

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



COUNTY OF LYCOMING  
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Williamsport Pennsylvania 17701  
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CHRISTOPHER H. KENYON  
*Solicitor*

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, DECEMBER 18, 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 Citation of Recognition – Sheriff Mark Lusk Retirement

**2.0 BID OPENING**

- 2.1 Nicki Gottschall - Open the following bid:
  - Consulting Services for Comprehensive Recreation, Parks, Open Space and Greenway Plan

**3.0 REPORTS**

- 3.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 12/31/25 to be paid on 12/17/25 in the amount of \$2,654,444.95.

**4.0 INFORMATION ITEMS**

- 4.1 Michael Hagen – Elected Officials Personnel Actions:

*Clerk of Courts* – Stephanie Snyder, Criminal Processing Clerk, 5, Full-Time, \$22.398792 per Hour, 75 Hours per Pay Period, Effective Date: December 21, 2025.

*Courts* – Paula Singer, Court Reporter, 9, Part-Time, \$28.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: January 5, 2026.

*Courts* – Roni Kreischer, Court Reporter, 9, Part-Time, \$28.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: January 5, 2026.

*Courts* – Laurel Fox, Law Clerk, 12, Part-Time, \$36.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: January 5, 2026.

*Sheriff* – Keely Mahosky, Chief Deputy Sheriff, 10, Full-Time, 73,511.75 per Year, 80 hours per Pay Period, Effective Date: January 4, 2026.



***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 11, 2025 meeting.
- 5.3 Vote to approve the following Salary Board Actions:
  - Courts:
    - Remove FT Law Clerk position from the TDA.
    - Add Temporary PT Law Clerk position to the TDA (reevaluate in 2 years).
    - Remove FT Court Reporter position from the TDA.
    - Add 2 Temporary PT Court Reporter positions to the TDA (reevaluate in 2 years).
  - DPS:
    - Telecommunicator New Pay Scale will go into effect on 1/4/2026, as that is the beginning of a pay period.
- 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 Mya Toon– Vote to approve the following Resolutions:
  - Resolution 2025-25: 2026 Lycoming County Budget
  - Resolution 2025-26: Lycoming County 3-Year Capital Plan
  - Resolution 2025-27: Lycoming County Real Estate Tax Rate
  - Resolution 2025-28: Lycoming County Predetermined Ratio for Real Estate Tax Assessment
  - Resolution 2025-29 2026 Table of Distribution & Authorizations
- 7.2 Mya Toon – Vote to ratify the Resolution 2025-30 Tax Anticipation & Revenue Note, Series 2026.
- 7.3 Mya Toon – Vote to approve the Agreement with Kenneth Davis. (2025 approved budgeted item).
- 7.4 Mya Toon – Vote to approve the Agreement with Akaga Campbell. (2025 approved budgeted item).



- 7.5 Mya Toon – Vote to approve the APO Grant-in- Aid Application with the PA Commission on Crime & Delinquency.
- 7.6 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #4 with West Branch Regional Authority. (2025 approved budgeted item ARPA funds)
- 7.7 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #2 with Lycoming County Water & Sewer Authority. (2025 approved budgeted item ARPA funds)
- 7.8 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with Montoursville Borough. (2025 approved budgeted item ARPA funds)
- 7.9 Kristen McLaughlin – Vote to approve the Interagency Agreement Amendment #1 with Lycoming County Department of Public Services. (2025 approved budgeted item ARPA funds)
- 7.10 Larissa Hassinger – Vote to approve Professional and Administrative Services Agreement Amendment #1 with SEDA-COG for CDBG FFY24 services in the amount of \$113,100.00. (2025 approved budgeted item - CDBG FFY ‘24 funds)
- 7.11 Larissa Hassinger – Vote to approve Professional and Administrative Services Agreement Amendment #1 with SEDA-COG for CDBG FFY23 services in the amount of \$107,200.00. (2025 approved budgeted item - CDBG FFY ‘23 funds)
- 7.12 Stacey Folk- Vote to approve the Agreement with Keystone Communications, LLC in the amount of \$20,301.84. (2025 approved budgeted item).
- 7.13 Emily Mrochko– Vote to approve the Liquid Fuels Grant Award for Old Lycoming Township South Cottage Avenue project in the amount of \$125,221.00. (2025 approved budgeted item).
- 7.14 Emily Mrochko– Vote to approve the Second Amendment to the Agreement with Stahl Sheaffer Engineering in the amount of \$100,000.00. (2025 approved budgeted item)
- 7.15 Jenny Picciano- Vote to approve the following reappointments to the Lycoming County Zoning Board:
- William J. Klein – effective term 1/1/2026 through 12/31/2030
  - Stephan Brady – effective term 1/1/2026 through 12/31/2030
- 7.16 Shannon Barnes– Vote to approve the following reappointment to the Industrial Development Authority:
- Jeffrey Bower – effective term 1/1/2026 through 12/31/2030



7.17 Shannon Barnes - Vote to approve the following appointments/reappointments to the Lycoming County Water & Sewer Authority:

- Mike Philbin – Reappointment - effective term 1/1/2026 through 12/31/2030
- William Henry – Reappointment - effective term 1/1/2026 through 12/31/2030
- Donald Konkle -Reappointment - effective term 1/1/2026 through 12/31/2030
- Nicholas Ring – Appointment - - effective term 1/1/2026 through 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, January 8<sup>th</sup>, 2026 at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701. There will be no Public meeting on December 25<sup>th</sup> or January 1<sup>st</sup>.



## **ATTACHMENT (A)**

### **PERSONNEL ACTIONS:**

Prison – Quentin Ferguson, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 22, 2025.

Public Safety/ Communications Center – Tyler Fetterman, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Clinton Frackman, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Adam Malek, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Brenton Pfleegor, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Megan Strassner, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Igasha Brown, Telecommunicator II, 9, Full-Time, \$23.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Brittany Mitchell, Telecommunicator Trainee, 7, Full-Time, \$20.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.

Public Safety/ Communications Center – Aminah Woodruff, Telecommunicator Trainee, 7, Full-Time, \$20.00 per Hour, 75 Hours per Pay Period, Effective Date: January 4, 2026.