

Commissioners:

TONY R. MUSSARE  
*Chairman*

ERNEST P. LARSON  
*Vice Chairman*

JEFF W. RAUFF  
*Secretary*



MATTHEW A. McDERMOTT  
*Director of Administration  
and Chief Clerk*

J. DAVID SMITH  
*Solicitor*

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COUNTY of LYCOMING  
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**Minutes of the Meeting of  
July 30, 2015  
Board Room, Executive Plaza  
Pine Street, Williamsport**

Commissioner Mussare - Present  
Commissioner Larson - Present  
Commissioner Rauff - Present

Solicitor Smith - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare convened the Commissioners Meeting 10:00 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the minutes of the previous meeting as they are recorded.
- 1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. Mussare opened the floor to public comment on agenda items only, and none were received.

**2.0 ACTION ITEMS**

- 2.1 ADOPT RESOLUTION 2015-21. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted resolution 2015-21 for 911 revenue receipt.
- 2.2 ADOPT RESOLUTION 2015-22. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted resolution 2015-22 for Emergency Shelter Grant.
- 2.3 AWARD CONTRACTS FOR INMATE DETENTION CLOTHING AND SUPPLIES. A motion by Mr. Larson and seconded by Mr. Rauff and passed

(3-0), awarded contracts for Inmate detention clothing and supplies to the following on a per item, as needed basis:  
Bob Barker Company, Inc.  
ICS Jail Supplies, Inc.

- 2.4 APPROVE GRANT APPLICATION TO FIRST COMMUNITY FOUNDATION. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved grant application to First Community Foundation Partnership of Pennsylvania in the amount of \$53,000.00.
- 2.5 APPROVE PSA WITH SCHUYKILL MOBILE FONE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with Schuykill Mobile Fone.
- 2.6 APPROVE AGREEMENT WITH SENECA GIS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved data sharing agreement with Seneca GIS.
- 2.7 APPROVE FMA GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved application to FEMA for 2015 Flood Mitigation Assistance (FMA) grant.
- 2.8 APPROVE AGREEMENT WITH MATTHEW A. MCDERMOTT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved employment agreement for director of administration.
- 2.9 ACCEPT HUMAN RESOURCES REPORT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), accepted the Human Resources report through 7/31/15.

***Mr. Mussare recessed the Commissioners' Meeting at 10:06 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Deputy Controller Collins was present.
- 3.2 VOTER SERVICES - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0), approved Jill Shuman as full time replacement Assistant Director of Elections - \$16.27/ hour effective 8/2/15.
- 3.3 PRISON - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0), approved Cynthia Mann as full time replacement Licensed Practical Nurse - \$16.10/hour effective 8/6/15.
- 3.4 PRISON - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0), approved Vicki Runner as full time

replacement Correctional Officer Relief (m/f) - \$15.08/hour effective 8/9/15.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:08 a.m.

*Mr. Mussare reconvened the Commissioners' Meeting at 10:08 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 Ann Gehret announced that Lycoming County is requesting bids for food products.

5.2 The Commissioners presented the following service awards:  
20 years - Ken George.  
30 years - Susan Kilgus.

**6.0 PUBLIC COMMENT.** Mr. Mussare opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. Mussare announced the next regularly scheduled meeting as a work session on Tuesday, August 11, 2015. There will be no meetings August 4 & 6 due to CCAP conference.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Commissioners' Meeting at 10:17 a.m.