

**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 15, 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 10:04 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 ADOPT RESOLUTION 2013-22. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2013-22 for donation of Lektriever to Old Lycoming Police Department.

2.2 APPROVE SUB AGREEMENT WITH WBD&A. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved subrecipient agreement with West Branch Drug & Alcohol Abuse Commission for the Lycoming County Treatment Court grant with PCCD.

- 2.3 APPROVE AGREEMENT WITH WBD&A. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved grant and monitoring agreement with West Branch Drug & Alcohol Abuse Commission for \$20,000.
- 2.4 AWARD CONTRACTS FOR INMATE DETENTION SUPPLIES & CLOTHING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved contracts for inmate detention supplies and clothing on a per item basis to the following: Acme Supply Co LTD, Bob Barker Company, Carolina Textiles, Charm-Tex, ICS Jail Supplies Inc., JNC Supplies Inc., Just in Trend, Kentron Healthcare Inc., O.D. Taragin & Bros., LLC., & Uniforms Manufacturing Inc.
- 2.5 REJECT BIDS FOR INSULATED STEEL PIPE & ACCESSORIES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), rejected bids for insulated steel pipe and accessories opened July 30, 2013.
- 2.6 APPROVE AGREEMENT FOR NCOURT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agreement for nCourt for the Domestic Relations Office.
- 2.7 ADOPT RESOLUTION 2013-23. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2013-23 for solicitor services through December 31, 2013.
- 2.8 APPROVE AIR QUALITY FORM. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved air quality form for Department of Environmental Protection for LCRMS.
- 2.9 APPROVE MOU WITH WILLIAMSPORT MUNICIPAL AIRPORT AUTHORITY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved memorandum of agreement with the Williamsport Municipal Airport Authority for RACP.
- 2.10 ADOPT RESOLUTION 2013-24. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2013-24 to apply for a Redevelopment Assistance Capital Project (RACP) for the Williamsport Regional Airport Terminal project.
- 2.11 APPROVE INVOICE FROM PTS OF AMERICA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved invoice from PTS of America LLC in the amount of \$890.15.
- 2.12 APPROVE PURCHASE FROM HUNSBERGER OFFICE SUPPLY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase of tables for TSP training room from

Hunsberger Office Supply off of Costars contract in the amount of \$12,176.18.

- 2.13 APPROVE LETTER OF INTENT FOR PEMA 911. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved letter of intent for participation in the PEMA 9-1-1 Shared Service study for potential funding eligibility.
- 2.14 APPROVE AGREEMENT WITH ANADARKO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agreement with Anadarko for Shrivens Ridge power.
- 2.15 APPROVE AGREEMENT WITH PCT FOR ACT 13 FUNDS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agreement with Penn College for Act 13 funds in the amount of \$35,000 for Emergency Response training.
- 2.16 APPROVE AGREEMENT WITH RALSTON AREA JOINT AUTHORITY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agreement with Ralston Area Joint Authority in the amount of \$20,000 from Act 13 funds.
- 2.17 APPROVE AGREEMENTS FOR JUVENILE PROBATION OFFICE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreements with the following for the Juvenile Probation Office: (Nancy Ackley)
- Susquehanna House for JPO for 2012-2013.
  - Crossroads for JPO for 2013-2014.
  - Glen Mills for JPO for 2013-2014.
  - PATH for JPO for 2013-2014.
  - Cornell Abraxas for JPO for 2013-2014.
  - Ray McGinnis for JPO for 2013-2014.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:28 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent. Sheriff Lusk was present for item 3.2.
- 3.2 SHERIFF - A motion by Sheriff Lusk and seconded by Mr. Larson and passed (4-0), approved Ericka M. Cowfer as part time Clerk I - pay grade 2 - \$10.46/hour effective 8/19/13, not to exceed 1,000 hours annually.
- 3.3 DPS - COMMUNICATIONS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Dominique M. Barto as

part time to full time replacement Telecommunicator I - Pay grade 5 - \$14.55/hour effective 8/18/2013.

3.4 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:29 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:29 a.m.

4.2 APPROVE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved 229 real estate change of value notices.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. and seconded by Mr. and passed (-), adjourned the Board of Assessment Appeals at 10:30 a.m.

*Mr. Wheeland reconvened the Commissioners' Meeting at 10:30 a.m.*

#### **5.0 REPORTS / INFORMATION ITEMS.**

5.1 The Commissioners presented JWD pins to the following: Megan Lehman, Mila Robinson, Carey Entz-Rine for their work on the Lycoming County Learning Trail at Lysock View.

5.2 Kim wheeler and Bill Kelly announced that the contract for brownfields environmental assessment services will be awarded in the next few weeks.

6.0 PUBLIC COMMENT. Mr. Wheeland opened the floor to public comment and the following were received:

Sheriff Lusk commented on the cooperation between the county and other offices on several projects. He thanked the Commissioners for their support.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Wheeland announced the next regularly scheduled meeting as a work session on Tuesday, August 20, 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 10:35 a.m.

