

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

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CHRISTOPHER H. KENYON  
*Solicitor*



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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, MAY 29, 2025  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Mya Toon Director of Financial Management, 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 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

**None**

**2.0 AWARDS**

- 2.1 Cindy Newcomer – Presentation of Prestigious 90 + cashVest Award for 2024

**Cindy Newcomer introduced Tyler Frame of Three Plus One, mentioning that he had been working with the county since 2017. She expressed her pleasure in collaborating with Mr. Frame since 2020 and noted that Lycoming County had received the Cashvest 90+ Award for two consecutive years.**

**Tyler Frame explained that the CashVest 90+ Award is presented by Three Plus One to the counties they serve nationwide, including several in Pennsylvania and mentioned their partnership with the County Commissioners Association. He described the award as recognizing the highest standards of cash and liquidity management, and highlighted that Lycoming County had qualified for this award for the second year in a row, placing it in the top 10 percent of counties nationally for cash and liquidity management. Mr. Frame expressed gratitude for the county's trust and partnership, as well as his appreciation for working with Lycoming County since 2017. He expressed hope for future awards, conveying optimism about earning additional stars for the award and extending congratulations to Lycoming County.**

**3.0 BID OPENING**

- 3.1 Nicki Gottschall – Open the following bid:
  - Blockhouse and Little Pine Creek's Fish Habitat Enhancement Project

Blockhouse and Little Pine Creeks Fish Habitat Enhancement Project		
Company Name	Submitted Amount	Date Submitted
Aquatic Resource Restoration Company	\$48,800.00	5/23/2025
Cuz Excavating LLC	\$24,999.00	5/20/2025
Daren Thompson Excavating	\$20,375.00	5/22/2025
James Wacker LLC	\$23,300.00	5/22/2025
Smith Excavating & Construction	\$31,706.85	5/23/2025
Watson Excavating Inc.	\$21,500.00	5/22/2025

#### 4.0 REPORTS

- 4.1 Nicki Gottschall – Vote to ratify the accounts payable cash requirement report for invoices due through 6/4/25 to be paid on 5/28/25 in the amount of \$1,203,035.25.

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

#### 5.0 INFORMATION ITEMS

- 5.1 Mike Hagen – Elected Officials Personnel Actions:
- Courts/Judge Tira: Alyssa Bashista, Executive Secretary, 5, Full-Time, \$32,890.65 per Year, 75 Hours per Pay Period, Effective Date: May 25, 2025
- 5.2 Gary Staggett – Acknowledge that Lycoming County Resource Management Services is requesting bids for Lubrication Products needed for Machine equipment.
- 5.3 Maleick Fleming – Lycoming County seeks resident input on Broadband Access and Availability.

#### 6.0 PERSONNEL ACTIONS

- 6.1 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**

#### 7.0 ACTION ITEMS

**Mrs. Toon requested to have action item 7.17 moved to action item 7.1.**

- 7.1 Michael Hagen- Vote to approve the Amendment to Policy 711: Communication Device Policy.

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

- 7.2 Gary Staggett – Vote to approve the Amendment to the Agreement with Equipment Depot to extend the agreement through June 30<sup>th</sup>, 2025. (2025 approved budgeted item).

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

- 7.3 Gary Staggett– Vote to approve the Amendment to the Agreement with Xtreme Trucking, LLC to extend the agreement through June 30<sup>th</sup>. 2025. (2025 approved budgeted item).

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

- 7.4 Nancy Schenck– Vote to approve the Agreement with Central County Youth Center - Detention Center. (2025 approved budgeted item).

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

- 7.5 Nancy Schenck– Vote to approve the Agreement with County of Chester- Detention. (2025 approved budgeted item)

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

**Commissioner Metzger inquired about whether there are individuals currently in Chester County Youth Center Detention. Nancy Schenck responded that there were none.**

**Commissioner Mussina inquired about the frequency of use of the Chester County Youth Center Detention, to which Ms. Schenck explained that the facility was used infrequently, with a preference for Jefferson County due to cost considerations.**

- 7.6 Nancy Schenck– Vote to approve the Agreement with Jefferson County Detention. (2025 approved budgeted item)

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

- 7.7 Ken George – Vote to approve the Change Order #6 with Keystruct Construction issuing a credit in the amount of \$5,953.04. (2025 approved budgeted item)

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

- 7.8 Ken George – Vote to approve the Change Order #7 with Keysrtuck Construction in the amount of \$16,563.75. (2025 approved budgeted item)

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

- 7.9 Ken George – Vote to approve the Change Oder # 8 with Keystruck Construction in the amount of \$2,078.71. (2025 approved budgeted item)

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

**Mya Toon sought clarification on whether Keystruck Construction was included in the approved budget concerning a change order. Ken George confirmed that it was. Commissioner Metzger inquired about the project's progress, noting a recent site visit and changes in the building's appearance. Mr. George acknowledged typical construction**

setbacks but assured that everything was progressing according to schedule, with an anticipated opening in early fall.

- 7.10 John Lavelle – Vote to ratify formerly approved DAP-2 packet for PEMA/FEMA public assistance funding related to Tropical Storm Debby.

