



LYCOMING COUNTY DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

ANNUAL REPORT 2023

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Williamsport, PA 17701
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Lycoming County Commissioners

Scott L. Metzger, Chairman
Tony R. Mussare, Vice-Chairman
Richard Mirabito, Secretary

Planning Commission Members

Brett Taylor, Chairman
Jason Bogle, Vice-Chairman
Chase Kelch, Secretary
Larry Allison, Jr.*
Brett Bowes
Howard Fry, III*
Beth Miller
Joe Reighard
Denise Reis
J. Michael Wiley, Solicitor



*Howard Fry, III concluded his service to the Lycoming County Planning Commission in December 2023 and is moving on to serve on Lycoming County Zoning Hearing Board.

*The second term for Larry Allison, Jr expired in December of 2023, but he will continue to serve until a replacement is found.

The Planning Department thanks you for your time, dedication and expertise in serving the public of Lycoming County.

The Lycoming County Planning Commission meetings are held on the third Thursday of each month at 33 West Third Street, Williamsport, PA 17701 (6th floor board room) @ 6PM, in person or virtual. The **ZOOM LINK** can be found on the County website: <https://www.lyco.org/Departments/Planning-and-Community-Development/Planning-Commission>



MESSAGE FROM THE EXECUTIVE DIRECTOR

Shannon L. Rossman, AICP

The Lycoming County Planning Commission and Planning & Community Development Department (PCD) saw a very busy 2023. In the previous three years staffing levels fluctuated causing delays, however with a full staff significant progress on many projects and programs occurred over the year.

During 2023 the PCD staff continued to work with the Lycoming County Commissioners with allocation of the American Rescue Plan Act (ARPA) funds to help offset effects felt from the pandemic. These funds are required to be committed by December 31, 2024 and expended by December 31, 2026. The County allocation received was \$22 M. The Commissioners targeted specific projects to receive funds that would have a generational impact.

The County's Bridge Bundling Program, which included 14 bridge replacements, was completed in 2023. Final paving for the last bridge on Gap Road will occur in the Spring of 2024. The transportation staff will wrap up this very successful program with a survey to all participants. Staff continues to look at transportation issues along our major corridors and is awaiting the County's bridge inspection engineer to provide a Bridge Asset Management Plan for all the local bridges to use for future program identification.

A Draft Five County Solid Waste Management Plan Update was submitted to PADEP, all municipalities with the region and put out for a 90-day public comment. PCD is waiting for PADEP input prior to making final revisions for adoption by the five counties, Columbia, Montour, Lycoming, Snyder and Union.

Other environmental projects/programs that staff are continuing work on include:

- Williamsport & South Williamsport Levee Improvements;
- Final Design of the Riverwalk Extension and acquisition of easements;
- Hazard Mitigation (Buyouts, Utility Elevations, Flood Mitigation Efforts ...);
- Implementation of the Countywide Action Plan for the Chesapeake Bay;
- Brownfield Grant/Loan Clean-up Program funded through EPA

The PCD staff also worked with the Williamsport/Lycoming Chamber of Commerce to provide information regarding the available remaining parcels at the Timber Run Industrial Park for future economic development. The County is excited with the interest shown for these parcels and hopes to see future development in the Park that will create additional jobs and help grow the County tax base. The availability of local jobs and the continued lack of housing options concerns the Commissioners, which led to the creation of the Housing Starts Initiative. The second project to receive grant funds, The Ridge at Mill Creek, broke ground in the final quarter of 2023. The County is working with two other developers and hopes to see additional housing starts in 2024.

The Planning Commission and PCD staff also made significant progress toward the updates to the Zoning and Subdivision & Land Development Ordinances with the help of consultants Urban Research & Development. The Ordinance updates are expected to be completed by the end of 2024.

PLANNING & COMMUNITY DEVELOPMENT STAFF LIST

Executive

Shannon L. Rossman, AICP, Director
John Lavelle, AICP, Deputy Director

Administrative Staff

Heather Lehman, Financial Administrative Supervisor
Christine Gartelman, Administrative Support - Clerk III
Sherrie Hook, Administrative Support - Clerk IV

Development Services

Mark Haas, Development Services Supervisor
David Hubbard, CFM, Zoning Administrator
Christopher Hodges, Subdivision/Land Development Administrator
Heather George, CZO, Zoning Officer

Planning

Jenny Picciano, AICP, Community Planning Development Supervisor
Alexa Bixel, Natural Resource Planner
Maleick Fleming, Community & Economic Development Planner
Kelsey Green, Hazard Reduction Planner

Transportation

Scott Williams, Transportation Supervisor
Austin Daily, Transportation Planner
Mark Murawski, Assistant Transportation Planner
Sal Vitko, CFM, Transportation Planner

GIS

Amy M. Fry, GIS Supervisor
Edward Feigles, GIS Analyst
Stacy Lewis, Land Records GIS Technician
Rich Murphy, Land Records Information Analyst
Dana Strunk, Land Records Database Coordinator

Interns - Nikki Clair, Southern New Hampshire University and Samuel Saxe, Bloomsburg University

2023 New Hire



*Please
Welcome*

**Alexa Bixel – Natural
Resource Planner**

In 2023, Alexa Bixel joined Lycoming County Planning and Community Development as a dedicated Natural Resource Planner. Prior to joining the Planning Staff, Alexa graduated from Lock Haven University in 2022 with a Bachelor of Science Degree in Environmental Biology with a special concentration in Ecology. With nearly a year of experience under her belt, Alexa previously served as a wildlife research intern at the Pennsylvania Game Commission, contributing to conservation efforts for endangered species in the Commonwealth. Currently, Alexa plays a pivotal role in coordinating the Countywide Action Plan (CAP), focusing on enhancing local water quality and providing valuable environmental insights for Lycoming County planning projects. Beyond her commitment to environmental initiatives, Alexa finds joy in outdoor recreation activities, particularly hiking, and cherishes moments spent with her dogs. Looking ahead, Alexa is enthusiastic about continuing her impactful work in natural resource planning, striving to serve county residents and contribute to the betterment of the community's environment.



Community Development

FFY 2023 Community Development Block Grant (CDBG) Program

In 2023, Lycoming County applied for **\$278,747** in CDBG funds from the Department of Housing and Urban Development (HUD) through the PA Department of Community and Economic Development (DCED) to address infrastructure, housing, and community or public services needs throughout the County. The following projects were selected for funding:

Lycoming County Water & Sewer Authority - State Route 44 Watermain Reconstruction – Continued funding for replacement of water main and meter pits along Route 44 in Limestone Township (\$207,862).

Asbury Foundation/Albright LIFE Lycoming - Capital building improvements to repair exterior walls (\$24,385).

The following projects were selected by the “On Behalf Of” Municipalities for CDBG FFY 2023 funds:

Municipality: Jersey Shore Borough (\$79,898)
Activity: Meadow Alley Road Reconstruction
Description: Full depth reconstruction of Meadow Alley.

Municipality: Montoursville Borough (\$86,002)
Activity: Montoursville Curb Cuts Phase V
Description: Improvements to curb cuts, handicap ramps and/or truncated domes throughout the Borough.

Municipality: South Williamsport Borough (\$100,330)
Activity: Slum/ Blight Removal
Description: Demolition of blighted structure.

Lycoming County Comprehensive Recreation, Parks, Open Space and Greenway Plan Update

In 2023, Lycoming County applied for and was awarded \$100,000 in Keystone Recreation, Park and Conservation Fund Grant Agreement with the Department of Conservation and Natural Resources to update the Lycoming County Comprehensive Recreation, Parks, Open Space and Greenway Plan. The plan will help identify and prioritize recreation projects and greenways throughout the county. Work will begin in 2024.

