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

CHRISTOPHER H. KENYON
Solicitor

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LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, OCTOBER 1ST, 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 10/7/26 to be paid on 9/30/26 in the amount of $943,028.08.

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

3.0 INFORMATION ITEMS

3.1 Rachelle Abbott – STEP Update – Comments attached

The Commissioners thanked Rachelle and her staff for the work they do and services they provide.

3.2 Michael Hagen – Elected Officials Personnel Actions

New Hires

Sheriff – Adam Frey, Sheriff Deputy, Full-Time, SD, $22.95 per Hour, 80 Hours Per Pay Period, Anticipated Start Date: October 12, 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 minutes from the September 17, 2026 Salary Board Meeting.

4.3 Vote to approve the following Salary Board Actions:
Courts – Add one Part Time Tipstave position to the TDA

4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

5.0 BOARD OF ASSESSMENT REVISIONS

5.1 Convene Board of Assessment Revisions.

5.2 Brook Wright - Approve/Deny the following real estate refund
07-001-602 – Philip & Tammy St. James - $437.80

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

26-001-316 – Robert & Patricia Zukowski - $309.16

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

26-330-100 – Emil P Horner - $146.30

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

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

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

5.4 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

6.1 Gary Staggert – Vote to approve purchase of a Diesel Particulate Filter from Cleveland Brothers in the amount of $14,371.73 (2026 approved budgeted item – Operating Expenses)

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

6.2 Kelsey Green– Vote to ratify the Period of Performance Extension with PEMA for the BRIC 2021 Grant. (2026 approved budgeted item – Grant funds)

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

6.3 Forest Rothchild – Vote to approve the Agreement with the Lycoming County Regional Police Department. (Not a 2026 approved budgeted item – funds available from 911 Grant Funds)

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

Mr. Rothchild provided an update – see attached

Commissioner Mussina thanked Mr. Rothchild for the different approaches he has brought to fill the vacant positions.

Commissioner Sortman added that he appreciates that Forest is willing to listen to his employees' ideas and that he is changing some of the negativity within the call center

Director Barnes suggested making a pool of people willing to work in the event someone calls off.

7.0 COMMISSIONER COMMENT

Commissioner Sortman commented that employees are empowered to present ideas and being listened to. Department heads are appreciating their employees.

Commissioner Mussina commented that the best ideas come from the people on the "plant floor" and they appreciate that the department heads are listening.

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.

None

YOU TUBE PUBLIC COMMENT

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, October 8th, 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=_1XW6b8zT28

ATTACHMENT A

2026 Exemption Requests

PARCEL	NAME	SITE LOCATION	REASON FOR EXEMPTION	ASSESSED VALUE	LOSS IN TAXES
10-005-302	Duboistown Borough	Summer St	Water Retention Basin	24,000	168.00
19-002-210	Calvary Baptist Church	314 S Broad St	Vacant Land/New deed combining w/ 214	9,640	67.48
			which is the church parcel		
19-002-212	Calvary Baptist Church	S Broad St	Vacant Land/New deed combining w/ 214	17,000	119.00
			which is the church parcel		
34-009-207.A	Eugene Grafius American Legion Post 104	Broad St	Fenced in yard attached to bldg.	3,750	26.25
			Total loss in county taxes		380.73

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Rachelle A. Abbott, President & CEO

Lycoming-Clinton Counties Commission for Community Action (STEP), Inc.

Substitute Aide Pool Program:
Two Years of Supporting Caregivers, Child Care Providers, and Workforce Development

The Substitute Aide Pool Program (SAPP) launched operations in October 2024, after a significant period of planning and connecting with child care providers in Lycoming County. By providing a pool of certified, vetted aides to registered child care businesses, the program also meets the needs of caregivers and employers. Caregivers and their children are able to access reliable, high quality early learning experiences, supporting the caregivers' employment. Employers experience fewer call-outs due to child care interruptions, and the child care providers can keep their classrooms open and maintain required staff-to-child ratios. Additionally, they are also able to connect with and "preview" aides who could potentially transition into permanent staff.

Some highlights of the last two years of SAPP in Lycoming County include:

Number of shifts posted	1,085
Number of shifts filled	904
Fill rate	84%
Average shifts posted per month	50
Average shifts filled per month	39
Current providers enrolled	10
Current locations	14
Active aides	16

Winter Programs for Energy Savings & Emergencies

STEP offers programs to prepare for winter weather and to address heating system emergencies. Weatherization assesses a home's weather-tightness and addresses insulation, weather stripping, caulking, non-functioning fireplaces, and other common sources of drafts and air leaks.

In the most recently completed program year, **39 households** in Lycoming County were provided weatherization services through Department of Energy and LIHEAP weatherization funding. These services, especially when deployed with utility assistance programs, reduce the energy burden faced by these Lycoming County residents.

LIHEAP Emergency Services Program (ESP) – formerly LIHEAP CRISIS – provides assistance to customers whose heating systems are non-operable due to mechanical/safety issues. The customers contact the Lycoming County Assistance Office and, after eligibility is confirmed, a referral to STEP is made. In the most recent program year, **109 households** received LIHEAP ESP services.

In total, STEP mobilized $778,688 in funds to provide an estimated **$1,191,393 in energy savings** and **$903,278 in social benefits** – individuals overcoming barriers to stability, home quality, economic stimulation, reduced uncollected debt, and improved health and safety.

