

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  
November 6, 2014  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Smith - 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. Mussare and passed (2-0), 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.

***Mr. Mussare recessed the Commissioners' Meeting at 10:01 a.m.***

Mr. Mussare opened the Zoning Text Amendment Public Hearing. John Lavelle explained this was a change in text regarding non-conforming structures. The floor was opened to public comment, and none were received. Mr. Mussare closed the public hearing at 10:05 a.m.

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

**2.0 ACTION ITEMS**

- 2.1 ENACT ORDINANCE 2014-7. A motion by Mr. Larson and seconded by Mr. Mussare and passed (Larson-yes, Mussare-yes, Wheeland-absent; 2-0), enacted Ordinance 2014-7 for zoning text amendment.
- 2.2 APPROVE ACT 13 PARK AGREEMENTS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved Act 13 park agreements with the following: (Bill Kelly)  
Firetree, LTD in the amount of \$20,000.  
Veterans Memorial Park of Picture Rocks, Inc. in the amount of \$10,000.  
Nippenose Township in the amount of \$8,000.  
Loyalsock Township in the amount of \$12,000.  
Susquehanna Township in the amount of \$20,000.  
Picture Rocks in the amount of \$18,000.
- 2.3 APPROVE AMENDMENT TO PSA WITH PETER BURCHANOWSKI. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved amendment to agreement with Peter Burchanowski, Esq. for Central Collections Legal Services.
- 2.4 APPROVE AGREEMENT WITH SUNGARD. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with Sungard in the amount of \$48,000 for a new Retirement Software System.
- 2.5 APPROVE QUOTE FROM MITEL BUSINESS SYSTEMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved quote from Mitel Business Systems, Inc. in the amount of \$12,679.60 for purchase of telephones from GSA contract.
- 2.6 APPROVE AGREEMENT WITH INFORMATION NETWORK ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved the agreement with Information Network Associates, Inc. for digital forensic services for the Public Defender's office.
- 2.7 APPROVE PSA WITH CROSSROADS COUNSELING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved professional service agreement with Crossroads Counseling, Inc. for 2014-2015 for the Juvenile Probation Office.
- 2.8 APPROVE AGREEMENT WITH L&L BOILER. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved agreement with L&L Boiler Maintenance, Inc. for maintenance on county boiler equipment.
- 2.9 AWARD CONTRACT TO WSP USA CORPORATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), awarded

contract for aerial photography & topographic mapping services to WSP USA Corporation in the amount of \$12,000.

2.10 AWARD CONTRACT TO GLENN & ASSOCIATES, INC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved contract for landfill equipment to Glenn & Associates, Inc. in the amount of \$13,343.

2.11 APPROVE CONTRACT WITH INDUSTRIAL PIPING SYSTEMS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), approved contract for miscellaneous piping accessories to Industrial Piping Systems in the amount of \$2,780.67.

***Mr. Mussare recessed the Commissioners' Meeting at 10:22 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Deputy Controller Collins was present.

3.2 PRISON - A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), approved Michaelene M. Shirey as full time replacement Female Correctional Officer Relief (M/F) - COI - \$14.71/hour effective 11/16/14.

3.3 PRE-RELEASE - A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), approved the Matthew J. Stanzione as full time replacement Temporary Resident Supervisor - Pay grade 5 - \$14.77/hour effective 11/10/14.

3.4 INFORMATION SERVICES - A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), approved the reclassification of Tammy L. Sanso to Operations Coordinator - Pay grade 7 - \$22.90/hour effective 11/9/14.

3.5 INFORMATION SERVICES - A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), approved the promotion of Rhonda L. Bodle as full time replacement Record Retention Coordinator - Pay grade 5 - \$18.93/hour effective 12/21/14.

3.6 INFORMATION SERVICES - A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), approved Dana A. Strunk as full time replacement Assistant Printer - Pay grade 3 - \$12.45/hour effective 12/1/14.

3.7 DOMESTIC RELATIONS - A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), approved Andrew P. Boyer as full time replacement Domestic Relations Investigator - Pay grade 7 - \$18.612936/hour effective 11/23/14.

3.8 ADJOURN SALARY BOARD. A motion by Mrs. Collins and seconded by Mr. Larson and passed (3-0), adjourned the Salary Board at 10:26 a.m.

*Mr. Mussare reconvened the Commissioners' Meeting at 10:26 a.m.*

6.0 PUBLIC COMMENT. Mr. Mussare opened the floor to public comment and the following were received:  
Mr. Mussare introduced the three loyalsock students who were job shadowing him: Emma Fox, Emily Bronte, and Cordell Taylor.  
Mr. Mussare also recognized Jenice Phillips from Penn College of Technology, who was present.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. Mussare announced the next regularly scheduled meeting as a work session on Thursday, November 13, 2014. No meeting Veteran's Day, Tuesday, November 11, 2014.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Mussare and passed (2-0), adjourned the Commissioners' Meeting at 10:28 a.m.