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

CHRISTOPHER H. KENYON
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LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, OCTOBER 29th, 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 11/4/26 to be paid on 10/28/26 in the amount of $1,433,662.41.

3.0 INFORMATION ITEMS

3.1 Michael Hagen – Elected Officials Personnel Actions

Internal Changes:

District Attorney – Annah Krol, Assistant District Attorney, Full-Time, Union, $64,184.00 Annually, 75 Hours Per Pay Period, Effective Date: October 25, 2026.

Prothonotary – Rebecca Evans, Civil Processing Clerk, Full-Time, PG5, $18.88 per Hour, 75 Hours per Pay Period, Effective Date: November 8, 2026.

New Hires:

Courts / Judge Tira – Theodora Farah, Law Clerk, Full-Time, PG12, $57,310.50 Annually, 75 Hours Per Pay Period, Anticipated Start Date: November 9, 2026.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

4.1 Convene Salary Board.

4.2 Vote to approve the minutes from the October 15, 2026 Salary Board Meeting.

4.3 Vote to approve the following Salary Board Actions:

DPS

- Reclassify Training Coordinator position from Exempt to Non-Exempt.

District Attorney

- Eliminate the Temporary Full-time Law Clerk 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).

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

6.0 BOARD OF ASSESSMENT REVISIONS

6.1 Convene Board of Assessment Revisions.

6.2 Brooke Wright - Vote to Approve/Deny the Real Estate Exemptions as listed in Attachment B.

- Parcel 11-001-513 – Eldred Township
- Parcel 24-001-902B - Camp Susque
- Parcel 24-001-888 – Camp Susque
- Parcel 24-229-136 – Camp Susque
- Parcel 37-002-700 - Muncy Borough
- Parcel 67-003-411 – Alysia Fischer
- Parcel 63-004-406 First Community Foundation Partnership of PA

6.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

7.0 ACTION ITEMS

7.1 Lauren Strausser – Vote to approve the Grant application for the 904 Recycling Performance Grant for CY 2025.

7.2 Lauren Strausser– Vote to approve the 2nd amendment to the Drop Off Recycling Service Agreement with Union County.

7.3 Lauren Strausser– Vote to approve the 2nd amendment to the Drop Off Recycling Service Agreement with Penn Township, Snyder County.

7.4 Brad Shoemaker – Vote to approve the Agreement with Spartan LTC. (Not an approved budgeted item, but funds are available – Operating Expenses)

7.5 Brian Ferry – Vote to approve Amendment #1 with the YWCA Northcentral, PA. (approved 2023/2024 PHARE funds)

7.6 Leslie Kilpatrick – Vote to approve the Software Support Subscription Renewal with Nuologix in the amount of $4,043.45. (2026 Approved budgeted item – Operating Expenses)

7.7 Leslie Kilpatrick – Vote to approve the three-year Software Security Subscription Renewal with Carahsoft in the amount of $4,597.89. (2026 Approved budgeted item – Operating Expenses)

7.8 Kelsey Green – Vote to approve the Change Order #2 with Larson Design Group for the Lawshee Run Culvert Replacement Project to reallocate funds and extend the contract end date. (2026 Approved budgeted item – Act 13 funds)

7.9 Forest Rothchild – Vote to approve the License Agreement with Little Fawn Hunting Club, Inc

7.10 Forest Rothchild – Vote to approve the following appointments to the Local Emergency Planning Committee: Colton Hajicek and Travis Johnson.

7.11 Forest Rothchild – Vote to approve for Lycoming County to serve as the local EWP Project Program Sponsor for damages from the September 2026 storm.

7.12 Shannon Barnes – Vote to approve the Amendment to the Agreement with Old Lycoming Township Volunteer Fire Company for Act 13 funds.

7.13 Shannon Barnes – Vote to approve the Agreement with Carl H. Frels. (2026 Approved budgeted item – Operating Expenses)

8.0 COMMISSIONER COMMENT

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.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, November 5th, 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:

Internal Changes:

Planning & Community Development – Garrett Russell, Subdivision & Land Development Administrator, Full-Time, PG9, $44,970.315 Annually, 75 Hours Per Pay Period, Effective Date: October 25, 2026.

New Hires:

Prison – Latonya Harley, Correctional Officer, Full-Time, Union, $21.50 per Hour, 80 Hours Per Pay Period, Anticipated Start Date: November 3, 2026.

Public Safety / Communications Center – James Slotterback, Communications Center Manager, Full-Time, PG10, $59,696.00 Annually, 80 Hours Per Pay Period, Anticipated Start Date: November 9, 2026.

ATTACHMENT B

2026 Exemption Requests

2026 EXEMPTION REQUESTS					
PARCEL	**NAME**	**SITE LOCATION**	**REASON FOR EXEMPTION**	**ASSESSED VALUE**	**LOSS IN TAXES**
11-001-513	Eldred Township	5558 Warrensville Rd	Convert house to offices for townships	72,570	507.99
24-001-902.B	Camp Susque	Lycoming Creek Rd Ext	Charitable Purposes for recreation for the campers from the parent camp	11,920	83.44
24-001-888	Camp Susque	Lycoming Creek Rd Ext	Charitable Purposes for recreation for the campers from the parent camp	5,710	39.97
24-229-136	Camp Susque	Rt 14 Hwy	Charitable Purposes for recreation for the campers from the parent camp	22,250	155.75
37-002-700	Muncy Borough	15 New St	Used for storage of borough equipment	30,000	210.00
67-003-411	Alysia Fischer	Arch St	Cemetery	15,080	105.56
63-004-406	First Community Foundation Partnership of PA	486 William St	Parking Lot	13,910	97.37