

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 16, 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

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 10/22/25 to be paid on 10/15/25 in the amount of \$3,124,366.48.

3.0 INFORMATION ITEMS

- 3.1 Holly Beaver – Executive Director – New Love Center Update
- 3.2 Mike Hagen – Elected Officials Personnel Actions:
 - District Attorney – Michaela Hertoghe, Assistant District Attorney, Union, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: October 20, 2025.
 - Prothonotary – Corey Ann DeRemer, Civil Processing Clerk, 5, Full-Time, \$17.64 per Hour, 75 Hours per Pay Period, Effective Date: October 12, 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 August 14, 2025 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
 - Public Defender:
 - Delete 2 Full Time Temporary Law Clerk (PG12) positions from the TDA.
 - Delete Full Time Clerk III (PG4) position from the TDA.

- Delete Full Time Public Defender Investigator (PG7) position from the TDA.
- Add 2 Full Time Assistant Public Defender (Union) positions to the TDA.
- Planning & Community Development:
 - Delete 1 Full Time Administrative Coordinator (PG6) position from the TDA.
- Financial Management Office:
 - Add 1 Full Time Administrative Coordinator (PG6) position to the TDA.
 - Delete 1 Full Time Administrative Specialist (PG5) position from the TDA.

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 Mya Toon– Vote to approve the Agreement with Dr. Ashley R. Nicholson, MD MPH FACEP. (2025 approved budgeted item)
- 6.2 Mya Toon – Vote to approve the Agreement with Bio-Haz Solutions in the amount of \$5,000.00. (2025 approved budgeted item)
- 6.3 Gary Staggert – Vote to approve the Agreement with Xtreme Truckin, LLC. (2025 approved budgeted item)
- 6.4 Gary Staggert -Vote to approve the Agreement with Equipment Depot. (2025 approved budgeted item)
- 6.5 Gary Staggert– Vote to approve the 904 Recycling Performance Grant Application for CY 2024. (2025 approved budgeted item)
- 6.6 Forrest Lehman – Vote to approve the reimbursement to Jackson Township for the design and installation of accessibility improvements at the Jackson Township Building in the amount of \$46,193.70. (2025 approved budgeted item)
- 6.7 Leslie Kilpatrick – Vote to approve to the 3-year Maintenance Renewal with E-Plus in the amount of \$24,213.54 (\$8,071.18 annually). (2025 approved budgeted item)

- 6.8 Leslie Kilpatrick – Vote to approve the purchase from E-Plus in the amount of \$11,003.14. (2025 approved budgeted item)
- 6.9 Leslie Kilpatrick – Vote to approve the Agreement with Comcast for phone and internet for Coroners Building. (2025 approved budgeted item)
- 6.10 Leslie Kilpatrick – Vote to approve the purchase from Keyser Consulting Group, LLC in the amount of \$7,316.43. (2025 approved budgeted item)
- 6.11 Leslie Kilpatrick – Vote to approve the purchase from Keyser Consulting Group, LLC in the amount of \$30,958.08. (2025 approved budgeted item)
- 6.12 Shannon Barnes- Vote to approve the Agreement with Lycoming County Sheriff.

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 23, 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:

Financial Management – Angela Scocchera, Administrative Coordinator, 6, Full-Time, \$19.9288 per Hour, 75 Hours per Pay Period, Effective Date: October 12, 2025.

Pre-Release Center – Duane Long, Work Crew Foreman Supervisor, 9, Full-Time, \$25.482303 per Hour, 80 Hours per Pay Period, Effective Date: October 12, 2025.

Pre-Release Center – Maison Irvin, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 27, 2025.

Prison – McKenzie King, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 20, 2025.

Prison – Ashley Wilson, Licensed Practical Nurse, 10, Full-Time, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: November 3, 2025.

Public Defender – Maureen Archibold Carrion, Assistant Public Defender, Union, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Effective Date: October 12, 2025.

Public Defender – Richard Dixon, Assistant Public Defender, Union, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Effective Date: October 12, 2025.

Public Safety / 911 Center – Aminah Woodruff, Telecommunicator Trainee, 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 27, 2025.

Public Safety / 911 Center – Brittany Mitchell, Telecommunicator Trainee, 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 27, 2025