

Commissioners:

SCOTT L. METZGER
Chairman

MARC C. SORTMAN
Vice Chairman

MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

CHRISTOPHER H. KENYON
Solicitor

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, MARCH 6, 2025
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina,
Director Matthew McDermott, and Solicitor Christopher H. Kenyon**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED:

- Remove Agenda Item 6.1 - Vote to approve an extension through December 31, 2026 for the City of Williamsport tax exemption under the Local Economic Revitalization Tax Assistance Act (LERTA).

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

- Add Agenda Item 6.14 - Vote to approve DEP bonding with CD's for the transfer station permit in the amount of \$27,108.11.

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

- Add Agenda item 6.15 – Vote to approve the Engagement Letter with Hickman Consulting Services, LLC. (2025 approved budgeted item)

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

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 3/12/25 to be paid on 3/3/25 in the amount of \$1,096,557.66.

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

- 2.2 Nicki Gottschall– Vote to ratify credit card cash requirement report of purchases from 1/27/25 through 2/26/25 in the amount of \$10,943.39

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

3.0 INFORMATION ITEMS

- 3.1 Amy Resh – Lycoming County Library System Update

- 3.2 Mya Toon – Acknowledge that the County will be requesting bids for cattle grazing at the County Farm
- 3.3 Mya Toon – Acknowledge that the County will be requesting proposals for engineering services for the Resource Management Services (Landfill)
- 3.4 Michael Hagen – Elected Official personnel action:
- Controller – Jennifer Brown, Office Manager, PG6, \$21.89136, 75 Hours per pay period, Effective March 2, 2025

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 February 20th, 2025 meeting.
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 4.3 Vote to approve the following Salary Board Actions:
- Prison
Add one (1) full time nurse position to the TDA
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
 - Controller
Retitle and Reclassify Administrative Assistant Support (pay grade 5) to Office Manager (pay grade 6)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 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).

6.0 ACTION ITEMS

- ~~6.1 Jason Fink – Vote to approve an extension through December 31, 2026 for the City of Williamsport tax exemption under the Local Economic Revitalization Tax Assistance Act (LERTA).~~

6.2 Mya Toon – Vote to approve the Agreement with Hunter & Lomison, Inc for yearly generator service. (2025 approved budgeted item)

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

6.3 Mya Toon– Vote to approve the Amendment to the Agreement between the County of Lycoming and B&B Holdings extending the term to 6/30/2027 and reducing the rent for improvements and modifications (2025 approved budgeted item)

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

6.4 Leslie Kilpatrick – Vote to approve the Renewal Agreement with Tyler Technologies for the Assessment Software Support & Maintenance in the amount of \$135,344.27 (2025 approved budgeted item)

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

6.5 Leslie Kilpatrick – Vote to approve the Paging Service Agreement with Schuylkill Mobil Fone for a pretrial pager in the amount of \$150.00. (2025 approved budgeted item)

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

6.6 Leslie Kilpatrick– Vote to approve the Subscription Renewal with Cellebrite in the amount of \$18,804.11 for digital forensics phone extraction tool. (2025 approved budgeted item)

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

6.7 Leslie Kilpatrick - Vote to approve the purchase Agreement with Marco in the amount of \$34,553.25 for a Sharp MX-M1206 Print Shop Production Printer. (2025 approved budgeted item)

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

6.8 Matthew McDermott – Vote to approve the Agreement with Riane Aichner, Esq. to provide legal representation when the Public Defenders office has a conflict. (2025 approved budgeted item)

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

6.9 Matthew McDermott – Vote to approve the Agreement with Scotilla Psychological Services LLC to provide forensic and psychological evaluation services. (2025 approved budgeted item)

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

6.10 Matthew McDermott – Vote to approve the Agreement with Jamie Cook, Esq. to provide legal representation when the Public Defenders office has a conflict. (2025 approved budgeted item)

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

6.11 Matthew McDermott – Vote to approve the appointment of Sandra Maneval as the Authority Program Participant to the Housing Authority for a 5-year term effective dates 1/1/2025 to 12/31/2029

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

6.12 Matthew McDermott – Vote to approve the continuation of the opioid litigation proceedings and to pursue new ones with Cherundolo Law Firm.

