

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 MINUTES
THURSDAY, APRIL 2, 2026
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, Solicitor Michael Wiley.

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

None

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 4/8/26 to be paid on 4/1/26 in the amount of \$791,079.53.

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

Recess Commissioners' Public Meeting for the Salary Board

**3.0 SALARY BOARD -SALARY BOARD MINUTES CAN BE FOUND ON
LYCO.ORG>ELECTED OFFICIALS>CONTROLLER**

- 3.1 Convene Salary Board.
- 3.2 Vote to approve the Salary Board minutes from the March 5th, 2026 meeting.
- 3.3 Vote to approve the following Salary Board Actions:
District Attorney
Add a PT Law Clerk position to the TDA.
Add a PT County Investigator position to the TDA.

Courts

Add a Temporary PT Executive Secretary position to the TDA.

Facilities Management

Add FT Custodial position to the TDA.

Treasurer's Office

Add PT Clerk III position to the TDA.

Financial Management

Eliminate FT Director of Financial Management position from the TDA

3.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

4.0 PERSONNEL ACTIONS

4.1 Nicki Gottschall for 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 Nicki Gottschall - Vote to approve Amendment #1 to the Rapid Financial Solutions Contract for jury payments. (2026 approved budgeted item – Operating Expenses)

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

5.2 Shannon Barnes for Adrienne Stahl– Vote to approve the Agreement with Robert Meacham. (2026 approved budgeted item – Operating Expenses)

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

5.3 Gary Staggert– Vote to approve the payment to DEP in the amount of \$2,500.00. (Not an approved budgeted item but funds are available from the Operating Expenses.)

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

5.4 Leslie Kilpatrick– Vote to approve the Waiver to reduce licenses with ServicePro.

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

5.5 Cameron Boyer – Vote to approve the Agreement with Guardian Protection Services in the amount of \$8,760.00. (2026 approved budgeted item – Operating Expenses)

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

5.6 Hanyu Zeng – Vote to approve the 2024/2025 PHARE Subrecipient Monitoring Agreement with Lycoming -Clinton Joinder Board in the amount of \$100,000.00. (PHARE 2025 approved budgeted item – Grant)

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

- 5.7 Larissa Hassinger– Vote to approve the CDBG FFY 24 Subrecipient Agreement with Jersey Shore in the amount of \$78,649.00. (CDBG FFY 2024 approved budgeted item – Grant)

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

- 5.8 Larissa Hassinger– Vote to approve the CDBG FFY 24 Subrecipient Agreement with Montoursville Borough in the amount of \$84,578.00. (CDBG FFY 2024 approved budgeted item – Grant)

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

- 5.9 Larissa Hassinger– Vote to approve the CDBG FFY 24 Subrecipient Agreement with South Williamsport Borough in the amount of \$98,454.00. (CDBG FFY 2024 approved budgeted item – Grant)

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

- 5.10 Larissa Hassinger– Vote to approve the CDBG FFY 23 Subrecipient Agreement Amendment #1 with South Williamsport Borough in the amount of \$100,330.00. (CDBG FFY 2023 approved budgeted item – Grant)

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

- 5.11 Larissa Hassinger– Vote to approve the CDBG FFY 23 Subrecipient Agreement with American Rescue Workers in the amount of \$24,385.00. (CDBG FFY 2023 approved budgeted item – Grant)

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

- 5.12 Shannon Barnes- Vote to approve the update to HR Policy 106, renumbered to HR Policy 104 Employee Protection (Whistleblower) Policy.

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

- 5.13 Shannon Barnes- Vote to approve the addition of HR Policy 101 Lycoming County Code of Conduct.

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

Commissioner Metzger thanked Director Barnes and Human Resources for updating these policies. Many of the policies are outdated and have needed to be updated for several years.

Director Barnes reported that the plan is to review all policies every three years. The Code of Conduct will be part of the annual training for all employees.

6.0 COMMISSIONER COMMENT

Commissioner Sortman wished everyone a Happy Easter.

Commissioner Mussina commented on the annual banquet for the YMCA that the Commissioners attended. He wanted to remind all to continue to be charitable and give to

the non-profit organizations throughout the county as their services are beneficial and needed.

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.

YOU TUBE PUBLIC COMMENT

None

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 9th, 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=KZBpNdJDXxs>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Pre-Release Center – Thomas Tamberelli, Resident Supervisor, Part-Time, Union, \$19.20290 per Hour, Not to Exceed 1000 Hours Annually, Effective Date: March 29, 2026

Pre-Release Center – Tina Ayers, Resident Supervisor, Full-Time, Union, \$19.20 per Hour, 80 Hours per Pay Period, Effective Date: April 12, 2026.

Prison – Ty Nixon, Correctional Officer, Part-Time, Union, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: May 18, 2026.

Resource Management Services – Joseph Shamburg, Work Crew Foreman, 6, \$18.00, 80 Hours per Pay Period, Effective Date: April 12, 2026.