

Commissioners:

JEFF C. WHEELAND  
*Chairman*

ERNEST P. LARSON  
*Vice Chairman*

TONY R. MUSSARE  
*Secretary*



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

J. DAVID SMITH  
*Solicitor*

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**Minutes of the Meeting of  
October 31, 2013  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Smith - Present

**1.0 OPERATIONS**

1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland 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. 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.

**2.0 ACTION ITEMS**

2.1 PROCLAIM NATIONAL ADOPTION MONTH. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), proclaimed November as National Adoption Month.

Judge McCoy commented on adoptions in Lycoming County. Rick Saylor from C&Y also commented on adoptions.

2.2 APPROVE CHILD WELFARE/JUVENILE JUSTICE NEEDS BASED BUDGET REALLOCATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to 2012-13 Child Welfare/Juvenile Justice Needs Based Budget reallocating

\$233,756 from the In-Home Services and Community Based cost centers to the Institutional cost center.

- 2.3 AWARD CONTRACT TO AMERICAN ENVIRONMENTAL GROUP LTD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), awarded contract for Landfill Gas Well Drilling services to American Environmental Group Ltd on an as needed basis.
- 2.4 APPROVE PURCHASE FROM MCCARTHY TIRE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase of heavy equipment tires from McCarthy Tire Service in the amount of \$11,421.88.
- 2.5 ADOPT RESOLUTION 2013-33. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved resolution 2013-33 for designation of agent form for John Lavelle.
- 2.6 APPROVE CHANGE ORDER 5 WITH SIKORA BROTHERS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment #5 to agreement with Sikora Brothers Paving, Inc. for waterline extension decreasing the amount by \$68,915.
- 2.7 APPROVE AMENDMENT 2 WITH LARSON DESIGN GROUP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0, Mr. Wheeland was absent), approved amendment #2 to agreement with Larson Design Group for waterline extension extending the contract to December 31, 2014.
- 2.8 APPROVE AGREEMENT WITH NATURAL LIGHT FILMS INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0, Mr. Wheeland was absent), approved license agreement with Natural Light Films, Inc.
- 2.9 APPROVE AMENDMENT TO AGREEMENT WITH WEST BRANCH REGIONAL AUTHORITY. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0, Mr. Wheeland was absent), approved amendment to agreement with West Branch Regional Authority.
- 2.10 APPOINT TO REGIONAL SOLID WASTE STEERING COMMITTEE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0, Mr. Wheeland was absent), appointed the following to the Regional Solid Waste Steering Committee: Megan Lehman as primary and Kurt Hausamann as alternate.
- 2.11 APPROVE AGREEMENT WITH PENNVEST. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved sales agreement with PennVEST for nutrient credits.
- 2.12 APPROVE AGREEMENT WITH WMWA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Act 13

agreement with Williamsport Municipal Water Authority for storage tank in the amount of \$170,000.

2.13 APPROVE AGREEMENT WITH WMWA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Act 13 agreement with Williamsport Municipal Water Authority for water and sewer line relocation.

2.14 APPROVE AMENDMENT TO AGREEMENT WITH ROGERS UNIFORMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Rogers Uniforms extending it to 12/31/2014.

2.15 APPROVE AGREEMENT FOR JNET. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved agreement for JNET - Criminal History Access.

2.16 APPROVE QUOTE FROM KEYSER CONSULTING GROUP. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved quote from Keyser Consulting Group for a new polycom video conferencing unit for Information Services in the amount of \$11,950 off of COSTARS contract.

2.17 APPROVE PSA WITH KIDSPACE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with KidsPeace Contract 2013-2014 for the Juvenile Probation Office.

2.18 APPROVE PSA WITH DEVNET. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Devnet for permitting and zoning software

2.19 APPROVE MODIFICATION TO CITIZENS CORPS GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved modification to FFY 2011 Citizen Corps Program grant application to PEMA changing the amount of \$10,500.

2.20 APPROVE PURCHASE FROM SUPPLY SOURCE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase of jury chairs from Supply Source in the amount of \$16,844.28 off of state contract.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:53 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 DPS - COMMUNICATIONS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Heidi A. Samsel as part time Training Telecommunicator I - Pay grade 5 - \$13.53/hour effective 11/4/13, not to exceed 1,000 hours annually.

