

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 23, 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 10:00 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.

Mr. Wheeland recessed the Commissioners' Meeting at 10:06 a.m.

Mr. Wheeland convened a public hearing for STEP's application to DCED for an Accessible Housing Grant.

Rachelle Abbott detailed the reasons for this public hearing as well as the purpose in applying for an accessible housing grant. She explained the request is for \$150,000. Ms. Ricotta added that many homes in Lycoming County are aging and in need of accessibility.

Bill Kelly commended STEP and Ms. Abbott on the hard work and services that is provided to the community.

Mr. Wheeland convened the first public hearing for the 2012 CDBG Program.

Bill Lowthert of SEDA COG reviewed the requirements for Community Development Block Grant funds.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:50 a.m.

2.0 ACTION ITEMS

- 2.1 APPROVE MOU WITH STEP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved memorandum of understanding with STEP for Accessible Housing Grant.
- 2.2 APPROVE 2011 CDBG CONTRACT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved FFY 2011 CDBG contract from DCED.
- 2.3 ADOPT RESOLUTION 2012-08. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved resolution 2012-08 for emergency repair at RMS.
- 2.4 APPROVE PURCHASE FROM REMCON EQUIPMENT, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase from REMCON Equipment, Inc. in the amount of \$45,443.00 for purchase and installation of parts for emergency repair.
- 2.5 APPROVE PARTICIPATION IN GREAT PA CLEANUP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the participation in the Great PA Cleanup from April 21 to May 7, 2012.
- 2.6 APPROVE BUDGET REVISION TO HPRP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved STEP's Homelessness Prevention and Rapid Rehousing Program budget revision #4.
- 2.7 APPROVE GRANT APPLICATION TO STATE JUSTICE INSTITUTE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved grant application to the State Justice Institute in the amount of \$12,200 for one year of training for both JPO and APO.

Mr. Wheeland recessed the Commissioners' Meeting at 10:57 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 DISTRICT ATTORNEY - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Cortney L. Bower as

full-time Paralegal - Pay grade 6 - \$15.39/hourly effective 2/27/12..

3.3 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:58 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:58 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following real estate refunds:

Parcel 48-252-123 for Christopher & Donna Wysocki in the amount of \$57.08.
Parcel 48-271-153 for Mark & Kathleen McFadden in the amount of \$104.80.
Parcel 48-271-164 for Dennis & Louise Sampson in the amount of \$70.29.
Parcel 48-252-138.03 for Jack & Chris Marlow in the amount of \$39.08.
Parcel 26-016-802 for Joseph Velott in the amount of \$19.49.
Parcel 26-029-134 for Michael & Danielle Clark in the amount of \$138.64.

4.3 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 10:58 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:58 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The Commissioners recognized Gerald Shaffer on his retirement. Tim Mahoney spoke of his service to the County.

5.2 Mya Toon announced that Lycoming County is requesting bids for Food Products for the 2nd Quarter 2012.

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 28, 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 10:59 a.m.