

Commissioners:
REBECCA A. BURKE
Chairperson
ERNEST P. LARSON
Vice-Chairman
JEFF C. WHEELAND
Secretary



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WILLIAMSPORT PA 17701

FRED F. MARTY
Chief Clerk
Director of Administration

THOMAS C. MARSHALL
Solicitor

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Minutes of the Meeting of January 7, 2010

Commissioner Burke - Present
Commissioner Larson - Present
Commissioner Wheeland - Present

Solicitor Marshall - Present

1.0 OPERATIONS

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland convened the Commissioners Meeting 10:03 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), 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 2010-1 . A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2010-1 declaring surplus property.
- 2.2 APPROVE PCCD GRANT RECEIPT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved PCCD grant receipt in the amount of \$59,843 for Cross Service System Improvements.
- 2.3 APPROVE SUB CONTRACT WITH STEP FOR HPRP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved subrecipient monitoring contract with STEP for Homeless Prevention and Rapid Re-Housing Program in the amount of \$338,401.
- 2.4 APPROVE GRANT RECEIPT FOR MATP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Department

of Public Welfare grant receipt for Medical Assistance Transportation Program in the amount of \$1,476,371.

- 2.5 APPROVE SUB CONTRACT WITH STEP FOR MATP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved subrecipient monitoring contract with STEP for Medical Assistance Transportation Program in the amount of \$1,476,371.
- 2.6 APPROVE ASSURANCE OF COMPLIANCE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved assurance of compliance to the Department of Public Welfare for the Medical Assistance Transportation Program.
- 2.7 APPROVE INVOICE FROM SIMPLEX GRINNELL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice from Simplex Grinnell in the amount of \$152.
- 2.8 AWARD CONTRACT TO MODERN RECYCLING AND MAHANTANGO ENTERPRISES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved contract for Tire Recycling to Modern Recycling, Inc. and Mahantango Enterprises on an as needed basis.
- 2.9 APPROVE RENEWAL WITH INFOCON CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved renewal agreement with INFOCON Corp for software support of the Real Property Tax Claim System at a cost of \$441.67 per month.
- 2.10 APPROVE RENEWAL WITH INFOCON CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved renewal agreement with INFOCON Corp for software support of the Real Property Current Year Tax Collection System at a cost of \$343.75 per month.
- 2.11 APPROVE RENEWAL WITH INFOCON CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved renewal agreement with INFOCON Corp for software support of Real Property Tax Billing Sub-System at a cost of \$205.50 per month.
- 2.12 APPROVE RENEWAL WITH INFOCON CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved renewal agreement with and INFOCON Corp for software support of the VPN Configuration Access Fee at a cost of \$125.00 per month.
- 2.13 APPROVE RENEWAL OF AGREEMENT WITH FRED HAMM. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved renewal of agreement with Fred Hamm, Inc. for trash removal services.
- 2.14 APPROVE CONTRACT RENEWAL WITH OUTSIDE IN. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved contract renewal with Outside In for JPO.

- 2.15 APPROVE CONTRACT RENEWAL WITH GLEN MILLS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved contract renewal with Glen Mills for JPO.
- 2.16 APPROVE JABG APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Juvenile Accountability Block Grant application to PCCD in the amount of \$12,975.
- 2.17 APPROVE INVOICE FROM COMMUNITY THEATRE LEAGUE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice from Community Theatre League, Inc. in the amount of \$100.
- 2.18 APPROVE INVOICES FROM SUNGARD. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved four invoices from Sungard for eFinance Plus in the total amount of \$79,270.24.
- 2.19 APPROVE INVOICE FROM STERLING SOLUTIONS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice in the amount of \$700 from Sterling Solutions for the annual renewal of VIMS (Veteran Information Management System).
- 2.20 APPROVE PAYMENT TO RODATA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved payment in the amount of \$712.50 to RoData for DJ Page's office for a one year maintenance agreement on video conferencing.
- 2.21 APPROVE INVOICE FROM CLEVELAND BROTHERS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice in the amount of \$600 from Cleveland Brothers, Inc.
- 2.22 APPROVE 200-DAY EXTENTION TO RFP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved 200-day extension to RFP 20104-009-08 renewable electrical and thermal energy services contract and authorize Director of Resource Management Services to sign related documents.
- 2.23 APPROVE INVOICE FROM SIMPLEX GRINNELL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice from Simplex Grinnell in the amount of \$270 for the Sheriff's Office.
- 2.24 APPROVE AMENDMENT TO CONTRACT WITH BUBBA'S CLEANING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved amendment to contract with Bubba's Cleaning for DJ McRae's office in the amount of \$210/month for one year.
- 2.25 APPROVE INVOICE FROM NMS LABS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved invoice

from NMS Labs in the amount of \$451.00 for the Coroner's office.

2.26 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved TDA change to add one part-time Clerk III/Floater position in Human Resources, not to exceed 1,000 hour annually.

Mr. Wheeland recessed the Commissioners' Meeting at 10:16 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Deputy Controller Miller was present.

3.2 PRE RELEASE - A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), approved Tina M. Swales as part time replacement Female Resident Supervisor - Pay grade 5 - \$12.51/hour effective 1/11/10, not to exceed 1,000 hours annually, and
Pre Release - reclassification of Jonathan C. Foster as full time replacement Resident Supervisor - Pay grade 6 - \$14.92/hour effective 1/10/10, and
Pre Release - Jennifer L. Shaw as full time replacement Resident Supervisor - Pay grade 6 - \$14.64/hour effective 1/11/10.

3.3 CORONER - A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), approved the promotion of Louis J. Mazzante IV as full time replacement Deputy Chief Coroner - Pay grade 8 - \$34,060.46/annually effective 1/10/10.

3.4 COURTS - A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), approved Paula J. Singer as full time replacement Court Reporter - Pay grade 8 - \$17.50/hour effective 1/11/10.

3.5 DPS COMMUNICATIONS - A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), approved Beth A. Minnier as full time replacement Telecommunicator I - Relief - Pay grade 5 - \$13.45/hour effective 1/11/10.

3.6 HUMAN RESOURCES - A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), approved transfer of Rebecca A. Praster to part time Clerk III/Floater - pay grade 4 \$11.68/hour effective 1/10/10.

3.7 ADJOURN SALARY BOARD. A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), adjourned the Salary Board at 10:18 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:18 a.m.
- 4.2 APPROVE CLEAN AND GREEN REFUND. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved the Clean & Green refund for parcel 15-309-194.Z to Elizabeth Gehr in the amount of \$18.50.
- 4.3 APPROVE HOMESTEAD APPEAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved the Homestead appeal for parcel 70-12-206 to Ellen Smith.
- 4.4 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Board of Assessment Appeals at 10:18 a.m.

Mr. Wheeland reconvened the Commissioners' Meeting at 10:20 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 Mya Toon announced Lycoming County is requesting bids for surplus equipment.

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, January 12, 2010.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Commissioners' Meeting 10:21 a.m.