

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
August 1, 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 CHILD SUPPORT AWARENESS MONTH. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), proclaimed August 2013 as Child Support Awareness Month in Lycoming County.

2.2 ADOPT RESOLUTION 2013-21. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2013-21 declaring property as surplus.

2.3 APPROVE AMENDMENT WITH PATRIOT TOWERS, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved

amendment to agreement with Patriot Towers, Inc., formerly RJ Schickler Inc. for tower site improvements.

- 2.4 APPROVE MATP GRANT AGREEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Medical Assistance Transportation Program Grant Agreement for 2013-14 and assurance of compliance.
- 2.5 APPROVE SUBRECIPIENT AGREEMENT WITH STEP FOR MATP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved subrecipient agreement with STEP for Medical Assistance Transportation Program Grant for 2013-14.
- 2.6 APPROVE PSA WITH LARSON DESIGN GROUP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Larson Design Group for White Deer Golf Course walking trail and pavilion in the amount of \$63,580.
- 2.7 APPROVE PSA WITH BASSETT ENGINEERING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Bassett Engineering for small bridge inspections in the amount of \$22,260.
- 2.8 APPROVE PURCHASE FROM SHAW INDUSTRIES, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase in the amount of \$12,940.75 from Shaw Industries, Inc. for replacement carpet & install for the 911 Center off the Keystone Purchasing Network.
- 2.9 APPROVE RENEWAL OF PSA WITH WILLIAM MIELE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved renewal of professional service agreement with William Miele for public defender services in the amount of \$72,000/annually.
- 2.10 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following TDA changes: PCD - change Land Records Database Coordinator to Assistant Cartographer pay grade 7, and change Planning/Technician Analyst to Assistant Transportation Planner.

Mr. Wheeland recessed the Commissioners' Meeting at 10:24 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.
Prothonotary Fedele was present for item 3.3.

3.2 PRISON - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Stephine R. Welsh as full time replacement Female Correctional Officer Relief - COI - \$14.35/hour effective 8/19/13.

3.3 PROTHONOTARY - A motion by Mrs. Fedele and seconded by Mr. Larson and passed (5-0), approved Brenda K. Smith as full time replacement Legal Data Entry Operator - Pay grade 4 - \$13.34/hour effective 8/4/13.

3.4 PCD - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the reclassification of Stacy L. Lewis as Assistant Cartographer - Pay grade 7 - \$17.88/hour effective 8/4/13, and
PCD - reclassification of Lynn F. Cunningham as Assistant Transportation Planner - Pay grade 8 - \$27.073656/hour effective 8/4/13.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:26 a.m.

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

5.0 REPORTS / INFORMATION ITEMS.

5.1 Sam Harrison introduced two new employees: - Tjark (TJ) Pengel as a Programmer Analyst I and Bob Gottschall as a PC Technician.

5.2 Mya Toon announced that LCRMS is requesting bids for truck scale rebuild.

5.3 Mya Toon announced that Lycoming County is requesting bids for food products for the fourth quarter.

5.4 Mya Toon announced that Lycoming County is requesting proposals for solicitor services.

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, August 13, 2013. There will be no meetings August 6 & 8, 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 10:28 a.m.