

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



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, JUNE 25, 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

None

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 7/1/26 to be paid on 6/24/26 in the amount of \$10,023,842.30.

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

- 2.2 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for hand written check paid on 6/19/26 in the amount of \$200,134.36.

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

3.0 INFORMATION ITEMS

- 3.1 Jamie Shrawder - SEDA-COG FFY '26 CDBG Scope of Services Overview - Information Attached
- 3.2 Larissa Hassinger – SEDA-COG - Review projects for FFY 2026 Community Development Block Grant funds – Information Attached
- 3.3 Gary Staggert - Clarification to the press release from last week regarding glass recycling.

Mr. Staggert clarified that service provided by the County in Williamsport, South Williamsport and Loyalsock is not changing. This is the source separated recycling where three types of recyclables are in separate buckets such as glass, plastic, aluminum. Emails and letters have been sent to all participating residents. Single stream recycling provided by haulers is changing and eliminating glass from its mix. Recycled glass can be dropped off at local sites.

- 3.4 Michael Hagen – Elected Officials Personnel Actions
Courts – Judge Tira - New Hire - Mamie Bowen, Executive Secretary, Full-Time, PG5, \$17.1675 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 29, 2026.

Sheriff – New Hire - Ethan Temple, deputy Sheriff, Full-Time, Union, \$22.95 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 20, 2026.

Recess Commissioners' Public Meeting for the Salary Board

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

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the June 11, 2026 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
- DPS*
- Adjustment to shift differential for Telecommunicators of \$ 1.00 per hour from 6 pm to 6 am.
 - Raise of \$ 0.40/hour for Telecommunicators
- Planning &Community Development*
- Reclassify Zoning Officer positions from PG8 to PG9.
 - Tier “Zoning Officer” position with the following pay:
 - *Zoning Officer I - \$ 50,000 annually
 - *Zoning Officer II - \$ 55,000 annually
 - *Zoning Officer III - \$ 60,000 annually
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 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 with correction. Mr. Sortman 2nd the motion. Approved 3-0

Commissioner Metzger expressed his gratitude that Retiree Chris Ebner is staying on temporarily to assist training the new Deputy Warden. He also commented on the new Code Collections officer that will be starting, expressing hope that they will help recoup the \$15 million in uncollected costs and fines owed to the County. Commissioner Metzger indicated that this has been an ongoing issue for decades. Commissioner Metzger also noted the additions to the Planning and Community Development Department and welcomed all to the Lycoming County team.

6.0 ACTION ITEMS

- 6.1 Gary Staggert – Vote to approve the Subscription Renewal with AppSpace in the amount of \$3,960.00. (2026 approved budgeted item – Operating Expenses)

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

- 6.2 Gary Staggert - Vote to approve the Agreement with Sunoco LLC. (2026 approved budgeted item – Operating Expenses)

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

- 6.3 Larissa Hassinger – Vote to approve the Professional Services & Administrative Agreement in the amount of \$127,000.00. (Approved budgeted item – CDBG FFY 25 Funds)

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

- 6.4 Larissa Hassinger – Vote to approve the CDBG FFY24 Subrecipient Agreement with Northcentral PA YWCA in the amount of \$169,755.00. (Approved budgeted item – CDBG FFY 24 Funds)

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

- 6.5 Kristen McLaughlin- Vote to approve Subrecipient Agreement Amendment #7 with Lycoming County Water & Sewer Authority. (2026 approved budgeted item- ARPA Funds)

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

- 6.6 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with Lycoming County Water & Sewer Authority for the Riverside Drive Project. (2026 approved budgeted item – ARPA Funds)

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

- 6.7 Kristen McLaughlin- Vote to approve Subrecipient Agreement Amendment #5 with West Branch Regional Authority. (2026 approved budgeted item – ARPA Funds)

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

- 6.8 Jenny Picciano – Vote to approve the Amendment to the Agreement with Entech Engineering, Inc.

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

- 6.9 Cameron Boyer – Vote to approve the Agreement with Postler & Jaeckle Corp in the amount of \$3,900.00. (2026 approved budgeted item – Operating Expenses)

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

- 6.10 Leslie Kilpatrick – Vote to approve the purchase from E-Plus Technology in the amount of \$6,221.25. (Not a 2026 approved budgeted item – Funds available in the Capitol Fund)

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

- 6.11 Leslie Kilpatrick - Vote to approve the Amendment to the Agreement with Melillo Consulting in the amount of \$10,282.00. (2026 approved budgeted item – Operating Expenses)

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

- 6.12 Leslie Kilpatrick- Vote to approve the purchase of a replacement battery cartridge from B&H Photo in the amount of \$489.16. (Not an approved 2026 budgeted item. Funds available in Operating Expenses)

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

- 6.13 Leslie Kilpatrick – Vote to approve the purchase and installation from Advanced Communications Solutions in the amount of \$2,998.00. (Not an approved 2026 budgeted item. Funds available in Operating Expenses)

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

- 6.14 Kelsey Green – Vote to ratify the submission of the Letter of Intent for Flood Mitigation Assistance 24 Grant in the amount of \$3,046,005.08.