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

6.13 Jason Yorks – Vote to approve the Agreement with S & J Recycling. (2025 approved budgeted item)

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

6.14 Jason Yorks – Vote to approve DEP bonding with CD's for the transfer station permit in the amount of \$27,108.11.

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

6.15 Matthew McDermott - Vote to approve the Engagement Letter with Hickman Consulting Services, LLC. (2025 approved budgeted item)

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

7.0 COMMISSIONER COMMENT

Mr. Mussina commented the great strides women have accomplished in honor of Women's History Month, highlighting Rosa Parks and our women in leadership.

Mr. Metzger Commented on the various agencies that have strong leadership, many from women, highlighting the new CEO of STEP.

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

YOUTUBE COMMENT

Thomas Adams: Good morning Lycoming County. I like Senator Yaw, but legalizing marijuana is foolish. I hope a declaration against this should be made. We should never trade health or morality for monetary gain. The societal costs will far outweigh any envisioned gain, which will continue our slide into chemical and tax & spend bondage, along with the destruction of our inner-selves as human beings. Thank-you for your dedication to the good of our county and all of your long hours of labor as a team!

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, March 13, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

To view this meeting click on the link below:

<https://www.youtube.com/watch?v=cKolwtVMnZA>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Prison – Sona Medina, Licensed Practical Nurse, pay Grade 10, Full-Time, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 17, 2025.

Prison – Sara Fox, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 10, 2025.

Pre-Release Center – Claudette Moyd, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 10, 2025.

Pre-Release Center – Cherill Greene, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 10, 2025.

Pre-Release Center – Gwendolyn Evelhair, Resident Supervisor, Union, Part-Time, \$19.20 per Hour, not to exceed 1000 Hours Annually, Anticipated Start Date: March 17, 2025.

Public Defender - Matthew Welickovitch, Deputy Public Defender, pay Grade 13, Full-Time, \$90,000.00 per Year, 75 Hours per Pay Period, Effective Date: March 2, 2025.

~~Resource Management – Anthony Sanders, Recycling Laborer, pay Grade 4, Full-Time, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: March 17, 2025.~~

Amy Resh, Comments:

Good Morning, Commissioners and Director,

First, thank you for giving me a few minutes on the agenda today- I am Amy Resh, System Administrator of the Lycoming County Library System and Chief Executive Officer and Director of the James V Brown Library.

I wanted to take a moment to thank the County

Commissioners for their continued support of Library service. In 2024, the Lycoming County Library System had four hundred eighty-six thousand, one hundred fifty physical checkouts and sixty-two thousand, one hundred twenty-seven digital material checkouts, saving Lycoming County residents eight million, one hundred twenty-six thousand, two hundred and four dollars not including access to digital materials (by checking out library materials instead of purchasing them).

During 2024, the System updated the website domains for five of the six member libraries. Now, each member library has individualized email addresses. The outreach vehicles expanded service throughout the county during 2024 with a focus on finding and serving public stops in more rural areas of Lycoming County. During the Spring 2025 session, the outreach vehicles are serving 91% of Lycoming County residents in their home municipalities.

The pamphlet I shared is the System's 2024 Year in Review. I hope that you will all take some time to review these brochures in more detail to better understand the System member library's impact last year.

In January, Hughesville Area Public Library had an amazing turnout for a Neighborhood Trolley Ride event inspired by Daniel Tiger. One hundred eighty-four participants had the opportunity to ride around Hughesville on the River Valley Trolley. The neighborhood theme continued into February with a special Storytime with Hughesville mayor, Richard Smith.

The James V. Brown Library is planning four fundraising events and one event to raise library awareness with the Friends of the Library in 2025. The programming department has continued to create innovative programs, including monthly Bilingual Storytimes as well as a Supermarket Challenge in partnership with Weis Market and M&T Bank. Plans for Remake Learning and Summer Learning are well on their way.

During the 2025 Remake Learning Days, the Jersey Shore Public Library will partner with the Meteorological Outreach and Education Club from Penn State University to present "The Wonderful World of Weather." Children will explore weather forecasting, severe weather events, and safety through experiments and hands-on activities on May 1st at 6:00 p.m.

Dr. W.B. Konkle Memorial Library is excited to participate in Remake Learning through BLaST IU17 again this year. The "Building Buddies" program is returning for ages 8 to 12 and the library added a "Budding Builders" program for ages 4 to 7.

