

Commissioners:

TONY R. MUSSARE
Chairman

ERNEST P. LARSON
Vice Chairman

JEFF W. RAUFF
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
December 18, 2014
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner Mussare - Present
Commissioner Larson - Present
Commissioner Rauff - Absent

Solicitor Smith - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare 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 (2-0), approved the minutes of the previous meeting as they are recorded.

1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. Mussare opened the floor to public comment on agenda items only, and none were received.

2.0 ACTION ITEMS

2.1 ENACT ORDINANCE 2014-9. A motion by Mr. Larson and seconded by Mr. Mussare and passed (Larson=yes; Mussare=yes; Rauff-absent; 2-0), enacted Ordinance 2014-9 regarding the tourist promotion agency.

2.2 ADOPT RESOLUTION 2014-36. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adopted Resolution 2014-36 recognizing the court's cell phone policy.

- 2.3 APPROVE PSA WITH MATTHEW SLIVINSKI. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved professional service agreement with Matthew Slivinski Esq. for conflict attorney services not to exceed \$35,000/annually effective 1/1/2015.
- 2.4 ADOPT RESOLUTION 2014-37. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adopted resolution 2014-37 for sale of surplus property in under \$1,000.
- 2.5 ADOPT RESOLUTION 2014-38. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adopted resolution 2014-38 for sale of surplus property in excess of \$1,000.
- 2.6 ADOPT RESOLUTION 2014-39. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adopted resolution 2014-39 for recycling of surplus property.
- 2.7 APPROVE UPDATE TO POLICTY 501. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved update to Policy 501.4 of the county's policy & procedure manual effective January 1, 2015.
- 2.8 APPROVE AMENDMENT 3 TO PSA WITH GEISINGER CLINIC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved amendment 3 to agreement with Geisinger Clinic/Dr. Pat Bruno for the District Attorney's Office.
- 2.9 APPROVE AGREEMENT WITH SUN GAZETTE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with the Sun Gazette for 2015.
- 2.10 AWARD CONTRACT FOR FOOD ITEMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), awarded contract for food items to Benjamin's, Feeser's and Keyco for the first quarter of 2015 on a per item basis.
- 2.11 AWARD CONTRACT TO ROGERS UNIFORMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), awarded contract for prison uniforms to Rogers Uniforms.
- 2.12 APPROVE AMENDMENT TO PSA WITH CLINTON COUNTY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved amendment to agreement with Clinton County for inmate housing in the amount of \$70/inmate/day.
- 2.13 APPROVE PSA WITH CONTRAST COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved professional service agreement with Contrast Communications not to exceed \$150,000.

2.14 APPROVE HSDF CONTRACTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved the following Human Services Development Fund contracts for the period July 1, 2014 to June 30, 2015:

- Confer Home Health Services, LLC for adult homemaker services in the amount of \$20,000.
- American Rescue Workers for Emergency Shelter services in the amount of \$10,000.
- YWCA, Liberty House for emergency shelter services in the amount of \$10,000.
- Community Alliance for Progressive Positive Action (CAPPA) for Life Skills Education services in the amount of \$8,000.

2.15 APPROVE CWS CONTRACTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved the following child welfare services contracts for the period July 1, 2014 through June 30, 2015:

KidsPeace Inc.

(foster care services) \$53.58/day to \$111.31/day.

(residential care services) \$314.23/day.

Adelphoi Village, Inc.

(foster care services) \$74.60 to \$89.01/day.

Family Care for Children & Youth, Inc.

(foster care services) \$34.95 to \$100.72/day.

2.16 APPROVE AGREEMENT WITH TETRA TECH. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with Tetra Tech for 2015 in the amount not to exceed \$95,000 for consultant services.

2.17 APPROVE PHARE GRANT AGREEMENT. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved 2014 PHARE grant agreement in the amount of \$1,850,000.

2.18 AWARD CONTRACT TO MICHAEL BAKER JR. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), awarded contract for the Chesapeake Bay Pollutant Reduction Plan for the Williamsport Area Joint MS4s to Michael Baker, Jr., Inc.

2.19 APPROVE MOU WITH WILLIAMSPORT JOINT MS4S. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved memorandum of understanding with Williamsport Area Joint MS4s.

2.20 APPROVE GRANT APPLICATION TO DEP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved DEP Environmental Education Grant application in the amount of \$3,000.

- 2.21 APPROVE AMENDMENT TO AGREEMENT WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved amendment to 2014 agreement with Keystone Communications for radio stream gauge.
- 2.22 APPROVE AGREEMENT WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with Keystone Communications for 9-1-1 telephone system and technical maintenance and repair services for radio and microwave equipment for 2015.
- 2.23 APPROVE AMENDMENT 2 TO AGREEMENT WITH PENN COLLEGE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved amendment 2 to for Energy Technology Education Center's Emergency/First Responder Training agreement with Penn College.
- 2.24 APPROVE AGREEMENT WITH DEP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved consent order and agreement with Department of Environmental Protection and authorize R. Stephen Tucker to sign.
- 2.25 APPROVE RMS FEE SCHEDULES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved fee schedules for Resource Management Services for 2015.
- 2.26 APPROVE CERTIFICATE OF SUBSTANTIAL COMPLETION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved certificate of substantial completion for single stream recycling.
- 2.27 APPROVE CERTIFICATE OF SUBSTANTIAL COMPLETION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved certificate of substantial completion for sprinkler modifications for single stream recycling..
- 2.28 APPROVE AGREEMENT WITH DEACON EQUIPMENT CO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with Deacon Equipment Company for emergency auger repairs in the amount of \$15,585.68.
- 2.29 APPROVE AMENDMENT TO PSA WITH ELOOP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved amendment number-2 to the 2012 professional service agreement with eLoop, LLC.
- 2.30 APPROVE AGREEMENT WITH FIELD TEC SERVICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with Field Tec Services, LLC for RMS.