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

- 6.15 Shanean Edmonds- Vote to approve the Central PA Food Bank Subrecipient Monitoring Agreement with the Department of Agriculture.

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

- 6.16 Mark Hulyo – Vote to approve the newly created Social Media Policy.

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

- 6.17 Shannon Barnes for Cindy Newcomer – Vote to approve payments to the IRS Department of Treasury in the amounts of \$4,580.64 and \$26,492.63 totaling \$31,073.27 in penalties. (Not a 2026 budgeted item; however, this will be taken out of Contingency funds).

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

7.0 COMMISSIONER COMMENT

Commissioner Metzger asked for a moment of silence for Howard Wilt. Commissioner Metzger described Mr. Wilt as an extraordinary man who loved his country and was a treasure for Lycoming County. He was the cornerstone for the veterans in Lycoming County and was instrumental in the development of the Veterans Memorial Park. Whenever you talked to him you left feeling better. He will be sorely missed

Commissioner Metzger announced that this Friday is the Lycoming County Job Fair which will take place on the first floor of TSP. There are 18 departments participating.

Commissioner Metzger reported that the PA 250 Concert will be held this Saturday at Brandon Park describing it as a day to celebrate the nation while enjoying the music of our local artists. He encouraged all to attend. It is also Homemade days. The committee has been working on this event since last fall.

Commissioner Metzger disclosed that they had a Juvenile Meeting with the superintendents, mayor, police department, the courts and some state people. Per commissioner Metzger the meeting went very well.

Director Barnes spoke about a participant from the state that provided them with information on grants that are available for different programs and needs to help with some of the youth issues. This person is adept at getting all the people to the table and creating a strategic plan. In order to find out what is needed and where the gaps are an assessment needs to take place. The County will be applying for a grant to pay the consultant fee.

Commissioner Metzger stated that the next step is a follow up meeting will be scheduled and the grants will be applied for. She will be here in July. We will let the local media know. We are looking forward to meeting with her.

Commissioner Mussina noted that he was surprised to learn that the leading cause of death for youth between the ages of 11 through 26 is gun violence.

Commissioner Sortman announced that the County has been able to pay off the Tran loan for the first time since they took office. He noted that the changes in the Zoning Office Positions was to align everything with the Planning Department. Commissioner Sortman reported that they spoke with the staff at the 911 Center and made adjustments to the pay differential based on the shifts the staff is working. Now the 2nd shift will get the true differential for working the 2nd shift. He also reported that the two Telecommunicators hired under the previous structure received their bonus. New hires will have a different bonus structure. Commissioner Sortman clarified that County employees have not taken any pay cuts. Payroll has decreased in departments when someone has left the position. There was a reduction in the position itself when it was open due to someone leaving.

Commissioner Metzger added that positions were streamlined once they became vacant. This was done after speaking with the Department head or elected official. This has assisted in reducing the full-time positions to approximately 450.

Commissioner Sortman acknowledged that the County has been able to do a lot with the ARPA funds, but this revenue stream is coming to an end. Digging ourselves out of the financial hole is a result of everybody who reduced their cost. We are proud of the reduction in expenditures. Commissioner Sortman commented that with the settlement with Keystruct the Coroner's building is done.

Commissioner Mussina spoke about non-disclosure agreements, touching on the many reasons for these agreements in business development. They are there to protect both sides and their due diligence. It is very common in business dealings and is not meant to insinuate that anyone is hiding something. The nondisclosure agreement we signed was that we would not release the name of the business until they were ready.

8.0 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.

Dan Naught, Muncy Township thanked Commissioner Musina for his explanation of the non-disclosure agreement they signed with Bass Pro Shop. It is his opinion that the problem is that people don't understand the process of business. It would be beneficial for them to come to a meeting to enlighten the citizens. He stated that he wants to get involved. He suggested that it would be beneficial for the County Planning Commission to work with the various townships on ordinance issues. He advocated for more responsible development. People are afraid with the data centers that are being proposed. He reiterated that it would help reduce the frustration of many people in Muncy if they understood what a non-disclosure represents.

In response Commissioner Metzger expressed that their concern for the mall area was that a developer would come in and not do anything with the property letting it deteriorate and become an eyesore. He explained that based on their prior record they knew that FamVest was a good developer to work with. Through the sale we were able to hold the line on the property value so they are paying taxes on what the property is worth. If it was kept as it was everyone would lose tax dollars. They were granted a loan which they are paying back. Commissioner Metzger assured that protections were in place before they made the loan. Per Commissioner Metzger FamVest had opportunities to go with other franchises but held out for Bass Pro who is the best possible retailer to be in the middle of the PA wilds. There are 160 stores nationwide and they have never closed a store. Because they were still in the developmental stages, we were asked not to reveal their name. In April we met at the mall and were shown how much it had deteriorated. At that time, we were asked to sign an NDA to not release the name of the franchise until Bass Pro was ready to release it. There were many rumors about the mall, none of which were true. We want the best for Muncy Township. We want the tax base to grow, our youth to stay in the area and have quality attractions to go to. It is difficult to get a retailer like that to come into the area and there was competition from other counties. We are currently waiting to hear what the next step is.

