

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 23, 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 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

**None**

- 1.6 Proclamation - Christopher Barton, Program Director -AmeriCorps Retired and Senior Volunteer Program – See attached comments.

**Commissioner Sortman expressed his appreciation for what the organization does for Lycoming County.**

**Commissioner Metzger thanked all the volunteers. He commented on the critical need for volunteers and the many organizations that rely on them. Commissioner Metzger urged those that can to volunteer. He spoke about the benefits to both the organization and the volunteer.**

**2.0 REPORTS**

- 2.1 Nicki Gottschall – Vote to ratify accounts payable cash requirement report for invoices due through 4/29/26 to be paid on 4/22/26 in the amount of \$602,713.76.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen - Elected Officials Personnel Actions:  
*Courts / MDJ Biichle* – Julie Morlock, Magisterial District Court Administrative Specialist, Full-Time, PG5, \$17.955 per Hour, 75 Hours per Pay Period, Anticipated Start Date: May 4, 2026.

*Courts / MDJ Biichle* – Bruce Campbell, Magisterial District Court Administrative Specialist, Full-Time, PG5, \$17.64 per Hour, 75 Hours per Pay Period, Anticipated Start Date: May 4, 2026.

#### **4.0 PERSONNEL ACTIONS**

- 4.1 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 2<sup>nd</sup> the motion. Approved 3-0**

#### **5.0 ACTION ITEMS**

- 5.1 Forrest Lehman – Vote to approve the purchase from Clear Ballot Group, Inc. in the amount of \$13,350.00. (Not a 2026 approved budgeted item – Eligible expenditure under the Election Integrity Grant Program – Capital Expense)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 5.2 Forrest Lehman - Vote to approve the purchase from Clear Ballot Group, Inc. for security updates in the amount of \$10,500.00. (Not a 2026 approved budgeted item – Eligible expenditure under the Election Integrity Grant Program – Operating Expense)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 5.3 Tom Ungard – Vote to approve the Lease Agreement with Danko Holdings for the property located at 435 Hepburn Street in the amount of \$1,974.00 monthly. (2026 approved budgeted item – Act 81 funds)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**District Attorney Tom Marino talked about the need for the Central Processing Center, how it will be used and the advantages of this location. He also pointed out that they are behind on finger printing and the ramifications of this. The new Center will help the County catch up on the fingerprinting and be able to cooperate with other counties and states. The public will also be able to use this center to get required fingerprints. Commissioner Metzger acknowledged the long process it has been to find a place to house the Processing Center and the need for it.**

- 5.4 Gary Staggett – Vote to approve the Amendment to the Agreement with Barton & Loguidice. (2026 approved budgeted item – Operating Expenses)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 5.5 Shanean Edmonds – Vote to approve the 2025-2026 Grant Award from the Pennsylvania Commission on Crime and Delinquency in the amount of \$380,000.00.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 5.6 Shanean Edmonds– Vote to approve the Grant Application for the West Branch Drug and Alcohol with the Pennsylvania Commission on Crime and Delinquency in the amount of \$110,622.00.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.7 Shanean Edmonds– Vote to approve the Grant Award for the State Food Purchase Program for the SFY 2025.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.8 Nicki Gottschall – Vote to approve the 2025 Audit Engagement Letter from Baker Tilly. (2026 approved budgeted item – Operating Expenses)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

5.9 Leslie Kilpatrick – Vote to approve the Agreement with Comcast in the amount of \$1,447.90 monthly with an installation fee of \$308.95. (2026 approved budgeted item – Operating Expenses)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

## **6.0 COMMISSIONER COMMENT**

**Commissioner Sortman commented on the growth happening in Lycoming County. There is a new manufacturing company starting and the new ball fields. He pointed out that each different industry affects and supports the other industries within the County.**

**Commissioner Mussina added that each new entity benefits the County as a whole, not just the individual township/ community. He also promoted and provided information on the Human Services Expo run by Representative Jamie flick which is occurring today at Penn College.**

**Commissioner Metzger asked all to keep the Amish Community and Stoltzfus family in their thoughts and prayers.**

## **7.0 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.

**Gregory Stapp, Esquire representing David Huffman began to speak and was directed to communicate with Attorney Michael Wiley by Solicitor Chris Kenyon. He advised him that it was an inappropriate conversation in light of the current litigation.**

## **YOU TUBE PUBLIC COMMENT**

@mc-g581

#1

Is Clear Ballot headquartered on the United Kingdom, a foreign country with which the United States no longer has a "special relationship"? if so is it appropriate to use their machines and systems?