To begin the application process for weatherization services, individuals only need to complete STEP's General Registration. For LIHEAP ESP, they must first contact the Lycoming County Assistance Office. **LIHEAP ESP applications** are available on October 12; **LIHEAP fuel assistance** opens on November 2.

PA Navigate Training to Showcase Information & Referral Resource to Elected Officials

PA Navigate is an interactive tool developed by the Pennsylvania Department of Human Services to help connect individuals and families with health and human services in their communities.

Every day, legislative offices hear from constituents who need help navigating challenges related to food, housing, utilities, transportation, health care, employment, and other essential services. PA Navigate provides members and staff with a practical tool to identify local resources, make direct referrals to service providers, and, when appropriate, track the status of those referrals.

This work closely aligns with what Community Action Agencies do every day across Pennsylvania. Local agencies like STEP regularly partner with various elected officials and their staff to help individuals and families address immediate needs while also working toward greater stability and economic mobility. The Community Action Association of Pennsylvania (CAAP) is currently working to expand awareness and use of PA Navigate across the Commonwealth. As part of that effort, and in partnership with Novak Strategic Advisors, STEP will be hosting a training session on **Tuesday, December 8 from 10-11am at our RiverWalk Center**, located at 423 E. Central Avenue in South Williamsport. This session is designed to be practical and hands-on, giving you an opportunity to explore PA Navigate and see how it can support and strengthen constituent services. We welcome you or your staff members. If you are interested in attending, please let Joani Harlan at Novak (joani@nsall.com) know by Tuesday, December 1.

Success Stories

Supportive Housing Program. D.N. sought assistance from the Supportive Housing Program after falling behind on rent while caring for a child experiencing a mental health crisis. D.N. provided court documents related to a pending eviction; however, after reaching an agreement with the landlord that included SHP assistance and a repayment plan for arrears, the eviction was withdrawn. D.N. also received assistance with their water bill through a local resource fair.

Master Leasing Program. M.M. has been experiencing homelessness for the past 15 months, staying at Saving Grace Shelter since July 2026 and living in a tent prior. The SSA stopped his disability payments in May 2025, stating he was no longer considered disabled. He is scheduled for a review hearing, but his payments have not resumed. M.M. was accepted into Master Leasing in July 2026, and we were able to secure housing for him in late August. Finding an accessible apartment with a landlord willing to accept him was a great success. M.M. has been compliant and maintains contact with every step. He is also working with Office of Vocational Rehabilitation on job assessments and placement. He was a mason for 20 years until he became disabled, and is taking online courses to attain an associate's degree in construction and business management.

Long Term Disaster Recovery. The United Way of North Central Pennsylvania and STEP are partnering to lead a Disaster Recovery Team and an Unmet Needs Committee to better support individuals and families impacted by disaster. The Disaster Recovery Team will lead planning, communication, and coordinated response, while the Unmet Needs Committee will address gaps after all other resources are exhausted. In non-disaster periods, the group will meet at least quarterly to stay ready and strengthen partnerships; during active response and recovery, meetings will occur at least monthly or more often as needed.

The team recognizes the contributions of emergency management, faith-based organizations, nonprofit and human services organizations, and community volunteers and partners. Their overall goal is to enhance coordination, improve communication, and ensure a more proactive and organized response.

COUNTY OF LYCOMING

DEPARTMENT OF PUBLIC SAFETY

Emergency Management | EMS | 911 & Communications

BOARD OF COMMISSIONERS BRIEFING

911 Supplemental Radio Dispatcher Pilot — LRPD Partnership Agreement

Forest W.S. Rothchild, Director of Public Safety | October 1, 2026

> **Bottom Line:** I am asking the Board to approve an agreement with the Lycoming Regional Police Department (LRPD) as our pilot partner for supplemental 911 radio dispatch support, funded from the 911 Fund as an unbudgeted expenditure.

BOARD ACTION REQUESTED

- Approve and authorize execution of the agreement with LRPD for the pilot.
- Approve the expenditure from the 911 Fund (not previously budgeted).
- LRPD will be established as a County vendor and invoice monthly.

THE NEED

- Our newest telecommunicators are moving into phone training. During that phase, the Communications Training Officer works only with the trainee and cannot cover a console.
- That empty seat is filled today with overtime or contracted staffing through Moetivations, at nearly $15,000 per month per person.

HOW THE PILOT WORKS

- LRPD officers on modified duty cover law enforcement radio and CAD functions only. They already know the radio, the terminology, and the field.
- Clear limits: no 911 call-taking, no EMD/Priority Dispatch, no fire or EMS dispatch.
- Officers train one-on-one with our in-house 911 staff (about two to three weeks) and work under the Communications Center supervisor.
- The idea came from our own 911 team, built around a training problem they saw coming.

COST & FUNDING

- The County reimburses LRPD at each officer's current hourly rate ($25.60–$36.53/hr), capped at $37/hr.
- Even at the cap and full-time hours, one officer costs about $6,400 per month — under half the cost of one contracted position.
- Source: 911 Fund. This was not a 2026 budgeted item.

ACCOUNTABILITY

- Evaluation at 60 days: training progress, shifts covered, overtime avoided, and quality-assurance results.
- If the results hold, this becomes a model we can offer other regional agencies, and a step toward ending our reliance on contracted staffing.

I want to thank Chief Chris Kriner and the Lycoming Regional Police Department for stepping forward as our first partner. This is new ground for both of us, and he chose to build it with us.