Commissioner Sortman explained that the economic development package goes to Bass Pro, not FamVest. Bass Pro will get this on the day they open, not before. We would not have been able to get Bass Pro without the economic stimulus. Most of the money comes from the state.

Commissioner Metzger added that the economic stimulus is coming from the state and the Chamber of Commerce. The County is not responsible for it. Bass Pro is building their own building which will be here for a long time. He emphasized the need for an economic package to draw a retailer such as Bass Pro to the area.

Commissioner Sortman added that many people are confused about the LERTA. The loan locked in the 10-million-dollar value so that FamVest cannot come back and reduce the

value of the property. They will have 7 years after Bass Pro builds for it to stay at 10 million dollars. At the end of the 7 years, we will be able to collect taxes on the true value of the property which will be much higher.

Commissioner Metzger offered that the only housing that was discussed at any time was for a senior housing complex. Low-income housing was never discussed. FamVest has built an upscale senior housing in State College that we were able to tour, along with the Township Supervisors, that is gorgeous. If they choose to do something like this in the future it would be between Fam Vest and the Township, not the County.

Commissioner Mussina pointed out that in most business development the Commissioners have no role. He compared their role to Ambassadors since each municipality controls the zoning and ordinance. We want to be welcoming.

Commissioner Sortman explained that the planning department is working on an ordinance for Data centers and a stopgap was put in place. Once the ordinance is developed and adopted the municipalities that partner with us will also have it. Those that don't partner with us can request a copy of it. The Planning Commission has appointed a liaison between the County and the townships so if anyone needs information that person can provide it.

Commissioner Mussina addressed the need for people to gossip. He informed that people with private planes do fly into the airport during the night referencing his brother's previous schedule as an example. He spoke about his experiences attending meetings that centered on DATA centers saying that most of the meetings have been informative and not confrontational.

Director Barnes added that anyone can contact the Commissioners to ask questions.

Ralph Kisburg, Williamsport thanked the Commissioners for slowing down the process regarding the DATA centers. He commented on all that this area has to offer.

Commissioner Mussina commented that most of the feedback he has heard is that people understand DATA Centers are coming, but they want it done right so it isn't environmentally destructive.

Commissioner Sortman commented that the issue is making sure the DATA centers are done right, respectfully, save our environment and invest in our electrical grid, our state and take the burden off the tax payer.

YOU TUBE PUBLIC COMMENT

None

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, July 2, 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=FQtwE6SdD>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Internal Changes:

Adult Probation – Riley Riggle, Collections Enforcement Officer, Full-Time, PG8, \$43,993.95 Annually, 75 Hours per Pay Period, Effective Date: June 21, 2026.

Planning & Community Development – Patrick Riedy, Zoning Officer, Full-Time, PG8, \$44,793.84 Annually, 75 Hours per Pay Period, Effective Date: July 5, 2026.

Prison – Christopher Ebner, Temporary Deputy Warden of Inmate Services, Part-Time, PG12, \$47.951379 per Hour, Not to Exceed 1000 Hours Annually, Effective Date: June 8, 2026.

Correction not to exceed 150 hours per Michael Hagen

Prison – Shane Bastress, Correctional Officer II, Full-Time, Union, \$24.76 per Hour, 80 Hours per Pay Period, Effective Date: July 19, 2026.

New Hires:

Planning & Community Development – Brian Ferry, Planner II, Full-Time, PG9, \$55,000 Annually, 75 Hours per Pay Period, Anticipated Start Date: August 3, 2026.

Resource Management Services – Frank Derienzo, Equipment Operator, Part-Time, PG6, \$18.54 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: July 6, 2026.

Lycoming County Proposed Projects for 2026 CDBG Funding

1. APPLICANT: West Branch Regional Authority - WBRA

ACTIVITY: Wagner Ave Area Lateral Upgrade

PROJECT COST: \$155,120.00

CDBG REQUEST: \$33,240.00

DESCRIPTION: Current sanitary sewer laterals in this area are outdated and can cause sewage backups into basements and yards from root and soil blockages. The solution is to replace all non-compliant sewer laterals ensuring that the laterals are watertight which will alleviate the current issues and treatment costs. The sewer lateral replacement is being mandated and qualifying LMI households with benefit from the grant.

2. APPLICANT: American Rescue Workers

ACTIVITY: ARW Exterior Building: Homeless Shelter

PROJECT COST: \$145,000

CDBG REQUEST: \$145,000

DESCRIPTION: The exterior portions of ARW's main facility at 643 Emira Street are in critical condition and in need of extreme restoration. The size, height, and unique infrastructure challenges have made restoration difficult without help from outside funding. Between 2017 and 2019, ARW undertook a significant restoration initiative and are looking to complete the final stage of restoration. Funds will help with professional masonry repointing, surface preparation, and painting.