Community Development continued

Natural Resource Planning

Lycoming County Countywide Action Plan

“Providing county-based solutions and actions to reducing pollution by engaging local stakeholders to make a difference in water quality”

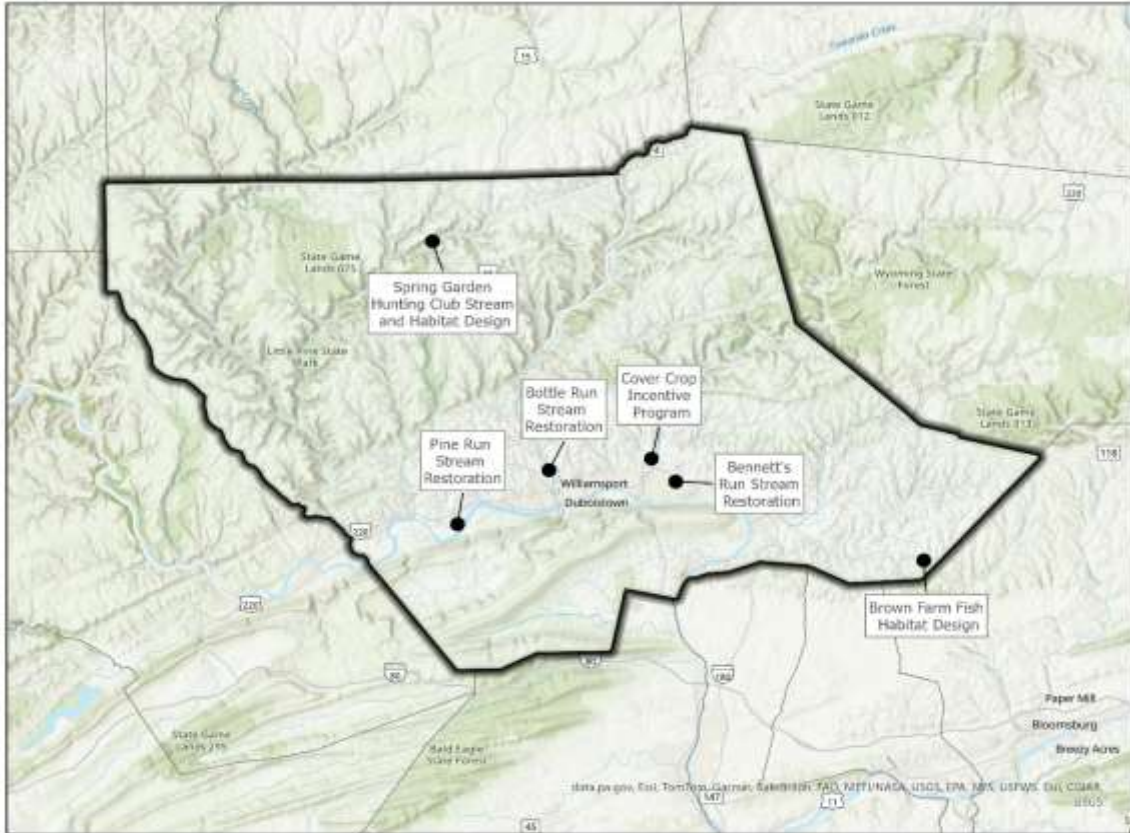
Of the forty-three Pennsylvania counties, Lycoming County is just one that has waterways that drain into the Potomac or Susquehanna Rivers, which run into the Chesapeake Bay. As an integral part of the Chesapeake Bay Watershed, the County makes a substantial contribution to the Bay's general well-being.

In order to provide a framework for the County and its partners to accomplish particular clean water goals for the Chesapeake Bay, Lycoming County created a Countywide Action Plan (CAP) in 2020. The drafting of the CAP was in response to The Phase III Watershed Implementation Plan (WIP), which was submitted by the Pennsylvania Department of Environmental Protection in 2019. The WIP lays out concrete nutrient reduction targets based on locally driven initiatives to lessen water pollution, improve quality of life, address flooding concerns, and get credit for previously applied best management practices.

In 2023, Countywide Action Plan funding proved to be quite beneficial in Lycoming County. The completion of five stream restoration and fish habitat projects, coupled with the implementation of a cover crop incentive program (managed by the Lycoming County Conservation District) totaling nearly \$500,000.000 of CAP dollars marks a significant triumph in Lycoming County's pursuit of clean water goals. These projects were:

- Bennett's Run Stream Restoration
- Bottle Run Stream Restoration
- Brown Farm Fish Habitat Design
- Spring Garden Hunting Club Stream and Habitat Restoration
- Pine Run Stream Restoration
- Cover Crop Incentive Program



Community Development continued

(Map of Completed 22-23 CAP Projects in Lycoming County)

Even though the Countywide Action Plan funding has had remarkable results in 2023, more needs to be done. According to modeling data used by the Department of Environmental Protection, their recommendation is that nutrient pollution in Lycoming County could be reduced by 1.255 M pounds of nitrogen and 76 K pounds of phosphorus. This suggestion is provided by the Department of Environmental Protection as guidance rather than a formal mandate. Lycoming County has been working to reduce the amount of phosphorus entering surrounding rivers since 1985. The Countywide Action Plan planning process aims to completely remove the reductions in nitrogen and phosphorus that are necessary by 2025.

The current state of Lycoming County's waterways indicates that the County has higher than average levels of sediment, phosphorus, and nitrogen. However, Lycoming County's water quality is currently shifting over time:

- Approximately 8% of Lycoming County's 2,247 miles of streams are degraded, meaning they do not meet water quality standards.
- Samples of groundwater were collected throughout the County of Lycoming. A small number of groundwater nitrate samples measured higher than the 10 mg/L EPA safe drinking threshold.
- While many streams in Lycoming County are designated as impaired, very few of those streams have unique Total Maximum Daily Loads Allocations (TMDL).

Community Development continue

For 2024, the Lycoming County Countywide Action Plan was awarded a little over \$100,000.00 from the Shapiro Administration to continue working towards our clean water goals in 2024. This significant grant will pave the way for the new projects:

- Spring Garden Hunting Club Stream and Habitat Restoration Phase II
- Lycoming Creek Sportsman's Fish Habitat Project Enchantment
- Lycoming County Conservation District Cover Crop Incentive Program

These new projects, which seek to enhance water quality and rebuild aquatic habitats, demonstrate a community committed to environmental stewardship. Initiatives to restore streams not only improve the condition of streams but also provide fish and other aquatic life with better habitats. Additionally, the Lycoming County Conservation District-partnered cover crop incentive program shows a proactive approach to reducing nutrient runoff from agricultural lands and protecting the area's water resources. These coordinated efforts represent admirable turning points in maintaining the natural equilibrium of the streams in Lycoming County and making a beneficial impact on the Chesapeake Bay Watershed.



Community Development continued

Wayfinding

In 2023, The Greater Williamsport Area Trail System (GWTS) Wayfinding Project began developing the interconnected system of multimodal trails, contained within Montoursville Borough, Loyalsock Township, South Williamsport Borough, and the City of Williamsport. Lycoming County Planning and Community Development (PCD), Susquehanna Greenway Partnership (SGP), and MERJE gathered public feedback from trail users, local businesses and organizations while taking inventory of current wayfinding and mapping of the trail system.

Determining priorities along trail routes and understanding local vicinity zones, MERJE created a series of design options to be discussed. In early Spring of 2023, the first outreach survey was administered to gather feedback on current trail network. The results gathered from over 730 respondents (81% locally residing) identified priority features to be of focus in wayfinding development. Public outreach results specify priorities as locating next access points, identify connecting trails and navigating to parks from trail system. Utilizing the information gathered PCD, SGP and MERJE developed mapping identifiers for trail system components, recognizing the regional trail system, primary trail (Susquehanna River Walk), connectors and extension trails. Naming convention for the GWTS had several concepts related to the Lycoming County heritage and community. The Greater Williamsport Area Trail System has been renamed “Long Reach Trail System”. A name that ties regional cultural significance and the lumber heritage of the past with recognition of the vast trail system. The Long Reach is defined by the long stretch of water west of Williamsport. As wayfinding and signage continues to be refined, a second public outreach survey will occur in Spring of 2024.

Design Considerations



Credit: The Greater Williamsport Trail – Wayfinding Analysis (MERJE)

Community Development continued

PHARE

In 2023, Pennsylvania Housing Finance Authority (PHFA) awarded Lycoming County \$1,000,000 in Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Funds. This annual award is funded through oil and gas Activities occurring in the County, and go to projects that address local housing needs. PHARE projects have had a history of success in the County, with this year's award being distributed among:

- STEP – *Urgent Need*
- Habitat for Humanity – *Memorial Homes Scott Street, Home Preservation Program*
- YWCA – *Liberty House*
- ARW – *Rental Assistance*
- TLC – *Master Leasing Program*
- STEP – *Homes-in-Need*
- STEP – *Supportive Housing Program*
- Lycoming-Clinton Joinder Board – *Housing Program*
- Asbury Foundation – *Albright LIFE Rental Assistance*

STEP has been a long-standing partner of Lycoming County in addressing housing issues. Their accomplishments in utilizing PHARE funds in 2023 encompass responsive housing rehabilitation with Urgent Need, longer-term renovations with Home-In-Need, and holistic housing support for at risk individuals with the Supportive Housing Program. These funds come at a time of dire need for the services STEP provides, with Homes-In-Need alone seeing a waiting list of over 500 households.



