

Commissioners:

JEFF C. WHEELAND
Chairman

ERNEST P. LARSON
Vice Chairman

TONY R. MUSSARE
Secretary



ANN M. GEHRET
*Director of Administration
and Chief Clerk*

J. DAVID SMITH
Solicitor

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**Minutes of the Meeting of
December 19, 2013
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Solicitor Smith - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland convened the Commissioners Meeting 10:02 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 2013-42. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2013-42 for retirement benefits.

2.2 AWARD CONTRACT TO SIEMANS HEALTHCARE DIAGNOSTICS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contract to Siemens Healthcare Diagnostics for PRC automated urine drug screening analysis.

- 2.3 APPROVE EASEMENT TO WBRA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved easement over parcel 35-002-118 for the West Branch Regional Authority.
- 2.4 APPROVE PSA WITH TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Tioga County Department of Human Services for the Juvenile Probation Office.
- 2.5 APPROVE PSA WITH CENTRAL COUNTIES YOUTH CENTER. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Central Counties Youth Center for the Juvenile Probation Office.
- 2.6 APPROVE PSA WITH INFOCON. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved renewal of professional service agreement with Infocon for support.
- 2.7 APPROVE PSA WITH INFOCON. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved renewal of professional service agreement with Infocon for VPN.
- 2.8 APPROVE ACT 13 AGREEMENTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the Act 13 agreements with LCWSA for the following for the amounts listed:
Duboistown Sewer Project in the amount of \$10,000.
Mifflin Township Sewer Project in the amount of \$20,000.
- 2.9 APPROVE PSA WITH DON MARTINO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved renewal of professional service agreement with Don Martino.
- 2.10 APPROVE AMENDMENT TO PSA WITH FRED HAMM, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to professional service agreement with Fred Hamm, Inc. for trash removal services extending it to 12/31/2014.
- 2.11 APPROVE CDBG SUBRECIPIENT AGREEMENTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following CDBG subrecipient monitoring contracts:
LCWSA obo Duboistown Borough for FFY 2009 CDBG funds.
LCWSA obo Duboistown Borough for FFY 2010 CDBG funds.
STEP for FFY 2012 CDBG funds.
TVMA obo Porter Township for FFY 2009 CDBG funds.
TVMA obo Nippenose Township for FFY 2011 CDBG funds.
TVMA obo Nippenose Township for FFY 2013 Competitive CDBG funds.

- 2.12 APPROVE AMENDMENT TO AGREEMENTS WITH SEDA COG. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following amendments to administration agreements with SEDA COG:
Amendment #4 2009 CDBG.
Amendmnet #2 2010 CDBG.
- 2.13 APPROVE AEMENDMENT TO AGREEMENT WITH ESSENTIAL MANAGEMENT SOLUTIONS, LLC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Essential Management Solutions, LLC extending it to June 30, 2014.
- 2.14 APPROVE AMENDMENT TO AGREEMENT WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Keystone Communications extending it to June 30, 2014.
- 2.15 APPROVE AMENDMENT TO AGREEMENTS WITH STEINBACHER ENTERPRISES, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendments to agreements with Steinbacher Enterprises, Inc for the following extending it to 12/31/2014:
HMGP Demo Project 1.
HMGP Demo Project 2.
HMGP Demo Project 3.
HMGP Demo Project 3 FOA.
HMGP Demo Project 260 Cottage Ave.
HMGP Demo Project 497 Haleka Road.
- 2.16 APPROVE AMENDMENT TO AGREEMENT WITH MICHAEL BAKER, JR. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Michael Baker Jr., Inc. for flood map services extending it to 9/30/14.
- 2.17 APPROVE REIMBURSEMENT AGREEMENT WITH GREGG TOWNSHIP MUNICIPAL AUTHORITY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved reimbursement agreement with Gregg Township Municipal Authority.
- 2.18 APPROVE PSA WITH SUSQUEHANNA MOTOR COMPANY, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Susquehanna Motor Company, Inc. for Resource Management Services.
- 2.19 APPROVE PSA WITH TYCO INTEGRATED SERVICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved

professional service agreements with Tyco Integrated Services from PA EMarket contract as listed:

Admin Building	12/5/12 thru 12/4/17	\$1,734.21	\$8,671.05
Pump Station Building	12/5/12 thru 12/4/17	\$1,057.05	\$5,285.25
Shop Building	12/5/12 thru 12/4/17	\$1,319.49	\$6,597.45
Transfer Station Scale Building	12/5/12 thru 12/4/17	\$415.53	\$2,077.65
Recycling Building	10/2/13 thru 12/4/17	\$534.60	\$2,138.40
		Total: \$5,060.88	Total: \$24,769.80

2.20 APPROVE QUOTE FROM EPLUS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved quote off of COSTARS contract from ePlus for two (2) Cisco network switches for Information Services in the amount of \$13,003.48.

