

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
July 26, 2012
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner Wheeland - Present
Commissioner Larson - Present
Commissioner Mussare - Absent

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. Wheeland and passed (2-0), 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 SUB CONTRACT WITH STEP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved subrecipient contract with STEP for CDBG in the amount of \$97,900.
- 2.2 ADOPT RESOLUTION 2012-22. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2012-22 for EWP project.
- 2.3 APPROVE NRCS AGREEMENT #1. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved NRCS agreement #1 subject to the acquisition of all necessary property rights.

- 2.4 APPROVE NRCS OP & MAINT AGREEMENT #1. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved NRCS operation & maintenance agreement #1 subject to the acquisition of all necessary property rights.
- 2.5 APPROVE NRCS AGREEMENT #2. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved NRCS agreement #2 subject to the acquisition of all necessary property rights.
- 2.6 APPROVE NRCS OP & MAINT AGREEMENT #2. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved NRCS operation & maintenance agreement #2 subject to the acquisition of all necessary property rights.
- 2.7 APPROVE SUB CONTRACT WITH STEP FOR CCIS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved subrecipient monitoring contract with STEP for CCIS in the amount of \$4,958,957.
- 2.8 APPROVE PURCHASE FROM HOFFMAN FORD, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved purchase of a 2013 Ford Explorer in the amount of \$25,993.00 through Hoffman Ford, Inc. off of Costars contract.
- 2.9 REJECT BIDS FOR INMATE DETENTION SUPPLIES & CLOTHING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved bids received 7/3/12 for inmate detention supplies and clothing.
- 2.10 APPROVE NACO DENTAL DISCOUNT PROGRAM. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved agreement for NACo dental discount program with NACo and Careington International Corp.
- 2.11 APPROVE PSA WITH DR. CHARLES PAGANA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Dr. Charles Pagana for physician services at the prison on an as needed basis.
- 2.12 APPROVE PSA WITH DR. RAPHAEL ESCOVAR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Dr. Raphael Escovar for physician services at the prison on an as needed basis.
- 2.13 APPROVE PSA WITH HARTMAN EMPLOYEE BENEFITS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Hartman Employee Benefits not to exceed \$15,000/annually.
- 2.14 APPROVE PSA WITH 3M. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with 3M for electronic monitoring/GPS for APO.

- 2.15 APPROVE PURCHASE FROM BOBCAT COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved purchase agreement with Bobcat Company for 1- New 2012 Bobcat T650 Compact Track Loader with accessories in the total amount of \$34,510.11 off of state contract.
- 2.16 APPROVE HAZMAT PROGRAM ASSESSMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Hazardous Materials Emergency Response Program Assessment for 2011-2012.
- 2.17 APPROVE INVOICE FROM LOGISTIC SYSTEMS, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice from Logistic Systems, Inc for annual software maintenance on the computer aided dispatch software in the amount of \$36,854.
- 2.18 APPROVE PSA WITH CROSSROADS COUNSELING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement for Crossroads Counseling for 2012-2013 for JPO.
- 2.19 APPROVE PSA WITH SUSQUEHANNA HOUSE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement for 2011-2012 with Susquehanna House for JPO.
- 2.20 APPROVE INVOICE FROM CENTER COUNTIES YOUTH CENTER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice from Center Counties Youth Center in the amount of \$230 for JPO.
- 2.21 APPROVE SUB CONTRACT WITH CITY OF WILLIAMSPORT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved subrecipient monitoring contract with the City of Williamsport for transportation planning in the amount of \$46,972.
- 2.22 APPROVE ACH BLOCK WITH C&N BANK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved ACH Block with C&N Bank.
- 2.23 APPROVE POSITIVE PAY WITH C&N BANK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Positive Pay with C&N Bank.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Mya Toon announced that Lycoming County is seeking bids for inmate detention supplies and clothing.

5.2 John Yingling distributed a media release regarding 9-1-1 fraud.

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, July 31, 2012.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Commissioners' Meeting at 10:22 a.m.