The YWCA and Transitional Living Centers received PHARE funds to continue support of their respective Liberty House and Master Leasing programs, both of which provide supportive services to individuals at risk of homelessness.

Community Development continued

Transitional Living Center operates the Lycoming County- wide Master Leasing Program. The Program provides financial assistance and housing related services for individuals exiting institutions or facing homelessness by securing housing through agency-held housing leases. The Master Leasing Program will transition to operate within STEP Inc. programming by the end of 2024.



The American Rescue Worker's Rental Assistance program provides immediate rental assistance to families facing eviction. The 2023 round of PHARE funds provided emergency assistance to 125 households in total.

Habitat for Humanity continues to use PHARE funding to complete new housing projects as part of their mission to provide affordable homeownership to lower income families through their sweat equity model.



Lycoming-Clinton Joinder Board

The Lycoming-Clinton Joinder Board provides an Interim Housing program and assistance for individuals seeking short-term emergency housing. Community services are provided to establish permanent housing or improved living situation after Interim Housing program.

Asbury foundation's Albright LIFE Rental Assistance Program is a comprehensive, all-inclusive care for seniors 55+. PHARE funding allows seniors to be served and remain living in the community in proximity to their families through the support of rental assistance.



Community Development continued

American Rescue Plan Act Update

Through the American Rescue Plan Act (ARPA), which was signed into law in March 2021, the County of Lycoming received \$22 million to support COVID-19 response efforts, replace lost revenue, support economic stabilization for households and businesses, and address systemic public health and economic challenges. These funds must be obligated for a specific project by the end of 2024 and expended by the end of 2026. Funding that is either not obligated or spent must be returned to the Federal Treasury.

In an effort to assess Lycoming County's community "need" the Board of Commissioners provided an opportunity for entities within the County to submit a pre-application request for funding and then held multiple focus group listening sessions with various sectors of the community including representatives from:

- Municipalities
- Residential developer and realtor trades groups
- Public utility providers – most notably water and sewer providers
- The agricultural community
- The early childhood education community

These outreach efforts occurred from November, 2021 to March, 2022. As a result of these outreach efforts the County received 119 outside requests for funding totaling \$54,601,060. Additionally, County Departments also submitted 55 requests totaling \$24,589,12. In deciding how to distribute funds the County Commissioners broke the budget down into the following line items:

	Suggested Category	Proposed Budget (M)	Total Requested (Rounded M)
County Revenue Loss	County Projects (Public Safety Included)	\$4.00 M	\$25.00 M
	Levee	\$4.00 M	\$4.00 M
	Construction - Economic Development	\$1.00 M	\$1.60 M
	Agriculture	\$1.00 M	\$0.20 M
Admin	SEDA COG Contract	\$0.40 M	NA
SEDA-COG Administered Grant Funds	Workforce Development	\$0.60 M	\$0.05 M
	Public Works (W&S / Stormwater)	\$5.00 M	\$23.00 M
	Education	\$1.10 M	\$1.50 M
	Private / Public Revenue Loss	\$1.00 M	\$1.00 M
	Recreation	\$0.90 M	\$0.25 M
	Public Health Response	\$2.00 M	\$2.00 M
	Broadband Development	\$1.00 M	\$6.58 M
	Total	\$22.00 M	\$65.18 M

Community Development continued

After analyzing the first draft of the interim final rule which spells out how one can administer these funds in April of 2022, we then began the process of reviewing the proposed projects for grant eligibility. Acknowledging that this effort is quite an undertaking, the Commissioners decided to expand the ARPA team by entering into a contract with SEDA Council of Government (COG) for grant management and reporting services. SEDA COG's representatives have worked directly with PCD and Purchasing personnel to complete intake, scoping, and contract preparation services for numerous grant awards. In addition, they will also monitor the projects and ensure that all procurement efforts are performed in accordance to ARPA grant guidance. SEDA COG has been an invaluable member of our project delivery team. The release of the ARPA final rule grant guidance and the subsequent expansions, revisions, and clarifications have forced the County to constantly revise our initial budgeted line items in an effort to fully expend the funds within the prescribed timeframe.

The following is a description of the intended use for each line item:

County Projects: Funding expended in this line item is intended to support projects deemed critical by the Commissioners. In addition, we are giving financial support to our public safety organizations in their efforts to modernize their communication infrastructure.

- Original Budget: \$4,000,000
- Revised Budget: \$3,618,160.60
 - Pictometry Software Purchase
 - E-force Regional Police Software Purchase
 - Half of the Mall Loan to Famvest Partners LLC – to be repaid and reinvested in other County projects
 - Jersey Shore Area Volunteer Fire Co Radio Upgrade

Levee Recertification: Funding in this category will be put towards levee recertification efforts including consultant fees, construction projects and as matching funds for grants.

- Budget: \$4,000,000
 - Half of the Mall Loan to Famvest Partners LLC – to be repaid and reinvested in future levee certification projects
 - Consultant and Engineer fees that support the levee recertification initiative

Construction-Economic Development: A specific program has not yet been developed for this category, but our goal is to create a competitive grant program for small businesses who wish to expand their current operation.

- Original Budget: \$1,000,000
- Revised Budget: \$1,600,000

Community Development continued

- Mountain bike skills park to be located at Shaw Park
- Wayfinding plan implementation
- East Lycoming YMCA expansion project
- Williamsport/Lycoming Chamber Ballfield Project

Agriculture: This category will be utilized to fund projects to support the agricultural community within Lycoming County and the Lycoming County Conservation District.

- Original Budget: \$1,000,000
- Revised Budget: \$705,968
 - Conservation District Pavilion & Sensory Garden Pathway
 - NRCS Livestock Feeding Structure
 - County Farm barn restoration project

Workforce Development: Projects that bolster the development of an adequate workforce to meet employment needs within the County of Lycoming will be considered as part of this category.

- Original Budget: \$600,000
- Revised Budget: \$200,000
 - Habitat for Humanity home construction projects
 - One of these projects will be completed in partnership with Penn College to provide students with hands on construction experience

Public Works: Grant awards were issued to eligible water and sewer entities/authorities for projects that generated the largest possible positive impact to their customers, supported the well-being of the system, supported economic growth and development potential, and supported safe drinking water / clean water initiatives.

- Original Budget: \$5,000,000
- Revised Budget: \$7,229,846
 - 21 sewer and water projects have been funded across the County

Early Childhood Education: Projects that support early childhood education and childcare will be considered as part of this category.

- Budget: \$1,100,000
 - STEP, Inc. three-part early childhood program:
 - Child Care Employee Apprentice Program
 - Develop & Implement Staff Substitute Pool Program for Providers
 - Develop Interactive ELRC Region 7 Early Care Support Website
 - Other projects are currently under development

Public / Private Revenue Loss: This category is intended to help businesses and organizations recover from the economic impacts of the pandemic. For private businesses, gross receipts from 2019, 2020, & 2021 are compared and those

Community Development continued

businesses that applied and showed that they did not fully recover by the end of 2021 are eligible for a grant award of up to \$50,000.

- Original Budget: \$1,000,000
- Revised Budget: \$685,213
 - Processed 8 grant awards to private businesses and 6 non-profits

Recreation: As a result of outdoor activities increasing because of the pandemic, many communities recreational assets were used quite heavily. The Department of Treasury has made enhancements and maintenance activities to outdoor recreational assets eligible as a result.

- Original Budget: \$900,000
- Revised Budget: \$939,940
 - Due to the complexity of utilizing these federal funds for construction projects, it was decided to repurpose these funds to purchase digital radios for the County and one base radio for the 21 eligible volunteer stations and a radio for each piece of apparatus, not counting small ATV/UTVs and boats.

Public Health Response: Projects that will be considered in this category will fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.

- Original Budget: \$2,000,000
- Revised Budget: \$1,000,000
 - Valley View Nursing Home HVAC modernization
 - YWCA infrastructure upgrade which is a phase of their HVAC modernization project
 - American Rescue Workers utility upgrades

Broadband Development: The Commissioners have budgeted funds that will help local internet service providers expand broadband infrastructure within Lycoming County. Projects must provide for a minimum of 100 Mbps download speed and 20 Mbps upload speed through a wireline connection, and participate or provide an affordability program for low-income customers.

