

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
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, JANUARY 22, 2026
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Shannon Barnes, Director of Management & Operations, Solicitor Christopher H. Kenyon.

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

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

None

2.0 SERVICE AWARDS – Board of Commissioners – Recognize the following individual for his service to Lycoming County: Cameron Boyer – 10 years

Commissioner Metzger complimented Cameron on always trying to figure out a way to get a project done, including his staff in finding solutions, having an open mind and working as a team member. He thanked him for what he does.

Commissioner Mussina complimented Cameron on his ability to be collaborative and cooperative, working as part of a team. He affirmed that Cam was great to work with.

Commissioner Sortman expressed that they are excited to have Cameron as part of the County management team and going to lead the various construction projects. We are looking forward to the new direction you will provide.

3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 1/28/26 to be paid on 1/21/26 in the amount of \$1,060,920.96.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

4.0 INFORMATION ITEMS

- 4.1 Michael Hagen - Elected Officials Personnel Actions:
 - Clerk of Courts – Ashlea Bush, Administrative Specialist Cost/Fines, Full-Time, Pay Grade 6, \$20.966398 per Hour, 75 Hours per Pay Period, Effective Date: January 18, 2026.

Recess Commissioners' Public Meeting for the Salary Board

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

- 5.1 Convene Salary Board.
- 5.2 Vote to approve the minutes from the January 5, 2026 Salary Board Meeting.
- 5.3 Vote to approve the following Salary Board Actions:
- Conservation District
Add Resource Conservation Technician position to TDA (100% grant funded).

 - Facilities Management
Add Part-time Custodial position to TDA.
Retitle Maintenance Manager-Prison to Corrections Maintenance Supervisor
Reclassify Corrections Maintenance Supervisor from PG10 to PG9
Reclassify one Maintenance II position to Maintenance III.

 - Planning
Remove Hazard Reduction Planner position from TDA.

 - DPS
Remove Deputy/Communications Manager position (PG12-80 hours) from TDA.
Add 9-1-1 Manager position (PG10-80 hours) to TDA.
- 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).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Commissioner Sortman explained that Kelsey Green's position in Planning mimics a position in the Public Safety Department. Fifty percent of the position in the Public Safety Department is funded by the state. This helps the County payroll. She will be doing the same job but just at a different location. This allows for the elimination of a duplicate position. In addition, Commissioner Sortman praised Kelsey's work on the Levee System over the past year.

7.0 ACTION ITEM

7.1 Michael Hagen – Vote to approve the Master Health Services Agreement with Highmark Inc. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.2 Mya Toon – Vote to approve the lease purchase with DLL Financial Solutions Partner in the amount of \$67,257.65. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.3 Mya Toon - Vote to approve the Savin Maintenance & Service Agreement. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.4 Mya Toon – Vote to approve the Lease Agreement with Duboistown Borough (2026 approved budgeted item – Act 81 funds)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.5 Mya Toon – Vote to approve the Agreement with Jo Ellen Bowman, MSW, LSW. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.6 Shannon Barnes for Tom Ungard – Vote to approve the payment to the Borough of Duboistown in the amount of \$5,297.10. (2025 approved budgeted item using Act 81 funds)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.7 Shannon Barnes for Leslie Kilpatrick – Vote to approve the Agreement with Contrast in the amount of \$8,117.00. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.8 Cameron Boyer - Vote to approve the Amendment to the Agreement with Fred Hamm, Inc in the amount of \$12.21 per month. (2026 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.9 Shannon Barnes - Vote to approve Resolution 2026-03.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.10 Shannon Barnes – Vote to approve the following Reappointment to the County Authority Board for a five-year term:

- Karen Young – effective 1/1/2026 through 12/31/2030

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Commissioner Metzger thanked Karen for serving on the Authority Board.

8.0 COMMISSIONER COMMENT

Commissioner Mussina asked all those that are able to help their neighbors shovel, especially the elderly, in the event of the predicted snow storm.

Commissioner Metzger commented on the extreme cold temperatures that are predicted for the next week. He asked that people be aware of elderly neighbors that may need help and any animals that are left outside. If you aware of a pet left outside and the owner does not want to bring the animal in he asked that you please call the authorities as they cannot survive outside in the frigid temperatures.

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.

None

YOU TUBE PUBLIC COMMENT

@kalenjaidWoohoo! Congrats Cam! Always a smiling face among the halls, and never shy to crack a joke or two! Thanks for all you do! Such an asset to the County team!

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, January 29, 2026, at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

To View This Meeting and For More Detailed Information Click on The Link Below:

<https://www.youtube.com/watch?v=97ENeQMKSVE>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Adult Probation – Corinna Meixel, Administrative Specialist, Full-time, Pay Grade 5, \$18.3826 per Hour, 75 Hours per Pay Period, Effective Date: January 18, 2026.

Prison – Noelle Webb, Correctional Officer, Full-Time, Union, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: January 26, 2026

Prison – Brent Leon, Correctional Officer, Full-Time, Union, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 2, 2026

Public Safety/EMA – Kelsey Green, Emergency Management Specialist – Planning, Full-Time, Pay Grade 8, \$52,851.23 Annually, 75 Hours per Pay Period, Effective Date: January 18, 2026.

Public Safety/EMS – Paula Raemsch, Emergency Management Specialist – Training, Full-Time, Pay Grade 7, \$43,382.764152 Annually, 75 Hours per Pay Period, Effective Date: January 18, 2026.