

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, APRIL 16, 2026
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 REPORTS

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 4/22/26 to be paid on 4/15/26 in the amount of \$1,708,182.42

3.0 INFORMATION ITEMS

- 3.1 Michael Hagen - Elected Officials Personnel Actions:
District Attorney / Central Processing – Tami Ungard, Central Processing Officer, Part-Time, PG9, \$25.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: April 20, 2026.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the April 2nd, 2026 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
Facilities Management – Delete PT Custodial position from the TDA.
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 Michael 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).

6.0 ACTION ITEMS

- 6.1 Michael Hagen - Vote to approve the annual renewal of liability insurance with the Hartman Group for the Lycoming County Recreation Authority in the amount of \$2,270.00. (2026 approved budgeted item – Operating Expenses)
- 6.2 Lauren Strausser – Vote to approve DEP 903 County Recycling Coordinator Grant Application for CY2025.
- 6.3 Dustin Williams– Vote to approve the 3-year Agreement with Thisgen Inc. in the amount of \$15,000.00 (\$5,000.00 annually). (2026 approved budgeted item - Operating Expenses.)
- 6.4 Leslie Kilpatrick– Vote to approve the Change Order with Melillo Consulting extending the terms of the agreement through May 31, 2026. (2026 approved budgeted item - Operating Expenses.)
- 6.5 Leslie Kilpatrick – Vote to approve the Amendment to the Agreement with Suburban Inc Plus to extend the terms of the Agreement. (2026 approved budgeted item – Operating Expenses)
- 6.6 Leslie Kilpatrick – Vote to approve the Software renewal with TOPP Business Solutions in the amount of \$4,298.00. (2026 approved budgeted item - Operating Expenses.)
- 6.7 Hanyu Zeng– Vote to approve the 2024 PHARE Amendment to the Agreement with Greater Lycoming Habitat for Humanity to extend the agreement through December 31, 2026.
- 6.8 Hanyu Zeng– Vote to approve the 2024 PHARE Amendment to the Agreement with Lycoming-Clinton Counties Commission for Community Action (STEP), Inc. to extend the agreement through July 11, 2026.
- 6.9 Hanyu Zeng– Vote to approve the Amendment to the Agreement with Asbury Foundation to extend the Albright LIFE Lycoming Rental Assistance Program (2024 PHARE Fund) through July 10, 2026
- 6.10 Shannon Barnes– Vote to approve the Agreement for Valuation Consultation Services with Brian Girio.
- 6.11 Shannon Barnes– Vote to approve the Agreement with Maria A. Ungard, MS, OTR/L, CHT. (2026 approved budgeted item – Operating Expenses)

6.12 Shannon Barnes- Vote to approve the Amendment to the Agreement with Stathill Investigations. (2026 approved budgeted item – Operating Expenses)

7.0 COMMISSIONER COMMENT

8.0 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.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 23rd, 2026, 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 – Kadya Wagner, Domestic Relations Officer, Full-Time, DRO, \$42,653.33 Annually, 75 Hours per Pay Period, Effective Date: April 12, 2026.

Domestic Relations – Rachel Smith, Domestic Relations Officer, Full-Time, DRO, \$42,653.33 Annually, 75 Hours per Pay Period, Effective Date: May 10, 2026.

Prison – Caleb Trotter, Correctional Officer, Full-Time, Union, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 27, 2026.

Resource Management Services – Sean Diggan, Recycling Laborer, Full-Time, PG4, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 20, 2026.