

**Commissioners:**

JEFF C. WHEELAND  
*Chairman*

ERNEST P. LARSON  
*Vice Chairman*

TONY R. MUSSARE  
*Secretary*



ANN M. GEHRET  
*Director of Administration  
and Chief Clerk*

N. RANDALL SEES  
*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  
January 3, 2012  
Board Room, Executive Plaza  
Pine Street, Williamsport**

Commissioner Wheeland - Present  
Commissioner Larson - Present  
Commissioner Mussare - Present

Solicitor Sees - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland convened the Commissioners Meeting 2:00 p.m.
- 1.2 ELECT CHAIRMAN TO THE BOARD OF COMMISSIONERS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), elected Jeff C. Wheeland as the Chairman to the Board of Commissioners.
- 1.3 ELECT VICE CHAIRMAN AND SECRETARY TO THE BOARD OF COMMISSIONERS. A motion by Mr. Wheeland and seconded by Mr. Mussare and passed (3-0), elected Ernest P. Larson as Vice Chairman and Tony R. Mussare as Secretary to the Board of Commissioners.
- 1.4 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the minutes of the previous meeting as they are recorded.
- 1.5 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. Wheeland opened the floor to public comment on agenda items only, and none were received.

**2.0 ACTION ITEMS**

- 2.1 APPOINT CHIEF CLERK. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (3-0), appointed Ann Gehret as Chief Clerk to Board of Commissioners.
- 2.2 APPOINT DEPUTY CHIEF CLERK. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (3-0), appointed Marci Hessert as Deputy Chief Clerk to Board of Commissioners.
- 2.3 ADOPT RESOLUTION 2012-01. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2012-01 appointing solicitors to Board of Commissioners.
- 2.4 ADOPT RESOLUTION 2012-02. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2012-02 authorizing use of facsimile signatures.
- 2.5 APPROVE POLICY MANUAL. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Lycoming County policy manual.
- 2.6 REAPPOINT COUNTY ENGINEER. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), reappointed Larson Design Group as County Engineer for 2012.
- 2.7 REAPPOINT ALTERNATE COUNTY ENGINEER. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), appointed Bassett Engineer as alternate county engineer for Federal Highway Administration funded transportation related work.
- 2.8 APPOINT COMMISSIONER REPRESENTATIVES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), appointed Commissioner representatives to various boards/authorities:  
Commissioner Wheeland: CCAP Special Committees (as appointed), Route 15 Coalition, Chamber of Commerce Advisory Board, WATS, Industrial Properties Corporation, SEDA-COG Board, Joinder Board  
Commissioner Larson: Ag Land Preservation, Chamber of Commerce Board of Directors, Conservation District, Joinder Board, Joinder Board Executive Committee, Recreation Authority, State Solid Waste Advisory Board, Pine Creek Rails to Trails.  
Commissioner Mussare: Bi-County Office of Aging, WIB-LEO, STEP, Joinder Board, Joinder Board Executive Committee, WATS, Library Board, Alliance 2000.
- 2.9 DESIGNATE COMMISSIONER RESPONSIBILITIES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), designated Commissioner responsibilities to the following areas:  
Commissioner Wheeland: Human Resources, Prison Board, Assessment, Fiscal Services, Retirement Board, Planning/Community Development.

Commissioner Larson: Cooperative Extension, Resource Management Services, Public Safety, Prison Board, Retirement Board.  
Commissioner Mussare: Maintenance, Prison Board, Information Services, Public Defender, Retirement Board.

*Mr. Wheeland recessed the Commissioners' Meeting at 2:05 p.m.*

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 ADOPT 2012 SALARY SCALE - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the salary scale for year 2012.
- 3.3 APPROVE TDA - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the Table of Distribution and Authorizations.
- 3.4 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 2:05 p.m.

### **4.0 BOARD OF ASSESSMENT APPEALS**

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 2:05 p.m.
- 4.2 REAPPOINT CHIEF ASSESSOR. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), reappointed Cassie Tompkins as Chief Assessor to County of Lycoming.
- 4.3 REAPPOINT DEPUTY CHIEF ASSESSOR. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), reappointed Brooke Wright as Deputy Chief Assessor to County of Lycoming.
- 4.4 REAPPOINT SECRETARY TO BOARD OF ASSESSMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), reappointed Marci Hessert as secretary to Board of Assessment.
- 4.5 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Board of Assessment Appeals at 2:06 p.m.

*Mr. Wheeland reconvened the Commissioners' Meeting at 2:06 p.m.*

### **5.0 REPORTS / INFORMATION ITEMS.**

5.1 Mr. Wheeland announced the regular meetings of the Lycoming County Board of Commissioners will be held at 10:00 a.m. Tuesday and Thursday, as needed.

**6.0 PUBLIC COMMENT.** Mr. Wheeland opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. Wheeland announced the next regularly scheduled meeting as a Work Session on Wednesday, January 4, 2012. Regular Meeting on Thursday January 5, 2012.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 2:07 p.m.