

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 12, 2009**

Commissioner Burke - Absent (until item 2.5)  
Commissioner Larson - Present  
Commissioner Wheeland - Present

Solicitor Marshall - Present

### **1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland 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 (2-0), 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 ADOPT RESOLUTION 2009-08. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2009-08 declaring computer equipment as surplus.
- 2.2 AWARD CONTRACT TO MICHAEL BAIR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), awarded contract for firewood to Michael Bair in the amount of \$177.
- 2.3 APPROVE PURCHASE FROM HUFFMAN'S. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved purchase of secretarial workstations in the amount of \$21,665.50 off of state contract from Huffman's Office Equipment Company for the District Attorney's Office.
- 2.4 APPROVE PSA WITH KIMBERLY WASP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Kimberly Wasp for GED Monitor.

- 2.5 APPROVE PSA WITH LELAND SHIPE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Leland Shipe for prison haircuts.
- 2.6 APPROVE PSA WITH E.J. RYMSZA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with E.J. Rymsza for special conflict attorney in the amount of \$95/hour.
- 2.7 APPROVE HAZMAT PLANNING GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Hazardous Materials Planning Grant in the amount of \$6,550.
- 2.8 APPROVE DEP GRANT AMENDMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved grant agreement with DEP in the amount of \$66,000.
- 2.9 APPROVE LUMBER HERITAGE REGION GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Lumber Heritage Region grant agreement in the amount of \$24,900.
- 2.10 APPROVE SUB AGREEMENT WITH LEWIS TOWNSHIP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved subrecipient agreement with Lewis Township for 2008 CDBG funds in the amount of \$4,000.
- 2.11 APPROVE QUOTE FROM SOFTMART. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved quote from Softmart for maintenance agreement for Adobe Acrobat in the amount of \$754.
- 2.12 APPROVE AGREEMENT WITH SOFTMART. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved annual software maintenance agreement with Softmart for McAfee in the amount of \$9,151.50.
- 2.12 APPROVE CONTRACT WITH SUNBURY MOTOR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract with Sunbury Motor Company for a new 2009 Western Star Semi Road Tractor with accessories in the amount of \$111,067.

***Mrs. Burke recessed the Commissioners' Meeting at 10:13 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 RMS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Jess S. Calderon as part time Custodial Worker - Pay grade 1 - \$8.68/hour effective 3/16/09, not to exceed 1,000 hours annually.

3.3 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:13 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:13 a.m.

4.2 APPROVE CLEAN & GREEN REFUND. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the clean & green refund:  
Richard & Sarah Grove, parcel 01-347-161.01, in the amount of \$404.98 for 2004 & 2005.

4.3 APPROVE REAL ESTATE EXEMPTION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the real estate exemption:  
Maple Street AME Zion Church, parcel 73-007-300.

4.4 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 10:15 a.m.

*Mrs. Burke reconvened the Commissioners' Meeting at 10:15 a.m.*

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

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

5.2 Dan Dorman announced that LCRMS is requesting bids for one used 60 foot articulating boom lift.

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 17, 2009.

**8.0 ADJOURN COMMISSIONERS' MEETING**. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 10:16 a.m.