

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

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**Minutes of the Meeting of
January 5, 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 10:02 a.m.
- 1.2 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.
- 1.3 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 ADOPT RESOLUTION 2012-03. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2012-03 for reimbursement agreement with PennDoT.
- 2.2 APPROVE REIMBURSEMENT AGREEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved reimbursement agreement with PennDoT for Bridge T-664 over Little Muncy Creek in the amount of \$1,318,950.
- 2.3 AWARD CONTRACT TO FRED HAMM, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract for trash removal services in part to Fred Hamm, Inc.

- 2.4 AWARD CONTRACT TO MAZZANTE DISPOSAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract for trash removal services in part to Mazzante Disposal.
- 2.5 APPROVE PAYMENT TO DIXON AC&R. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved payment for invoice from Dixon AC&R Corp in the amount of \$2,340.
- 2.6 APPROVE INVOICE FROM PTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved invoice from Prisoner Transport Services in the amount of \$634.60.
- 2.7 APPROVE FEE INCREASE FOR ZONING PARTNERSHIP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved increase in per capita fee for municipalities in the County Zoning Partnership from \$1.25 to \$1.50.
- 2.8 APPROVE POLICY UPDATES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved updates to policy 100 - Introduction, and policy 900 - Loss Prevention - of the County's policy & procedure manual.
- 2.9 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved TDA changes - Courts - Bailiff positions to pay grade 2 and in Fiscal Services change Grants Administrator/Purchasing Agent to pay grade 11.

Mr. Wheeland recessed the Commissioners' Meeting at 10:11 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 CONTROLLER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Jennifer L. Thompson as full time replacement Senior Internal Auditor - Pay grade 8 - \$41,223.17/annually effective 1/8/12.
- 3.3 CONTROLLER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Nicki S. Collins as full time replacement Internal Auditor - Pay grade 7 - \$32,759.49/annually effective 1/8/12; and Controller - Susan H. Smith as full time replacement Clerk III - Pay grade 4 - \$12.95/hour effective 1/8/12.
- 3.4 COURTS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved John J. Monahan reclassification as part time Bailiff - Pay grade 2 - \$11.21/hour effective 1/8/12, not to exceed 1,000 hours annually; and

Courts - Richard J. DeSanto reclassification as part time Bailiff - Pay grade 2 - \$10.98/hour effective 1/8/12, not to exceed 1,000 hours annually; and
Courts - Daniel J. Rogers reclassification as part time Bailiff - Pay grade 2 - \$10.16/hour effective 1/8/12, not to exceed 1,000 hours annually.

- 3.5 PUBLIC DEFENDER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Nicole M. Ippolito as full time replacement Assistant Public Defender - Union - \$50,752.53/annually effective 1/9/12.
- 3.6 ADULT PROBATION - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Denise A. Gee to full time replacement Clerk III - Pay grade 4 - \$14.29/hour effective 1/22/12.
- 3.7 DPS - COMMUNICATIONS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Kyle D. Bertin as full time replacement Telecommunicator I - Pay grade 5 - \$14.13/hour effective 1/9/12; and
DPS - Communications - Forrest K. Lehman as full time replacement Telecommunicator I - Pay grade 5 - \$14.13/hour effective 1/9/12.
- 3.9 FISCAL SERVICES - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the reclassification of Mya D. Toon as Grants Administrator/Purchasing Agent - Pay grade 11 - \$58,263.60/annually effective 1/8/12; and
- 3.9 FISCAL SERVICES - A motion by Mr. Mussare and seconded by Mr. Larson and passed (3-1, Rogers), approved the promotion of Beth A. Johnston as full time replacement Director of Fiscal Services - Pay grade 13 - \$75,625.51/annually effective 1/8/12.
- 3.10 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:15 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:15 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 Mya Toon announced that the County is requesting RFPs for auditing services.
- 5.2 Krista Rogers announced that the Lycoming County Retirement Board will meet Tuesdays and Thursdays, as necessary, during or immediately following the Commissioner's Meeting.

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

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Wheeland announced the next regularly scheduled meeting as a work session on Tuesday, January 10, 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 10:16 a.m.