

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



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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, APRIL 16, 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 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

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

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

- 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).

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

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)

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

- 6.2 Lauren Strausser – Vote to approve DEP 903 County Recycling Coordinator Grant Application for CY2025.

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

- 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.)

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

Forest Rothchild, Director of Public Safety, added that the expectation is that this may help reduce the call load volume to the operators by 40 to 60%, depending on the tier. It's a triage system, and so it's actually a huge asset to be able to have this.

- 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.)

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

- 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)

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

- 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.)

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

- 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.

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

- 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.

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

- 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

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

- 6.10 Shannon Barnes– Vote to approve the Agreement for Valuation Consultation Services with Brian Girio.

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

- 6.11 Shannon Barnes– Vote to approve the Agreement with Maria A. Ungard, MS, OTR/L, CHT. (2026 approved budgeted item – Operating Expenses)

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

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

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

7.0 COMMISSIONER COMMENT

Commissioner Sortman clarified that they are evaluating the current contract with the Health Center, not reconsidering it. They have changed several administrative things within the contract itself. We are evaluating the cost to make sure we have the right provider operating it, and that it is still a cost benefit to the taxpayer. Commissioner Sortman emphasized that there is no discussion on closing the health center.

Commissioner Metzger explained how the Health Center came about and touched on some of the cost savings of the Health Center services including preventing future health issues for employees. Commissioner Metzger talked about the importance of preventive health care. He reiterated that they are not looking at closing the Health Center. Commissioner Metzger added that Integrity has done a good job, they are looking at the numbers and will decide based on this information if they will stay with Integrity or bring in a different entity.

Commissioner Sortman added that the information item tabled at last week’s meeting for the District Attorney’s office was done so they could verify the pay. This was completed and put back on this week’s agenda. He touched upon several good things coming to Lycoming County and the benefits to the community.

Commissioner Mussina reported that he was able to introduce Governor Shapiro at a speaking engagement at Lycoming College. Commissioner Mussina pointed out that every elected official represents people who don't vote for them as well as people who do and they are responsible for all of the citizens.

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.

Sarah Welch, Penn State Extension introduced and provided an update on their new AI Tool called Tilva. You can go onto TiLVA and access all of Penn State Extension's research that we've done. It draws from articles, videos, webinars, publications that we've published, and various reliable sources. We do not draw from the public, we draw from our research-based evidence that, we have. We also draw from sources like USDA, PDA, ADP, those trusted sources as well. So, if you're looking for something, please go ahead and check out Tilva. You can also ask it questions in Spanish, and it'll give you information in Spanish. You can also snap a photo of a bug, a fly, a weed, or something to identify it. They'll let you know, so you no longer have to pay for those apps that do that for you, Tilva can provide. It's a trusted source. Research-based, science-based evidence that we have. Sarah provided the following information on Tilva AI:

Why

Extend reach and access. AI helps us serve far more people with trusted information than our human capacity alone allows.

Provide real-time, easily accessed support. Users often need immediate guidance, and AI delivers answers 24/7 while making our extensive expertise easier to find and use.

Empowering educators. By reducing repetitive, basic inquiries, educators can focus on deeper engagement and higher-level work.

Features and Value Points

Built on trusted extension expertise. Draws from Penn State Extension's extensive, science-based resources—articles, videos, webinars, publications, and more—for fast, conversational responses.

Extension-reviewed and continuously improving. Extension faculty and educators create and validate resources, and the knowledge base grows daily.

Expanded access to extension resources. Includes in-depth publications and expert information for quick, convenient access.

Real-time, localized insights. Incorporates local weather, soil and market data to provide more relevant, context-aware guidance. Accesses regulatory and compliance information. (i.e. USDA, PDA, etc.)

Snap a photo, get an answer. Image recognition helps identify pests, diseases, and plants.

Personalized learning recommendations. Identifies your interests and recommends relevant workshops, online courses, certificate programs, and other learning opportunities.

Connected to trusted data sources. Includes timely insights from reputable agricultural partners—state agencies, national market data sources, and other extension services—to provide comprehensive, up-to-date information.

En Espanol. Ask questions and receive answers in both Spanish and English.

Strengthens educator impact. Serves as a first-touch resource that works alongside educators, freeing them to focus on complex questions and developing new resources.

Proven Platform. Powered by PlantVillage AI.

Why Tilva: We chose the name Tilva because it's simple, neutral, and designed to evolve over time. The name is inspired by cultivation—of land and of learning—and reflects an AI assistant built to grow

Jeff Hamilton, Veterans affairs asked about the 4th of July and PA 250 Celebration on behalf of the County Veterans. The Commissioners responded that they have met with the Mayor and his decision is final. They have reached out to the Chamber of Commerce and Backyard Broadcasting who sponsors the event. An alternate venue is being considered however, there are a lot of logistics to be considered. The County has offered to host meetings They thanked Backyard Broadcasting for continuing to pursue this.

Frank Steckel, Williamsport expressed his concerns and frustrations dealing with Chief Ungard. See video for more detailed information

Director Barnes clarified her statement at last week's meeting regarding the audit being conducted by Creative Benefits. The purpose of the audit is to evaluate the return on the investment. There is no evidence that Integrity is doing anything illegal or incorrect.

YOU TUBE PUBLIC COMMENT

None

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

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

<https://www.youtube.com/watch?v=fa2GUVGYi4M>

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.