

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, OCTOBER 2, 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 – Domestic Violence- Amber Morningstar

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for Phare Buyout to be paid on 9/25/25 in the amount of \$133,694.52.
- 2.2 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 10/8/25 to be paid on 10/1/25 in the amount of \$501,187.00

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen - Elected Officials Personnel Actions:
  - District Attorney – Lindsay Collins, Paralegal, 7, Full-Time, \$20.200937 per Hour, 75 Hours per Pay Period, Anticipated Transfer Date: October 6, 2025.
  - Prothonotary – Kabrina Jones, Civil Processing Clerk, 5, Full-Time, \$17.64 per Hour, 75 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).

***Recess Commissioners' Public Meeting for the Board of Assessment Revisions***

**5.0 BOARD OF ASSESSMENT REVISIONS**

- 5.1 Convene Board of Assessment Revisions.

- 5.2 Brooke Wright – Approve/Deny the following real estate exemptions as outlined in Attachment B.
- 5.3 Adjourn Board of Assessment Revisions.

***Reconvene Commissioners' Public Meeting***

**6.0 ACTION ITEMS**

- 6.1 Jeffrey Hutchins – Vote to approve the Agreement with Penn Core Consulting in the amount of \$10,500.00 (2025 approved budgeted item)
- 6.2 Samuel Miller- – Vote to approve the Event Contract with Penn College for the Lithium Ion Battery Class in the amount of \$2,525.10. (not a 2025 Budgeted item, funded by LEPC)
- 6.3 Sheriff Mark Lusk - Vote to approve the Agreement with Axon Enterprises in the amount of \$33,186.24 per year. (2025 approved budgeted item)
- 6.4 Nancy Schenck – Vote to approve the Agreement with Adelphoi Village (2025 approved budgeted item).
- 6.5 Nancy Schenck– Vote to approve the Agreement with Cornell Abraxas Group, LLC in the amount of \$12,000.00 (2025 approved budgeted item - Cost covered by ACT 148 monies)
- 6.6 Nancy Schenck – Vote to approve the Agreement with Perseus House. (2025 approved budgeted item)
- 6.7 Mya Toon - Vote to approve the Intergovernmental Agreement between the DRO and Sherriff's Office for Security.
- 6.8 Mya Toon– Vote to approve the Intergovernmental Agreement between the DRO and Sherriff's Office for Service.
- 6.9 Mya Toon– Vote to approve the Agreement with PharmChem, Inc. (2025 approved budgeted item)
- 6.10 Forrest Lehman – Vote to approve reimbursement to Montoursville Borough in the amount of \$13,250.00 for accessibility improvements per approved contract. (2025 approved budgeted item)
- 6.11 Maleick Fleming– Vote to approve the Amendment to the Five County Municipal Solid Waste Management Plan MOU. (2025 approved budgeted item)

- 6.12 Maleick Fleming - Vote to approve the 2024/2025 PA. Housing Affordability Enhancement Condition Award Letter with the PA Housing Finance Agency in the amount of \$925,000.00. (2025 approved budgeted item – PHARE Grant Funds)
- 6.13 Kate Kiessling - Vote to approve the Agreement with Supply Source in the amount of \$63,071.57. (2025 approved budgeted item)
- 6.14 Kate Kiessling – Vote to approve the Amendment to the Agreement with MOPEC in the amount of \$1,815.50. (2025 approved budgeted item – LSA Grant funds)
- 6.15 Leslie Kilpatrick – Vote to approve the purchase from Marco in the amount of \$2,862.00. (2025 approved budgeted item)
- 6.16 Leslie Kilpatrick -Vote to approve the purchase from E-Plus in the amount of \$2,690.29. (2025 approved budgeted item)
- 6.17 Leslie Kilpatrick – Vote to approve the purchase of an equipment rack from Marco in the amount of \$2,069.00. (2025 approved budgeted item)
- 6.18 Leslie Kilpatrick – Vote to approve the two-year renewal contract with Quincy Technology Solutions in the amount of \$6,621.00 per year. (2025 approved budgeted item)

## **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, October 9th, 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:**

Prison – James Mitchley, Morning Driver, Union, Part-Time, \$19.20 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: October 6, 2025.

**ATTACHMENT B**

<b>2025 EXEMPTION REQUESTS</b>					
<u>PARCEL</u>	<u>NAME</u>	<u>SITE LOCATION</u>	<u>REASON FOR EXEMPTION</u>	<u>ASSESSED VALUE</u>	<u>LOSS IN TAXES</u>
48-253.1-153	Plunketts Creek Twp	Dunwoody Rd	Mausoleum	30,700	199.55
38-002-107	Muncy Public Library	108 S Main St	Library	162,000	-
60-348-235.A	Faith Wesleyan Church	773 Daughertys Run Rd	2 houses	115,310	749.52
			Total loss in county taxes		949.07