

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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COUNTY of LYCOMING
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**Minutes of the Meeting of
April 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 10:01 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 ENACT ORDINANCE 2012-01. A motion by Mr. Larson and seconded by Mr. Mussare and passed (Larson=yes, Mussare=yes, Wheeland=yes; 3-0), enacted Ordinance 2012-01 for the Impact Fee.
- 2.2 APPROVE EASEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Fairview Cemetery Pipeline Easement.
- 2.3 APPROVE EASEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Vining Pipeline Easement.

- 2.4 APPROVE 2012 CDBG APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved 2012 CDBG project finalization.
- 2.5 APPROVE AGREEMENT WITH ANADARKO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved confidentiality agreement with Anadarko.
- 2.6 AWARD CONTRACT TO IMR. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded partial contract to IMR for the process of scanning, loading, and linking of deed and mortgage book documents into the County's existing ACS LandMarc system in the amount of \$233,502.
- 2.7 AWARD CONTRACT TO ACS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded partial contract to ACS to host scanned deed and mortgage book document digital scans on an internet website in the amount of \$10,800 per year.
- 2.8 APPROVE JABG GRANT RECEIPT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved JABG grant receipt from PCCD in the amount of \$5,000.
- 2.9 APPROVE CONTRACT WITH LEXIS NEXIS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved contract renewal with Lexis Nexis for a period of three years.
- 2.10 APPROVE AMENDMENT 1 TO PPLRE AGREEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment 1 to the PPLRE gas agreement.
- 2.11 APPROVE REIGHARD'S FEE SCHEDULE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Reighard's fee schedule for a period of two years on an as needed basis.
- 2.12 APPROVE INVOICE FROM CBECEI. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved invoice from Cleveland Brothers Equipment Company, Inc. for maintenance in the amount of \$19,382.53.
- 2.13 AWARD CONTRACT TO DEACON EQUIPMENT COMPANY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contract for tubgrinder materials and supplies on an as needed basis to Deacon Equipment Company for a period of one year.
- 2.14 APPROVE INVOICE FROM TRANE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved invoice from Trane in the amount of \$17,404.10 for retro fit of HVAC controls at Third Street Plaza.
- 2.15 APPROVE TDA CORRECTION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved TDA correction to action taken 3/22: Fiscal Services - change Grants

Administrator/Purchasing Agent to Grants, Purchasing & Property Manager.

- 2.16 APPROVE CORRECTION TO APPOINTMENTS TO LCIDA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved correction to appointments to LCIDA:
- | | |
|-------------------------------|--|
| Ron Frick | 12/31/12. |
| Judy Sarett | 12/31/12. |
| Dan Ertel (new appointment) | 12/31/13 (filling unexpired term of Rick Vanderlin). |
| Steve Tasselli | 12/31/15. |
| Eric O'Connor (reappoint) | 12/31/16. |
| Jeff Bower (reappoint) | 12/31/16. |
| Joe Stewart (reappoint) | 12/31/16. |
| Joe Strouse (new appointment) | 12/31/15. |

Mr. Wheeland recessed the Commissioners' Meeting at 10:23 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent.
- 3.2 PRISON - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Kyle J. Cochran as full time replacement Correctional Officer Relief - COI - \$12.83/hour effective 4/16/12, and Prison - Tim M. Dowling as full time replacement Correctional Officer Relief - COI - \$12.83/hour effective 4/16/12, and Prison - Nathan L. Johnson as full time replacement Correctional Officer Relief - COI - \$12.83/hour effective 4/16/12.
- 3.3 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Mya D. Toon as full time Grants, Purchasing & Property Manager - Pay grade 11 - \$58,263.60/annually effective 4/1/12.
- 3.4 VOTER SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved - Vicki L. Kling as full time replacement Clerk II - Pay grade 3 - \$11.91/hour effective 4/13/12.
- 3.5 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:25 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:25 a.m.
- 4.2 APPROVE REAL ESTATE EXEMPTIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved real estate exemptions:
Parcel 28-01-100 for McHenry Township.
Parcel 67-16-213 for Williamsport Area School District.
Parcel 65-09-346 for Penna College of Technology.
Parcel 26-350-127.A for Loyalsock Township.
- 4.3 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved real estate refunds due to flood damage:
Parcel 48-252-128 for Donald & Kathryn Hamilton in the amount of \$22.94.
Parcel 27-001-702 for Sherry Lee in the amount of \$6.39.
Parcel 48-003-111 for Nancy Sirolli-Hardy in the amount of \$61.89.
Parcel 48-271-163 for Janet Alling in the amount of \$120.59.
- 4.4 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 10:26 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:26 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 Mya Toon announced that Lycoming County is requesting qualifications for next round of tower projects.
- 5.2 Mya Toon announced that Lycoming County is requesting bids/proposals for waterline extension.
- 5.3 Dave Bonus announced that Lycoming County Resource Management is requesting bids for Wastewater Deposit Control and Odor Control Chemicals.
- 5.4 Mr. Wheeland announced that there would be a Board of Elections meeting immediately following Commissioners' meeting on today.

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, April 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 10:27 a.m.