

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 March 11, 2010

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

Assistant Solicitor Read - Present

### 1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:05 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 PSA WITH NMS LABS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with NMS Labs.

2.2 ADOPT RESOLUTION 2010-8. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2010-8 regarding commissary funds.

2.3 APPROVE PSA WITH DIXON AC&R CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Dixon AC&R Corporation not to exceed \$3,500.

2.4 APPROVE PSA WITH SHIPE'S BARBER SHOP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Lee Shipe of Shipe's Barber Shop.

- 2.5 APPROVE PSA WITH AUTOMATIC SPRINKLER SUPPLY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Automatic Sprinkler Supply not to exceed \$1,000 effective January 1, 2010.
- 2.6 APPROVE PSA WITH B&B MECHANICAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the professional service agreement with B&B Mechanical not to exceed \$500.
- 2.7 APPROVE DELL WARRANTY EXTENSION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved warranty extension from Dell on CAD personal computers for a period of seven years in the amount of \$3,245.46.
- 2.8 APPROVE DELL WARRANTY EXTENSION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved warranty extension from Dell on servers for a period of seven years in the amount of \$2,924.08.
- 2.9 APPROVE SOFTMART MAINTENANCE RENEWAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved software maintenance renewal from Softmart for McAfee Virus Defense and Anti Spy-Ware in the amount of \$8,727.
- 2.10 APPROVE PSA WITH TOTAL COMM SYSTEMS, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Total Comm Systems, Inc. not to exceed \$9,100.
- 2.11 APPROVE SALE TO PPL GENERATION LLC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved sale of 1999 tarp machine to PPL Generation, L.L.C. in the amount of \$14,000.
- 2.12 APPROVE DEP PERMIT MODIFICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved permit modification to DEP for expansion of the operating hours at the transfer station.
- 2.13 APPROVE AMENDMENT TO DEACON EQUIPMENT COMPANY AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Deacon Equipment Company for one year extension.
- 2.14 APPROVE AMENDMENT TO ACCENT WIRE PRODUCTS AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Accent Wire Products for one year extension.

- 2.15 APPROVE TRANE INVOICE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Trane in the amount of \$501.67 for HVAC service call at the Courthouse.
- 2.16 APPROVE PSA WITH AIR MANAGEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Air Management for Liebert units at Lysock View Complex in the amount of \$1,150.
- 2.17 APPROVE PSA WITH T FENCING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with T Fencing for fencing at County Farm not to exceed \$9,950.
- 2.18 APPROVE PSA WITH PORT ELEVATOR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Port Elevator for 5 year full load tests for (3) Courthouse elevators and (1) Lysock elevator in the total amount of \$3,300.
- 2.19 APPROVE PCCD GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved PCCD grant application for victim/witness service training in the amount of \$1,613.
- 2.20 APPROVE REVISION TO POLICY 511. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved revision to Policy 511 - Uniform Policy - of the County Policy & Procedures manual.
- 2.21 APPROVE PURCHASE OF CHEVY EQUINOX. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase of 2010 Chevy Equinox in the amount of \$22,332 off of PA State Contract.
- 2.22 APPROVE PSA WITH OSCAR GUERREO-KEES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Oscar Guerrero-Kees not to exceed \$25/hour.
- 2.23 APPROVE APPOINTMENT TO ENDLESS MOUNTAINS RC&D. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved appointment of Megan Lehman as County representative to Endless Mountains RC&D Council.

***Mrs. Burke recessed the Commissioners' Meeting at 10:42 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 ADULT PROBATION - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Sara B. Johns as full time replacement Administrative Case Officer - Pay grade 6 - \$14.64/hour effective 3/21/10.

3.3 CONTROLLER - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Susan H. Smith as part time replacement Clerk I - Pay grade 2 - \$9.67/hour effective 3/15/10, not to exceed 1,000 hours annually.

3.4 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:43 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:43 a.m.

4.2 APPROVE NEW VALUE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved new value to parcel 26-330-147.32 of Julia Reed & Concetta Owens as \$325,620.

4.3 APPROVE EXONERATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved real estate exoneration for parcel 26-330-147.32 of Julia Reed & Concetta Owens.

4.4 APPROVE REAL ESTATE REFUND. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved real estate refund for parcel 70-013-100 of Scott Robinson in the amount of \$55.39.

4.5 APPROVE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved 160 real estate change of value notices.

4.6 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Board of Assessment Appeals at 10:45 a.m.

***Mrs. Burke reconvened the Commissioners' Meeting at 10:45 a.m.***

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

5.1 The Commissioners presented a retirement clock to Terry Cochran.

5.2 Dave Bonus introduced the new employee from RMS - Joel Shirn.

5.3 The Commissioners recognized the following as Fred Marty announced the winners of the 2009 County Awards:  
Quality and Management Improvement Award - eFinance Conversion Team.  
Humanitarian Service Award - Jeffrey Whiteman.  
Volunteer of the Year Award - Karen Miller.

**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, March 16, 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 10:46 a.m.