- Original Budget: \$1,000,000
- Revised Budget: \$375,000
 - River Valley Internet Huntersville fiber expansion project
 - Lycoming County broadband expansion and implementation plan

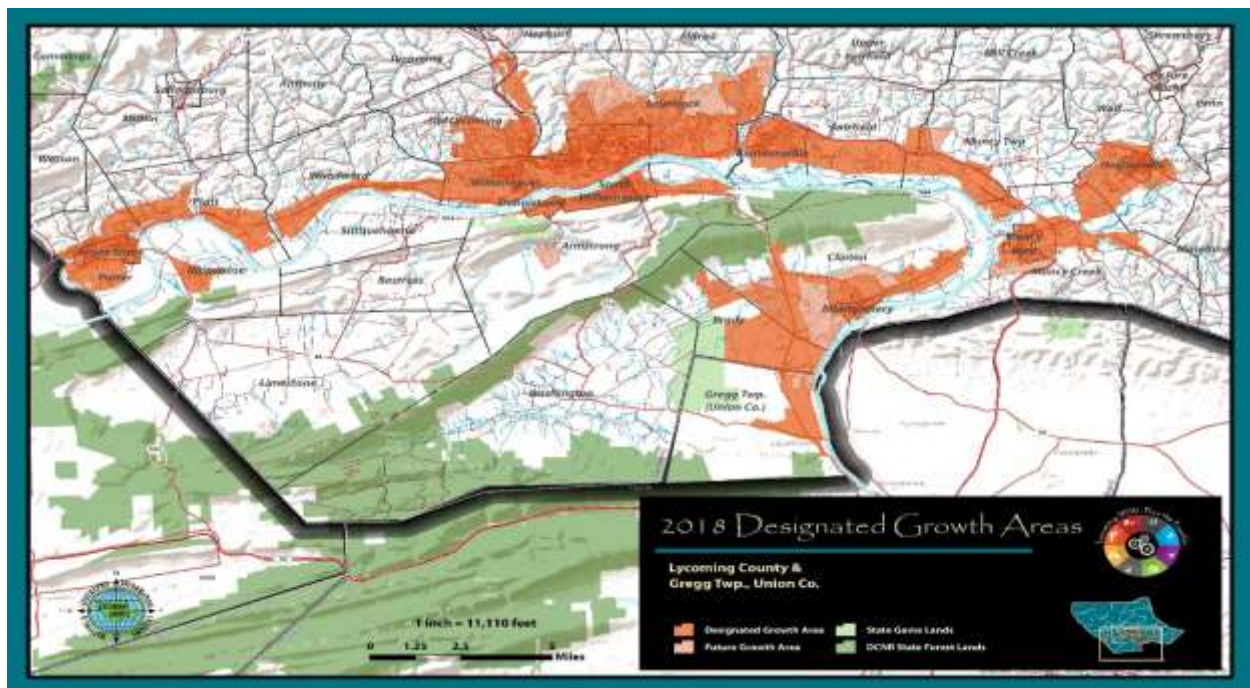
Expended Funds: Please visit www.lyco.org/ARPA to find the latest information on the County's progress. This page will be updated as the County progresses through grant review, project development, and award phases. Line item amounts may be modified as the County's APRA team attempts to find the highest and best use for these funds.

Community Development continued

Housing Starts Initiative

The Lycoming County Board of Commissioners tasked the Planning and Community Development Department (PCD) with creating a grant program to help address the ongoing market rate housing supply issues being experienced nationally and felt locally within our region. Recent housing market analysis findings and stakeholder feedback site a need for an increase in modernized housing stock to better diversify our current real estate market. This program is intended to complement already established housing efforts that currently offer programs for income-based housing rehabilitation, affordable housing, and senior housing; as well as to spur an increase in development and help reduce the impact of inflation on new home prices.

The Housing Starts Grant Initiative offers a financial incentive to cover the cost of required improvements; connections to public water/sewer facilities, infrastructure improvements, or demolition in order to spur growth in our market rate-housing sector. All proposals must be within the County's Designated Growth or Future Areas and propose a minimum of ten buildable lots or units or a minimum of three infill units of constructed housing within established communities. Compelling proposals receive grant assistance to cover cost of eligible items up to \$500,000. If applicable, grantees may receive additional funding up to \$500,000 for eligible costs once reaching an incentive threshold for performance measures set by the Commissioners.



Map: 2018 Comprehensive Plan – Lycoming County Designated Growth Areas

Community Development continued

In order to facilitate this process, the PCD developed an application process to receive formal requests from interested parties. PCD staff will perform the grant intake and initial review of all project submissions on a rolling deadline. Applicants will then be invited to an interview with the Commissioners prior to any funding decisions being made. Grant awards will be issued to proposals that the Commissioners deem eligible and viable on a first come first serve basis until the budgeted funds are allocated. The County anticipates a total budget of \$4,000,000. The Commissioners will decide renew the availability of this program on an annual basis going forward.

In 2023, the County received three grant applications. One grant award was issued to The Ridge at Mill Creek for \$1,000,000 to fund construction of sewer and water infrastructure in the 57-lot development located in Loyalsock Township. The allotment of funds is phased. The first phase will receive \$500,000 with incentives for the developer for an additional \$500,000 upon reaching 52 of 57 sales agreements in the development. The two other grant applications that were submitted in 2023 will be under consideration for funding in 2024.



Image: The Ridge at Mill Creek development site sign (top), Stormwater basin grading (bottom)

Community Development continued

Hazard Mitigation Planning

Buyouts

In 2023, PCD staff completed the final site restoration of six acquired properties through Hazard Mitigation Grant Program (HMGP) funding. Four additional properties were acquired in Muncy Borough, Loyalsock and Old Lycoming Townships. These sites were demolished and sites restored to natural floodplain.

PCD staff is currently utilizing CDBG-DR funds to acquire and demolish four homes in 2024, in Old Lycoming Township.



Utility Elevation

The second utility elevation property was completed in 2023, this completed the homes in the original program. The County has hired an engineer and PCD staff will work with them in the new year to identify homes that are eligible for utility elevation. Completing this project in batches of three or more should inspire more competitive bidding of the construction.



The Greater Muncy Area USACE Study

This past year, the County, Muncy borough, and USACE entered into an agreement regarding funding of the final phase of the USACE study with the County Commissioners, Muncy Borough, and Journey Bank (formerly Muncy Bank & Trust). The goal of this final phase of the study will be to provide options to the community to address both their riverine and stormwater flooding.

In the new year, a kickoff meeting will occur with USACE and all stakeholders. We expect the study to be complete in Fall of 2025.

Community Development continued

Susquehanna River Walk Extension

Design and engineering work continued in 2023 for the River Walk Extension.

The Susquehanna River Walk Extension is a planned, 4-mile, 10-ft wide, paved multi-purpose trail between the River Walk at Maynard Street and the 20-acre riverfront Susquehanna State Park.

The River Walk Extension is identified as one of PA's top 10 trail gaps in DCNR's State Outdoor Recreation Plan and is part of a regional effort to complete the Genesee- Susquehanna Greenway Trail, a 400-mile trail from Lake Ontario, NY to Chesapeake Bay, MD.



The River Walk Extension has also been designated as a Brownfields to Playfields Pilot Project by the Pennsylvania Departments of Conservation and Natural Resources (DCNR), Environmental Protection (DEP), and Community and Economic Development (DCED) because it repurposes brownfield sites for recreation.

Levee Update

The Greater Williamsport Area Levee Project, which consists of the Williamsport North West, Williamsport North East and South Williamsport Levees, saw continued efforts to work with the United States Army Corps of Engineers (USACE), FEMA, consultants and County, City and Borough staff towards re-certification. Coordination between all entities to move forward on the identified projects is key towards the re-certification.

The levee projects currently under design are:

- Williamsport Relief Wells that are in identified seepage areas;
- South Williamsport Relief Wells that are in identified seepage areas;
- Williamsport's Memorial Avenue I-Wall improvements;
- Williamsport NE & NW Cross Pipes;
- Williamsport NW Cross Pipes;
- South Williamsport Cross Pipes;
- Williamsport Pump Stations

Once the design is finished and approved by USACE then the projects will be put out for bid. The USACE is continuing to work on the Semi-Quantitative Risk Assessment of the Williamsport NE & NW Levee system, which in turn will impact the design parameters of the Williamsport Levee projects. This Assessment is key to making sure that all improvements to the Levees are designed to meet the risks identified.