This summer, the Montgomery Area Public Library will co-host

“Firefighters in the Park” with Muncy Public Library at Heritage Park. Now in its fourth year, this program partners with the local volunteer fire company and features fire trucks, a giant puddle for family play, and a shaded toddler area. Free ice cream will be provided by the Sunbury Weis Ice Cream Plant.

Muncy Public Library has a number of exciting ReMake

Learning Programs planned for May including Rocket Science, a STEAM-inspired program that will explore invisible forces such as gravity through crafts and games.

We’re also working on our 2025 System-wide Initiatives

- March 13 - Community Theater League in Williamsport will be performing Lion King: KIDS in March.
- Remake Learning 2025 is May first to the twenty-third with each of the six county libraries hosting a program with Centered Earth, a local pottery studio.
- July-September: Color Our World Summer Learning with one county performer visiting each member library and will host two shared events.
- November: During National Young Readers Week a storybook character will visit each library for a Storytime and craft.

Are there any questions about System or Library services?

Before I wrap things up I want to thank the trustees and directors in attendance today:

Thank you again for your time



LYCOMING COUNTY LIBRARY SYSTEM

*Lycoming County Library System is committed to
a vision of a vital and literate community*



2024

LCLS HIGHLIGHTS FROM 2024

HUGHESVILLE AREA PUBLIC LIBRARY

In 2024, the **Hughesville Area Public Library** raised trout for release in collaboration with a local high school, Trout Unlimited, the Muncy Creek Consolidated Sportsman, Lycoming County Conservation District, Muncy Creek Watershed Association, and River Valley Transit. Participants took part in a stream study and environmental activities, enjoying time outdoors while strengthening their connection to the library.



JAMES V. BROWN LIBRARY

The **James V. Brown Library** celebrated the 15th anniversary of the Welch Wing's opening and unveiled a new Lactation Space. The Programming Department provided 605 robust programs, building 27 community partnerships, serving 12,593 participants. Passport Acceptance Agents on staff executed 1,928 new passports and assisted with 543 passport renewals. In 2024, the Library raised \$450,624.18 through nine different fundraisers.

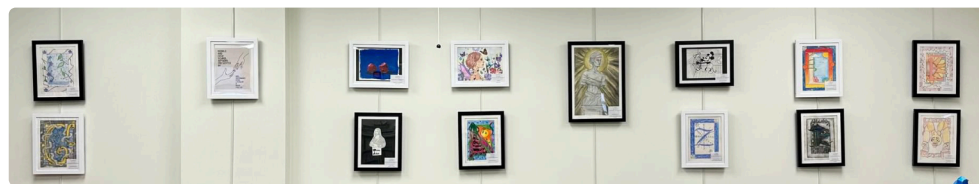


JERSEY SHORE PUBLIC LIBRARY

The **Jersey Shore Public Library** was honored to be featured for their summer learning "Touch A Truck" in the Bureau of Library Development's state-wide Summer Learning Showcase. This showcase celebrates exemplary and innovative library programming that creates value, equity, and joy for all ages in Pennsylvania. This will help inspire other libraries to create engaging programs within their communities.



DR. W.B. KONKLE MEMORIAL LIBRARY



Dr. W.B. Konkle Memorial Library has partnered with the art teachers of the Montoursville Area School District to transform the walls of the Children's Room into a gallery displaying the artwork of local art students in grades K through 12. The students whose artwork is chosen are honored with a small reception and a certificate from the library.

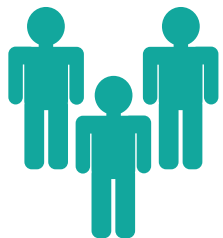
MONTGOMERY AREA PUBLIC LIBRARY

Montgomery Area Public Library continued to grow in 2024 by welcoming new families, providing inclusive programming, and reaching more community members than ever before. The Library introduced their patrons to Monty, the library rabbit, a well-loved mascot to children and adults alike. Montgomery Area Public Library hosted 243 in-person programs with 1,576 participants, 110 passive programs with 2,477 participants, and 12 outreach programs, reaching 702 community members.



MUNCY PUBLIC LIBRARY

Muncy Public Library has established a weekly Homeschool Hangout to support the homeschooling families in the communities surrounding the library. Inspired by STEAM (Science, Technology, Engineering, Art, and Math), homeschoolers enjoy hands-on projects such as exploring the flora and fauna of local waterways.



