

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



COUNTY OF LYCOMING  
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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, JULY 17, 2025  
10:00 A.M.**

**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
- 1.6 Proclamation – Cheyenne Bastian-Brown – American Honey Queen

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 7/23/25 to be paid on 7/16/25 in the amount of \$1,957,806.63.

**3.0 INFORMATION ITEMS**

- 3.1 Mike Hagen – Elected Officials Personnel Actions:  
Courts/Judge Carlucci - Caryn Lindsey, Law Clerk, 12, Full-Time, \$64,760.865 per Year, 75 Hours per Pay Period, Anticipated Start Date: July 28, 2025.

Courts – Loretta (Jetta) Berrigan – Court Reporter, 9, Full-Time, \$22.8378 per Hour, 75 Hours per Pay Period, Anticipated Start Date: September 15, 2025.

District Attorney – Jared Mahosky, Special Detective – DUI Center, DA, Part-Time, \$25.00 per Hour, Not to Exceed 1000 Annually, Anticipated Start Date: July 29, 2025.

Sheriff – Matthew Hutchinson, Administrative Specialist – License to Carry, 4, Full-Time, \$16.7504 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 28, 2025.

***Recess Commissioners' Public Meeting for the Salary Board***

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the June 26, 2025 meeting.

- 4.3 Vote to approve the following Salary Board Actions:  
Prison – Reclassify Clerk IV from FT to PT (as of 7/14/25)
- Retitle to PT Personnel Assistant PG5
- Reclassify Clerk III to Clerk IV
- Retitle to FT Personnel Assistant
  - Reclassify from PG4 to PG5
- 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 Gary Staggert– Vote to approve the Subscription with Verizon for the camera and tracking device for the curbside truck. (2025 approved budgeted item)
- 6.2 Forrest Lehman – Vote to approve the Agreement with NPC, Inc., to provide mail ballot services for 2026-2029.
- 6.3 Leslie Kilpatrick– Vote to approve the Data Center Services Support Renewal with Melillo in the amount of \$78,059.29 per year, for three years. (2025 approved budgeted item)
- 6.4 Ken George – Vote to approve the Agreement with Pied Piper Pest Control. (2025 approved budgeted item)
- 6.5 Ken George– Vote to approve the Amendment to the Agreement with R & J Ertel extending the terms of the Agreement to December 31, 2025. (2025 approved budgeted item)
- 6.6 Ken George – Vote to purchase HVAC WSHP units from Trane in the amount of \$13,820.00. (2025 approved budgeted item)
- 6.7 Emily Mrochko – Vote to ratify the 2022-2028 Williamsport Master Planning Open End Agreement with PennDOT.
- 6.8 Mya Toon – Vote to approve the Agreement with Barbara Bollinger, MD. (2025 approved budgeted item)
- 6.9 Mya Toon – Vote to approve the appointment of the following individuals to the River Valley Transit Authority Board:

- Mark Murawski – Period of five years, effective dates -July 17, 2025 -July 17, 2030
- Richard Mirabito – Period of four years, effective dates – July 17, 2025 - July 17, 2029

**7.0 COMMISSIONER COMMENT**

**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.

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, July 24, 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:**

Pre-Release Center – Daisha York, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 28, 2025.

Pre-Release Center – Lara Caffas, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: August 11, 2025.

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

Prison – Christian Lafferty, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 28, 2025.

Adult Probation – Sara Johns, Pretrial Probation Officer Supervisor, 10, Full-Time, \$75,922.013024 per Year, 80 Hours per Pay Period, Effective Date: July 6, 2025.