The County, City and Borough continue to seek funding opportunities for these projects. Currently there are four successful grants for Levee projects:

- \$5.6 M Federal Economic Development Agency
- \$1.75 M PA State RACP
- \$8 M Federal Earmark through Congressman Keller and Senator Casey
- \$500,000 PA State H2O Hazard Mitigation

Five County Solid Waste Plan Update

PCD staff prepared the Draft Solid Waste Plan Update for the Region that includes Columbia, Montour, Lycoming, Snyder and Union Counties. This regional Solid Waste Plan is required by Pennsylvania Act 101 to be updated every 10 years. Act 101 requires that counties prove that they have at least 10 years of disposal capacity for their solid waste and for counties to report on their progress in recycling of materials.

The Draft Plan was sent to PADEP for review, the municipalities in the region and put out for a 90-day public comment period. The Counties will adopt the Draft Plan once any PADEP required revisions are made.

Transportation Planning

Achievements WATS MPO Programs and Studies

WATS MPO 2024-2025 Unified Planning Work Program

In 2023 MPO staff completed the draft of the [WATS MPO 2024 – 2025 Unified Planning Work Program \(UPWP\)](#). The UPWP describes the transportation-related work activities that WATS MPO and River Valley Transit Authority (RVTA) will perform within Lycoming County in State Fiscal Years 2024-2025. In Pennsylvania UPWPs are typically developed as 2-year programs. However, the 2024-2025 WATS UPWP was developed as a 1-year program to get “off cycle” with the Transportation Improvement Program (TIP) development and update.

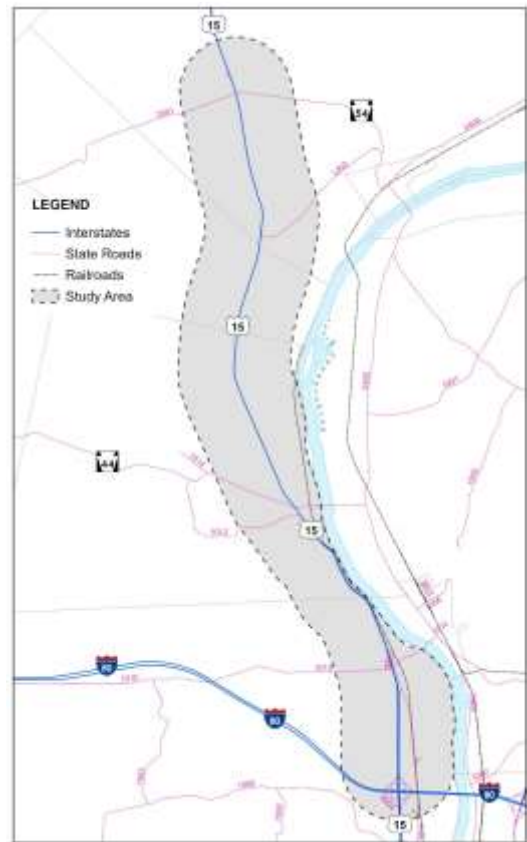
The 2024-2025 WATS UPWP was released for public comment in December 2023/January 2024, and was approved by the WATS MPO Technical and Coordinating Committees at their January and February 2024 meetings. The 2024-2025 WATS UPWP will go into effect beginning July 1, 2024.

Central Susquehanna Valley Transportation (CSVT) Impact Study Implementation Task Force (CSVT Implementation Task Force budget \$150,000)

Beginning in July 2022, the WATS MPO reactivated the CSVT Impact Study steering committee as the CSVT Impact Study Implementation Task Force. PennDOT awarded WATS MPO \$150,000.00 in PennDOT Connects funding, programmed as Task 5-B on the 2022-2024 Unified Planning Work Program (UPWP) to begin the process of implementing the CSVT Impact Study recommendations.

The MPO retained Michael Baker International as the consulting engineer. The Task Force management team remained WATS MPO staff, Lycoming County Planning & Community Development (PCD) staff, SEDA-COG MPO staff, PennDOT and the Michael Baker, Int'l.

In early 2023 the CSVT Implementation Task Force met to review the CSVT Impact Study recommendations. From these meetings, the Task Force focused on Land Use-7 recommendation and began the US 15 Corridor Study. The CSVT Implementation Task Force convened



Transportation Planning continued

the US 15 Corridor Study Task Force in May/June 2023. The corridor study focuses on a 10-mile segment of US 15 that traverses both the WATS and SEDA-COG MPO regions. The corridor study extends from the US 15 PA 54 intersection in Lycoming County down to the US 15/Interstate 80 interchange in Union County.

In July/September 2023, the US 15 Task Force conducted field views of nine (9) intersections throughout the corridor, began data collection (traffic counts, crash histories, etc.), and began to develop proposed corridor improvement strategies.

In October 2023 the US 15 Task Force held a public meeting at the Warrior Run Fire Hall in Allenwood, PA to gather feedback from area residents and business owners. Approximately thirty (30) individuals attended the meeting. Throughout November/December 2023 the US 15 Task Force and Michael Baker finalized data review, and began drafting study recommendations.

The Task Force will meet in January/February 2024 to finalize the study recommendations and create the US 15 Corridor Study report. The Task Force will hold a public officials briefing and a second public meeting in March 2024 to present the draft report and corridor study recommendations, with anticipated acceptance by the WATS MPO Committees at the April/May 2024 meetings.

Lycoming County Small Bridge Bundling Program (project budget \$6,892,000)

In April 2020, the Lycoming County Commissioners approved the application for a Pennsylvania Infrastructure Bank (PIB) loan for \$7 million. The County will utilize the Act 89 Fee for Local Use (\$5 fee) funds to repay the PIB loan over the next 10 years.

Following up on the successful completion of ten bridges in Bridge Bundles 2 & 3, the County set out to complete the final three bridges in 2023 via Bundle 4. This would mark the completion of the largest infrastructure project taken on by the PCD transportation staff and County. The three bridges repaired or replaced as part of Bundle 4 were located on Old Cement Road in Fairfield Township, Upper Bodines Road in Lewis Township, and Gap Road in Washington Township.



Transportation Planning continued

The bridge located in Fairfield Township was not completely replaced, but instead had its fascia beams replaced as the remaining portions of the bridge were found to still be in good condition. The fascia beam replacement entailed having to remove the bridge deck, removing the outermost beams, and then replacing them with new. The structure was then restored to its original state with a new deck, paving, and guiderail. Extra precautions were taken at this site as there were three above-ground utilities within the area of work.



The remaining two structures, located in Lewis Township and Washington Township, were replaced in full with traditional beam bridges. As part of these bridge replacements, particular attention was paid to the streams they crossed for differing reasons. In the case of Lewis Township, the prior bridge was undersized in comparison to the streams water channel which lead to the waterway becoming choked during high-water events. The new replacement bridge took this into account and now provides a much more passable water channel. In Washington Township, the design engineers and construction crew both were mindful in their work as the waterway beneath Gap Road is a designated Class A Wild Trout stream.



In August 2023, Lycoming County's Bridge Bundling program was the recipient of the County Commissioners Association of Pennsylvania Road & Bridge Safety Award. The statewide award recognizes the best transportation improvement projects based on safety, innovation, benefit, and cooperative efforts. Austin Daily (PCD), Connor Bassett (Bassett Engineering), and former Commissioners Rick Mirabito and

Transportation Planning continued

Tony Mussare were on hand to accept the award. A ribbon cutting ceremony was conducted in Lewis Township in November 2023 to celebrate the completion of the program. By the end of December 2023, all three bridges in Bundle 4 were installed and open to the public.

MPO staff are currently exploring options for future iterations of the program and will be utilizing feedback from the first four bundles plus the Asset Management Plan which is slated to be completed in 2024.

Lycoming County Small Bridge Inspection Program (project budget \$288,029.89, 3-year contract)

In January 2021, the Lycoming County Commissioners awarded Larson Design Group (LDG) the Small Bridge Inspection contract to inspect the one hundred and ten (110) locally owned small bridges with span lengths between 8 – 20 feet. In 2022, LDG continued the small bridge inspection program by inspecting the 2021 bridges as well as an additional seventy-two (72) locally owned bridges with span lengths between 8 – 20 feet. In 2023, LDG inspected the annual and 3-year cycle bridges in the program. In addition, LDG created the first draft of the Small Local Bridge Asset Management Plan which will be reviewed and finalized in early 2024.



PCD Staff Leadership Roles on State Transportation Committees

In 2023, Mark Murawski, PCD Assistant Transportation Planner, continued to be actively involved performing a leadership role representing the County on two significant state transportation committees as per his appointment by Governor Wolf. Mark was elected Vice Chair of the [Pennsylvania Transportation Advisory Committee, \(TAC\)](#) as well as the current Vice Chairman and Secretary of the Pennsylvania Aviation Advisory Committee, (AAC).

