

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
May 29, 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 10:03 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 AWARD CONTRACT FOR BREAD PRODUCTS. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), awarded contract for 3rd quarter bread products to Bimbo foods.
- 2.2 APPROVE AMENDMENT TO AGREEMENT WITH MEEKER & MATHEW. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved amendment to agreement with Meeker & Matthew for medical services.
- 2.3 APPROVE AMENDMENT TO AGREEMENT WITH NATIONAL MEDICAL SERVICES LABS. A motion by Mr. Mussare and seconded by Mr. Wheeland

and passed (2-0), approved amendment to agreement with National Medical Services Labs for medical services for the District Attorney's Office.

- 2.4 APPROVE AMENDMENT TO AGREEMENT WITH DSI-ITI, LLC. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved amendment to agreement with DSI-ITI, LLC for inmate telephone services.
- 2.5 APPROVE AMENDMENT TO TREATMENT COURT AGREEMENT. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved amendment to Lycoming County Treatment Court subgrant agreement with PCCD.
- 2.6 APPROVE CHANGE ORDER 4 WITH GREEN MACHINE. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the change order #4 to agreement with Green Machine for equipment for single stream in the amount of \$255,000.
- 2.7 APPROVE AGREEMENT WITH CARTON COUNCIL NORTH AMERICA. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved recycling services agreement with Carton Council North America in the amount of \$255,000.
- 2.8 APPROVE PSA WITH COUNCILS APPLIANCE. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved professional services agreement with Councils Appliance for Freon extraction.
- 2.9 APPROVE DEP 902 GRANT. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved 2013 DEP 902 grant receipt.
- 2.10 APPROVE AIR QUALITY PLAN. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved Air Quality Plan approval extension submission to DEP for Field 12 for RMS.
- 2.11 APPROVE PSA WITH DON MARTINO. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Don Martino for JPO
- 2.12 APPROVE PSA WITH JEFFREY YATES. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Jeffrey Yates for JPO.
- 2.13 APPROVE PSA WITH RAY MCGINNIS. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Ray McGinnis for JPO.

- 2.14 APPROVE MOU WITH JERSEY SHORE BOROUGH. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved memorandum of understanding with Jersey Shore Borough for Devnet use.
- 2.15 APPROVE ACT 13 AGREEMENT. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved Act 13 agreement with the City of Williamsport for the Reach Road project.
- 2.16 APPROVE CHANGE ORDER 1 TO AGREEMENT WITH STEINBACHER ENTERPRISE. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved change order 1 to agreement with Steinbacher Enterprise for HMGP Demo Project 1 not to exceed \$1,000.
- 2.17 APPROVE AGREEMENT WITH LEWIS TOWNSHIP. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved subrecipient agreement with Lewis Township for HMGP Project 6.
- 2.18 APPROVE AGREEMENT WITH OLD LYCOMING TOWNSHIP. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved subrecipient agreement with Old Lycoming Township for HMGP Project 6.
- 2.19 APPROVE AGREEMENT WITH HEPBURN TOWNSHIP. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved subrecipient agreement with Hepburn Township for HMGP Project 6.
- 2.20 APPROVE 2014-2015 EMS CONTRACT. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved 2014-2015 Department of Health EMS contract.
- 2.21 APPROVE AMENDMENT WITH DIRECT ENERGY. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved first amendment to power supply coordination service agreement with Direct Energy.
- 2.22 APPROVE AGREEMENT WITH MAIL FINANCE. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved lease agreement with Mail Finance of Neopost USA Company.
- 2.23 APPROVE AMENDMENT TO AGREEMENT WITH SIRIUS. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved amendment 1 to agreement with Sirius.
- 2.24 APPROVE ADDITION OF POLICY 712. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the

following change to the County's Policy & Procedures Manual - addition of Policy 712 - mass text messaging for emergency alert for county employees.

2.25 APPROVE ADDITION OF POLICY 512. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the following change to the County's Policy & Procedures Manual - Policy 512 - Tool Allowance - effective January 1, 2014.

2.26 APPROVE UPDATE TO POLICY 312. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved the following change County's Policy & Procedures Manual - Update to policy 312 - Court Appearances.

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

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was absent. Mr. Larson was present via telephone call.

3.2 DISTRICT ATTORNEY - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved one full time Assistant County Detective - Union - \$17.50/hour effective 6/2/14.

3.3 COURTS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Shanda M. Walker as full time replacement Clerk III - Pay grade 4 - \$13.809074/hour effective 6/22/14.

3.4 DPS COMMUNICATIONS - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Logan W. Laidacher as part time replacement Telecommunicator I (Training) - Pay grade 5 - \$13.73/hour effective 6/9/14.

3.5 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:37 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:37 a.m.

4.2 APPROVE CHANGE OF VALUE NOTICES. A motion by Mr. Mussare and seconded by Mr. Wheeland and passed (2-0), approved 542 real estate change of value notices.

4.3 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 10:38 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:38 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The Commissioners presented blue jean Friday donation to Marge Thompson on behalf of the WECCC.

5.2 Jason Yorks announced a media release for short survey as part of the county's ongoing planning efforts about recycling and waste disposal.

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 Regular Meeting on Tuesday, June 3, 2014. No meeting on Thursday, June 5, 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 10:45 a.m.