

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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**Minutes of the Meeting of  
March 13, 2014  
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 10:00 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 2014-06. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2014-06 designating agent for Hazard Mitigation Grants.
- 2.2 ADOPT RESOLUTION 2014-07. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2014-07 declaring property as surplus (for online auction).
- 2.3 ADOPT RESOLUTION 2014-08. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2014-08 declaring property as surplus (for donation).

- 2.4 APPROVE PSA WITH POGOS VOSKANIAN. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Pogos Voskanian for public defender's office.
- 2.5 APPROVE AGREEMENT WITH RIVER VALLEY TRANSIT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved intergovernmental agreement with River Valley Transit, a division of the City of Williamsport for a period of five years effective January 1, 2014.
- 2.6 APPROVE QUOTE FROM CRSOLUTIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the quote from CRSolutions off of Commonwealth Contract in the amount of \$ 149,809.92 for 9-1-1 Center dispatch furniture.
- 2.7 APPROVE AMENDMENT #3 TO PSA WITH LDG. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment #3 to professional service agreement with Larson Design Group for waterline extension.
- 2.8 APPROVE AMENDMENT #6 TO PSA WITH SIKORA BROTHERS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment #6 to professional service agreement with Sikora Brothers Paving, Inc for waterline extension.
- 2.9 APPROVE AMENDMENT TO PSA WITH TETRA TECH. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to professional service agreement with Tetra Tech.
- 2.10 APPROVE PSA WITH PS&SI. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Partnership of Packer Oesterling and Smith, Inc. in the amount of \$55,250.
- 2.11 APPROVE AMENDMENT 1 TO AGREEMENT WITH CINTAS CORP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment 1 to agreement with Cintas Corporation.
- 2.12 APPROVE AMENDMENT TO AGREEMENT WITH WILLIAM MIELE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with William J. Miele for public defender services increasing the amount to \$75,000/annually effective January 1, 2014.
- 2.13 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following TDA changes:

Adult Probation - creation of one full time adult probation supervisor pay grade 9/10 and one full time adult probation officer pay grade 8/9 effective 3/13;  
Fiscal Services - change Grants/Purchasing & Property Manager to Chief Procurement Officer; move one full time clerk III position from Collections to Fiscal; move RMS purchasing agent to Fiscal Services effective 3/16.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:35 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was absent.

3.2 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Mya D. Toon as full time Chief Procurement Officer - Pay grade 11 - \$62,123.97/annually effective 3/16/14.

3.3 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Kristen L. Kitchen as full time Clerk III - Pay grade 4 - \$14.358884/hour effective 3/16/14.

3.4 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Duane R. Layton as full time Purchasing Agent (RMS) - Pay grade 9 - \$62,594.07/annually effective 3/16/14.

3.5 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Erin S. Langer as full time General Accountant - Pay grade 9 - \$43,837.68/annually effective 3/16/14.

3.6 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:35 a.m.

***Mr. Wheeland reconvened the Commissioners' Meeting at 10:35 a.m.***

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

5.1 The Commissioners recognized Fiscal Services for receiving the CAFR award.

- 5.2 The Commissioners presented a JWD to Forrest Lehman. Sandy Adams detailed his work in Voter Services.
- 5.3 Dave Bonus announced that LCRMS is requesting bids for reinforced stackable concrete box extensions.
- 5.4 Dave Bonus announced that LCRMS is requesting bids for large diameter HDPE spool extensions.
- 5.5 Dave Bonus announced that LCRMS is requesting bids for an automatic tarp laying machine.

**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, March 18, 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.