In April 2023, Mark, along with other TAC members, [provided testimony](#) to the PA Senate Transportation Committee on the ***State of PA Aviation*** and stressed the importance for the PA General Assembly to consider implementing the TAC study recommendations. Additionally, The PA Aviation Advisory Committee and the Aviation Council of PA worked cooperatively on issuing a policy paper in September 2023,

Transportation Planning continued

“Pennsylvania Takes Flight: A Framework for Comprehensive State Aviation Legislation” which consolidated all TAC study recommendations requiring PA General Assembly action to implement.

Further, it was announced that the State Aviation Conference will be held in Williamsport on October 7-9, 2024 sponsored by our Airport Authority.



In June 2023, Mark and the MPO staff coordinated with the PA State Transportation Commission (STC) staff to host the Lycoming County / State Transportation Commission

transportation tour during the STC Public Hearing. The STC was given a tour of the Williamsport airport and heard presentations from County elected officials,



representatives from the short rail system, and the Lycoming College and Pennsylvania College of Technology presidents regarding transportation needs and issues in Lycoming County. Members were provided transportation to and from the tour on River Valley Transit Authority (RVTA) and STEP, Inc. buses and vans. This provided the opportunity for STC members to hear from the fixed route and transit providers in Lycoming County.



Transportation Planning continued

WATS MPO Annual Report

The WATS MPO State Fiscal Year 2022-2023 Annual Report was approved by the WATS Technical Committee in August 2023 and the WATS Coordinating Committee in September 2023, and is available on the [WATS MPO Annual Report website](#). The report highlights the work and projects completed during the 2022-2023 fiscal year, breaking down the work activity by fiscal quarter. The Report also highlights the actual amount of work performed and the budgeted amount to show where MPO staff efforts are focused.

Also, useful to both the MPO Committees and the general public is the section in the Annual Report highlighting MPO Major Accomplishments during that fiscal year. In the 2022-2023 fiscal year the MPO continued the work on the 2023-2045 Long Range Transportation Improvement Program (LRTP) which was adopted at the December 5, 2023 WATS Coordinating Committee meeting.

Also, the PCD staff continued progress on the Lycoming County Bridge Bundling program. The final three (3) bridges located in Fairfield, Lewis, and Washington Townships were completed by Kevin Raker Construction, LLC. The final bridge Gap Rd. Washington Township was open to traffic in December 2023. In coordination with the Washington Twp. Board of Supervisors, Raker Construction will return to the bridge site in May 2024 to complete paving. The final three (3) bridges complete the seventeen (17) bridge small bridge bundling project. The PCD and MPO staffs will be reviewing the small bridge bundling program for best practices and “lessons learned,” and will continue to work with the County Commissioners and partner municipalities in future bridge maintenance and/or repair projects.

Transportation Initiatives for the Remainder of 2024 WATS MPO Programs and Studies

The WATS MPO staff will be working on a number of projects for the remainder of 2024. The WATS MPO will continue working on the 2025-2028 Transportation Improvement Program (TIP) with anticipated adoption in May 2024.

In 2024, WATS MPO will begin working on the 2026-2028 Unified Planning Work Program. This UPWP program cycle will return to the 2yr. program with anticipated adoption in spring 2025.

WATS MPO staff will continue implementing the 2023-2045 Long Range Transportation Plan: Connecting People and Places (adopted December 2023), and amending the LRTP as needed throughout 2024.

WATS MPO staff continued to work towards implementing recommendations in the [2022 PA Aviation Strategic Investment Plan](#) (adopted by the PA Transportation

Community Development continued

Advisory Committee, December 2022). In early 2024, Mark Murawski (Vice Chair State Transportation Advisory Committee), will be meeting with state officials in Harrisburg to discuss the Plan recommendations and potential future state aviation legislation.



Lycoming County Bridge Bundling Program

In 2024, the MPO staff will begin a review of the total bridge bundling program. MPO staff is currently working on a survey to capture best practices and opportunities for improvement from the program municipalities and partner agencies. Long term, the experiences and information from the bridge bundling program will be used to plan future bridge infrastructure maintenance and repair programs.

Lycoming County Small Bridge Inspection Program

In 2024, the MPO staff will continue to work with LDG and Lycoming County municipalities on the Small Bridge Inspection Program. LDG is scheduled to work on the Lycoming County Bridge Asset Management Plan (AMP) which will provide a comprehensive list of all locally owned, under 20 feet bridges, in the County. The AMP will provide the MPO and PCD with a list of bridge conditions, immediate/short-term/long-term repairs, and will allow the County to efficiently plan any future bridge maintenance/repair programs the County may pursue.



Other Transportation Related News - In January 2024

the Williamsport Airport Authority, state and local representatives, Lycoming County Commissioners, and the Williamsport-Lycoming Chamber of Commerce announced the return of air service to the Williamsport Regional Airport. Southern Airways Express announced that it will be flying from Williamsport Regional Airport beginning in the spring 2024. See [the WNEP-16 news report](#) for full details.

Municipal Services

Subdivision & Land Development

Municipalities under the Lycoming County Subdivision & Land Development Ordinance:

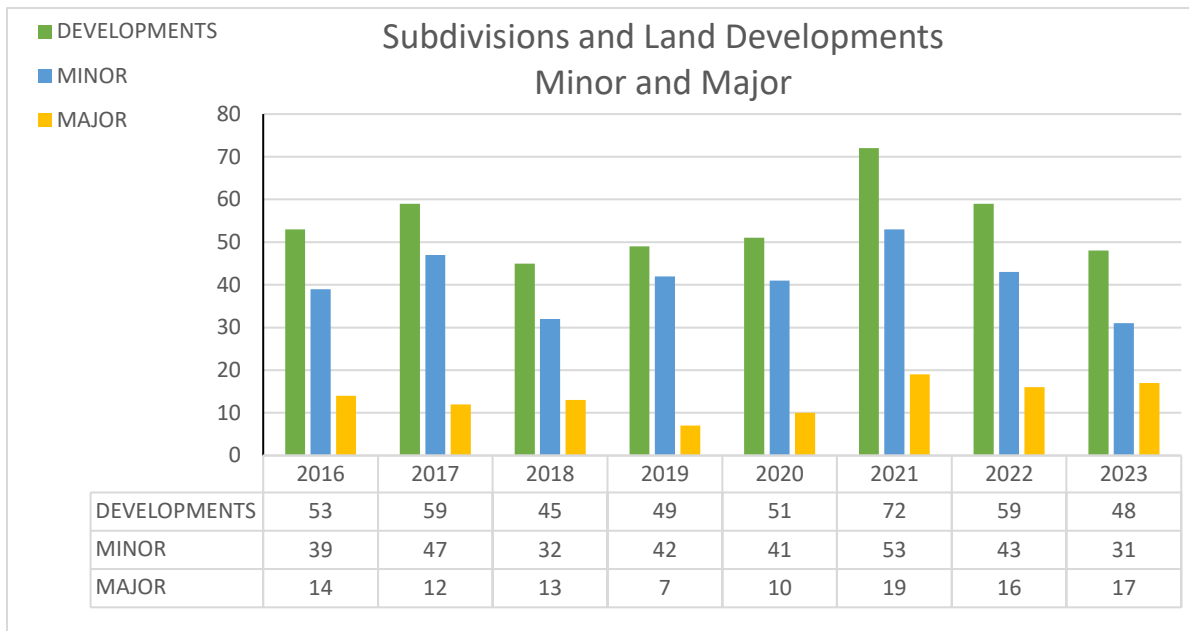
25 Municipalities under the Lycoming County SALDO			
Anthony Twp.	Jackson Twp.	Mifflin Twp.	Porter Twp.
Bastress Twp.	Jordan Twp.	Mill Creek Twp.	Watson Twp.
Brown Twp.	Moreland Twp.	Hughesville Boro	Limestone Twp.
Piatt Twp.	McHenry Twp.	Nippenose Twp.	McIntyre Twp.
Penn Twp.	Gamble Twp.	McNett Twp.	Cogan House Twp.
Porter Twp.	Shrewsbury Twp.	Cummings Twp.	Salladasburg Boro
Picture Rocks Boro			

A major subdivision of land is when a plot of land is divided into two or more parcels in addition to required infrastructure improvements. This process is often used to create multiple residences or industrial properties out of a single piece of land. A subdivision is designed to maximize the usage of a plot of land while increasing growth. Minor Subdivisions are those that create a single lot or those that divide a portion of one parcel that will be added to another parcel. A Minor Subdivision will not require public infrastructure improvements.

