

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, SEPTEMBER 25, 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 – Childhood Cancer- Diane Dutko -Think Big

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 10/1/25 to be paid on 9/24/25 in the amount of \$2,249,994.76.

3.0 INFORMATION ITEMS

- 3.1 Mike Hagen – Elected Officials Personnel Actions:
 - District Attorney/Narcotics Enforcement Unit – Shayna Ragan, Assistant County Detective, AD, Full-Time, \$27.68 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: September 28, 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 Gary Staggert– Vote to approve the Change Order for R&L Development for the Phase 1 Closure extending the project to November 30, 2025.
- 5.2 Mya Toon – Vote to approve the Agreement with Clinton County Correctional Facility in the amount of \$73.00 per inmate, per day. (2025 approved budgeted item).
- 5.3 Mya Toon – Vote to ratify the request for a 50-day extension for the EWP Project through November 16, 2025.

- 5.4 Adrienne Stahl – Vote to approve the Agreement with Sharon McLaughlin, Esq. (2025 approved budgeted item)
- 5.5 Kate Kiessling– Vote to approve the Agreement with Susan Shanaman, Esq in the amount of \$4,300.00. (2025 approved budgeted item).
- 5.6 Leslie Kilpatrick– Vote to approve the Renewal of the Maintenance Management software with Micromain in the amount of \$2,467.00. (2025 approved budgeted item)
- 5.7 Steven Whitenight – Vote to approve Change Order #4 with Dixon AC R Inc. (2025 approved budgeted item – no increase in price)
- 5.8 Steven Whitenight – Vote to approve Change Order #5 with Silver Tip, Inc. (2025 approved budgeted item – no increase in price)
- 5.9 Steven Whitenight – Vote to approve Change Order #9 with Keystruck Construction LLC in the amount of \$11,851.35. (Allowance funds being used)
- 5.10 Steven Whitenight – Vote to approve Change Order #10 with Keystruck Construction LLC in the amount of \$16,620.77. (Allowance funds being used)
- 5.11 Steven Whitenight – Vote to approve Change Order #11 with Keystruck Construction LLC in the amount of \$2,625.00. (Allowance funds being used)
- 5.12 Steven Whitenight – Vote to approve Change Order #12 with Keystruck Construction in the amount of \$22,916.21. (not an approved budgeted item, but funds are available)
- 5.13 Kelsey Green – Vote to approve the Change Order #4 with Shiloh Paving in the amount of \$2,450.00. (2025 approved budgeted item)
- 5.14 Kelsey Green - Vote to approve the Change Order #5 with Shiloh Paving in the amount of \$29,400.00. (2025 approved budgeted item)

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, October 2nd, 2025 at 10:00 A.M. in the Commissioner’s Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701

ATTACHMENT (A)

PERSONNEL ACTIONS:

Domestic Relations – Kristina Travis, Domestic Relations Officer II, DRO, Full-Time, \$47,599.50 per Year, 75 Hours per Pay Period, Effective Date: 9/3/25.

Prison – Brett Bennett, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: September 29, 2025.

Prison – Taquan Hoffman, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 6, 2025.