

12/11/2025 Minutes

Chairman Scott Metzger called the meeting of the Lycoming County Salary Board to order at 10:17 am, Thursday, December 11, 2025 in the Commissioners' Board Room, third floor, Third Street Plaza. Other board members present included: Commissioner Marc Sortman, Commissioner Mark Mussina, and Controller Nicki S. Gottschall.

Commissioner Mussina made a motion to approve the December 4, 2025 minutes as submitted. Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to add a Criminal Processing Clerk position (PG5) in the Prothonotary's Office to the TDA. Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to remove an Adult Probation Officer position (PG9) in the Adult Probation Office from the TDA. Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to add an Administrative Case Officer position (PG7) in the Adult Probation Office to the TDA. Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to add a Regional Field Coordinator position in the Department of Public Safety Office to the TDA. Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to remove an Administrative Specialist position (PG6-nonexempt) in the Department of Public Safety Office from the TDA (as of 01/03/2026). Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to add an Administrative Coordinator position (PG6-exempt) in the Department of Public Safety Office to the TDA (as of 01/04/2026). Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to remove a Deputy Director of Facilities Management position (PG12) in the Facilities Management Office from the TDA (as of 01/01/2026). Commissioner Sortman seconded the motion and it passed unanimously.

Commissioner Mussina made a motion to add a VA Assistant position (PG6) in the Veteran's Affairs Office to the TDA. Commissioner Metzger seconded the motion. Commissioner Sortman and Controller Gottschall opposed.

Commissioner Mussina made a motion to table the vote on adding an Assistant Public Defender position (Union) to the TDA for additional information. Commissioner Sortman seconded the motion to table and it passed unanimously.

Commissioner Mussina made a motion to remove an Administrative Assistant/Paralegal in Training position (PG6) and to add a Paralegal position (PG7) in the Public Defender's Office to the TDA. Commissioner Sortman seconded the motion. Commissioner Metzger, Commissioner Sortman and Commissioner Mussina voted in favor of the motion; Controller Gottschall opposed.

Commissioner Mussina made a motion to approve the new Telecommunicator pay scale (as of 01/01/2026). Commissioner Sortman seconded the motion and it passed unanimously. The new pay scale is as follows:

County of Lycoming 911 Center Wage Scale

Position	Grade	Starting
Telecommunicator III	10	\$ 25.00
Telecommunicator II	9	\$ 23.00
Telecommunicator I	8	\$ 21.50
Telecommunicator Trainee	7	\$ 20.00

A \$1,000 recruiting bonus applies to this position, payable in installments according to training progression. A breakdown of the bonus follows:

- \$500 at the completion of call taker training and promotion to Telecommunicator I.
- \$250 at the completion of all police radio training.
- \$250 at the completion of Fire/EMS radio training, promotion to Telecommunicator II

The meeting was adjourned 10:36 am.

Respectfully submitted by:



Salary Board Secretary