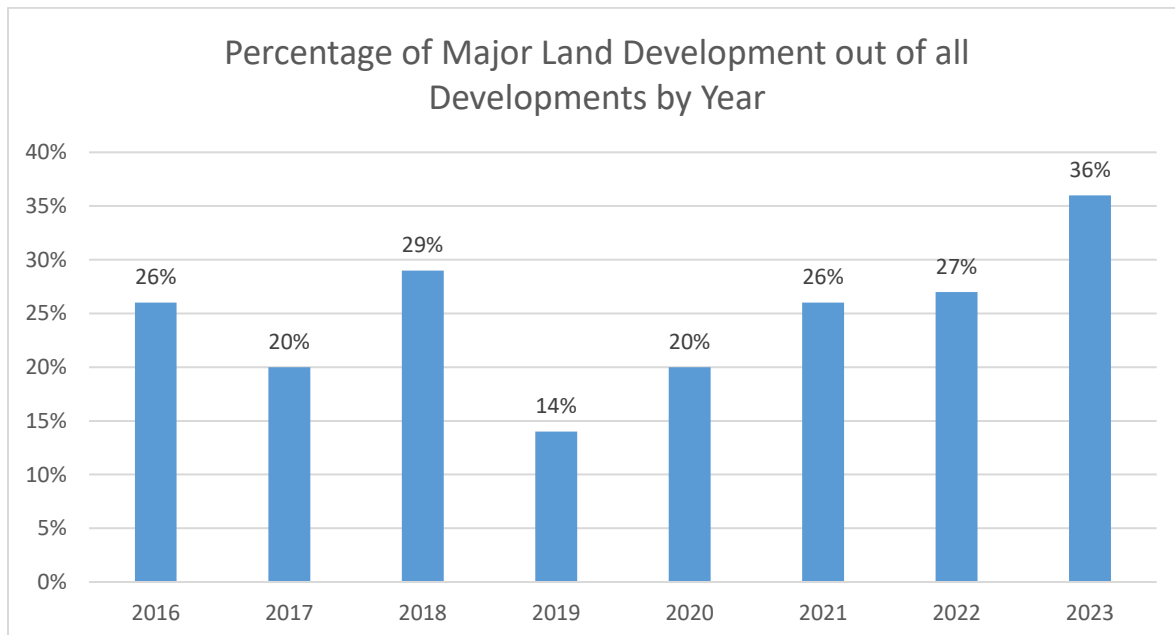
A Minor Land Development would involve the construction of an *additional* single-family dwelling and related improvements on a Parcel/Lot of Record. This would also include the creation of or the expansion of any existing facility, residential or commercial, provided the development does not involve required infrastructure improvements and that the proposed development does not exceed 2,500 sq. ft. A Major Land Development are for those proposals that exceed 2,500 sq. ft.

In 2023, our staff reviewed 48 Subdivisions and Land Developments. We have increased the number of “pre-development” meetings with our development clients prior to their submission. This has decreased the amount of time required for approval. By outlining *everything* required by our ordinance for subdivision and/or land development prior to submission, incomplete submissions have decreased which leads to a more expedient review and approval process.

Municipal Services Continued

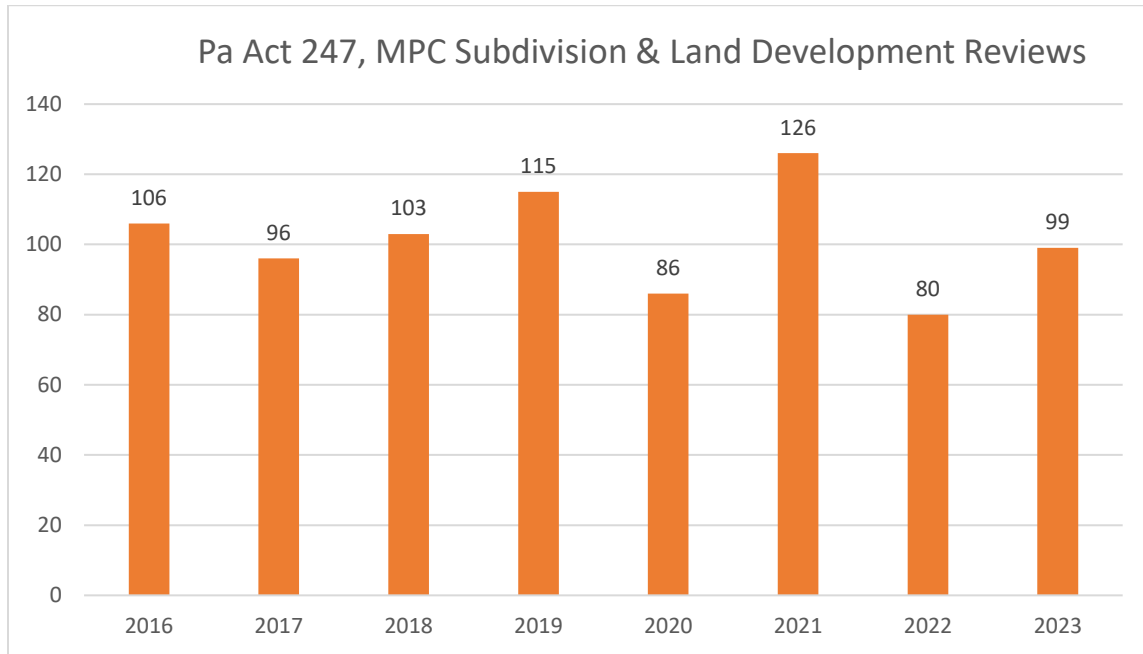


The percentage of Major Land Developments and Subdivisions in 2023 out of all developments has increased to an 8-year high of 36%.



Municipal Services Continued

The PA Municipal Planning Code, Act 247, requires county planning staff to review all Subdivisions & Land Developments that occur in municipalities that have adopted their own Subdivision & Land Development ordinance. These developments in 2023 totaled 99, which is slightly below the 8-year average of 101.



We are proceeding with the update to our Lycoming County Zoning Ordinance, as well as our Subdivision & Land Development Ordinance. Our projected time frame to have these ordinances complete and adopted is the end of 2024.

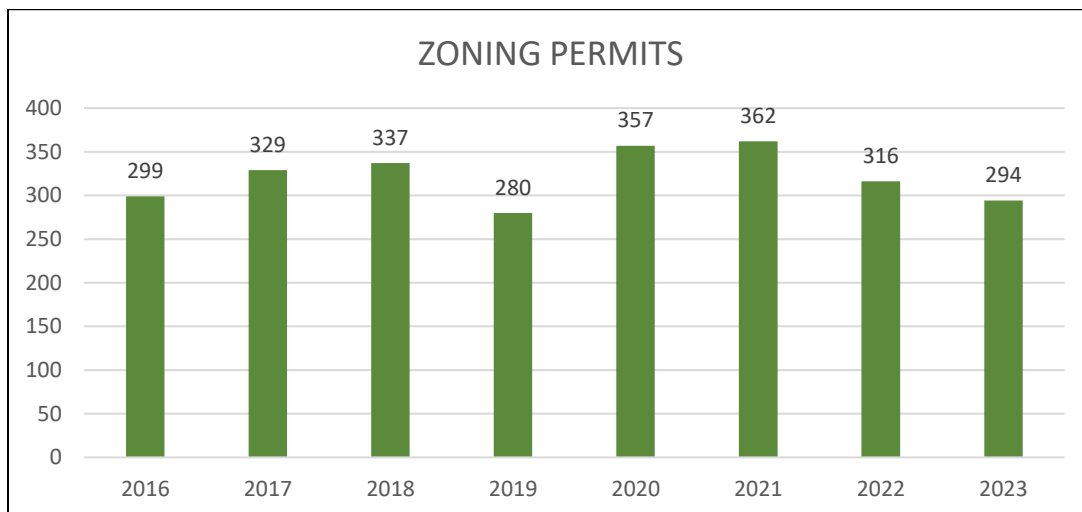


Municipal Services Continued

County Zoning Ordinance Administration

Departmental Emphasis 2023: The Zoning department has remained on a steady course through 2023. There was a slight decrease in permit applications, due to the loss of a busy Municipality in 2022, applicants continue to build and make improvements to their properties. The cost and availability of construction materials have continued to come back within reach, allowing for project completions began in the Covid era. We have had a drop in the Oil and Gas permitting as export capacity has reportedly reached its limit. Working with our municipal partners and their constituents regarding floodplain management, the floodplain manager remains diligent in the quest to stay up-to-date with changes to the NFIP and the NFIP Pricing Approach (formerly RR2.0) as they continue to change. Community safety will always remain central countywide. The dedicated staff members continue increasing their knowledge base by taking advantage of educational opportunities through federal, state and municipal organizational training sessions. They are always available to provide assistance and direct support to all municipalities within the County, upon request. Outreach opportunities are always encouraged.

