CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 9968 DATE 11-6-25

TITLE

RESOLUTION AUTHORIZING ENGAGEMENT OF MID PENN INVESTIGATIVE SOLUTIONS, LLC

BE IT RESOLVED by the City Council of the City of Williamsport that the engagement of Mid Penn Investigative Solutions, LLC to provide investigative services relating to damage to the interior of City Hall at 245 West Fourth Street, Williamsport, Pennsylvania, as set forth in the attached engagement letter dated October 23, 2025, is hereby approved.

BE IT FURTHER RESOLVED that the appropriate City officials are authorized to execute said engagement letter and take such actions as necessary to carry out the intent of this Resolution.

ADOPTED this 6th day of Nov, 2025.

Approved

City Clerk

President

MID PENN INVESTIGATIVE SOLUTIONS, LLC

Date: 10/23/2025
Subject: Letter of Engagement
Reference Confidential Investigation/Inquiry
To: City Solicitor Austin White, Esq.
Williamsport City Council, et.al
From: Kevin J Patterson
Owner, Mid Penn Investigative Solution, LLC

The purpose of this communication is to outline the preliminary understanding between Mid Penn Investigative Solutions, LLC and the Williamsport City Council regarding an engagement to provide investigative services. This letter is intended to facilitate discussions and planning for the investigation, identify the rate at which services would be provided, and authorize Mid Penn Investigation Solutions LLC to begin the investigation.

Purpose of the Investigation:
The Parties intend for Mid Penn Investigative Solutions, LLC to conduct a review and investigation into damages which have occurred to the interior of Williamsport City Hall located at 245 West Fourth St Williamsport, PA.

PO BOX 135 Loganton, PA 17747 570-916-5773 kevinpat@tds.net

Scope of the Investigation:
The scope of the investigation may include:
The review of documents and communications provided by the client and other relevant parties.
Conducting Interviews with relevant personnel and witnesses.
Summarizing and reporting information and findings gleaned from the investigation.
Making recommendations to further the investigation as appropriate.
The final scope, timing and delivery of reports will be confirmed in a formal engagement agreement provided the parties agree to proceed.
All reporting will be delivered electronically and/or in hard copy to the City Solicitor's Office for their review and dissemination to the Williamsport City Council.

Engagement:
This letter sets forth the rates for the above engagement. Either party may terminate the engagement upon 30 days written notice to the other party.

Confidentiality:

Each party agrees to keep confidential any non-public information exchanged during discussions or in connection with any preliminary work performed under this letter, and to use such information for the purpose of evaluating the proposed engagement.

Fees and Expenses:

Our fees will be based on time incurred at standard hourly rates. Investigative and reporting rates will be incurred at an hourly rate of $75 per hour. Mileage rate is $.65 per mile (50 miles or more beyond the Williamsport City Limits).

If you agree with the terms of this Engagement please sign below.

Sincerely.
Kevin J Patterson, Licensed Private Investigator and Owner,
Mid Penn Investigative Solutions, LLC
PO Box 135
Loganton, PA 17747

Agreed to by the City this 6th day of November, 2025:

Signature

Mayor

Controller

City Clerk