

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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COUNTY of LYCOMING  
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**Minutes of the Meeting of  
April 3, 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 10:02 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 2014-09. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved resolution 2014-09 for grant application to the Department of Conservation and Natural Resources.

2.2 ADOPT RESOLUTION 2014-10. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved resolution 2014-10 for sale of real property.

2.3 APPROVE SAVIN AGREEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved SAVIN maintenance

and support agreement with the Pennsylvania District Attorney's Institute.

- 2.4 APPROVE PSA WITH JERRY LYNCH. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Jerry Lynch, Esq. for Conflict Attorney Services.
- 2.5 APPROVE AMENDMENT TO AGREEMENT WITH CITIZENS & NORTHERN BANK. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Citizens & Northern Bank for primary deposit banking services.
- 2.6 APPROVE HUMAN SERVICES DEVELOPMENT FUND CONTRACTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following Human Services Development Fund contracts for the period July 1, 2013 to June 30, 2014:
- Community Alliance for Progressive Positive Action (CAPPA) for Life Skills Education services in the amount of \$8,000.
  - Lycoming-Clinton Counties Commission for Community Action (STEP, Inc.) for Life Skills Education services in the amount of \$27,000.
- 2.7 APPROVE PSA WITH EDUCATIONAL & TREATMENT ALTERNATIVES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Educational & Treatment Alternatives, Inc. for the period June 12, 2014 through June 30, 2015 in an amount not to exceed \$25,000.
- 2.8 APPROVE AMENDMENT TO PSA WITH CLEAR VISION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to 2013-2014 professional service agreement with Clear Vision for the Juvenile Probation Office.
- 2.9 APPROVE QUOTE FROM EPLUS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved quote from ePlus in the amount of \$13,754.
- 2.10 APPROVE QUOTE FROM ARRAYA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved quote from Arraya for annual renewal of 24/7 support on VMware products in the amount of \$28,101.
- 2.11 APPROVE PSA WITH EPLUS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with ePlus Technology for network services not to exceed \$15,000.
- 2.12 APPROVE AMENDMENT TO AGREEMENT WITH SOUTH WILLIAMSPORT. A motion by Mr. Larson and seconded by Mr. Mussare and passed

(3-0), approved amendment to agreement with South Williamsport Borough for Zoning Services.

- 2.13 APPROVE MOU WITH THE CITY OF WILLIAMSPORT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Memorandum of Understanding with the City of Williamsport for the Pathway to Health.
- 2.14 APPROVE ACT 13 AGREEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Act 13 agreement with River Valley Transit for the CNG project in the amount of \$104,166.
- 2.15 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, Inc. for the Lycoming County Small Bridge Inspection Program in an amount not to exceed \$157,470.
- 2.16 APPROVE TEMPORARY EASEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved temporary easement agreement with Kenneth E. & Tammy L. Helm for repair project to County Bridge 106.
- 2.17 APPROVE SUBLEASE WITH THE CITY OF WILLIAMSPORT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved sublease agreement with the City of Williamsport for Bald Eagle Tower.
- 2.18 APPROVE PSA WITH GOLDMAN ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Goldman Associates for implementation of residual waste review and form completion for Resource Management Services.
- 2.19 APPROVE AMENDMENT 2 TO AGREEMENT WITH FAIRWAY LABS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment 2 to agreement with Fairway Labs, Inc, for weekly testing extending it to April 15, 2016.
- 2.20 APPROVE AMENDMENT 2 TO AGREEMENT WITH FAIRWAY LABS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment 2 to agreement with Fairway Labs, Inc., for quarterly testing extending it to April 15, 2016.
- 2.21 APPROVE PSA WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Keystone Communications for LCRMS.

- 2.22 APPROVE AMENDMENT 3 TO AGREEMENT WITH UNIFIRST CORP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment 3 to professional service agreement with Unifirst Corp for Rental Uniform Services.
- 2.23 AWARD CONTRACT TO TARPOMATIC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved contract for tarpomatic automatic tarp laying machine to Tarpomatic, Inc., with trade-in, in the total amount of \$58,037.
- 2.24 AWARD CONTRACT TO BY-CRETE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved contract for reinforced stackable concrete box extensions to By-Crete in the total amount of \$30,450.
- 2.25 AWARD CONTRACT TO ISCO INDUSTRIES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved contract for large diameter HDPE spool extensions to to ISCO Industries, Inc. in the total amount of \$42,190.70.
- 2.26 APPROVE CHANGE TO POLICY 1200. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved change to policy #1200 of the County's policy & procedures manual.
- 2.27 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following TDA change: Public Defender - addition of one full-time temporary paralegal position.

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

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent.
- 3.2 COOPERATIVE EXTENSION - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Jeannette M. Blank as full time replacement 4-H Program Assistant - Pay grade 7 - \$17.55/hour effective 4/7/14, and Cooperative Extension - Andrea Nicole Makenzie as full time replacement Clerk I - Pay grade 2 - \$11.44/hour effective 4/7/14.
- 3.3 PRISON - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Christopher M. Vannucci as full time replacement Correctional Officer Relief - COI - \$14.71/hour - effective 4/6/14, and

Prison - Luke R. Motter as full time replacement Correctional Officer Relief - COI - \$14.71/hour effective 4/6/14.

3.4 MAINTENANCE - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Ronda S. Houser as full time replacement custodial worker - Pay grade 1 - \$10.52/hour effective 4/7/14.

3.5 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.

#### 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 EXEMPTIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following real estate exemption requests:

Parcel	Owner	Reason
12-331-159	Fairfield Twp	FEMA Buyout.
48-252-132	Plunketts Creek	FEMA Buyout.
48-253.1-154	Plunketts Creek	FEMA Buyout.
48-253.1-155	Plunketts Creek	FEMA Buyout.
43-010-515	Old Lycoming Twp	FEMA Buyout.
55-388-172	Susquehanna Twp	Sewage pump station.
55-388-174	Susquehanna Twp	Sewage Pump station.

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

Parcel	Owner	Amount	Reason
70-007-103	Redev Auth of Wmspt	\$2101.10	immune.
70-012-100	Redev Auth of Wmspt	\$ 146.46	immune.
67-015-322	Rebecca Purnell	\$ 323.94	fire.

4.4 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 Michael Hnatin announced that LCRMS is requesting bids for modifications to the electrical system at the LCRMS Regional Resource Recovery Facility.

**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, April 8, 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 10:37 a.m.