

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
October 29, 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 AWARD CONTRACT TO BY-CRETE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), awarded contract for reinforced stackable concrete box extensions to By-Crete in the amount of \$22,400.

2.2 APPROVE AMENDMENT TO AGREEMENT WITH LDG. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved amendment to agreement with Larson Design Group for Timber Run Industrial Park.

2.3 APPROVE AGREEMENT WITH PENNVEST. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved agreement with PennVest for nutrient credit auction.

- 2.4 APPROVE AGREEMENT WITH CITY OF LOCK HAVEN. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved nutrient trading agreement with the City of Lock Haven.
- 2.5 APPROVE AGREEMENT WITH WBRA. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved nutrient trading agreement with West Branch Regional Authority.
- 2.6 APPROVE AGREEMENT WITH TELEOSOFT, INC. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved software license agreement with Teleosoft, Inc. for orphan's court for the Register of Wills in the amount of \$64,370.
- 2.7 APPROVE AGREEMENT WITH TELEOSOFT, INC. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved software maintenance agreement with Teleosoft, Inc. for orphan's court for the Register of Wills in the amount of \$12,500/annually.
- 2.8 ACCEPT HR REPORT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), accepted the human resources report through 10/30/15.

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

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent.
- 3.2 MAINTENANCE - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Kendra J. Gates as full time replacement Custodial Worker II - Pay grade 5 - \$14.77/hour effective 11/2/15.
- 3.3 DISTRICT ATTORNEY - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Jill L. Schriener as full time replacement Clerk III - Pay grade 4 - \$15.28/hour effective 11/8/15.
- 3.4 ADJOURN SALARY BOARD. A motion by Mr. Rauff and seconded by Mr. Larson and passed (3-0), adjourned the Salary Board at 10:22 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 10:22 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 The Commissioners presented JWD pins to Jerry Kennedy and Christine Hayward. Karl Demi explained their duties as related to the core network switch repairs that affected all county departments. Mr. Kennedy and Ms. Hayward were able to complete this task in 1.5 hours on Saturday, October 3, 2015.
- 5.2 The Commissioners recognized Dennis Berfield upon his retirement. Karl Demi detailed Mr. Berfield's tenure with the county. Dennis Berfield thanked his coworkers and emphasized it was a great team.
- 5.3 Mya Toon announced that the county will be requesting bids for food products for the first quarter 2016.

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, November 10, 2015. No meetings November 3 or 5.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Commissioners' Meeting at 10:23 a.m.