

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, DECEMBER 4, 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 SERVICE AWARD

- 2.1 Board of Commissioners – Recognize the following individual for his service to Lycoming County:
 - Matthew Welickovitch – 10 years

3.0 BID OPENING

- 3.1 Nicki Gottschall - Open the following bid:
 - Correctional Officer Uniforms

4.0 REPORTS

- 4.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for a special check run in the amount of \$1,259.74 to be paid on 11/20/2025.
- 4.2 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/3/25 to be paid on 11/26/25 in the amount of \$4,532,034.03.
- 4.3 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/10/25 to be paid on 12/3/25 in the amount of \$3,183,906.89.

5.0 INFORMATION ITEMS

- 5.1 Salvation Army Update – Major Sheryl Hershey & Laura Templeton
- 5.2 Michael Hagen – Elected Officials Personnel Actions:
Courts – Erica Gardner, Senior Court Reporter, 10, Full-Time, \$37.92877 per Hour, 75 Hours per Pay Period, Effective Date: January 5, 2025.

Courts – Gabriel Hockman, Administrative Specialist, 6, Full-Time, \$18.2108 per Hour, 75 Hours per Pay Period, Effective Date: December 21, 2025.

Recess Commissioners' Public Meeting for the Salary Board

**6.0 SALARY BOARD - SALARY BOARD MINUTES CAN BE FOUND ON
LYCO.ORG>ELECTED OFFICIALS>CONTROLLER**

- 6.1 Convene Salary Board.
- 6.2 Vote to approve the Salary Board minutes from the November 20, 2025 meeting.
- 6.3 Vote to approve the following administrative error from the November 13, 2025 Salary Board Meeting: the deletion of the Work Crew Foreman Supervisor position should have been the Work Crew Foreman position.
- 6.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 PERSONNEL ACTIONS

- 7.1 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).

8.0 ACTION ITEMS

- 8.1 Nancy Schenck – Vote to approve the Agreement with JusticeWorks YouthCare, Inc. (2025 approved budgeted item).
- 8.2 Nancy Schenck – Vote to approve the Agreement with Drug & Alcohol Rehabilitation Services, Inc. (2025 approved budgeted item).
- 8.3 Gary Staggert – Vote to approve the purchase from Kroff Chemical in the amount of \$20,794.80. (2025 approved budgeted item).
- 8.4 Gary Staggert– Vote to approve the Invoices for ALS Group USA, Corp in the amount of \$1,140.00. (2025 approved budgeted item)
- 8.5 Forrest Lehman – Vote to approve the Application to the City of Williamsport for Special Event Approval for Election Night Operations.
- 8.6 Forrest Lehman– Vote to approve the Agreement with Anthony Visco, Jr. (2025 approved budgeted item)
- 8.7 Mya Toon– Vote to approve the Agreement with Cybergenetics. (2025 approved budgeted item)

- 8.8 Mya Toon– Vote to approve the Contract with Patricia Shipman, Esq. (2025 approved budgeted item)
- 8.9 Mya Toon– Vote to approve the Amendment to the Agreement with Cornerstone Discovery. (2025 approved budgeted item).
- 8.10 Mya Toon – Vote to approve the Agreement with Geisinger Clinic (2025 approved budgeted item).
- 8.11 Stacy Folk– Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$38,783.00. (2025 approved budgeted item).
- 8.12 Stacy Folk – Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$46,848.00. (2025 approved budgeted item).
- 8.13 Leslie Kilpatrick – Vote to approve the software renewal with Internet Software Solutions in the amount of \$249.95 for two years. (2025 approved budgeted item).
- 8.14 Leslie Kilpatrick – Vote to approve the Software renewal with Quincy Technology Solutions, Inc. in the amount of \$6,621.00. (2025 approved budgeted item).
- 8.15 Leslie Kilpatrick – Vote to approve the purchase from GrayBar in the amount of \$41,531.84. (2025 approved budgeted item).
- 8.16 Leslie Kilpatrick – Vote to approve the purchase from Cooper Electric in the amount of \$902.62. (2025 approved budgeted item).
- 8.17 Leslie Kilpatrick -Vote to approve the purchase from ePlus in the amount of \$11,003.14. (2025 approved budgeted item).
- 8.18 Leslie Kilpatrick – Vote to approve the hardware maintenance renewal with Dell in the amount of \$293,605.47. (2025 approved budgeted item).
- 8.19 Leslie Kilpatrick – Vote to approve the hardware maintenance renewal with Postage Pros Plus in the amount of \$5,391.32. (2025 approved budgeted item).
- 8.20 Leslie Kilpatrick – Vote to approve the purchase from B & H Photo in the amount of \$4,545.87. (2025 approved budgeted item).
- 8.21 Cameron Boyer – Vote to approve the Change Order #22 with Keystruct Construction, LLC. In the amount of \$5,535.13. (not a 2025 approved budgeted item, but funds are available).
- 8.22 Cameron Boyer – Vote to approve the Agreement with Choice Carpet Cleaners, Inc in the amount of \$21,294.00. (2025 approved budgeted item).

- 8.23 Shannon Barnes - Vote to approve the following reappointments to the Conservation District Board:
- Cam Koons reappoint as Farmer Director effective term 1/1/2026 through 12/31/2029
 - Thomas Murphy reappoint as Public Director effective term 1/1/2026 through 12/31/2029
 - Scott Metzger reappoint as Commissioner Director effective dates 1/1/2026 through 12/31/2026

8.24 Shannon Barnes- Vote to approve changes to the Family and Medical Leave Policy 305.

8.25 Shannon Barnes – Vote to approve Parental Leave Policy 305.1.

9.0 COMMISSIONER COMMENT

10.0 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.

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, November 6th, 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 – Allison Allen, Customer Service Specialist, 4, Full-Time, \$15.759816 per Hour, 75 Hours per Pay Period, Effective Date: November 23, 2025.

Domestic Relations – Suzanne Hutchins, Intake Specialist, 4, Full-Time, \$17.587044 per Hour, 75 Hours per Pay Period, Effective Date: November 23, 2025.

Pre-Release Center – Bryant Solomon, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 15, 2025.

Prison – Samuel Hostrander, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Effective Date: December 7, 2025.

Prison – Brock Mayer, Correctional Officer, Union, Part-Time, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: December 15, 2025.

Public Safety / EMS – Donald Gordner, Regional Field Coordinator, 7, Full-Time, \$40,884.48 per Year, 75 Hours per Pay Period, Anticipated Start Date: December 15, 2025.