3. APPLICANT: Montgomery Borough

ACTIVITY: Montgomery Borough Roadway Restoration Project

PROJECT COST: \$609,400

CDBG REQUEST: \$609,400

DESCRIPTION: The existing roadway is in poor condition and experiences heavy traffic, serving a residential neighborhood as well as providing direct access to a community park. Its deteriorated condition has created operational challenges for the Borough, particularly during winter weather, routine maintenance, and for local emergency responders who rely on safe and reliable access. To address these issues, the Borough proposes a full roadway paving and resurfacing project. Project area: Wagner Ave., Broad Street, Third Street, Fifth Street loop.

SCOPE OF SERVICES FOR THE ADMINISTRATION OF COUNTY OF LYCOMING FEDERAL FISCAL YEAR 2026

COMMUNITY DEVELOPMENT BLOCK GRANT

SEDA-Council of Governments (SEDA-COG), 201 Furnace Road, Lewisburg, PA 17837, proposes to provide the following technical and professional services to the County of Lycoming Commissioners (COUNTY), 48 West Third Street, Williamsport, PA 17701, in the administration and management of COUNTY'S FFY 2026 Community Development Block Grant.

I. APPLICATION PREPARATION AND ASSISTANCE TO NON-ENTITLEMENTS AND ENTITLEMENT (OBO) MUNICIPALITIES

\$31,406

County of Lycoming \$14,115 OBO Communities \$17,291

Through Pennsylvania's Act 179, COUNTY is annually entitled to receive a Community

Development Block Grant (CDBG). The principal purpose of the grant is to enable COUNTY to assist the non-Entitlement and Entitlement municipalities of COUNTY in undertaking eligible CDBG activities. In order to receive this block grant, COUNTY must adhere to regulations set forth by the Pennsylvania Department of Community and Economic Development (DCED) and the U.S. Department of Housing and Urban Development (HUD) in the preparation of the annual application. SEDA-COG will provide, upon request of COUNTY, assistance to these non- Entitlement and Entitlement municipalities and coordinate all necessary steps to submit COUNTY'S application, including the following

A. Technical Assistance to Non-Entitlements and Entitlement (OBO) Municipalities

At the direction of COUNTY, SEDA-COG shall provide direct assistance to non-Entitlement and Entitlement municipalities, groups, and organizations in capacity building and problem solving. The principal purpose of this assistance shall be to help in developing eligible and fundable CDBG activities. The technical assistance service, however, may also guide communities toward other funding sources; self-help alternatives, or local capacity building.

B. Outreach and Explanation of Program

SEDA-COG will inform the non-Entitlement municipalities of COUNTY, as well as the authorities, non-profits, and citizens of the requirements and goals of the CDBG Program. This outreach will adhere to the DCED Citizen Participation requirement, and at a minimum, SEDA-COG shall:

1. Develop an application schedule, in cooperation with the COUNTY Commissioners and Entitlement municipalities. The schedule will include times and dates for meetings, hearings, and application approvals.
2. Prepare the program announcement letter for distribution to non-Entitlement municipalities, authorities, and non-profit groups by COUNTY.
3. Prepare and submit the program announcement notice for publication in local newspaper(s) inviting public participation and project proposals.

1. Conduct an application workshop to describe the program, the requirements, the schedule, and the application process to COUNTY non-Entitlement municipalities, authorities, and non-profits.

4. Conduct the initial Public Hearing concurrent with the application workshop and hold a Public Hearing in each Entitlement community to provide further detail on the CDBG Program, answer program-related questions, and receive project suggestions.
5. Prepare final notices for publication in local newspaper(s) and/or

posting inviting public comment into the development of the application on the Three-Year Community Development Plan and FFY 2026 projects.

6. Conduct the final Public Hearing obtaining citizen input.

C. Evaluation of Proposed Activities and Selection

Following the initial public hearing, SEDA-COG will evaluate all proposed activities for eligibility and fundability in accordance with regulations promulgated by DCED and HUD. SEDA-COG will determine the service beneficiaries of any proposed activity, assist in any necessary surveys, and provide the Commissioners with a summary of all non-Entitlement municipality activities submitted. The summary shall include notes on eligibility and fundability, information describing each activity's estimated completion schedule, and the projected budget. This summary is intended to assist the Commissioners in making informed decisions and prioritizing the most important activities for FFY 2026. SEDA-COG will provide similar assistance to all Entitlement municipalities to facilitate their project selection.

D. Development of Three-Year Plan

Based upon information gathered through the public outreach process, existing planning documents, meetings with the Commissioners and staff, and an assessment of existing needs, SEDA-COG will prepare a Three-Year Community Development Plan outlining potential activities for COUNTY'S FFY 2026, 2027, and 2028 CDBG Programs. The Three-Year Plan will include assessments of the following: housing stock, community infrastructure, public facilities, and economic development needs. This plan, when approved by COUNTY Commissioners, will include the activities the Commissioners desire to fund this fiscal year, as well as projects identified and selected by Entitlement municipalities.

