

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, SEPTEMBER 17, 2026
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, and 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 9/23/26 to be paid on 9/16/26 in the amount of \$232,785.11.

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 invoice paid to Paylocity on 9/8/2026 in the amount of \$51,686.97.

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

3.0 INFORMATION ITEMS

- 3.1 Michael Hagen – Elected Officials Personnel Actions
Internal Changes

Courts – Abigail Way, Law Clerk, Full-Time, PG12, \$59,041.28 Annually, 75 Hours per Pay Period, Effective Date: October 11, 2026.

Clerk of Courts – Kabrina Jones, Criminal Processing Clerk, Full-time, PG5, \$17.8164 per Hour, 75 Hours per Pay Period, Effective Date: September 27, 2026.

Clerk of Courts – Kevin Williams, Administrative Specialist – Costs & Fines, Full-time, PG6, \$20.077187 per Hour, 75 Hours per Pay Period, Effective Date: September 27, 2026.

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

Recess Commissioners' Public Meeting for the Salary Board

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

- 5.1 Convene Salary Board.
- 5.2 Vote to approve the Salary Board minutes from the September 3, 2026 Salary Board meeting.
- 5.3 Vote to approve the following Salary Board Actions:
DPS
- Add 3 PT Trainee Telecommunicator positions to TDA.
 - Add 1 PT Telecommunicator II position to TDA.

County

Change of Title and PG

- Director of Management Operations to Sr. Director of Operations
 - PG 13 to PG14, no change in pay
- Deputy Director/Operations Manager to RMS Operations Manager
 - PG 13 to PG 11, no change in pay
- Chief Assessor/Director of Tax Claim to Director of Tax Assessment
 - PG 10 to PG 12, no change in pay

Change in Title Only

- IT Operations Director to Director of IT Operations
- Assistant Chief of Assessment/Director of Tax Claim to Tax Assessment Manager/Assistant Chief of Assessment
- IT Technology Director to Director of IT Technology
- Law Library Director to Law Library Manager

Change in PG only

- Director of Facilities - PG 13 to PG 12, no change in pay
- Director of HR - PG 14 to PG 13, no change in pay
- Director of P & CD - PG14 TO PG 12, no change in pay
- Director of Elections/Reg - PG11 to PG 12, no change in pay

Prison

- Eliminate Temporary PT Deputy Warden position from the TDA.

District Attorney's Office

- Eliminate 11 Part-time Special Detective position in the DUI Center from the TDA.

Veteran's Affairs Office

- Retitle Director of Veteran's Affairs position to Veteran's Affairs Director.
- Retitle Assistant Director of Veteran's Affairs position to Veteran's Affairs Assistant Director.

5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

6.1 Nicki Gottschall - Vote to approve the December 31, 2025 Audit Engagement Letter from Baker Tilly for the Lycoming County Recreation Authority. (Paid for by the Recreation Authority)

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

6.2 Larissa Hassinger – Vote to approve Resolution 2026-19 to submit Lycoming County's FFY 2026 Community Development Block Grant Application to the Pennsylvania Department of Community and Economic Development.

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

6.3 Larissa Hassinger - Vote to approve Resolution 2026-20 Fair Housing.

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

6.4 Larissa Hassinger – Vote to approve the Resolution 2026-21 designating 504 Compliance Officer.

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

6.5 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with the YWCA Northcentral PA. (2026 approved budgeted item- ARPA Funds)

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

6.6 Gary Staggert -Vote to approve the Amendment to the Agreement with Pace Analytical Services, LLC. (2026 approved budgeted item- Operating Expenses)

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

6.7 Gary Staggert- Vote to approve the purchase from Kroff Chemical in the amount of \$20,794.80. (2026 approved budgeted item- Operating Expenses)

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

6.8 Gary Staggert – Vote to approve the Agreement with Weld Tec Service & Sales, Inc. (2026 approved budgeted item- Operating Expenses)

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

- 6.9 Brad Shoemaker – Vote to approve the Agreement with Keystone Communications in the amount of \$29.00 per month. (2026 approved budgeted item- Operating Expenses)

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

- 6.10 Nancy Schenck - Vote to approve the Agreement with KidsPeace National Centers, Inc. (2026 approved budgeted item- Operating Expenses)

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

- 6.11 Nancy Schenck – Vote to approve the Agreement with Gillum Psychological & Counseling Services. (2026 approved budgeted item- Operating Expenses)

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

- 6.12 Kelsey Green – Vote to ratify the Period of Performance Extension with PEMA for the BRIC 2021 Grant. (2026 approved budgeted item – Grant funds)

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

- 6.13 Shanean Edmonds – Vote to approve the Subrecipient Monitoring Agreement with West Branch Drug & Alcohol Abuse Commission for the period of 7/1/2026 through 6/30/2027 in the amount of \$922,814.00.

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

- 6.14 Shannon Barnes – Vote to approve the Agreement with Language Services Associates, Inc. (2026 approved budgeted item- Operating Expenses)

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

7.0 COMMISSIONER COMMENT

Commissioner Sortman commented on the items voted on by the Salary Board. He expressed that this was being done to get everything aligned especially for when new hires come in. People will be hired at the rate the position demands, not what the person is looking for in salary.

Commissioner Metzger thanked the legislators for the work they do obtaining grant money for the many projects in the area, naming a few that received these monies. The projects would not be possible without the state and federal monies. They get the much-needed monies to the entities that need them.

Commissioner Mussina commented that with the changes this board has made they are always evaluating whether the change was successful or needs to be relooked at. The goal is to make things better

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.

None

YOU TUBE PUBLIC COMMENT

None

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, September 24th, 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=BIAg7qZ48gY>

ATTACHMENT (A)

PERSONNEL ACTIONS:

New Hires:

Prison – Jocelyn Barger, Correctional Officer, Full-Time, Union, \$21.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: September 21, 2026.

Prison – Nicol Styer, Licensed Practical Nurse, Full-Time, PG10, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: September 28, 2026.

Public Safety / Communications Center – Luke Ickes, Telecommunicator Trainee, Full-Time, PG7, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 26, 2026.