Partnership Activity: There were 294 Zoning Development Permits issued in 2023, as compared to 316 in 2022. In coordination with the Lycoming County Subdivision & Land Development Administrator we have received several development projects in Cogan House, Pine and Limestone Twp.'s, to name a few. The Department Services Supervisor, with assistance of the zoning staff continue to look for ways to support our constituents. The Planning and Community Development Staff continues work on a re-write of the County Zoning Ordinance, meant to clarify requirements and make ordinance administration more efficient.



Municipal Services Continued

The 19-member municipalities listed participated in the Lycoming County Zoning Partnership. PCD staff administered the County Zoning Ordinance for these municipalities in 2023.

Bastress Township	Gamble Township	Limestone Township	Mifflin Township	Plunketts Creek Township
Brown Township	Jackson Township	McHenry Township	Moreland Township	Porter Township
Cascade Township	Jordan Township	McIntyre Township	Penn Township	Salladasburg Borough
Cogan House Township	Lewis Township	McNett Township	Pine Township	

Zoning Hearing Board Members:

Bill Klein, Chairman
Chris Logue, Vice-Chairman
Leslie Whitehill, Secretary
Dan Clark, Member
Stephan Brady, Member
George (Herman) Logue, Member

In 2023, 8 matters were brought before the County Zoning Hearing Board:

- 3 Special Exceptions
- 5 Variances
 - 3 Withdrawn applications

Among the 5 Variances, there were:

- 1 Accessory Structure setbacks
- 2 Single family residence/addition, setbacks
- 1 Impervious Surface Coverage
- 1 Screening

Three Special Exception cases consisted of:

- 1 Agricultural use in the Rural Center
- 2 Public Service uses



The mission of the Lycoming County Zoning Hearing Board is “to promote the health, safety, and general welfare of the present and future inhabitants of the County by providing for a rational and orderly pattern of land use, preserving and protecting the County’s natural resources, creating an environment that is reasonably safe from floods and other dangers, and stabilizing the property values of land and buildings.”

GIS and Land Records

GIS Land Records Division Update



In addition to the GIS analysis and mapping support for the planning team and municipal partners, 2023 brought continued exploration and use of products and features available under the County's licensed agreement with GIS software provider ESRI. The license agreement with ESRI goes beyond the standard GIS mapping software. ArcGIS Online, a suite of software as a service (SaaS) platform, is included in the licensed product package for Lycoming County.

As the County has increasingly relied on ArcGIS Online applications for disseminating information to the public, ESRI has increasingly pushed out updates and added features. Recognizing the importance of staying current in GIS mapping and information trends, GIS Supervisor, Amy Fry, dedicated time this past year to gain familiarity with the newer platform application templates made available.

ESRI will be retiring the existing Web AppBuilder templates used to create many of our existing web map applications found in the [Lycomap gallery](#). The [Parcel Viewer](#), which experienced a daily average of **982** views to the site in 2023, is built on the platform slated to be retired. Look for updated applications throughout 2024.

Ed Feigles, GIS Analyst, continued efforts assisting Loyalsock Township Public Works staff with collecting and updating infrastructure mapping for the municipality. In response, Amy worked to add the updated to the newer web map application platform, enabling municipal staff to make edits to the data when necessary.

INTERNS:

Summer 2023 proved to be the first time since 2014 that the Department was host to interns specific to GIS.

- **Samuel Saxe**, a Bloomsburg University Senior majoring in Geography and Environmental Planning with a concentration in GIS, spent 2 months assisting in fulfilling GIS custom mapping and web mapping application content. Samuel now serves as the GIS Planning Analyst in neighboring Bradford County.
- **Nikki Clair**, an Environmental Science graduate from Southern New Hampshire University, spent time creating a custom GIS analytical tool, custom GIS mapping support to the planners, and helped with exploring and learning the new ArcGIS Online platform.

GIS Land Records continued

2023 UPI Report

Request Type	Total Instruments (including	# of Oil & Gas Instr.	# of UPI's on O&G instr.	Total # of UPI 's Pre-reviewed	Total # of UPI's Completed	2022 Compl UPIs	2021 Compl UPIs	2020 Compl UPIs	2019 Compl UPIs	2018 Compl UPIs	2017 Total Instrs	2016 Total Instr
Agreement	159	57	218	356	354	973	2873	1178	850	1088	*	*
Article of Agreement	5	1	1	17	16	7	12	6	10	8	8	*
Assignment of Rents	272	2	9	349	345	550	547	439	546	654	421	428
Assignment of Rents – Termination	197	1	7	276	276	428	440	423	323	361	35	*
Clean & Green	130	0	0	150	150	256	188	171	147	246	31	*
Clean & Green - Breach	12	0	0	12	12	25	12	6	6	17	*	*
Clean & Green - Termination	0	0	0	0	0	1	1	3	2	3	*	*
Corrective Deed	0	0	0	0	0	0	0	0	2	2	2	7
Deed	2900	152	196	3189	3052	3389	3654	3051	3204	3280	2843	2755
Deed - Corrective	49	6	89	137	133	31	26	31	52	56	33	41
Deed - Dedication	1	0	0	1	1	22	0	1	2	3	5	2
Deed - Easement	97	4	7	107	107	105	87	107	182	180	129	170
Deed - Quit-Claim	82	8	23	114	113	61	80	66	135	75	94	72
Deed - Right Of Way	14	0	0	14	14	44	40	73	119	102	168	97
Deed - Sheriff	36	1	1	40	40	32	36	28	80	93	92	125
Deed - Tax Claim	40	0	0	40	40	54	26	0	39	21	21	18
Deed in Lieu of Condemnation	1	1	1	1	1	0	0	0	0	0	0	*
Lease	569	548	653	683	680	439	130	184	445	444	199	7
Lease – Amendment	39	31	157	170	170	40	27	56	30	40	7	*
Lease - Assignment	81	71	109	120	113	320	430	1097	1298	319	31	*
Lease – Release/Surrender	73	64	252	275	274	63	174	321	53	768	30	*
Mortgage	3324	10	1623	5237	5227	9117	7271	6911	5492	5462	4331	4422
Mortgage - Assignment	462	2	2	274	472	588	737	1053	1828	767	865	679
Mortgage – Modification	75	3	633	751	745	138	112	225	1745	86	21	*
Mortgage - Release	146	5	21	180	179	949	5194	259	2281	499	180	162
Mortgage - Satisfaction	3175	5	739	4205	4203	6164	7793	5541	5622	4976	4576	4565
Other	395	230	1712	2417	1727	988	1038	1054	1686	2046	437	312
Power of Attorney	19	0	0	19	19	29	46	42	33	32	2	*
Subdivision – Land Development	28	1	1	31	31	41	47	35	34	56	9	*
Subdivision - Survey	8	0	0	10	10	5	17	10	10	10	*	*
Subdivision/Add Lot	100	3	8	143	143	144	176	129	140	147	33	*
Trust	104	0	0	136	125	104	76	70	61	117	*	*
UCC Financing Statement	132	2	505	643	643	2395	655	190	58	604	18	*
UCC Financing Statement – Amendment	67	4	1167	1249	1249	6764	2057	1043	1918	680	7	*
Total	12792	1212	8134	21346	20664	34266	34002	23803	28433	23242	14628	13862
Total Instruments (including O&G)	All instruments for the month/year											
# of Oil & Gas Instruments	are the instrument we note as being Oil & Gas (included in Completed Total if brought in for the stamp)											
# of UPI's on O&G instruments	there can be more than 1 UPI on an instrument, so this # is higher											
Total # of UPI's Pre-review	Pre-review means they could have been emailed or faxed us the document ahead of time											
Total # of UPI's Completed	All the documents that were brought in for the UPI Stamp											
*	Was not tracking these documents											

STAFF SCRAPBOOK



LEFT: PCD Staff attended the Lycoming County Fair and the Home Show

RIGHT: Sherrie Hook (third from the left) received her ten-year service pin in June of 2023



LEFT & BELOW: PCD staff received bragging rights by placing 1st in the County Christmas/Winter Door Contest

