

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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**Minutes of the Meeting of
December 12, 2017
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. The meeting was convened at 10:03 a.m.

Bids were opened for the following: Early Intervention Program (3 bidders)

2.0 ACTION ITEMS

2.1 APPROVE CASH REQUIREMENTS REPORT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved accounts payable cash requirement report through October 10, 2017, for payment on October 3, 2017.

2.2 APPROVE CORPORATE GUARANTEE STATEMENT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), authorized Corporate Guarantee Statement for RMS bid for disposal of sewage sludge and grit at 10% of bid amount, in an amount to be determined.

2.3 APPROVE CONTRACT TO ELOOP. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), awarded contract to e-Loop, LLC for processing and recycling of electronics.

2.4 APPROVE PSA WITH RYAN GARDNER. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service

agreement with Ryan Gardner to serve as conflicts attorney in the amount not to exceed \$40,000.

- 2.5 APPROVE PSA WITH DON MARTINO. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Don Martino in the amount not to exceed \$24,200.
- 2.6 APPROVE PSA WITH DAVID WILK. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with David Wilk for solicitor services to the Collections office not to exceed \$12,000/annually.
- 2.7 APPROVE AMENDMENT TO PSA WITH VASSALLO ENGINEERING. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved Approve amendment to agreement with Vassallo Engineering extending it to December 31, 2018.
- 2.8 APPROVE AGREEMENT WITH WILLIAMSPORT MUNICIPAL WATER AUTHORITY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved Act 13 agreement with Williamsport Municipal Water Authority for Mosquito Creek water main in the amount of \$125,000.
- 2.9 APPROVE SUB AGREEMENT WITH STEP. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved subrecipient monitoring agreement with STEP in the amount of \$75,000.
- 2.10 APPROVE CONTRACTS FOR FOOD PRODUCTS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), awarded contracts for food products to Benjamin Foods, LLC, Feesers Inc, Keyco Dist. Inc. and Sysco Central Pennsylvania on a per item and as needed basis..
- 2.11 AWARD CONTRACT FOR BREAD PRODUCTS . A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), awarded contract for bread products to Bimbo Bakeries.
- 2.12 APPROVE AMENDMENT TO AGREEMENT WITH BASTIAN TIRE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved amendment to agreement with Bastian Tire and Auto Center for vehicle maintenance and repair.
- 2.13 APPROVE AMENDMENT TO AGREEMENT WITH FRY'S FIRE PROTECTION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved amendment to agreement with Fry's Fire Protection fire extinguisher maintenance & repair.

2.14 AWARD CONTRACT TO STAPLES. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), awarded contract to Staples for office supplies.

2.15 APPROVE AGREEMENT WITH SUN GAZETTE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved agreement with Sun Gazette for advertising for 2018.

2.16 APPROVE PSA WITH FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Forensic Pathology Associates for the Coroner's Office.

2.17 AWARD CONTRACTS FOR LIBRARY REMODEL PROJECT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), awarded contracts for the James V. Brown Library Adult Main Circulation Area Remodel project to the following vendors:

- Wandell's Office Furniture, Inc. for the help desk in the amount of \$15,425.
- B.A. Meixel Electrical Inc. for wiring in the amount of \$9,995.00..

2.18 REJECT BIDS FOR JAMES V. BROWN LIBRARY REMODEL PROJECT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), rejected the James V. Brown Library Adult Main Circulation Area Remodel project for:

- Reed Associates, Inc. in the amount of \$56,450.00.
- Wandell's Office Furniture, Inc. for the office furniture in the amount of \$6,800.

2.19 APPROVE AGREEMENT WITH PENRAC, LLC. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved business rental preferred rate agreement with Penrac, LLC (Enterprise) for rental cars.

Mr. McKernan recessed the Commissioners' Meeting at 11:28 a.m.

4.0 BOARD of ASSESSMENT REVISION

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision at 11:28 a.m.

4.2 APPROVE REAL ESTATE REFUND. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved real estate refund for parcel 11-310-139 - Scott & Bonnie Wheeland in the amount of \$53.83.

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 11:30 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 11:30 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Fran McJunkin presented a media release regarding Letter of Map Amendment (LOMA) from Federal Emergency Management Agency (FEMA).

6.0 COMMISSIONER COMMENT. The floor was opened to commissioner comment and none were received.

7.0 PUBLIC COMMENT. The floor was opened to public comment and the following were received:

Anthony Eck from Lock Haven University presented information to the Commissioners on a research project he completed regarding emerging health concerns in Lycoming County.

Tim Mahoney from Lycoming County Health Improvement Coalition commented on the above and spoke about cross referencing.

Beth McMahan spoke about the research and said that many times mental health issues and substance abuse are co-occurring.

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting to be held Thursday, December 14, 2017.

9.0 ADJOURN COMMISSIONERS' MEETING. The meeting was adjourned at 11:39 a.m.