E. Application Preparation

SEDA-COG will prepare all required application forms for submission to DCED. SEDA-COG will prepare any and all resolutions and statements of assurances for execution. SEDA-COG will integrate COUNTY'S Three-Year Community Development Plan into the FFY 2026 application. Furthermore, within the activity narrative, SEDA-COG will describe the proposed activities to provide proof of eligibility and fundability and timeliness to DCED. SEDA-COG will describe COUNTY'S priorities in selecting projects and any special circumstances surrounding the activities chosen for FFY 2026. For each selected activity, SEDA-COG will complete the requisite activity description forms. SEDA-COG will provide preliminary budget information and cost estimates, site maps, and/or sketches of the improvements, and a timetable for completing the activities. SEDA-COG shall assemble the complete application in a professional manner and will provide one (1) bound copy to COUNTY and each Entitlement municipality, with additional copies provided electronically, upon request.

F. Public Comment and Application Submittal

SEDA-COG will prepare advertisements announcing the proposed activities to the citizens of COUNTY. SEDA-COG will coordinate the second public hearing to provide the public with an opportunity to comment on the activities and will record any comments received. SEDA-COG shall prepare the resolution to submit and assist, as necessary, in the publication, review, and signing of the resolution. SEDA-COG will submit COUNTY'S application to DCED on or before the published due date, and will act as an agent for the COUNTY, should questions arise about the application's content.

II. GRANT ADMINISTRATION

\$27,406

County of Lycoming \$12,185 OBO Communities \$15,221

As grant administrator, SEDA-COG will provide any and all administrative services necessary to comply with grant regulations from the date COUNTY'S grant is approved, until all activities are complete and close-out reports are submitted to DCED.

SEDA-COG services are intended to provide COUNTY with complete adherence to any administrative regulations, as well as professional expertise in more effectively managing block grant dollars. SEDA-COG's grant administration services include the following:

A. Contract Review and Execution

SEDA-COG will review the contract between DCED and COUNTY to assure accuracy and to make COUNTY aware of any special conditions or exceptional clauses that may impact upon the usability of the grant funds. SEDA-COG will coordinate the execution of all necessary documents. SEDA-COG will maintain a complete record of these documents for COUNTY at the SEDA-COG offices.

B. Reports Generation

In accordance with DCED regulations, SEDA-COG will prepare Disclosure Reports for COUNTY, identifying the financial beneficiaries of the grant expenditures. SEDA-COG will also prepare all required reports describing the progress of activities and the status of COUNTY'S CDBG funds including:

Additional Fund Receipt

Applicant Data for Direct Benefit Activities Beneficiary Report for

Low-Moderate Area Projects CDBG Flagged Activity Report

Fair Housing Report

Labor Standards Enforcement Report

MBE/WBE Contractor and Subcontractor Activity Report Monitoring

Activity Progress Report (MAPR)

Section 3 Reporting in IDIS (if applicable)

SEDA-COG will also correspond, as necessary, with DCED on COUNTY'S behalf to provide any special updates on COUNTY'S activities.

C. Financial Management

SEDA-COG will establish and maintain a computerized tracking system for COUNTY'S CDBG

Program. SEDA-COG will also set up and maintain the U.S. Department of Housing and Urban Development Integrated Disbursement and Information System (IDIS), creating activities and reporting impacts. Information reported through the IDIS system will include Accomplishments and Beneficiaries by activity, other funding sources, and Environmental Review status. SEDA-COG will prepare, approve, and submit all DCED Program Invoice Forms and transmit all grant fund requisitions to DCED on behalf of COUNTY, record all receipts and expenditures, and track each activity budget. SEDA-COG is hereby designated to act as COUNTY'S agent to review, approve, and draw down funds for pre-approved COUNTY activities, as evidenced by the executed grant agreement with the Commonwealth. SEDA-COG will also advise COUNTY staff of payment procedures and financial management. SEDA-COG services are intended to support, not replace, COUNTY'S financial management procedures.

D. File Development and Maintenance

SEDA-COG shall develop and maintain a program filing system for COUNTY'S FFY 2026 CDBG program. This system shall include:

