

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 29, 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 10:01 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 PROCLAIM ANNABEL MILLER DAY. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), proclaimed December 30, 2015, as Annabel Miller Day in Lycoming County.

2.2 ADOPT RESOLUTION 2015-39. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted resolution 2015-39 for use of procurement card.

2.3 APPROVE UPDATE TO POLICY 1307. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved update to policy 1307 for use of procurement card.

- 2.4 ADOPT RESOLUTION 2015-40. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted resolution 2015-40 declaring property valued at more than \$1,000 as surplus
- 2.5 APPROVE FIRST COMMUNITY FOUNDATION GRANT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved First Community Foundation of PA's Lycoming Economic Development Foundation Fund grant award in the amount of \$25,000.
- 2.6 APPROVE PHARE CONTRACT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved 2015 PHARE contract in the amount of \$1.6 million for strategic housing initiatives.
- 2.7 ADOPT RESOLUTION 2015-38. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adopted Resolution 2015-38 authorizing SEDA COG to execute CDBG documents.
- 2.8 APPROVE AGREEMENT WITH MONTGOMERY FIRE DEPARTMENT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved agreement with Montgomery Fire Department for 2013 CDBG funds
- 2.9 APPROVE AMENDMENT TO AGREEMENT WITH MONTGOMERY FIRE DEPARTMENT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved amendment to agreement with Montgomery Fire Department for 2011 CDBG funds.
- 2.10 ACCEPT HUMAN RESOURCES REPORT. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved Human Resources Report through 12/31/2015.

Mr. Mussare recessed the Commissioners' Meeting at 10:25 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was absent.
- 3.2 CORONER - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved the reclassification of Kathryn G. Nickles as full time Clerk IV - Pay grade 5 - \$15.76/hour effective 1/3/16.
- 3.3 DISTRICT ATTORNEY - A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), approved one full time Assistant County Detective - Union - \$18.305/hour effective 1/18/16.

3.4 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Rauff and passed (3-0), adjourned the Salary Board at 10:25 a.m.

Mr. Mussare reconvened the Commissioners' Meeting at 10:25 a.m.

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

Mr. Rauff thanked all involved for the opportunity to serve as a Commissioner.

Mr. Larson thanked the taxpayers, citizens and staff for his time serving the county.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Mussare announced the next regularly scheduled meeting as a work session on Monday, January 4, 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 10:27 a.m.