2.31 APPROVE GRANT OF PARKING LOT LICENSE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved grant of parking lot license to The Park Home.

2.32 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved the following TDA changes:

Controller - eliminate part time Clerk I position and reclassify Clerk III to Administrative Specialist, effective 1/4/15.

DPS - Communications add one part time telecommunicator I position, effective 1/5/15.

Public Defender - change temporary paralegal to paralegal effective 1/4/15.

2.33 APPROVE APPOINTMENTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved appointments to boards/authorities. (See attached)

Mr. Mussare recessed the Commissioners' Meeting at 11:05 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 COMMISSIONERS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Matthew McDermott as full time replacement Director of Administration - Pay grade 15 - \$100,000.00/annually 1/5/15.

3.3 DPS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Neal Winder as part time Telecommunicator I - Pay grade 6 - \$16.00/hour effective 1/5/15, not to exceed 1,000 hours annually.

3.4 PCD - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Megan D. Lehman as full time replacement Community Development /Lead Planner - Pay grade 10 - \$50,291.85/annually effective 1/4/15, and PCD - reclassification of Jennifer A. Picciano as full time replacement Development Planner - Pay grade 9 - \$40,943.40/annually effective 1/4/15, and PCD - promotion of Joshua A. Billings as full time replacement Environmental Planner - Pay grade 9 - \$51,840.65/annually effective 1/4/15, and PCD - William R. Kelly as part time replacement Assistant Community Development Planner - Pay grade 14 - \$39.58/hour effective 1/5/15, not to exceed 1,000 hours annually, and

PCD - Thomas Krajewski as full time replacement Subdivision & Land Development Administrator - Pay grade 7.

- 3.5 CONTROLLER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved reclassification of Susan H. Smith as full time Administrative Specialist - Pay grade 6 - \$16.10/hour effective 1/4/15.
- 3.6 FISCAL SERVICES - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved reclassification of Mya D. Toon as full time Chief Procurement Officer - Pay grade 11 - \$67,623.97/annually effective 1/18/15.
- 3.7 COURTS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Elvira (Vera) B. Anderson as part time replacement tipstave - Pay grade 1 - \$9.78/hour effective 1/5/15, not to exceed 1,000 hours annually.
- 3.8 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), adjourned the Salary Board at 11:08 a.m.

4.0 BOARD OF ASSESSMENT REVISION

- 4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. Mussare convened the Board of Assessment Revision at 11:08 a.m.
- 4.2 APPROVE REAL ESTATE REFUND. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved real estate refund for parcel 01-307-114.F for Jeffrey Getgen in the amount of \$166.40 due to change of appeal.
- 4.3 APPROVE REAL ESTATE REFUND. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved real estate refund for parcel 19-001-210 for Timothy Bachman in the amount of \$236.27 due to a fire March 3, 2014.
- 4.4 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adjourned the Board of Assessment Revision at 11:09 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 11:09 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 Jenny Picciano announced that Lycoming County is requesting bids for Lycoming County Historic Resource Inventory.

5.3 The Commissioners recognized the following on their retirement:

Neal Winder.

Mark Ranck.

Tony Rampulla.

Bill Kelly.

5.4 The Commissioners presented a JWD to Bill Kelly. Kurt Hausammann detailed the events that lead to this presentation.

5.5 Beth Johnston acknowledged Marita Kelly from GFOA who presented the county with the CAFR award for the 23rd year in a row.

6.0 PUBLIC COMMENT. Mr. Mussare opened the floor to public comment and none were received.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Mussare announced the next regularly scheduled meeting as a work session on Tuesday, January 6, 2015.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adjourned the Commissioners' Meeting at 11:10 a.m.

Planning Commission

Reappoint Herm Logue with term ending 12/31/2018
Appoint Jim Crawford with term ending 12/31/2018
Appoint Larry Allison with term ending 12/31/2018

Library System Board

Reappoint Diane Eck with term ending 12/31/2017
Reappoint Darl Simms with term ending 12/31/2017
Reappoint Harold Hershberger Jr. with term ending 12/31/2017

Housing Authority

Reappoint Ken Young with term ending 12/31/2019

Lycoming County Authority

Reappoint Robert Wise with term ending 12/31/2019

Lycoming County Water and Sewer Authority

Reappoint Jan Ransdorf with term ending 1/1/2020
Reappoint Paul Wentzler with term ending 1/1/2020

Lycoming County Recreation Authority

Appoint Jeff Diesher with term ending 12/31/2019
Appoint Randall Garrett to fill unexpired term ending 12/31/15.

Lycoming County Conservation District

Reappoint Joseph Radley with term ending 12/31/2018
Reappoint Denise Tobin with term ending 12/31/2018

Lycoming County Agriculture Land Preservation Board

Reappoint Larry Fry with term ending 12/31/2017
Reappoint Joseph Haas with term ending 12/31/2017

Williamsport Municipal Airport Authority

Reappoint Atwood Welker with term ending 12/31/2019
Appoint Garth Everett with term ending 12/31/2019