

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
March 8, 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 10:06 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 APPROVE PSA WITH DONALD MARTINO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Donald F. Martino not to exceed \$16,000.
- 2.2 APPROVE PSA WITH LARSON DESIGN GROUP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional services agreement with Larson Design Group for waterline construction services not to exceed \$116,000.
- 2.3 APPROVE MOU WITH PLUNKETTS CREEK. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved memorandum of understanding with Plunketts Creek for Zoning Administration.

- 2.4 APPROVE AGREEMENT WITH MCM CONSULTING GROUP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agreement with MCM Consulting Group not to exceed \$61,500.08.
- 2.5 APPROVE HMRF BUDGET MODIFICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved budget modification to HMRF grant with PEMA.
- 2.6 APPROVE 903 GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved 903 grant application to PA DEP.
- 2.7 APPROVE PURCHASE FROM LANDFILL SERVICE CORP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase from Landfill Service Corporation Environmental Products, LLC for posi shell products in the amount of \$30,000.
- 2.8 APPROVE WATER QUALITY PERMIT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved water quality management permit application to DEP.

Mr. Wheeland recessed the Commissioners' Meeting at 10:09 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent. Prothonotary Fedele was present for item 3.4.
- 3.2 PRISON - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the promotion of Michael Jason Hill to full time replacement Sergeant Relief - Pay grade 8 - \$20.12/hour effective 3/18/12; and Prison - Joshua J. Rogers as full time replacement Sergeant - Pay grade 8 - \$19.101285/hour effective 3/18/12.
- 3.3 PRE-RELEASE - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Eve A. Allen as part time replacement Female Resident Supervisor - Pay grade 6 - \$14.30/hour effective 3/12/12, not to exceed 1,000 hours annually.
- 3.4 PROTHONOTARY - A motion by Mrs. Fedele and seconded by Mr. Larson and passed (4-0), approved Michelle Warg as full time replacement Clerk III - Pay grade 4 - \$12.95/hour effective 3/12/12.
- 3.5 HUMAN RESOURCES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of

Amanda L. Winter as full time HR Generalist - Pay grade 8 - \$37,002.05/annually effective 4/1/12.

3.6 DPS - COMMUNICATIONS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Donna Anderson as full time replacement Telecommunicator I - Pay grade 5 - \$14.13/hour effective 3/12/12..

3.7 PCD - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Liudmila Robinson as full time replacement Environmental Planner - Pay grade 8 - \$35,784.77/annually effective 4/2/12.

3.8 VOTER SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the promotion of Jill A. Shuman to full time replacement Clerk III - (EVM Custodian) - Pay grade 4 - \$12.95/hour effective 3/18/12.

3.9 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:12 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:12 a.m.

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

Parcel 56-311-155 for Scott & Mary Kimble in the amount of \$26.10.
Parcel 48-253.1-154 for Dennis & Victoria Woodard in the amount of \$69.36.
Parcel 48-291-138 for Project 87 LLC in the amount of \$259.87.
Parcel 54-314-202 for Dale & Vivian Mills in the amount of \$52.30.

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 10:13 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:13 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Deb Bennett announced the dates for the 2012 PMPEI Municipal Training Series.

5.2 Dave Bonus announced that LCRMS is requesting bids for a mobile screening plant.

5.3 Dave Bonus introduced Frank Wertz, new employee at RMS.

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, March 13, 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 10:15 a.m.