

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 10, 2014  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Assistant Solicitor Wiley - 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 PROCLAIM TELECOMMUNICATIONS WEEK. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), April 13-19, 2014 as Telecommunications Week in Lycoming County.
- 2.21 AWARD CONTRACT TO STEVE SHANNON TIRE COMPANY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded partial contract for tires and tire repair to Steve Shannon Tire Company, Inc. on an as needed per bid item basis.

- 2.3 APPROVE SERVICE AGREEMENT WITH MIFFLIN & JUNIATA COUNTIES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved municipal waste processing/disposal capacity and integrated waste and recyclables management service agreement with the counties of Mifflin and Juniata.
- 2.4 APPROVE 2014 LIQUID FUELS ALLOCATIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the 2014 County Liquid Fuels allocations to municipalities.
- 2.5 APPROVE AGREEMENT WITH ALCOHOL MONITORING SYSTEMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agency products and services agreement with Alcohol Monitoring Systems, Inc. for the Adult Probation Office.
- 2.6 APPROVE INTERMEDIATE PUNISHMENT PLAN GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved grant application to PCCD for Lycoming County Intermediate Punishment Plan in the amount of \$724,351.
- 2.7 APPROVE PURCHASE OF FORD FUSION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase of 2014 Ford Fusion for Pre Release Center in the amount of \$19,280 off of PA State CoStars contract 026-004.
- 2.8 APPROVE AMENDMENT 3 WITH PARIS HEALTHCARE LINEN SERVICE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment 3 to agreement with Paris Healthcare Linen Services for laundry service for pre-release.
- 2.9 APPROVE PSA WITH MODULAR GENIUS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Modular Genius, Inc. for MDJ Kemp office to be located on route 405.
- 2.10 APPROVE VOJO GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved grant application to PCCD grant for VOJO in the amount of \$21,907.
- 2.11 APPROVE UPDATE TO POLICY 404. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved update to Policy 404 - Payday - of the Lycoming County Policy and Procedures Manual.
- 2.12 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved TDA Change: Move public relations coordinator position from Human Resources to Commissioners Office.

*Mr. Wheeland recessed the Commissioners' Meeting at 10:22 a.m.*

**3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent.
- 3.2 COMMISSIONERS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Elizabeth A. Regan as full time Public Relations Coordinator - Pay grade 5 - \$30,000/annually effective 4/14/14.
- 3.3 PUBLIC DEFENDER - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Elisabeth D. Frankel as full time Temporary Paralegal - Pay grade 6 - \$16.10/hour effective 5/12/14.
- 3.4 SHERIFF - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Kevin Grant as full time replacement Deputy Sheriff - Pay grade 7 - \$17.55/hour effective 4/28/14.
- 3.5 INFORMATION SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Jerry L. Kennedy Jr. as full time replacement Deputy Director/Manager Networking & Systems - Pay grade 11 - \$65,878.43/annually effective 5/11/14.
- 3.6 PCD - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Kim E. Wheeler as full time Community Development/Lead Planner - Pay grade 10 - \$61,144.14/annually effective 4/13/14.
- 3.7 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the reclassification of Brandy R. Clemens as full time Deputy Director/Accounting Manager - Pay grade 12 - \$56,300.82/annually effective 4/13/14.
- 3.8 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:12 a.m.

*Mr. Wheeland reconvened the Commissioners' Meeting at 10:25 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 Kurt Hausammann announced that Lycoming County is requesting RFPs for Analysis of Ground Water Samples.

**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 15, 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 10:30 a.m.