

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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**Minutes of the Meeting of
December 3, 2015
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Solicitor Smith - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare convened the Commissioners Meeting 10:06 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), 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 PHARE CONDITIONAL AWARD. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved conditional award of Pennsylvania Housing Affordability and Rehabilitation Enhancement ("PHARE") Fund in the amount of \$1,600,000.

2.2 APPROVE PSA WITH DAVID WILK. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with David Wilk, Esq for collections office solicitor services not to exceed \$12,000.00 annually.

- 2.3 AWARD CONTRACT TO BIMBO BAKERIES. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), awarded contract for bread products to Bimbo Bakeries.
- 2.4 APPROVE PSA WITH SUN GAZETTE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with Sun Gazette for advertising.
- 2.5 APPROVE PSA WITH ENTERPRISE. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with Enterprise Rental.
- 2.6 APPROVE 2ND AMENDMENT TO BASELINE WATER QUALITY GRANT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved second amendment to Baseline Water Quality Project Grant extending the project period to June 30, 2016.
- 2.7 APPROVE AMENDMENT TO PSA WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved amendment to agreement with Keystone Communications for Radio Stream Gauge.
- 2.8 APPROVE PSA WITH AMCS GROUP, INC. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with AMCS GROUP, INC. for RMS.
- 2.9 ACCEPT HUMAN RESOURCES REPORT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), accepted the Human Resources Report through November 30, 2015.

Mr. Mussare recessed the Commissioners' Meeting at 10:18 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent. Chief Deputy Ulmer was present for item 3.2. Prothonotary Fedele was present for items 3.4 & 3.5.
- 3.2 SHERIFF - A motion by Mr. Ulmer and seconded by Mr. Larson and passed (4-0), approved Michael Orwig as part time replacement Deputy Sheriff - Pay grade 7 - \$18.05/hour effective 12/7/15, not to exceed 1,000 hours annually.
- 3.3 INFORMATION SERVICES - PRINT SHOP - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Jordan C. Baier as full time replacement Assistant Printer - Pay grade 3 - \$12.45/hour effective 12/7/15.

- 3.4 PROTHONOTARY - A motion by Mrs. Fedele and seconded by Mr. Larson and passed (4-0), approved Kevin S. Williams as full time replacement Clerk IV - Pay grade 5 - \$14.77/hour effective 12/7/15.
- 3.5 PROTHONOTARY - A motion by Mrs. Fedele and seconded by Mr. Larson and passed (4-0), approved Mary Harman as full time replacement Clerk I - Pay grade 2 - \$11.44/hour effective 12/7/15.
- 3.6 PCD - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the reclassification/promotion of John E. Lavelle II as full time Development Services Supervisor - Pay grade 10 - \$50,800.07/annually effective 12/6/15.
- 3.7 PCD - ASSESSMENT - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Madalyn L. Smith as full time replacement Field Assessor - Pay grade 5 - \$14.77/hour effective 12/7/15.
- 3.8 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Salary Board at 10:20 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 10:20 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 The Commissioners presented the following service pins:
10 year:
 Rhon Kuhns - Prison.
 Sue Jacobs - DRO.
 Douglas Leonard - RMS.
30 year
 Scott Konkle - DPS.
- 5.2 The Commissioners opened the floor to public comments on proposed 2016 budget and none were received.

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, December 8, 2015.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Commissioners' Meeting at 10:25 a.m.