

**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*

---

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

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

---

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

**Minutes of the Meeting of  
August 16, 2012  
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 10:01 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 ADOPT RESOLUTION 2012-26. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), adopted resolution 2012-26 for participation in transportation study.
- 2.2 ADOPT RESOLUTION 2012-27. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved resolution 2012-27 for agreement with Muncy Bank and Trust Co.
- 2.3 APPROVE AGREEMENT WITH MUNCY BANK & TRUST CO. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved institutional custodian agreement with Muncy Bank and Trust Co.

- 2.4 APPROVE ACCOUNT AGREEMENTS WITH CITIZEN & NORTHERN BANK. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following account agreements with Citizens & Northern Bank:  
4819 Custody agreement.  
4820 Insurance Fund Agency agreement.  
4821 Bond Fund Agency agreement.
- 2.5 APPROVE FEE AGREEMENTS WITH CITIZEN & NORTHERN BANK. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following fee agreements with Citizens & Northern Bank:  
2010 Bond fund agency.  
Post Closure fund.
- 2.6 APPROVE PURCHASE FROM SUNBURY MOTORS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the purchase from Sunbury Motors of 2013 Ford E-350 Super Duty extended cargo van in the amount of \$70,152.13 for the Sheriff's Office from Costars contract 025-030.
- 2.7 APPROVE RASA GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved RASA Grant application to PCCD in the amount of \$121,850 for the period 1/1/2013 to 12/31/2014.
- 2.8 APPROVE VOJO GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved VOJO Grant application to PCCD in the amount of \$16,638 for the period 7/1/2012-12/31/2012.
- 2.9 APPROVE PSA WITH D. MATTHEW MEEKER. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with D. Matthew Meeker for physician services at the prison in the amount of \$80/hour, not to exceed \$10,000 annually.
- 2.10 APPROVE PSA WITH HAZLETON PATHOLOGY PC. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved professional services agreement with Hazleton Pathology PC not to exceed \$1800 per autopsy.
- 2.11 APPROVE INVOICE FROM PTS OF AMERICA. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved invoice from PTS of America in the amount of \$657.40.
- 2.12 APPROVE AGREEMENT WITH SENTINEL OFFENDER SERVICES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved equipment rental and monitoring services agreement with Sentinel Offender Services for Juvenile Probation Office.

- 2.13 APPROVE COMPLIANCE FORM SUBMISSION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Annual Title 5 Compliance form submission to DEP.
- 2.14 APPROVE EMISSION FEE FORM SUBMISSION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Annual Title 5 Emission Fee form submission to DEP.
- 2.15 APPROVE STORM WATER RENEWAL PERMIT APPLICATION. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved Storm Water Permit Renewal application to DEP.
- 2.16 AWARD CONTRACT TO ECK'S GARAGE. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved contract to Eck's Garage, Inc, for the purchase of a 2003 Freightliner F-70 Tank Wagon Fuel Truck in the amount of \$26,000.
- 2.17 APPROVE PURCHASE FROM SUNBURY MOTORS. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved purchase from Sunbury Motor Company for the purchase of 1- New 2013 Ford F-350 12 Passenger Van with accessories off of state contract in the amount of \$29,700.00.
- 2.18 APPROVE LCAT MOU. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved LCAT MOU.
- 2.19 APPROVE SUB CONTRACTS WITH MUNICIPALITIES. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved subrecipient agreements with the following municipalities:  
Plunketts Creek in the amount of \$1,767,226.  
Plunketts Creek in the amount of \$522,764.  
Loyalsock in the amount of \$356,860.  
Loyalsock in the amount of \$783,676.  
Fairfield in the amount of \$783,676.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:27 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present. Chief Deputy Steve Hall was present for item 3.2.
- 3.2 SHERIFF - A motion by Deputy Hall and seconded by Mrs. Rogers and passed (5-0), approved the promotion of Cody L. Lepley to full time replacement Deputy Sheriff - Pay grade 7 - \$16.78/hour effective 9/2/2012.
- 3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Mussare and passed (4-0), approved Jordan C. Baker as full time

replacement Correctional Officer Relief - COI - \$12.83/hour effective 8/28/2012.

3.4 CORONER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Keri L. Tanger as part time replacement Deputy Coroner/On Call - Pay grade 7 - \$15.63/hour effective 8/20/2012, not to exceed 1,000 hours annually, and Coroner - Casey S. Lowmiller as part time replacement Deputy Coroner/On Call - Pay grade 7 - \$15.63/hour effective 8/20/2012, not to exceed 1,000 hours annually, and Coroner - Michael D. Seiler as part time replacement Deputy Coroner/On Call - Pay grade 7 - \$15.63/hour effective 8/20/2012, not to exceed 1,000 hours annually.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), adjourned the Salary Board at 10:30 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:30 a.m.

4.2 APPROVE REAL ESTATE REFUND. A motion by Mr. Larson and seconded by Mr. Mussare and passed (3-0), approved the following real estate refund:  
Parcel 11-290-130.32 to Glenn & Diana Matlosz in the amount of \$21.04.

4.3 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 10:30 a.m.

***Mr. Wheeland reconvened the Commissioners' Meeting at 10:30 a.m.***

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

5.1 Michele McDermott announced that Lycoming County is requesting bids for Emergency Watershed Protection project.

5.2 The Commissioners presented a 10 year service pin to Cheryl Fox from APO.

**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, August 21, 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 10:31 a.m.