

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  
May 23, 2013  
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 PROCLAIM TRAVEL & TOURISM MONTH. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), proclaimed May, 2013 as travel & tourism month in Lycoming County.

2.2 AWARD CONTRACT TO FORRER SUPPLY CO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contract for large diameter HDPE spool extensions to Forrer Supply Co. Inc. in the amount of \$37,525.80.

2.3 AWARD CONTRACT TO BY-CRETE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contract

for reinforced stackable concrete box extensions to By-Crete in the amount of \$30,750.

- 2.4 AWARD CONTRACT TO BIMBO FOODS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contract for bread products to Bimbo Foods.
- 2.5 APPROVE VOJO GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved VOJO grant application to PCCD in the amount of \$21,579.
- 2.6 APPROVE AMENDMENT TO AGREEMENT WITH WEST. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with WEST for a period of 36 months.
- 2.7 APPROVE PSA WITH 3M. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved addendum to professional service agreement with 3M extending it to June 1, 2014 for electronic monitoring.
- 2.8 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved TDA changes: Human Resources - Deputy Director to Pay grade 12, HR Generalist to part time grade 8, and Clerk III to Benefits & Claims Specialist Grade 6; Veterans Affairs - Director of Veterans Affairs to grade 8, addition of one clerk III grade 4 position; Commissioners - Administrative Manager to Pay grade 8; Maintenance - Clerk II grade 3 to Clerk III grade 4; DPS - Communications - CAD Training Coordinator/Telecommunicator I to grade 8; Courts - Senior Court Reporter to grade 10; Sheriff - Clerk IV grade 5 to Administrative Specialist grade 6.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:15 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent. Treasurer Rupert was present for item 3.2 and Chief Deputy Sheriff Hall was present for item 3.11.
- 3.2 TREASURER - A motion by Mrs. Rupert and seconded by Mr. Larson and passed (4-0), approved Sherrie L. Hook as full time replacement Clerk III - Pay grade 4 - \$13.34/hour effective 6/3/13, and Treasurer - Janet K. Day as part time replacement Clerk I - Pay grade 2 - \$10.46/hour effective 7/1/13, not to exceed 1,000 hours annually, and

Treasurer - Debra K. Noviello as part time replacement Clerk I - Pay grade 2 - \$10.46/hour effective 7/1/13, not to exceed 1,000 hours annually.

- 3.3 PRE RELEASE - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Jason A. Guerrisky as full time temporary Resident Supervisor - Pay grade 5 - \$14.55/hour effective 5/29/13.
- 3.4 HUMAN RESOURCES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved reclassification of Roxanne M. Grieco to full time Deputy Director of HR - Pay grade 12 - \$73,058.10/annually effective 5/26/13, and Human Resources - reclassification of Amanda L. Winter to part time HR Generalist - Pay grade 8 - \$19.473568/hour effective 5/26/13, not to exceed 1,000 hours annually, and Human Resources - reclassification/promotion of Karen M. Stopper to full time Benefits & Claims Specialist - Pay grade 6 - \$15.90/hour effective 5/26/13.
- 3.5 VETERANS AFFAIRS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification/promotion of George W. Heiges, Jr. to full time Director of Veterans Affairs - Pay grade 8 - \$19.20/hour effective 5/26/13, and Veterans Affairs - Natalie S. Miller as full time Clerk III - Pay grade 4 - \$13.34/hour effective 6/3/13.
- 3.6 COMMISSIONERS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Marciann M. Hessert to full time Administrative Manager - Pay grade 8 - \$50,559.75/annually effective 5/26/13, and Commissioners - reclassification of Jill E. Livermore to full time Executive Secretary - Pay grade 5 - \$31,006.96/annually effective 5/26/13.
- 3.7 MAINTENANCE - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Ruth E. Schmouder to full time Clerk III - Pay grade 4 - \$14.237hour effective 5/26/13.
- 3.8 DPS - COMMUNICATIONS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Michael J. Holdren, Sr. to full time CAD Training Coordinator/Telecommunicator I - Pay grade 8 - \$26.43/hour effective 5/26/13.
- 3.9 RMS - RESOURCE RECOVERY - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Jason A. Yorks to full time Resource

Recovery Manager - Pay grade 11 - \$61,905.51/annually effective 5/26/13, and  
RMS - Support Services - reclassification of Christopher J. Budman to full time Mechanic - Pay grade 7 - \$20.53/hour effective 5/26/13.

3.10 COURTS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Roni L. Kreisher to full time Senior Court Reporter - Pay grade 10 - \$31.15/hour effective 5/26/13.

3.11 SHERIFF - A motion by Mr. Hall and seconded by Mr. Larson and passed (4-0), approved the reclassification of Christie L. Shimp to full time Administrative Specialist - Pay grade 6 - \$22.07/hour effective 5/26/13.

3.12 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Beth A. Johnston as full time Director of Fiscal Services - Pay grade 13 - \$79,000/annually effective 5/26/13.

3.13 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:21 a.m.

#### **4.0 BOARD OF ASSESSMENT APPEALS**

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:21 a.m.

4.2 APPROVE REAL ESTATE EXEMPTIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following real estate exemptions:  
Parcel 62-002-406 for Roads to Freedom.  
Parcel 62-004-503 for New Covenant Community Connection.  
Parcel 33-001-424 for Montoursville Borough.

4.3 APPROVE REAL ESTATE EXONERATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved exoneration for parcel 33-001-424 for Montoursville Borough.

4.4 APPROVE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved 550 real estate change of value notices.

4.5 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 10:23 a.m.

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

**5.0 REPORTS / INFORMATION ITEMS.**

- 5.1 Michele McDermott announced that Lycoming County is requesting bids for HMGP flood acquisition demolition I.
- 5.2 Michele McDermott announced that Lycoming County is requesting bids for HMGP flood acquisition demolition II.
- 5.3 Dan Dorman announced that Lycoming County RMS is requesting bids for insulated steel pipe and accessories.

**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, June 4, 2013. There will be no meetings May 28 or May 30, 2013.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 10:24 a.m.