

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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**Minutes of the Meeting of
June 25, 2015
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Assistant Solicitor Wiley - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare convened the Commissioners Meeting 10:01 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 APPROVE PSA FOR JPO OFFICE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreements with the following for the period for period 2015-2016:

C. Townsend Velkoff	Raymond McGinnis.
Jeff Yates	Don Martino.
Cornell Abraxas	Community Solutions.
Crossroads	BSI.
Hope Enterprises/Dr. Dowell.	

2.2 APPROVE AGREEMENT WITH GREGG TOWNSHIP MUNICIPAL AUTHORITY. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-

0), approved industrial wastewater discharge and treatment agreement with Gregg Township Municipal Authority.

- 2.3 APPROVE PSA WITH OPSCO. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with Orchard Pump Supply Company Service, Inc. for RMS.
- 2.4 AWARD FOOD BIDS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), awarded food bids to Feesers, Keyco and Sysco on a per item as needed basis.
- 2.5 APPROVE AMENDMENT TO AGREEMENT WITH CHARM-TEX. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved amendment to agreement with Charm-Tex Supplies, Inc. for inmate clothing & supplies extending it to June 30, 2016.
- 2.6 APPROVE AMENDMENT TO AGREEMENT WITH ICS JAIL SUPPLIES. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the amendment to agreement with ICS Jail Supplies, Inc for inmate clothing & supplies extending it to June 30, 2016.
- 2.7 APPROVE INVOICE FROM KEYMARK. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved invoice from KeyMark for Justice Systems Full Court License in the amount of \$11,000.
- 2.8 APPROVE 2014 CDBG AGREEMENT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved agreement with DCED for 2014 Community Development Block Grant.
- 2.9 APPROVE CDBG CITIZEN PARTICIPATION PLAN. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Community Development Block Grant citizen participation plan.
- 2.10 APPROVE CDBG ANTI-DISPLACEMENT PLAN. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Community Development Block Grant anti-displacement plan.
- 2.11 APPROVE UPDATE TO TDA. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved following updates to the TDA: (Ann Gehret)
Sheriff Office - Addition of 2 full-time Deputy Sheriffs and Addition of 1 part-time Deputy Sheriff; and
Courts - change Court Audio Technician (grade 6) to a Court Reporter (grade 8).

2.12 ACCEPT HR REPORT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), accepted the Human Resources report through June 30, 2015.

Mr. Mussare recessed the Commissioners' Meeting at 10:15 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present. Chief Deputy Ulmer was present for item 3.2.

3.2 SHERIFF'S OFFICE - A motion by Chief Deputy Ulmer and seconded by Mr. Larson and passed (5-0), approved the addition of 2 full-time Deputy Sheriffs and Addition of 1 part-time Deputy Sheriff.

3.3 COURTS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved changing Court Audio Technician (grade 6) to a Court Reporter (grade 8).

3.4 APPROVE UPDATE TO 2015 SALARY SCHEDULE - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved update to the 2015 Salary Schedule.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:21 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 10:21 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Dan Dorman announced that LCRMS is requesting bids for Bituminous SC.

6.0 PUBLIC COMMENT. Mr. Mussare opened the floor to public comment and the following were received:

Jack McKernan from Williamsport asked if there were other options looked at prior to the creation of additional deputy sheriff positions.

Mr. Mussare responded that all options were reviewed.

Director McDermott added that with the current system, the deputy sheriffs were spending too much time assisting with front door security, and it was taking away from their other duties.

Mr. McKernan asked about the newspaper ad for a janitor for the prison and if this position performed other duties. If not, why can't prisoners be used?

Controller Rogers responded that yes this position does perform other duties.

Mr. McKernan asked if the audit will be available June 30?

The PAFR will be on the controller's website by 5 p.m. and the CAFR will be on the fiscal website by 5 p.m.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Mussare announced the next regularly scheduled meeting as a work session on Tuesday, June 30, 2015.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Commissioners' Meeting at 10:30 a.m.