

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
February 16, 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 10:03 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 AWARD CONTRACT TO SPECTOR MANUFACTURING, INC A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded the contract to Spector Manufacturing, Inc. for 1- New 2012 75 Cubic Yard Transfer Trailer in the total amount of \$48,261.00.
- 2.2 APPROVE MOU WITH PIMCC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Memorandum of Understanding for Act 22 services with the Prison Inmate Medical Cost Containment Program (PIMCC).
- 2.3 APPROVE AGREEMENT WITH PARIS HEALTHCARE LINEN SERVICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Paris Healthcare Linen Services extending the contract.

2.4 APPROVE AMENDMENT TO AGREEMENT WITH LDG. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Larson Design Group for water line extension engineering services increasing the cost by \$15,000.

2.5 APPROVE QUOTE FROM ESRI. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved quote from ESRI for software licensing and maintenance in the amount of \$42,693.05.

2.6 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following TDA Changes:
Fiscal Services - delete deputy director/accounting manager position.
Human Resources - delete administrative specialist position.
Maintenance - add one full time Maintenance III (Assistant Farmer), pay grade 8.

Mr. Wheeland recessed the Commissioners' Meeting at 10:08 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 PROTHONOTARY - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the lateral move of Jill L. Button to full time replacement Legal Data Entry Operator - Pay grade 4 - \$14.290459/hour effective 2/19/12.

3.3 DISTRICT ATTORNEY - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Melissa L. Cowles to full time replacement Clerk III - Pay grade 4 - \$13.00/hour effective 3/4/12.

3.4 PRE RELEASE - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Jeffrey A. Horn to full time replacement Work Crew Caseworker Coordinator - Pay grade 9 - \$27.07/hour effective 2/19/12.

3.5 MAINTENANCE - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Rodney Paulhamus to full time Maintenance III (Assistant Farmer) - Pay grade 8 - \$19.30/hour effective 2/19/12.

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

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

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 Tuesday, February 21, 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 10:10 a.m.