2.21 APPROVE PURCHASE OF FURNITURE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase of furniture for DJ Kemp's office in the amount of \$17,162.84 off of Costars contract.

2.22 AWARD CONTRACTS FOR FOOD ITEMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contracts for food items to Benjamin Foods, Feeser's Inc and Keyco Distributing Inc on a per item basis for 1st quarter 2014.

2.23 APPROVE 2014 FEE SCHEDULE FOR RMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved disposal fee schedule for RMS for 2014 for the landfill, the transfer station and the tubgrinder.

2.24 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved TDA change - District Attorney - Addition of 5 full time Assistant County Detective Positions; and in Human Resources - change HR Generalist position to full time effective 1/5/2014.

2.25 APPROVE APPOINTMENTS/REAPPOINTMENTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved appointments/reappointments to the following (see attached):
 Lycoming County Authority.
 Lycoming County Industrial Development Authority.
 Lycoming County Water & Sewer Authority.
 Lycoming County Recreation Authority.

Mr. Wheeland recessed the Commissioners' Meeting at 10:33 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Deputy Controller Miller was present.

3.2 MAINTENANCE - A motion by Mrs. Miller and seconded by Mr. Larson and passed (4-0), approved Keith E. Mothersbaugh as full time replacement Custodial Worker - Pay grade 1 - \$10.36/hour effective 12/30/13.

3.3 HUMAN RESOURCES - A motion by Mrs. Miller and seconded by Mr. Larson and passed (4-0), approved Amanda L. Winter as full time HR Generalist Pay grade 8 - \$38,691.30/annually effective 1/5/2014.

3.4 ADJOURN SALARY BOARD. A motion by Mrs. Miller and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:35 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:35 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following real estate refunds:

Parcel	Name	Amount (reason)
30-130-111	Wheel Inn Inc	\$14.10(Clean & Green Violation).
25-427-130.G	Genevieve Shuhler	\$142.45(pool removed in 2005).
51-005-126	Carl & Krista Hiller	\$53.21(incorrect square footage).

4.3 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 10:36 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:36 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The Commissioners recognized Pat Martin on her retirement. District Attorney Eric Linhardt spoke on her service.

5.2 The Hartman Agency presented an insurance refund check to the County.

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, January 7, 2014.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 10:39 a.m.

Lycoming County Authorities, Boards and Commissions Appointments by the Board of Commissioners

Lycoming County Authority (5 year terms)

Ronald Frick		12/31/2015
Dick Eberhart		12/31/2015
Joe Stewart		12/31/2016
G. Kent Bitner		12/31/2017
Daniel Clark	reappoint 12/19	12/31/2018
David Heiney	reappoint 12/19	12/31/2018
Robert Wise		12/31/2014

Lycoming County Industrial Development Authority (5 year terms)

Stephen M. Tasselli		12/31/2015
Jeffrey Bower		12/31/2016
Eric O'Connor		12/31/2016
Joseph Stewart		12/31/2016
Judy Sarett		12/31/2017
Ron Frick		12/31/2017
Richard Vanderlin, Esq.	reappoint 12/19	12/31/2018

Lycoming County Water and Sewer Authority (5 year term)

Don Konkle		1/1/2016
Mary Bennardi		1/1/2016
Scott Slocum		1/1/2016
Charley Hall		1/1/2018
Bob Hippensteil		1/1/2018
James Carpenter	reappoint 12/19	1/1/2019
Richard Haas	reappoint 12/19	1/1/2019
Jan Ransdorf		1/1/2015
Paul Wentzler		1/1/2015

Lycoming County Recreation Authority (5 year term)

Heather Luppert		12/31/2015
Jesse Lindsey	<i>Appointed 7/13</i>	12/31/2015
John Confer	<i>Appointed 7/13</i>	12/31/2015
Mark Sitler	<i>Appointed 8/4</i>	12/31/2016
Carole Smith		12/31/2016
C. Dean Heinbach	reappoint 12/19	12/31/2018
Luci Bromberg		12/31/2014