

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



48 WEST THIRD STREET
WILLIAMSPORT PA 17701

FRED F. MARTY
Chief Clerk
Director of Administration

THOMAS C. MARSHALL
Solicitor

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Minutes of the Meeting of February 4, 2010

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

Solicitor Marshall - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:06 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the minutes of the previous meeting as they are recorded.

1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mrs. Burke opened the floor to public comment on agenda items only, and none were received.

2.0 ACTION ITEMS

2.1 APPROVE AMENDMENT TO PSA WITH WEST PHYSICS CONSULTING LLC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to professional services agreement with West Physics Consulting, LLC.

2.2 APPROVE CONTRACTS FOR TAX COLLECTION SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contracts for tax collection services with the following:
Bastress Township Cummings Township
Eldred Township Muncy Creek Township
Woodward Township.

2.3 APPROVE CDBG ADMINISTRATIVE & PLANNING REVISION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved revised scope of services for FFY 2009 and FFY 2010 CDBG administrative and planning funds.

- 2.4 APPROVE INVOICE FROM PTS OF AMERICA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from PTS of America in the amount of \$596.25.
- 2.5 APPROVE INVOICE FROM CLINTON COUNTY PUBLIC DEFENDER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Clinton County for Public Defender's Office in the amount of \$150.
- 2.6 APPROVE PURCHASE FROM DEERE & COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase of no-till drill for County Farm off of state contract from Deere & Company in the amount of \$28,722.54.
- 2.7 REJECT BIDS FOR SURPLUS EQUIPMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), rejected the bids received 2/2 for surplus equipment.
- 2.8 APPROVE CONTRACT UPDATE WITH JAMES CASALE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract update with James Casale for Domestic Relations office.
- 2.9 APPROVE INVOICE FROM LEHIGH VALLEY HEALTH NETWORK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Lehigh Valley Health Network for diagnostic testing in the amount of \$24.16.
- 2.10 APPROVE DCED LETTER OF INTENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved scope of services for technical assistance and letter of intent to DCED.
- 2.11 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved TDA changes:
- Courts - delete one part time Tipstaff position and add one part time Bailiff position.
 - RMS - Transfer Station - add FT Truck Driver position and eliminate the PT Equipment Operator/Driver position.

Mrs. Burke recessed the Commissioners' Meeting at 10:18 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was not present.
- 3.2 PRE RELEASE - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved reclassification of Kay S. Taylor to full time Resident Supervisor II - Pay grade 8 - \$18.53/hour effective 2/7/10.

- 3.3 PRISON - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Bryan F. Myers as full time replacement Correctional Officer I - Relief - COI - \$12.64/hour effective 2/15/10.
- 3.4 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved reclassification of Shari L. Ulsamer to full time Fiscal Technician - Pay grade 6 - \$14.64/hour effective 2/7/10.
- 3.5 ADULT PROBATION - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Matthew D. Gotshall as full time Probation Officer - Pay grade 9 - \$21.36/hour effective 2/21/10.
- 3.6 ADULT PROBATION - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Bryan A. Bower as full time replacement Probation Officer - Pay grade 9 - \$19.11/hour effective 2/21/10.
- 3.7 ADULT PROBATION - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Adam F. Lorson as full time replacement Probation Officer - Pay grade 8 - \$17.50/hour effective 2/22/10.
- 3.8 COURTS - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Daniel J. Rogers as part time Bailiff - Pay grade 1 - \$8.90/hour effective 2/8/10, not to exceed 1,000 hours annually.
- 3.9 ADJOURN SALARY BOARD. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Salary Board at 10:20 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:20 a.m.
- 4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved two real estate refunds:
-James & Wendy Potope 137 Highfields Dr. Williamsport, parcel 43-328-166.05 in the total amount of \$419.03.
-Scott Robinson 1701 Memorial Ave. Williamsport, parcel 70-013-100 in the amount of \$200.38.
- 4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned adjourned the Board of Assessment Appeals at 10:21 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 10:21 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 The Commissioners welcomed the Youth Leadership Lycoming Class.
- 5.2 Michael Hnatin announced that LCRMS is requesting bids for recycling containers.
- 5.3 Mya Toon announced that Lycoming County will be requesting bids for surplus computer equipment for the second time.
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6.0 PUBLIC COMMENT. Mrs. Burke opened the floor to public comment and none were received.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mrs. Burke announced the next regularly scheduled meeting as a work session on Tuesday, February 9, 2010.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 10:23 a.m.