

Commissioners:

R. JACK MCKERNAN
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
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
December 1, 2016
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner McKernan - Present
Commissioner Mussare - Present
Commissioner Mirabito - Present

Solicitor Smith - Present

1.0 OPERATIONS

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:01 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the minutes of the previous meeting as they are recorded.
- 1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. McKernan opened the floor to public comment on agenda items only, and none were received.

2.0 ACTION ITEMS

- 2.1 APPROVE SUBGRANT AGREEMENT WITH STEP. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved sub grant agreement with STEP for 2014 CDBG in the amount of \$39,888 for the Homes in Need Program.
- 2.2 APPROVE AGREEMENT WITH SUN GAZETTE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved agreement with Williamsport Sun-Gazette for Advertising in 2017.
- 2.3 APPROVE AMENDMENT TO AGREEMENT WITH LARSON DESIGN GROUP. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Larson Design

Group for courthouse wastewater back up issue extending it to December 31, 2016.

- 2.4 AWARD CONTRACT TO TRUCK & TRAILER SALES. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), awarded contract to Truck & Trailer Sales for 4-Used 53 Foot Dry Cargo Van Trailers in the amount of \$41,000.
- 2.5 APPROVE PSA WITH SWIFT REACH INC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Swift Reach Inc. for a period of one year not to exceed \$24,995.
- 2.6 APPROVE AGREEMENT WITH US SBA. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved agreement with US SBA for Office of Disaster Assistance space agreement and authorize Director of Administration to sign.
- 2.7 APPROVE AMENDMENT 1 TO PSA WITH GIRIO AGENCY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved amendment 1 to professional service agreement with the Girio Agency, Inc. for 2016 Real Estate Appraisals.
- 2.8 APPROVE PSA WITH MICHAEL BAKER. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Michael Baker increasing it by \$25,000.
- 2.9 APPROVE PSA WITH VALLEY YOUTH HOUSE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Valley Youth House for JPO.
- 2.10 APPROVE PSA WITH OUTSIDE IN. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Outside In for JPO.
- 2.11 ACCEPT HR REPORT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), accepted the Human Resources Report through November 30, 2016.
- 2.12 APPROVE PSA WITH HARTMAN EMPLOYEE BENEFITS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Hartman Employee Benefits not to exceed \$15,000.

Mr. McKernan recessed the Commissioners' Meeting at 10:32 a.m.

4.0 BOARD OF ASSESSMENT REVISION

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision at 10:32 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the following real estate refunds:

Jerre & Judith Longenecker in the amount of \$44.88.

Donald & Sandra Swarthout in the amount of \$34.16.

Charles Trudeau in the amount of \$10.81.

Chad & Brenda Hall in the amount of \$168.43.

George Landgrebe in the amount of \$14.22.

May Dept Stores in the amount of \$29705.11.

Peter Koch in the amount of \$22.82.

4.2 APPROVE REAL ESTATE EXONERATIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the following real estate exonerations:

Parcel	Name	Address
31-346-114-001	Jeff Liddic & Beth Miller	3026 Canoe Run Rd.
60-367-125.G-050	Kristyane Kronicz	50 Harvest Moon Pk.
59-004-295	Elton & Mary Treese	190 Aderhold Dr.

4.3 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Board of Assessment Revision at 10:36 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 10:36 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The commissioners presented the following service awards:
10 years:

Rodney Paulhamus Maintenance.

Bryan Bower APO.

30 years

Scott Metzger APO.

John Stahl spoke about Bryan Bower and Scott Metzger's service. Judge Butts commented on the great work that APO does.

Mr. Mussare spoke about information provided to him at the CCAP conference regarding the huge caseloads that APO has to deal with.

Scott Metzger offered details on the national average of time a probation officer stays in his position.

6.0 COMMISSIONER COMMENT.

Commissioners Mussare thanked Kristin McLaughlin for her hard work.

7.0 PUBLIC COMMENT. Mr. McKernan opened the floor to public comment and none were received.

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, December 6, 2016.

9.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Commissioners' Meeting at 10:39 a.m.