

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**Minutes of the Meeting of
September 3, 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 2015-25. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted Resolution 2015-25 amending Resolution 2015-24 for the Highway Safety Project.
- 2.2 APPROVE PSA WITH FISH COMMERCIAL GROUP. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved a professional service agreement with Fish Commercial Group for Commission 2015.
- 2.3 AWARD CONTRACT TO SPECTOR MANUFACTURING. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), awarded a

contract for one new transfer trailer to Spector Manufacturing, Inc. in the amount of \$51,638.00.

- 2.4 ADOPT RESOLUTION 2015-26. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted Resolution 2015-26 for emergency repairs.
- 2.5 APPROVE QUOTE FROM SUNBURY MOTORS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the quote from Sunbury Motor Company for emergency mechanical repairs in the amount of \$12,067.44.
- 2.6 APPROVE AGREEMENT WITH SUSQUEHANNA CRANE SERVICE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the equipment rental agreement with Susquehanna Crane Service.
- 2.7 APPROVE GRANT APPLICATION TO PA DEP. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved 2014 904 performance grant application to Pennsylvania Department of Environmental Protection.
- 2.8 APPROVE AGREEMENT WITH MIFFLIN TOWNSHIP. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved an agreement with Mifflin Township for Phase III Park Improvements.
- 2.9 APPROVE AMENDMENT TO AGREEMENT WITH PENN STATE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved an amendment to the agreement with Pennsylvania State University for the Sensory Garden Project.
- 2.10 APPROVE EMERGENCY MANAGEMENT PERFORMANCE GRANT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved an agreement with PEMA for FFY15 Emergency Management Performance Grant.

Mr. Mussare recessed the Commissioners' Meeting at 10:07 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Deputy Controller Collins was present. Prothonotary Fedele was present for item 3.4.
- 3.2 PRISON - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0), approved Cody R. Leon as full time replacement Correctional Officer Relief - COI - \$15.08/hour effective 9/14/15.

3.3 PRISON - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0), approved Steven A. Wright as full time replacement Correctional Officer Relief - COI - \$15.08/hour effective 9/14/15.

3.4 PROTHONOTARY - A motion by Mrs. Fedele and seconded by Mr. Larson and passed (5-0), approved the promotion of Cassandra E. Leljedal as full time replacement Data Entry Operator (legal) Prothonotary - Pay grade 4 - \$13.54/hour effective 9/13/15.

3.5 COURTS - MDJ PAGE - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0) approved Ericka M. Cowfer as full time replacement Clerk III - Pay grade 4 - \$13.54/hour effective 9/13/15.

3.6 HUMAN RESOURCES - A motion by Mrs. Collins and seconded by Mr. Larson and passed (4-0) approved Lauren K. Bower as full time replacement Human Resource Generalist - Pay grade 8 - \$37,418.45/annually effective 9/8/15.

3.5 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Rauff and passed (4-0), adjourned the Salary Board at 10:09 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 10:09 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Dan Strouse, Mike Holdren, Ken George, Leslie Kilpatrick, Diana Cleveland, Jeff Dawes, Dave Allen, Joe Kyle and Dale Brendle were awarded Job Well Done pins for their leadership, subject matter knowledge, and coordination of efforts with the recent move of the Back-up 911 Center to the Third Street Plaza.

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, September 8, 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 10:15 a.m.