

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*

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

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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

**Minutes of the Meeting of  
January 9, 2014  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Smith - 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. Mussare 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 PROCLAIM HUMAN TRAFFICKING AWARENESS MONTH. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), proclaimed January, 2014 as Human Trafficking Awareness Month in Lycoming County.
- 2.2 ADOPT RESOLUTION 2014-01. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), adopted Adopt resolution 2014-01 declaring property as surplus.
- 2.3 ADOPT RESOLUTION 2014-02. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), adopted resolution

2014-02 authorizing the chairman to sign for grant from the Bureau of Rail Freight.

- 2.4 APPROVE ACT 13 AGREEMENTS. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved Act 13 agreements with the following for the amounts listed:  
Muncy Borough in the amount of \$5,000.  
Muncy Township in the amount of \$5,000.  
Hughesville Borough in the amount of \$5,000.  
Montgomery Borough in the amount of \$5,000.  
Watson Township in the amount of \$125,000.  
STEP in the amount of \$130,519.
- 2.5 APPROVE PSA WITH TETRA TECH. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved 2014 professional service agreement with Tetra Tech in the amount of \$52,000.
- 2.6 APPROVE CFA GRANT. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the grant agreement with Commonwealth Financing Authority for baseline water quality in the amount of \$250,000.
- 2.7 APPROVE AMENDMENT TO PSA WITH ANN DIGGAN. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved amendment to professional service agreement with Ann Diggan for transcription services.
- 2.8 APPROVE JABG APPLICATION TO PCCD. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved 2014 JABG grant application to PCCD in the amount of \$11,448.
- 2.9 APPROVE AMENDMENT TO PSA WITH MAZZANTE DISPOSAL. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved amendment to professional service agreement with Mazzante Disposal extending it to 12/31/2014.
- 2.10 APPROVE PSA WITH PETER BURCHANOWSKI. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Peter Burchanowski for solicitor services for the Collections Office.
- 2.11 APPROVE INVOICES FROM SUNGARD. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved invoices from SunGard for software maintenance on the various software modules in eFinancePlus financial package in the amounts of \$9,841.37 and \$73,593.58.

2.12 APPROVE UPDATE TO POLICIES. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved updates to the following policies:  
Policy 400 - County Job Code Listing.  
Policy 401 - County Pay Plans.

2.13 APPROVE APPOINTMENTS. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the following appointments:  
Michael Sherman - Planning Commission term ending 12/31/17.  
Albert Boyer - Zoning Hearing Board term ending 12/31/18.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:56 a.m.***

### 3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Deputy Controller Miller was present.

3.2 PCD - A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), approved the promotion of Salvatore R. Vitko as full time replacement Hazard Reduction Planner - Pay grade 8 - \$37,418.45/annually effective 1/19/14.

3.3 DPS - A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Carla S. Miller to full time EMS Regional Field Coordinator - Pay grade 7 - \$45,747.84/annually effective 1/19/14.

3.4 COURTS - A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), approved the promotion of Diane L. Page as part time replacement Clerk III/Floater - Pay grade 4 - \$12.58/hour effective 1/1/14.

3.5 SHERIFF - A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), approved Joshua S. Eichenlaub as full time replacement Deputy Sheriff - Pay grade 7 - \$17.55/hour effective 1/13/14.

3.6 SHERIFF - A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), approved Bryann R. Bingaman as temporary full time Deputy Sheriff - Pay grade 7 - \$17.55/hour effective 1/20/14.

3.7 PCD/ASSESSMENT - A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Cassandra M. Tompkins as Chief Assessor - Pay grade 10 - \$57,738.59/annually effective 1/1/14.

3.8 ADJOURN SALARY BOARD. A motion by Mrs. Miller and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:59 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:59 a.m.

4.2 RECEIVE PUBLIC COMMENT. The Commissioners opened the floor to public comment on postponing reassessment and the following was received:

Carl Nolan, who serves on the planning commission, and is also realtor and appraiser in Lycoming County was opposed to the stance that the Planning Commission took to continue with the reassessment. He is opposed with continuing the reassessment due to the effects Biggert Waters of 2012 will have on insurance. He said that reassessment is needed but he is not sure what the effects will have on the property values.

Dr. Vince Matteo, Executive Director of the Chamber of Commerce said that the reassessment is supported to help with tax fairness. But due to the flood insurance issues, it should be suspended.

Mr. Wheeland added his comments on the need for the suspension of the reassessment.

Mr. Mussare said that the Commissioners "heard your cry" in that the citizens were saying it is not a good time for reassessment.

4.3 ADOPT BOARD OF ASSESSMENT RESOLUTION 2014-01. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the adoption Board of Assessment Resolution 2014-01.

4.4 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), adjourned the Board of Assessment Appeals at 11:11 a.m.

***Mr. Wheeland reconvened the Commissioners' Meeting at 11:11 a.m.***

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

5.1 Daniel Reavy and Diane Glenwright announced that the YWCA of Northcentral PA received \$10,000 from the Verizon Foundation.

**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 14, 2014.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), adjourned the Commissioners' Meeting at 11:20 a.m.