

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



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

**ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED**

- Add Agenda Item 5.21 - Vote to approve the Amendment to the Industrial Wastewater Discharge and Treatment Agreement with Gregg Township Municipal Authority.

**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
- 1.5 Public Comment on Agenda Items Only

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 7/9/25 to be paid on 7/2/25 in the amount of \$1,483,604.25.
- 2.2 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 7/16/25 to be paid on 7/9/25 in the amount of \$2,048,739.49.
- 2.3 Nicki Gottschall – Vote to approve the credit card cash requirement report of purchases from 05/27/2025 through 06/04/2025 in the amount of \$249.52
- 2.4 Nicki Gottschall – Vote to approve the credit card cash requirement report of purchases from 06/06/2025 through 06/27/2025 in the amount of \$5,539.52.

**3.0 INFORMATION ITEMS**

- 3.1 Mike Hagen – Elected Officials Personnel Actions:
  - Courts/Judge Tira - Aubrey Hess, Executive Secretary, 5, Full-Time, \$16.75707 per Hour, 75 Hours per Pay Period, Transfer Date: July 20, 2025.

**4.0 PERSONNEL ACTIONS**

- 4.1 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).

## **5.0 ACTION ITEMS**

- 5.1 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #1 with American Rescue Workers in the amount of \$147,017.00. (2025 approved ARPA budgeted item).
- 5.2 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #4 with Williamsport Municipal Water Authority in the amount of \$1,331,894.00. (2025 approved ARPA budgeted item).
- 5.3 Carissa Seals– Vote to approve the Landfill Permits Financial bonding to DEP.
- 5.4 Carissa Seals– Vote to approve the Highway Occupancy Permit for the South Entrance Plan Form.
- 5.5 Leslie Kilpatrick– Vote to approve the Annual Licensing Renewal of Public Defender Software with LegalEdge Software in the amount of \$6,136.00. (2025 approved budgeted item)
- 5.6 Leslie Kilpatrick– Vote to approve the Adobe Creative Cloud Renewals with CDW-G in the amount of \$4,122.51. (2025 approved budgeted item)
- 5.7 Leslie Kilpatrick – Vote to approve the software renewal with GovPilot in the amount of \$39,600.00. (2025 approved budgeted item)
- 5.8 Ken George – Vote to approve the Agreement with Southampton Window Cleaning & Janitorial Services, Inc. in the amount of \$6,750.00. (2025 approved budgeted item)
- 5.9 Ken George – Vote to approve the Change Order # 2 with Skanska USA Building, Inc in the amount of \$34,300.00. (not an approved budgeted item but funds are available)
- 5.10 Forrest Lehman – Vote to approve the quote from NPC to purchase 160,000 sheets of precinct ballot stock in the amount of \$10,749.00. (2025 approved budgeted item)
- 5.11 Forrest Lehman – Vote to approve the Election Integrity Grant Program Post-Election expenditure report for the May 20<sup>25</sup> Municipal Primary.
- 5.12 Forrest Lehman– Vote to approve the Agreements between Lycoming County and the following Polling Place Facilities to issue Certificates of Insurance: Immaculate Conception Church, Eldred Township Volunteer Fire Company, St. John Evangelical Lutheran Church, Mountain View Alliance Church, Nippenose Valley Village, Step, Inc.( 2 locations/agreements), Faith United Methodist Church, First United Methodist Church, Hillview Baptist Church, St. Lawrence Catholic Church, Lycoming College Recreation Center, Penn College of Technology, West End Christian Community Center, St. John's Newberry United

Methodist Church, St. Paul Calvary United Methodist Church, Williamsport Area School District.

- 5.13 Mya Toon – Vote to ratify the Change Order with CUZ Excavating LLC for EWP LYC-021 in the amount of \$7,464.00. (2025 approved budgeted item).
- 5.14 Mya Toon – Vote to approve the MATP FY 2025-2026 Grant Agreement 7/1/2025-6/30/2026 with the Department of Human Services.
- 5.15 Mya Toon – Vote to approve the MOU with West Branch Drug and Alcohol Abuse Commission in the amount of \$40,000.00 for adult assessment and treatment. (2025 approved budgeted item)
- 5.16 Mya Toon – Vote to approve the MOU with West Branch Drug and Alcohol Abuse Commission in the amount of \$20,000.00 for Juvenile Probation client's case management and treatment. (2025 approved budgeted item)
- 5.17 Mya Toon – Vote to award the Request for Qualifications and References for On-Call Civil and Construction Engineering Services to:
  - 1.) Primary Engineer – Stahl Sheaffer
  - 2.) Back Up engineer – Larson Design Group
- 5.18 Mya Toon - Vote to award the bid for engineering services to Barton & Loguidice at the Lycoming Landfill. (2025 approved budgeted item)
- 5.19 Mya Toon - Vote to ratify the West Branch Drug & Alcohol Abuse Commission Subrecipient Monitoring Agreement in the amount of \$215,235.00 – Act 152, BHSI \$586,579.00.
- 5.20 Mya Toon – Vote to approve the Agreement with Richard M. Trowbridge, P.L.S. for land surveyor services for the County Farm.
- 5.21 Mya Toon – Vote to approve the Amendment to the Industrial Wastewater Discharge and Treatment Agreement with Gregg Township Municipal Authority.

## **6.0 COMMISSIONER COMMENT**

## **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.

## **8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, July 17, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701

## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Domestic Relations – Tytianna Blackstock, Domestic Relations Officer, CBU, Full-Time, \$42,653.33 per Year, 75 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Financial Management – Corey Ann DeRemer, Administrative Specialist, 5, Full-Time, \$17.64 per Hour, 75 Hours per Pay Period, Anticipated Start Date: August 4, 2025.

Planning & Community Development – Hanyu Zeng, Community & Economic Development Planner, 9, Full-Time, \$44,533.71 per Year, Anticipated Start Date: August 4, 2025.

Prison – Erin Dvorscak, Nurse Supervisor, 12, Full-Time, \$45.24 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Prison – Amber Comly, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Prison – Owen Bigelow, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Prison – Masen Lane, Correctional Officer, Union, Part-Time, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: August 25, 2025.

Prison – Camren Hakes, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 21, 2025.

Public Safety/EMA – Christopher Smith, Emergency Management Specialist – Planning, 8, Full-Time, \$44,793.84 per Year, 75 Hours per Pay Period, Anticipated Start Date: July 14, 2025.

Public Safety/EMS – Jena Rishel, Clerk IV, 5, Full-Time, \$16.5375 per Hour, 75 Hours per Pay Period, Effective Date: July 6, 2025.