

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 10, 2015
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Assistant Solicitor Wiley - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare convened the Commissioners Meeting 10:05 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 the following were received:

Jack McKernan, Commissioner-elect and resident of Williamsport, spoke in regard to items 2.11 and 3.3. He said that Commissioner-elect Mirabito and he will review these actions after they are sworn in.

2.0 ACTION ITEMS

2.1 ADOPT RESOLUTION 2015-32. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved resolution 2015-32 for the 2016 TDA.

2.2 ADOPT RESOLUTION 2015-33. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved resolution 2015-33 for the five year capital plan.

- 2.3 ADOPT RESOLUTION 2015-34. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved resolution 2015-34 for the 2016 budget.
- 2.4 ADOPT RESOLUTION 2015-35. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved resolution 2015-35 setting the millage rate for 2016 at 5.75 mils.
- 2.5 ADOPT RESOLUTION 2015-36. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved resolution 2015-36 setting the pre-determined ratio for 2016 at 100%.
- 2.6 APPROVE PAYMENT TO LCRA. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved payment to the LCRA in the total amount of \$26,875.
- 2.7 APPROVE TRANSFER TO ADEC. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved 186,526.00 transfer to the Retirement Fund for the ADEC (Actuarially Determined Employer Required Contribution).
- 2.8 APPROVE AGREEMENT WITH PSP. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved interoperability and site sharing agreement with the Pennsylvania State Police.
- 2.9 APPROVE PSA C.H.REED, INC. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with C.H.Reed, Inc. related to services for the landfill gas dryer.
- 2.10 APPROVE PSA WITH DON MARTINO. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved professional service agreement with Donald Martino, Esq to represent in post conviction relief act cases not to exceed \$19,200.
- 2.11 APPROVE UPDATE TDA. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved update to TDA - RMS reorganization.

Mr. Mussare recessed the Commissioners' Meeting at 10:58 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 APPROVE UPDATE TO SALARY SCHEDULE - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the update to the salary schedule for 2015.

3.3 RMS - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of R. Stephen Tucker as full time Director of Special Projects - Pay grade 15 - \$120,401.85/annually effective 12/20/15, and RMS - promotion of Jason A. Yorks as full time Director of RMS - Pay grade 14 - \$90,000.00/annually effective 12/20/15, and
RMS - reclassification of Daniel N. Dorman as full time Training & Safety Manager - Pay grade 11 - \$75,331.00/annually effective 12/20/15, and
RMS - reclassification/promotion of David P. Bonus as full time Deputy Director/Operations Manager - Pay grade 13 - \$86,830.65/annually effective 12/20/15, and
RMS - Operations - reclassification of David A. Strayer as full time Assistant Operations Manager - Pay grade 9 - \$29.98/hour effective 12/20/15, and
RMS - Resource Recovery - reclassification of Wayne Benson as full time Resource Recovery Assistant Manager - Pay grade 9 - \$29.98/hour effective 12/20/15, and
RMS - Support Services - reclassification of Brian J. Mull as full time Assistant Support Manager - Pay grade 9 - \$26.52/hour effective 12/20/15, and
RMS - Support Services - reclassification of Richard L. Shief as full time Shop Clerk III - Pay grade 7 - \$21.598216/hour effective 12/20/15, and
RMS - Business Office reclassification of Bonnie A. Fink as full time Business Manager - Pay grade 12 - \$82,645.98/annually effective 12/20/15, and
RMS - Business Office - reclassification of Duane Laylon as full time Purchasing Agent/RMS - Pay grade 9 - \$62,593.07/annually effective 12/20/15, and
RMS - Business Office - reclassification of Cherie A. Rogers as full time Assistant Business Manager - Pay grade 9 - \$29.98/hour effective 12/20/15,.

3.4 PRE RELEASE - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Kelsey A. Stryker as full time Resident Supervisor I - Pay grade 6 - \$16.10/hour effective 12/20/15.

3.5 SHERIFF - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the promotion of Scott T. Lose as full time replacement Deputy Sheriff - Pay grade 7 - \$18.05/hour effective 1/03/16.

