisis outside of their control which led to housing instability. This program also provides our highest income guidelines up to 200% Area Median Income (AMI), which means this program can help serve lower- and middle-class working families. This housing initiative assists customers to secure a stable housing arrangement while working with STEP's Service Navigation staff to identify and address issues that impede individuals and families from becoming self-sufficient.

Lycoming County's Master Leasing Program (MLP) is a housing initiative that assists Lycoming County residents that are hard to place, such as those re-entering society from prisons and other institutions, mental illness, and those experiencing homelessness or living in a shelter to gain housing stability. In addition to alleviating the immediate need for stable housing, customers identify and address other barriers hindering their self-sufficiency. These barriers may include education, previous concerns with rental history, employment, transportation, childcare, budgeting, as well as other barriers that often need to be addressed to ensure the customer can progress towards self-sufficiency. To overcome housing instability and repair relationships with landlords, STEP will lease an apartment from a local landlord for one year and then sublease to the client. The Family Navigator meets weekly with clients to ensure goals towards self-sufficiency are being addressed and assist with overcoming any barriers. The Family Navigator also works as a mediator between the client and the landlord so that when the client graduates from the program, the landlord is comfortable leasing to the client. STEP's Master Leasing Program is a continuation of an existing PHARE-funded program that was previously administered by Transitional Living Centers, with program oversight and management moving to STEP in 2024.

Through Lycoming County's Housing Support Programs over the last three years, we have had 1,175 referrals. Of those 1,175 referrals, 264 applicants were reviewed, found to meet the minimum eligibility requirements, and interviewed. Of those 264 interviewed, 136 families were enrolled. Of those 136 families, **130 families maintained long term housing stability through our programs.** The landlords associated with these families were compensated at established rental rates, further increasing housing stability within Lycoming County. All of STEP's housing support programs provide between three months and one year of assistance.

SHP provides all clients with a tiered step-down approach to financial assistance, meaning that we pay 100% for a short period of time but slowly taper our assistance until the end of their programming, based on need, to ensure the client is successful long after we are done supporting them.

The Master Leasing Program is focused on financial security and relationship building. Therefore, STEP pays up to 100% of the rent for one year. Once the family has the capacity to meet their basic needs, we will work with their income and have them either supply 20% of the rent or enhance their savings to assure resiliency and help them maintain long term self-sufficiency. Both programs allow few vacant apartments and increased opportunities for the underserved populations to receive assistance for housing stability and barrier remediation.