- 1) Grantee files, including Application Preparation, Annual Reports/Disclosure Closeout, DCED Contract/Monitoring, SEDA-COG Contract, Drawdowns & Budget Summaries, Budget Revisions and Modifications;
- 2) Project files, including Subgrantee Agreements, Project Development, Miscellaneous & Correspondence, Procurement, Environmental Review, Surveys & Intakes, and Labor Standards;
- 3) Master files, including MBE/WBE Plan, Section 3 Plan, 504 Plan, Fair Housing Analysis, Anti-displacement Policy, Integrity Policy, Program Income Reutilization Plan, Citizen Participation Plan, Fair Housing Resolution, documentation of Fair Housing activities, Excessive Force Policy, Drug Policy, Procurement Policy and Code of Conduct, System for Award Management and Expiration, Financial Management Plan, Complaint Procedure, Four Factor Analysis and Language Access Plan, if applicable;
- 4) COUNTY, with assistance from SEDA-COG will designate a Fair Housing Officer;
- 5) SEDA-COG will, on behalf of COUNTY, publish a Fair Housing notice on an annual basis in a newspaper of general circulation;
- 6) SEDA-COG shall prepare a Fair Housing Resolution to be acted on by COUNTY;
- 7) SEDA-COG and COUNTY shall incorporate the Equal Housing Opportunity logo on documents based on guidance from DCED;
- 8) SEDA-COG will contact Fair Housing agencies to collect data on Fair Housing complaints on an annual basis;

9) SEDA-COG will prepare and submit the Fair Housing Report annually to DCED.

E. Provision of Technical Assistance

SEDA-COG will provide general technical assistance to COUNTY and Entitlement municipalities in the administration of the FFY 2026 grant. This technical assistance shall include problem solving relative to specific grant administration issues, regular updates to COUNTY with regard to grant status, and attendance at DCED-required CDBG training seminars on COUNTY'S behalf.

F. Program Policy Plans and Plan Updates

From time to time DCED and HUD will require COUNTY to develop and adopt, or update existing policies and plans required by the CDBG program. SEDA-COG shall monitor those requirements, updating existing plans for approval by COUNTY as required. In the case of new plans and policies, SEDA-COG shall alert COUNTY to these requirements, advising them of any specific cost associated with the development of these new plans, and upon authorization by COUNTY, prepare same for approval.

G. Grant Monitoring

DCED will monitor each contract in one or more of eight compliance areas. SEDA-COG will represent COUNTY during any remote, desk, or field monitorings. SEDA-COG will attend each monitoring, providing and reviewing files as required by DCED. Should any monitoring findings be cited, SEDA-COG will correspond with DCED and assist COUNTY in resolving such findings. In some instances, the Office of Auditor General may conduct a "Limited Financial Review". SEDA-COG will assist during these reviews, as well as the regular COUNTY audit.

H. Contract Revisions and Modifications

After a grant contract has been executed between COUNTY and DCED, COUNTY can reapportion or redistribute the CDBG funds between existing activities or into new activities. Changes to COUNTY'S grant contract are known as revisions, amendments, or modifications. DCED requires that COUNTY adhere to certain procedures in order to modify or revise its grant contract. SEDA-COG will prepare all required correspondence and documentation for such changes, and shall coordinate any necessary citizen participation to revise or modify COUNTY'S grant contract at any time throughout the life of the contract. SEDA-COG will coordinate all necessary steps to affect necessary changes to Entitlement municipality projects, as well.

I. Contract Close-out

Upon the complete expenditure of COUNTY'S FFY 2026 grant, SEDA-COG shall assist COUNTY with close-out of their DCED contract. SEDA-COG will prepare the necessary close-out questionnaire and fiscal status report, submitting them to DCED on behalf of COUNTY. SEDA-COG will notify and assist COUNTY of any outstanding requirements needed to obtain close-out. In cases where Program Income has been generated, SEDA-COG will assist in development of the Program Income Reuse Plan.

III. ACTIVITY DEVELOPMENT

\$22,869

County of Lycoming \$12,320 OBO Communities \$10,549

In most instances, the activities chosen by COUNTY and its Entitlement municipalities during the application phase will require additional development before construction. Activities may require additional funding, documentation of fundability, better definition of problems and solutions, further public discussion and resolution, modification due to environmental impacts, or the design assistance of an engineer or architect.

SEDA-COG will assume the lead in this developmental process with each subgrantee and Entitlement municipality on behalf of COUNTY. Drawing from its experience, staff resources, and its commitment to timely project completion, SEDA-COG will serve as the catalyst in achieving the COUNTY'S goals.

A. Subgranting Funds

COUNTY will likely subgrant much of its FFY 2026 Block Grant to municipalities, authorities, or non-profits. In order to protect COUNTY from misuse of CDBG funds, SEDA- COG will negotiate and prepare a Subgrantee Agreement. SEDA-COG will attend meetings with these subgrantees to oversee the use of CDBG funds and assure that the subgrantee understands and complies with the requirements of the program.

B. Final Definition of Activity Scope

During preparation of the application, there is often insufficient time to focus on the degree of development a proposed activity has undergone. This is beneficial in that it allows subgrantees and COUNTY the opportunity to address activity need and urgency without concern for how well it is defined. Consequently, after grant approval, many activities will require significant additional refinement.

SEDA-COG will work with COUNTY, its subgrantees, and Entitlement municipalities to define the scope of each activity. Defining the scope is frequently a time-consuming process. It involves many meetings and may include an assessment of the physical conditions necessitating the activity, consideration of solution alternatives, rough cost estimates for completing the activity, and an evaluation of the financial feasibility of the activity.

