

**Commissioners:**

JEFF C. WHEELAND  
*Chairman*

ERNEST P. LARSON  
*Vice Chairman*

TONY R. MUSSARE  
*Secretary*



ANN M. GEHRET  
*Director of Administration  
and Chief Clerk*

N. RANDALL SEES  
*Solicitor*

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Telephone (570) 320-2124  
Fax (570) 320-2127

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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[www.lyco.org](http://www.lyco.org)  
[county.commissioners@lyco.org](mailto:county.commissioners@lyco.org)

**Minutes of the Meeting of  
February 21, 2013  
Board Room, Executive Plaza  
Pine Street, Williamsport**

Commissioner Wheeland - Present  
Commissioner Larson - Present  
Commissioner Mussare - Present

Solicitor Sees - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland convened the Commissioners Meeting 10:02 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the minutes of the previous meeting as they are recorded.
- 1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. Wheeland opened the floor to public comment on agenda items only, and none were received.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:02 a.m.***

***Mr. Wheeland reconvened the Commissioners' Meeting at 10:05 a.m.***

**2.0 ACTION ITEMS**

- 2.1 APPROVE GRANT AGREEMENT WITH DEP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved municipal waste planning grant agreement with the PA DEP.
- 2.2 APPROVE SUB CONTRACT WITH SEDA JRA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved subrecipient monitoring contract with the SEDA COG Joint Rail Authority for the Federal Railroad Administration Grant.

- 2.3 APPROVE PARTICIPATION IN GREAT PA CLEAN UP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved participation in the Great PA Cleanup from April 20 to May 7, 2013.
- 2.4 APPROVE PSA WITH ROBERT HOFFA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Robert A. Hoffa, Esquire, not to exceed \$20,000.
- 2.5 APPROVE EMP GRANT SUBMISSION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Emergency Management Performance Grant submission to PEMA.
- 2.6 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved TDA Change - Fiscal Services - change general accountant to Deputy Director/Accounting Manager pay grade 11/12 effective 3/3/13.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:13 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-1, Rogers), approved the promotion of Brandy R. Clemens to full time Deputy Director/Accounting Manager - Pay grade 11 - \$48,967.22/annually effective 3/3/13.
- 3.3 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-1, Rogers), approved the promotion of Vicki Kling to full time Fiscal Technician - Pay grade 5 - \$14.55/hour effective 3/3/13.
- 3.4 DPS - COMMUNICATIONS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Beth A. Baylor to full time replacement Communications Training Coordinator - Pay grade 8 - \$23.28/hour effective 3/3/13.
- 3.5 Courts - MDJ Page - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Deanna M. Roth as full time replacement Clerk III - Pay grade 4 - \$14.438288/hour effective 3/3/13.
- 3.6 PCD - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Stephanie C. Toner to full time replacement Land Records Database Coordinator (UPI) - Pay grade 6 - \$15.86/hour effective 3/3/13.

3.7 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:13 a.m.

#### **4.0 BOARD OF ASSESSMENT APPEALS**

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:02 a.m.

4.2 CONSIDERATION FOR REASSESSMENT ANNOUNCEMENT. Mr. Wheeland announced that the Board plans to consider adoption of a resolution on March 7, 2013, at 10:00 a.m. at 330 Pine St, Williamsport, PA, that would initiate a County-Wide Reassessment.

4.3 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following real estate refunds:  
Parcel 56-311-124.A for Charles Mull in the amount of \$29.08.  
Parcel 71-001-301 for Lundy Industrial Realty in the amount of \$1,187.19.

4.4 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Board of Assessment Appeals at 10:05 a.m.

***Mr. Wheeland reconvened the Commissioners' Meeting at 10:13 a.m.***

#### **5.0 REPORTS / INFORMATION ITEMS.**

5.1 Jason Yorks announced that LCRMS is requesting bids for single stream recycling equipment.

5.2 Megan Lehman presented a media release on 2012 credit trading results.

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

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Wheeland announced the next regularly scheduled meeting as a work session on Tuesday, February 26, 2012.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 10:16 a.m.