@kalenjaidClear ballot group is based out of Boston, Ma.

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, April 30th, 2026, at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> 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=520Q-WnCXIA>*

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

Conservation District – Carey Entz-Rine, Interim Conservation District Manager / Watershed Specialist, Full-Time, PG9, \$60,376.9635 Annually, Effective Date: May 6, 2026.

Domestic Relations – Micah Morgret, Customer Service Administrative Specialist - Floater, Full-Time, PG4, \$14.8732 per Hour, 75 Hours per Pay Period, Anticipated Start Date: April 27, 2026.

Chris Barton, Program Director , AmeriCorps Seniors Program Comments:

I would like to thank the commissioners Scott Metzger, Marc Sortman and Marc Mussina for their support with the AmeriCorps Seniors program.

AmeriCorps Seniors is a national program that over the last year has contributed to this county with 29 million hours of service done by 130,000 volunteers. Of the volunteers 11,000 are *veterans* continuing their service to America with their continued contributions through volunteerism.

In Pennsylvania I would like to highlight the three main types of AmeriCorps Seniors programs.

The Foster Grandparent Program is where seniors give one-on-one support to children across the Commonwealth. There are 12 projects, with 198 service locations and 755 volunteers.

The Senior Companion Program where seniors support older adults to age safely at home. There are 5 projects with 308 service locations and 301 volunteers.

The Retired and Senior Volunteer Program (RSVP) where seniors contribute to government agencies, non-profit organizations, and religious organizations. There are 15 projects with 308 service locations and 5321 volunteers.

Our local program Diakon AmeriCorps Seniors RSVP has contributed 1631 hours *over* the past year to local organizations. We are partnered with First Community Foundation Partnership to help maintain Rider Park, James V Brown library to help with their museum room assisting parents and children to play without electronics, Lycoming County SPCA to help with the animal shelter, Newberry Community Partnership to assist with their cleanup efforts, and United Churches of Lycoming County to assist with there food pantry.

We are so thankful to our 55 and better community for their assistance in helping the local community with their age and wisdom.

We are so grateful to the Lycoming County Commissioners for their support.



PROCLAMATION

WHEREAS, more than thirty years ago Congress established AmeriCorps - formerly the Corporation for National and Community Service - to unite national service programs under one agency, create service opportunities that strengthen communities, and expand pathways to education, careers, and civic participation for those who serve; and

WHEREAS, AmeriCorps Seniors programs provide opportunities for Retired and Senior Volunteers to serve their country through service at nonprofits, schools, public agencies, community and faith-based organizations across the country; and

WHEREAS, AmeriCorps Seniors participants, sponsored by Diakon Community Services in five counties including Lycoming County, address the most pressing challenges facing our communities. More than 70 AmeriCorps Seniors volunteers and Advisory Council members of diverse ages and backgrounds helped to meet local needs at 27 locations in the five Counties area by maintaining parks, gardens, and natural areas, assisting with education, supporting libraries and heritage museum, the Veterans Affairs Office, food distribution, and other local opportunities; and

WHEREAS, AmeriCorps Seniors programs strengthen bridge-building skills by bringing people together from diverse backgrounds, generations, and geographic locations to address critical issues facing the country, forge relationships, cultivate mutual respect, improve the lives of their families, strengthen communities, foster civic engagement and help build resilient and thriving communities; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, National Volunteer Week is an opportunity to recognize the dedication and commitment of the AmeriCorps members and volunteers who serve each year, the nearly 1.3 million AmeriCorps alumni and millions of AmeriCorps Seniors volunteers, and their community partners, as well as to encourage more Americans to follow their footsteps in service.

THEREFORE, BE IT RESOLVED, we, the Commissioners of Lycoming County, do hereby designate April 19-25, 2026, as National Volunteer Week in the County of Lycoming, and urge all citizens to celebrate the vital work that they do and thank AmeriCorps Seniors volunteers for their service throughout our community.

Lycoming County Commissioners

[Signature of Scott L. Metzger]

Scott L. Metzger, Chairman

[Signature of Marc C. Sortman]

Marc C. Sortman, Vice Chairman

[Signature of Mark Mussina]

Mark Mussina, Secretary