C. Identification of Additional Resources

The activities chosen by COUNTY and its Entitlement municipalities may lack the funds necessary to be workable. When necessary, SEDA-COG will investigate additional funding sources. While each circumstance is unique, SEDA-COG may provide technical assistance in applying for additional funds. SEDA-COG may also provide developmental assistance to organizations embarking upon fundraising efforts when such assistance is a needed portion of overall project development.

D. Procurement of Professional Services

Each of COUNTY'S activities may require the services of a professional engineer, architect, or attorney. In every case where these services are to be paid with CDBG funds, SEDA- COG will assist in the procurement process to ensure that each of COUNTY'S activities

adhere to federal procurement regulations. SEDA-COG will assist in determining the parameters of the services to be provided and the criteria by which prospective firms will be judged. SEDA-COG will assist COUNTY, its subgrantees, and Entitlement municipalities in the development of the Request for Proposals (RFP) and the advertisement and distribution of the RFP. SEDA-COG will assist COUNTY, its subgrantees, and Entitlement municipalities in evaluating all proposals, and finally, SEDA-COG will prepare professional agreements between COUNTY, its subgrantees, Entitlement municipalities and the professional firm.

E. Environmental Review

On each activity, DCED will require an Environmental Review. SEDA-COG will assist COUNTY in the designation of the required Environmental Review Officer, and will perform the necessary Environmental Review(s). Initially, SEDA-COG will determine the level of review required based upon the nature of the project. Upon determination that an activity is Exempt, Categorically Excluded, or requires an Environmental Assessment, SEDA-COG will perform same. Additionally, if required, SEDA-COG will conduct the Eight- Step Floodplain Review and procure necessary Archeological Services as may be required by Pennsylvania Historical and Museum Commission. During the process, SEDA-COG will develop all narratives, make all third-party contacts, consolidate all comments, and develop the required Environmental Review Record. SEDA-COG will also prepare all necessary legal advertisements and public notices for publication by COUNTY, and submit the necessary records and notices to DCED. The Environmental Review efforts by SEDA-COG will culminate in the release of conditions for each activity by DCED. If required, SEDA-COG will assist COUNTY in securing an Environmental Impact Statement as a separate service.

(Since each activity requires a specific Environmental Review, costs vary depending upon the number of activities COUNTY chooses to fund. The actual cost of each Environmental Review requiring an environmental assessment or considered categorically subject to 24CFR 58.5 is \$4,200. The cost of each tiered environmental review is \$5,400. There is no fee for exempt activities. Prior to execution of the Professional Services Agreement, but after activity selection by COUNTY, SEDA-COG will calculate the cost of these project delivery services.)

Although it is not anticipated, if additional consultation services are required as part of the Environmental Review, SEDA-COG shall provide the COUNTY with an agreement amendment, including additional anticipated costs before engaging in any additional services. SEDA-COG will update the COUNTY if any additional services are required as part of this Environmental Review and receive COUNTY approval before embarking upon any additional services.

IV. ACTIVITY MANAGEMENT

\$17,619

Each activity undertaken by COUNTY and its Entitlement municipalities will require specialized management during the construction phase. These services will include procurement of construction services, monitoring work progress, assistance to the subgrantee and engineer or architect to resolve problems, and enforcement of federal labor standards.

SEDA-COG will serve as COUNTY'S agent during the construction process to satisfy the management needs. Services to be provided include:

A. Procurement of Construction Services

SEDA-COG will assist COUNTY and its subgrantees in securing construction services for each of its activities. The steps to procure these services generally include:

1. Review of Bid Documents

SEDA-COG will assist the engineer or architect, through the provision of a digital version of the standard bid document, with the preparation of a project manual for the activity. In so doing, SEDA-COG will ensure that each project serves the project area outlined in COUNTY'S application. Furthermore, at the request of the engineer/architect, SEDA-COG will review the project manual to ensure that it complies with COUNTY'S CDBG Plans; adheres to requirements set forth in Davis- Bacon and Related Acts; includes all necessary bonds; and includes affidavits guaranteeing non-collusion, affirmative action, non-segregation by prospective contractors, Section 3 utilization, and other federal certifications and requirements.

2. Coordination of Bid Opening

SEDA-COG will coordinate with COUNTY staff, subgrantee, Entitlement municipalities, and/or professional engineering or architectural firms to ensure that each activity adheres to proper DCED procedures for competitive bidding, and contractor eligibility.

B. Monitoring Progress of Work

SEDA-COG will periodically visit the site of each activity during construction, reviewing the progress of work. SEDA-COG's services do not replace construction supervision, but will ensure that each activity is progressing properly within the originally defined service area, and is consistent with the original project description.

C. Accessing Funds

Upon approval of construction invoices by COUNTY or its subgrantees, Entitlement municipalities, and the engineer or architect, SEDA-COG will assure compliance with the contract conditions and prepare and approve the DCED Program Invoice and wire grant fund requisitions to HUD on the IDIS disbursement system for transfer to the COUNTY CDBG/IDIS account. SEDA-COG shall also advise COUNTY staff in disbursing funds to subgrantees or contractors, and respond to payment inquiries.

