

Commissioners:

TONY R. MUSSARE
Chairman

ERNEST P. LARSON
Vice Chairman

JEFF W. RAUFF
Secretary



MATTHEW A. McDERMOTT
*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
November 12, 2015
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Solicitor Smith - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare convened the Commissioners Meeting 10:02 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Rauff 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 APPROVE AMENDMENT TO AGREEMENT WITH TULPEHOCKEN. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved amendment to agreement with Tulpehocken for bottled water service at RMS extending it for 2 years.

2.2 APPROVE AGREEMENT WITH DELL MARKETING LP. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved agreement with Dell Marketing LP for RMS.

2.3 APPROVE PURCHASE FROM E-PLUS. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved network switch upgrades purchase from e-Plus in the amount of \$101,807 under COSTARS contract.

- 2.4 APPROVE PURCHASE FROM ARRAYA SOLUTIONS. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved memory upgrade purchase from Arraya Solutions to VMware environment in the amount of \$13,451.60 under COSTARS.
- 2.5 APPROVE AGREEMENTS WITH INFOCON. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved the following agreements with Infocon for 2016:
VPN renewal.
print services.
tax software.
- 2.6 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved agreement with Baker/Tilley for auditing services.
- 2.7 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved amendment to loan agreement with Lycoming County Recreation Authority.
- 2.8 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved professional service agreement with Premier BioTech Labs LLC. for drug & alcohol laboratory testing for the APO office.
- 2.9 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved professional service agreement with Premier BioTech Labs LLC. for drug & alcohol instant testing devices for the APO office.
- 2.10 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved amendment to agreement with Root Window for TSP window sealing.
- 2.11 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved update to contract with William Miele to serve as chief public defender effective January 1, 2016.
- 2.12 APPROVE. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved TDA change - Coroner's office - create one part time deputy coroner on call.

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

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present via telephone. Coroner Kiessling was present for item 3.3. Sheriff Lusk was present for item 3.4.
- 3.2 SALARY SCHEDULE - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved update to the salary schedule.
- 3.3 CORONER - A motion by Mr. Kiessling and seconded by Mrs. Rogers and passed (4-0), approved Melanie F. Hashagen as part time Deputy Coroner - Pay grade 7 - \$16.34/hour effective 11/16/15, not to exceed 1,000 hours annually.
- 3.4 SHERIFF - A motion by Mr. Lusk and seconded by Mrs. Rogers and passed (4-0), approved Amanda K. Bess as full time replacement Clerk I - Pay grade 2 - \$11.44/hour effective 11/23/15.
- 3.5 FISCAL SERVICES - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved the reclassification of Kristen L. Kitchen to full time Fiscal Technician - Pay grade 6 - \$17.29/hour effective 11/22/15.
- 3.6 MAINTENANCE - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved the reclassification of Joseph A. Kyle to full time Maintenance II - Pay grade 6 - \$17.84/hour effective 11/22/15.
- 3.7 MAINTENANCE - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved the promotion of Gregory J. Costa to full time replacement Maintenance II - Pay grade 6 - \$16.10/hour effective 11/22/15.
- 3.8 PUBLIC DEFENDER - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved Matthew B. Welickowvitch as full time replacement Assistant Public Defender - union - \$51,918.28/annually effective 11/16/15.
- 3.8 DOMESTIC RELATIONS - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved Calvin R. Irvin as full time replacement Domestic Relations Investigator - Pay grade 7 - \$18.39515/hour effective 11/22/15.
- 3.9 DOMESTIC RELATIONS - A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), approved Michelle A. Walmer as full time replacement Clerk I - Pay grade 2 - \$11.44 hour effective 11/23/15.

3.10 ADJOURN SALARY BOARD. A motion by Mr. Rauff and seconded by Mrs. Rogers and passed (3-0), adjourned the Salary Board at 10:14 a.m.

4.0 BOARD OF ASSESSMENT REVISION

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. Mussare convened the Board of Assessment Revision at 10:14 a.m.

4.2 APPROVE REAL ESTATE EXEMPTIONS. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), approved the following real estate exemptions:

Parcel 26-331-194.K - The Park Home.

Parcel 39-002-201 - Keystone Hook & Ladder.

4.3 CERTIFY 2016 TAX ROLLS. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), certified the 2016 tax rolls:
Taxable Parcels - 51896 Assessment = \$5,654,901,954.
Exempt Parcels - 1947 Assessment = 1,036,422,180.
Total Parcels - 53843 Assessment = \$6,691,324,134.

4.4 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. and seconded by Mr. and passed (-), adjourned the Board of Assessment Revision at 10:18 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 10:19 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Kim Wheeler announced the selection of STEP to move to the next step in seeking a lead agency to develop implement and administer the Lycoming county supportive housing program.

5.2 Beth Johnston announced that the 2016 Budget is on display. She provided details of the proposed no tax increase budget.

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, November 17, 2015.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Rauff and seconded by Mr. Mussare and passed (2-0), adjourned the Commissioners' Meeting at 10:26 a.m.