

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



COUNTY OF LYCOMING  
48 West Third Street  
Williamsport Pennsylvania 17701  
Telephone (570) 320-2124  
Fax (570) 320-2127

---

CHRISTOPHER H. KENYON  
*Solicitor*

---

[www.lyco.org](http://www.lyco.org)  
[county.commissioners@lyco.org](mailto:county.commissioners@lyco.org)

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, DECEMBER 11, 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 BID OPENING**

- 2.1 Nicki Gottschall - Open the following bid:
  - Janitorial Services for Employee Health & Wellness Center

**3.0 REPORTS**

- 3.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/17/25 to be paid on 12/10/25 in the amount of \$1,356,625.55.

**4.0 INFORMATION ITEMS**

- 4.1 Jennifer Picciano – Board Vacancies
- 4.2 Chris Strand – Update on White Deer Golf Course

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

**5.0 SALARY BOARD -**

- 5.1 Convene Salary Board.
- 5.2 Vote to approve the Salary Board minutes from the December 4, 2025 meeting.
- 5.3 Vote to approve the following Salary Board Actions:
  - Prothonotary's Office  
Add Criminal Processing Clerk position (PG5) to the TDA.
  - Adult Probation  
Remove APO Officer position (PG9) from the TDA.  
Add Administrative Case Officer position (PG7) to the TDA.
  - DPS/EMS

Add Regional Field Coordinator position to the TDA.

Remove Administrative Specialist position (PG6) from the TDA (as of 1/3/2026).

Add Administrative Coordinator position (PG6-exempt) to the TDA (as of 1/4/2026).

- Facilities Management

Remove Deputy Director of Facilities Management position (PG12) from the TDA.

- Military Affairs

Add VA Assistant position (PG6) to the TDA.

- Public Defender

Add an Assistant Public Defender position (Union) to the TDA.

Remove Administrative Assistant/Paralegal in Training position (PG6) from the TDA.

Add Paralegal position (PG7) to the TDA.

- DPS

Approve new Telecommunicator pay scale (as of 01/01/2026):

<b>County of Lycoming 911 Center Wage Scale</b>			
<b>Position</b>	<b>Grade</b>	<b>Starting</b>	
Telecommunicator III	10	\$	25.00
Telecommunicator II	9	\$	23.00
Telecommunicator I	8	\$	21.50
Telecommunicator Trainee	7	\$	20.00

A \$1,000 recruiting bonus applies to this position, payable in installments according to training progression. A breakdown of the bonus follows:

- \$500 at the completion of call taker training and promotion to Telecommunicator I.
- \$250 at the completion of all police radio training.
- \$250 at the completion of Fire/EMS radio training, promotion to Telecommunicator II

#### 5.4 Adjourn Salary Board.

### ***Reconvene Commissioners' Public Meeting***

## **6.0 PERSONNEL ACTIONS**

6.1 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).

## **7.0 ACTION ITEMS**

7.1 Erick Fortin – Vote to approve the Grant Application for the PA Commission on Crime & Delinquency Intermediate Punishment Treatment Program with the PA Commission on Crime and Delinquency in the amount of \$380,000.00

7.2 Mya Toon – Vote to approve the Amendment to the Agreement with Pharmchem Inc. (2025 approved budgeted item).

7.3 Mya Toon – Vote to approve the MOU with Lycoming Clinton MH-ID.

- 7.4 Mya Toon – Vote to approve the Amendment to the Agreement with Restorative Behavioral Health. (2025 approved budgeted item).
- 7.5 Mya Toon – Vote to approve the Patrick Leahy Bullet Proof Vest Partnership Grant Application with the Department of Justice in the amount of \$25,000.00
- 7.6 Mya Toon – Vote to approve the Amendment to the Agreement with DSC Solutions. (2025 approved budgeted item)
- 7.7 Gary Staggett– Vote to approve the Amendment to the Agreement with ALS Global. (2025 approved budgeted item)
- 7.8 Jenny Picciano – Vote to approve the following reappointments to the Lycoming County Planning Commission:
- Jason Bogle – effective Term 1/1/2026 through 12/31/2029
  - Denise Reise – effective term 1/1/2026 through 12/31/2029
- 7.9 Cameron Boyer– Vote to approve the Agreement with R & J Ertel, Inc in the amount of 5,963.75. (not a 2025 approved budgeted item, but funds are available).
- 7.10 Leslie Kilpatrick– Vote to approve the software renewal with Thomson Reuters in the amount of \$2,596.56 (2025 approved budgeted item, included in 2026 proposed budget)
- 7.11 Leslie Kilpatrick– Vote to approve the Civil Court software renewal with Telesoft in the amount of \$26,645.00. (2025 approved budgeted item, using Act 13 funds)
- 7.12 Leslie Kilpatrick– Vote to approve the Orphan’s Row software renewal with Telesoft in the amount of \$16,806.00. (2025 approved budgeted item, using Act 13 funds).
- 7.13 Leslie Kilpatrick– Vote to approve the Court Administration software renewal with Telesoft in the amount of \$14,762.00. (2025 approved budgeted item, using Act 13 funds).
- 7.14 Leslie Kilpatrick– Vote to approve the Sheriff software renewal with Telesoft in the amount of \$24,337.00. (2025 approved budgeted item, using Act 13 funds).
- 7.15 Leslie Kilpatrick – Vote to approve the Agreement with Vertiv in the amount of \$6,980.00. (2025 approved budgeted item).
- 7.16 Leslie Kilpatrick – Vote to approve the purchase from ePlus in the amount of \$15, 951.92. (2025 approved budgeted item).
- 7.17 Shannon Barnes - Vote to approve the following appointments/reappointments to the Conservation District Board:

- Brett Taylor - Appoint 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

7.18 Shannon Barnes – Vote to approve the following appointments/reappointments to the Agricultural Land Board:

- Dean Bussler – Reappoint – Effective dates 1/1/2026 – 12/31/2028
- Dan Dorman – Appoint – Effective dates 1/1/2026 – 12/31/2028

7.19 Shannon Barnes - Vote to approve the following appointments/reappointments to the Housing Authority Board:

- Ken Young – Reappoint - Effective Dates – 1/1/2026 – 12/31/2030
- Rick Armstead – Appoint – Effective dates – 1/1/2026 – 12/31/2030

## **8.0 COMMISSIONER COMMENT**

## **9.0 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.

## **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, December 18, 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:**

Adult Probation – Riley Riggle, Administrative Case Officer, 7, Full-Time, \$21.1536 per Hour, 75 Hours per Pay Period, Effective Date: December 7, 2025.

Military Affairs – Vaughn Ceccacci, Veterans Affairs Assistant, 6, Full-Time, \$19.5852 per Hour, 75 Hours per Pay Period, Anticipated Start Date: January 5, 2026.

Public Defender – Meredith Manchester, Assistant Public Defender, PD, Full-Time, \$62,315.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: January 5, 2026.

Public Defender – Cody Englehart, Paralegal, 7, Full-Time, \$18.951773 per Hour, 75 Hours per Pay Period, Effective Date: December 7, 2025.

Public Safety/ Communications Center – Jessica Ivankina, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Anticipated Start Date: December 29, 2025.