- 3.6 SHERIFF - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Eric T. Spiegel as full time Deputy Sheriff - Pay grade 7 - \$20.60/hour effective 1/3/16, and Sheriff - reclassification of Jason J. Sparks as full time Deputy Sheriff - Pay grade 7 - \$22.08/hour effective 1/3/16, and Sheriff - reclassification of Jodie M. Fagnano as full time Clerk IV - Pay grade 5 - \$20.90/hour effective 1/3/16..
- 3.7 COURTS - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the MDJ Lepley - promotion of Dorothy E. Harlon as full time replacement Clerk IV - Pay grade 5 - \$19.50/hour effective 1/03/16, and Courts - MDJ Lepley - Carlene J. Bower as full time replacement Clerk III - Pay grade 4 - \$14.36/hour effective 1/03/16.
- 3.8 COLLECTIONS/ASSESSMENT - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Thomas D. Heap as full time Chief Collections/Assessment - Pay grade 12 - \$70,510.19/annually effective 1/3/16.
- 3.9 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Kelley D. Pearl as full time Fiscal Technician - Pay grade 5 - \$15.28/hour effective 1/3/16..
- 3.10 HUMAN RESOURCES - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Ann M. Gehret as full time Director of Human Resources - Pay grade 13 - \$86,739.62/annually effective 1/3/16, and Human Resources - reclassification of Jill E. Livermore as full time Clerk IV - Pay grade 5 - \$16.91/hour effective 1/3/16.
- 3.11 VETERANS AFFAIRS - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of George W. Heiges, Jr. as full time Director of Veterans Affairs - Pay grade 9 - \$22.80/hour effective 1/3/16, and Veterans Affairs - reclassification of David A. Keene as full time Veterans Affairs Assistant - Pay grade 7 - \$18.44/hour effective 1/3/16, and Veterans Affairs - reclassification of Natalie Miller as full time Clerk IV - Pay grade 5 - \$15.51/hour effective 1/3/16.
- 3.12 VOTER SERVICES - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification

of Forrest K. Lehman as full time Director of Elections/Reg - Pay grade 9 - \$41,762.27/annually effective 1/3/16.

3.13 MAINTENANCE - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Kenneth E. George as full time Director of Maintenance - Pay grade 13 - \$83,566.16/annually effective 1/3/16, and Maintenance - reclassification of Ruth E. Schmouder as full time Clerk IV - Pay grade 5 - \$17.04/hour effective 1/3/16.

3.14 PCD - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Mark R. Murawski as full time Transportation Planner - Pay grade 11 - \$70,430.60/annually effective 1/3/16..

3.15 DPS - EMA - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of Deborah Drawbaugh as full time Clerk III - Pay grade 4 - \$15.95/hour effective 1/3/16.

3.16 COOPERATIVE EXTENSION - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-1, Rogers), approved the reclassification of A. Nicole Mackenzie as full time Clerk III - Pay grade 4 - \$13.81/hour effective 1/3/16..

3.17 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Rauff and passed (4-0), adjourned the Salary Board at 11:07 a.m.

4.0 BOARD OF ASSESSMENT REVISION

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. Mussare convened the Board of Assessment Revision at 11:07 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the following real estate refunds:

Parcel 61-004-510 for Wayne & Margaret Miller in the amount of \$127.39.

Parcel 09-304-122.06 for Brant Hartung in the amount of \$322.05

4.3 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Board of Assessment Revision at 11:08 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 11:08 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The Commissioners recognized the Safety Committee for receipt of PCoRP Risk Control Award.

Director McDermott commented on the exceptional job the safety committee does.

Mr. Rauff explained the claims reporting information.

John Yingling commented on the duties of the safety committee.

Mr. Larson commented on the example of the commitment to success by employees.

Mr. Mussare expressed his appreciation to the dedicated and committed staff and leadership.

5.2 The Commissioners recognized Leadership Lycoming Class.

6.0 PUBLIC COMMENT. Mr. Mussare opened the floor to public comment and the following were received:

Jason Yorks, future director of RMS, commented on the challenges ahead of the organization. He thanked the Commissioners for their support on the reorganization.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Mussare announced the next regularly scheduled meeting as a work session on Tuesday, December 15, 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 11:30 a.m.