211,204
in-person visits

YTD 2023: 208,687
(up 1.2%)



226,680
web views

YTD 2023: 128,903
(up 55%)



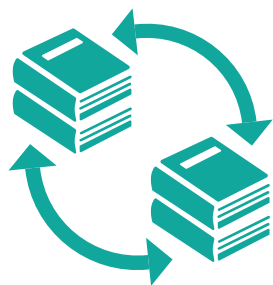
17,335 internal
computer usage

YTD 2023: 16,462
(up 5.2%)



166,129
Wi-Fi usage

YTD 2023: 153,755
(up 7.7%)



673
items delivered to
Allenwood

**number not collected in 2023*



486,150
physical
checkouts

YTD 2023: 505,992
(down 4%)



62,127
eBook,
audiobook,
and magazine
checkouts

YTD 2023: 57,880
(up 7.1%)



75,947
items checked out on
outreach vehicles and Link*

**89% of Lycoming County residents
served by outreach vehicles*



3,501
new library cardholders
for a total of 53,124* cards

**47% of Lycoming County residents*



\$71.17
saved per person

*(based on 114,188
county residents)*

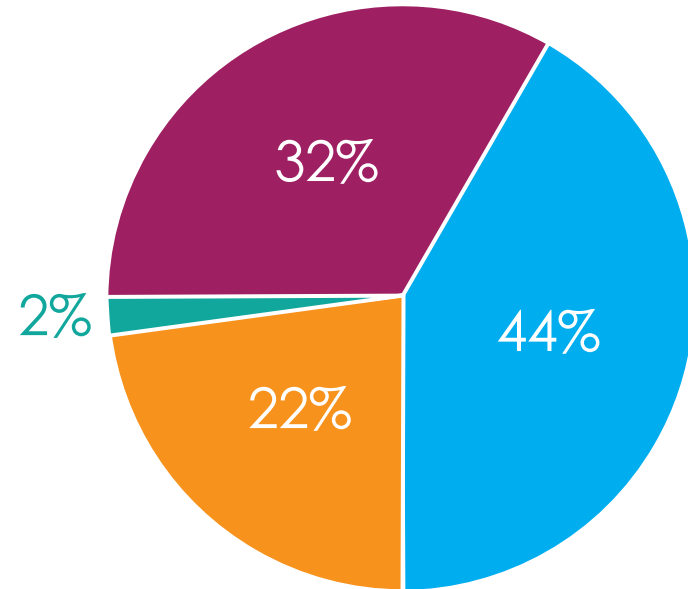


LYCOMING COUNTY
RESIDENTS SAVED
OVER **\$8,126,204**
BY USING THEIR
LOCAL LIBRARY IN

2024



HOW LCLS MEMBER LIBRARIES ARE FUNDED



County Aid
\$1,386,387



Local Municipal Support
\$57,643



State Aid
\$678,715



Other (Fundraising, Gifts, Grants, etc.)
\$983,343

TRUSTEES:

Diane Eck, *President*
 Christie Foresman, *Vice President*
 Larry Stout, *Treasurer*
 Ben Brigandi, *Secretary*
 John M. Confer
 Dennis Correll
 Commissioner Mark Mussina
 Diane Schneck
 Patricia Shipman
 Amy C. Resh, *System Administrator*

MEMBERS:

Hughesville Area Public Library
 James V. Brown Library
 Jersey Shore Public Library
 Dr. W.B. Konkle Memorial Library
 Montgomery Area Public Library
 Muncy Public Library



HUGHESVILLE AREA PUBLIC LIBRARY • JAMES V. BROWN LIBRARY
JERSEY SHORE PUBLIC LIBRARY • DR. W.B. KONKLE MEMORIAL LIBRARY
MONTGOMERY AREA PUBLIC LIBRARY • MUNCY PUBLIC LIBRARY

HAPPENING IN 2025

MARCH 13: Lion King Kids at the
Community Theatre League

MAY 1–15: Remake Learning events at
each member library with Centered Earth

JUNE – AUGUST: *Color Your World* Summer
Learning Program

NOVEMBER 10 – 14:
National Young Readers Week

Lycoming County Library System

System Headquarters

19 East Fourth Street, Williamsport, PA 17701

570-326-0536 • lclspa.org