D. Enforcement of Davis-Bacon and Related Acts/Pennsylvania Prevailing Wage Act

Davis-Bacon and Related Acts (DBRA) are federal provisions, and Pennsylvania Prevailing Wage Act (PAPWA) are state provisions that require among other things minimum prevailing wages to be paid to employees working on a CDBG funded project. DBRA and PAPWA requires many compliance measures. Throughout the activity management phase, SEDA-COG will integrate the requirements of DBRA or PAPWA into each of COUNTY'S applicable activities. The general steps to comply with DBRA are as follows:

1. Wage Requests

Upon notification from the engineer or architect, SEDA-COG will obtain the Wage Decision and coordinate with the engineer or architect to incorporate the proper wage decision and applicable DBRA/PAPWA language into the bid documents. SEDA-COG will also record and distribute to the engineer or architect, any changes or modifications prior to the project's bid date.

2. Pre-Construction Conference

SEDA-COG will attend the Pre-Construction Conference and review DBRA or PAPWA, MBE/WBE, Section 3, and other federal requirements with the contractor, and the engineer or architect, completing and distributing notes by way of the Engineer's or Architect's minutes of the meeting.

3. Payroll Reviews

SEDA-COG will review the weekly payroll reports from the contractor and any subcontractors. This review will include verification of proper wages compared to classification, completeness of forms, and proper certification.

4. Interviews and Site Visits

During various stages of the activity, SEDA-COG will visit the site to assure proper posting of wages and wage posters. Additionally, SEDA-COG will conduct mandatory employee interviews during the activity and compare the results of these interviews with the payroll reports submitted by the contractor/subcontractor.

5. Close-out

Upon receipt of a final payroll from the contractor/subcontractor, SEDA-COG will authorize final payment to be made to the contractor. This final payment will be made only when all labor standard issues have been satisfied.

6. Restitution

Where errors or improper payment to employees has occurred, SEDA-COG will instruct the contractor in the procedure to make and document restitution. As necessary, SEDA-COG shall also notify DCED and U.S. Department of Labor in situations of non-compliance or

non-restitution requiring sanction, and/or retain funds and pay employees.

(Enforcement of DBRA regulations is a delivery cost which can fluctuate according to the number of activities and length of construction time for each of COUNTY'S activities. The actual cost of DBRA Enforcement is \$1,500 for initial pre-construction work, and \$200 per week for each week of project duration. Prior to execution of the Professional Services Agreement, but after activity selection by COUNTY, SEDA-COG will calculate the cost of these services.)

FEE SCHEDULE

SEDA-COG shall provide the technical and professional services as set forth in Pages 1 – 9 of this proposal. A breakdown of proposed Administrative Allocation by Grantee and OBO Entitlement Municipality is provided with Attachment A. The cost of services is as follows:

APPLICATION PREPARATION AND ACTIVITY SELECTION	\$ 31,406
GRANT ADMINISTRATION	27,406
ACTIVITY DEVELOPMENT	22,869
ACTIVITY MANAGEMENT	<u>17,619</u>
TOTAL FEE	\$ 99,300



Lycoming County Proposed Projects for 2026 CDBG Funding

4. APPLICANT: West Branch Regional Authority - WBRA
ACTIVITY: Wagner Ave Area Lateral Upgrade
PROJECT COST: \$155,120.00
CDBG REQUEST: \$33,240.00
DESCRIPTION: Current sanitary sewer laterals in this area are outdated and can cause sewage backups into basements and yards from root and soil blockages. The solution is to replace all non-compliant sewer laterals ensuring that the laterals are watertight which will alleviate the current issues and treatment costs. The sewer lateral replacement is being mandated and qualifying LMI households with benefit from the grant.
5. APPLICANT: American Rescue Workers
ACTIVITY: ARW Exterior Building: Homeless Shelter
PROJECT COST: \$145,000
CDBG REQUEST: \$145,000
DESCRIPTION: The exterior portions of ARW's main facility at 643 Emira Street are in critical condition and in need of extreme restoration. The size, height, and unique infrastructure challenges have made restoration difficult without help from outside funding. Between 2017 and 2019, ARW undertook a significant restoration initiative and are looking to complete the final stage of restoration. Funds will help with professional masonry repointing, surface preparation, and painting.
6. APPLICANT: Montgomery Borough
ACTIVITY: Montgomery Borough Roadway Restoration Project
PROJECT COST: \$609,400
CDBG REQUEST: \$609,400
DESCRIPTION: The existing roadway is in poor condition and experiences heavy traffic, serving a residential neighborhood as well as providing direct access to a community park. Its deteriorated condition has created operational challenges for the Borough, particularly during winter weather, routine maintenance, and for local emergency

responders who rely on safe and reliable access. To address these issues, the Borough proposes a full roadway paving and resurfacing project. Project area: Wagner Ave., Broad Street, Third Street, Fifth Street loop.