3.3 SHERIFF - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Justine A. M. Gerardi as full time replacement Clerk III - Pay grade 4 - \$13.34/hour effective 11/12/13.

3.4 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:54 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:54 a.m.

4.2 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 12-332-155.Y for Connie & Horace Moore in the amount of \$485.31.  
Parcel 21-004-601.A for David & Jean Peluso in the amount of \$358.69.  
Parcel 27-308-130.E for John Phillips Jr in the amount of \$473.94.  
Parcel 11-290-127 for Christopher & Brandy Plocinski in the amount of \$128.93.  
Parcel 26-329-156 for Loyalsock Twp in the amount of \$158.75.  
Parcel 05-182-133.A for Brown Twp in the amount of \$54.61.  
Parcel 26-329-178 for Loyalsock Twp in the amount of \$120.45.  
Parcel 54-002-108 for Shrewsbury twp in the amount of \$248.33.  
Parcel 48-271-164 for Plunketts Creek Twp in the amount of \$275.62.  
Parcel 48-003-130 for Plunketts Creek Twp in the amount of \$253.01.  
Parcel 48-004-102 for Plunketts Creek Twp in the amount of \$347.95.  
Parcel 33-002-113 for Montoursville Boro in the amount of \$187.23.  
Parcel 33-002-109 for Montoursville Boro in the amount of \$169.20.

4.3 EXEMPTION REQUEST FOR CRYSTAL LAKE CAMPS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved real estate exemption for 50% of the dining hall and one acre for parcel 54-274-100 for Crystal Lake Camps.

4.4 EXEMPTION REQUEST FOR OHEV SHOLOM CONGREGATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved real estate exemption for 50% of the first floor for parcel 74-012-507 for Ohev Sholom Congregation.

- 4.5 REAL ESTATE APPEAL (BERRY). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for parcel 24-249-148.B for Christopher Berry as \$5,260.
- 4.6 REAL ESTATE APPEAL (MUSSER). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for parcel 49-005-903 for Troy Musser as \$1,114,350.
- 4.7 REAL ESTATE APPEAL (PR FINANCING). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), denied the appeal for parcel 41-352-111 for PR Financing.
- 4.8 REAL ESTATE APPEAL (PR FINANCING). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), denied the appeal for parcel 41-352-111-100 PR Financing.
- 4.9 REAL ESTATE APPEAL (MAY DEPT STORES). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), denied the appeal for 41-352-111.20 for May Dept Stores.
- 4.10 REAL ESTATE APPEAL (BARTO). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for 39-002-539 for Yvonne Barto as \$122,500.
- 4.11 REAL ESTATE APPEAL (MCCAFFERTY). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for 40-002-605 for Jesse & Natalie McCafferty as \$100,000.
- 4.12 REAL ESTATE APPEAL (WISE). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for 40-002-852 for Ashley Wise as \$107,000.
- 4.13 REAL ESTATE APPEAL (BILLMAN). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for 40-373-121.28 for Randy & Rebecca Billman as \$285,000.
- 4.14 REAL ESTATE APPEAL (KLEES). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for 39-001-302 for Marc & Elizabeth Klees as \$97,100.
- 4.15 REAL ESTATE APPEAL (GRENOBLE). A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the new value for 38-002-303 for Justin & Tara Grenoble as \$85,000.
- 4.16 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 11:03 a.m.

*Mr. Wheeland reconvened the Commissioners' Meeting at 11:03 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 The Commissioners presented 10 year service pins to the following:

Joseph Miller Prison.  
Karen Bullis MDJ Kemp.  
Philip Keeler Prison.

5.2 The Commissioners recognized Steve Hall upon his retirement. Sheriff Lusk commented on Chief Deputy Hall's exceptional service. Steve Hall thanked everyone for his recognition, and for the opportunity to work for Lycoming County.

5.3 Michele McDermott announced that Lycoming County is requesting bids for food products for the first quarter of 2014.

**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, November 12, 2013. No meetings November 5 & 7.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 11:04 a.m.