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

- 7.11 John Lavelle – Vote to approve the Agreement with Laron Design Group in the amount of \$733,560.95 for the replacement Culvert for Lawshee Run, Jersey Shore Borough. (2025 approved budgeted item- through a combination of funding sources)

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

**John Lavelle provided details on the planned replacement of the culvert at Lawshee Run in Jersey Shore Borough. He discussed grants obtained to reduce project costs and outlined steps being taken to further save expenses through MPO. Mr. Lavelle shared the estimated timeline, budget, and potential challenges related to the project, as well as the location specifics of the affected area**

- 7.12 Maleick Fleming – Vote to approve the Amendment to the Agreement with Lycoming – Clinton Counties Commission for Community Action (STEP) Inc. Homes in Need (PHARE 2022/2023).

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

- 7.13 Mya Toon – Vote to approve the Agreement with Pennsylvania Department of Transportation Planning and Programming in the amount of \$686,000.00. (2025 approved budgeted item).

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

- 7.14 Mya Toon – Vote to approve the Agreement with Advanced Communication Solutions in the amount of \$28,000.00. (2025 approved budgeted item)

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

- 7.15 Mya Toon – Vote to award the bid for the Emergency Watershed Protection to the following bidders as outlined:

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

Project ▼	Mitchell Knorr ▼	GOH ▼	CUZ ▼	DGR ▼
LYC-24-001	\$ 58,218.00			
LYC-24-002				\$ 43,940.00
LYC-24-003				\$ 105,900.00
LYC-24-004				\$ 59,750.00
LYC-24-005		\$ 78,425.00		
LYC-24-006	\$ 97,975.00			
LYC-24-008			\$ 55,000.00	
LYC-24-009			\$ 35,000.00	
LYC-24-010			\$ 48,811.00	
LYC-24-012		\$ 29,550.00		
LYC-24-013			\$ 18,713.00	
LYC-24-014	\$ 108,100.00			
LYC-24-015				\$ 58,400.00
LYC-24-016			\$ 66,900.00	
LYC-24-017			\$ 33,000.00	
LYC-24-018				\$ 94,050.00
LYC-24-019				\$ 73,450.00
LYC-24-020		\$ 46,350.00		
LYC-24-021			\$ 94,870.00	
LYC-24-022	\$ 184,830.00			

7.16 Mya Toon – Vote to approve Resolution 2025-09 repealing the County of Lycoming Residential LERTA.

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

7.17 Mya Toon – Vote to approve Resolution 2025-10 acknowledging a monetary donation from EQT Corporation in the amount of \$10,000.00.

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

#### **Kelly Coppadge - Comments Attached**

Jeffrey Hutchins extended an apology on behalf of the Lycoming County EMA team for their absence due to a prior commitment. He thanked EQT Corporation on behalf of the EMA, the Commissioners, and the County for their generous donation. Mr. Hutchins highlighted his long-standing working relationship with EQT and praised their community outreach efforts. Mr. Hutchins highlighted the routine recipience of monthly reports from EQT, noting their active involvement in youth sports and other community initiatives. He thanked EQT for not only their generous donation but also their contributions to the community.

Commissioner Metzger thanked EQT for their community involvement, emphasizing the significance of their contributions. He also mentioned the substantial funds generated through Act 13, which has brought millions of dollars back to Lycoming County. He acknowledged the continuous community support from companies like EQT. He noted the regular reports from Kelly Coppadge and expressed joy in seeing what EQT is doing in the community. Commissioner Metzger also thanked EQT representatives for their presence, generosity, and their ongoing efforts to assist local organizations.

A dialogue ensued between Jeffrey Hutchins and the Commissioners about the positive impact of the gas industry on the community. Commissioner Metzger highlighted that Act 13 has provided approximately \$40 million to Lycoming County over time and praised organizations like EQT for their community support. Mr. Hutchins mentioned a donation of a tower site to the 911 Center, estimated to cost around \$600,000.

## **7.0 COMMISSIONER COMMENT**

Commissioner Metzger reflected on his attendance at Memorial Day ceremonies over the weekend, emphasizing the importance of honoring fallen soldiers and their families, and praising the turnout and organization of the events.

Commissioner Mussina noted that the weather was expected to warm up the following week and acknowledged the well-organized Memorial Day remembrance ceremonies.

## **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, June 5th, 2025 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/live/EzoHFRzMeZA?si=AE3P9EtNAqwXezsI>

## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Adult Probation – Alyssa Boughton, Clerk III, 4, Full-Time, \$15.0176 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 9, 2025.

Adult Probation – Fallon Snook, Clerk III, 4, Full-Time, \$15.0176 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 9, 2025.

Juvenile Probation – Jesse Wagner, Juvenile Probation Officer II, Union, Full-Time, \$24.5346 per Hour, 75 Hours per Pay Period, Effective Date: May 11, 2025.

Planning & Community Development – Angela Scocchera, Administrative Coordinator, 6, Full-Time, \$19.9288 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 23, 2025.

Pre-Release Center – Jalisa Jett, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 9, 2025.

**Kelly Coppadge Comments:**

**Good morning, my name is Kelly Coppadge and I'm here on behalf of EQT Corporation. It's a real pleasure to be with you this morning to recognize the incredible work being done by the Lycoming County Emergency Management Agency.**

**As part of EQT's 2025 First Responder Program, we're proud to support first responder organizations that go above and beyond to keep our communities safe. This year, we've selected Lycoming County EMA as one of our donation recipients because of the vital role you play—not just in emergency response, but in the everyday planning and preparation that keep this county ready for anything.**

**We're honored to present this \$10,000 donation as a small way of saying thank you. Your commitment, professionalism, and hard work don't go unnoticed, and we're truly grateful for all that you do—not only for the community, but for the safety of our employees who live and work here as well.**

**On behalf of EQT, thank you again for everything you do.**