

COMMISSIONERS

REBECCA A. BURKE  
*Chairperson*

ERNEST P. LARSON  
*Vice-Chairman*

JEFF C. WHEELAND  
*Secretary*



FRED F. MARTY  
*Chief Clerk*  
*Director of Administration*

E. EUGENE YAW  
*Solicitor*

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**Minutes of the Meeting of  
March 13, 2008**

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

Solicitor Yaw - Present

**1.0 OPERATIONS**

1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:03 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Wheeland and seconded by Mrs. Burke 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 welcomed Doug Hill, from CCAP. Mrs. Burke then opened the floor to public comment on agenda items only, and none were received.

**2.0 ACTION ITEMS**

2.1 PROCLAIM RED CROSS MONTH. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), proclaimed March as Red Cross Month in Lycoming County.

2.2 APPROVE PCCD GRANT APPLICATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved grant application to PCCD in the amount of \$356,768.

2.3 APPROVE AMENDMENT TO HABITAT FOR HUMANITIES GRANT. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved amendment 2 to the PA DCED Habitat for Humanities Grant.

2.4 APPROVE PA DCED SINGLE APPLICATION FOR ASSISTANCE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0),

approved PA DCED Single Application for Assistance in the amount of \$100,000.

- 2.5 APPROVE MCCARTHY TIRE INVOICE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved invoice for services with McCarthy Tire in the amount of \$830.34.
- 2.6 APPROVE PSA WITH SIMPLEX GRINNELL. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the professional service agreement amendment with Simplex Grinnell LP for Third Street Plaza for 2008 in the amount of \$10,405.00.
- 2.7 APPROVE PSA WITH SIMPLEX GRINNELL. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Simplex Grinnell for one year for Fire Alarm Monitoring for Third Street Plaza in the amount of \$403.00/year.
- 2.8 APPROVE PSA WITH AUTOMATIC SPRINKLER INC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Automatic Sprinkler Inc. at Executive Plaza and Third Street Plaza in the amount of \$3390.00/year.
- 2.9 APPROVE SERVICES FOR MAINTENANCE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the following services:
- Lezzer Commercial Door for repair and service to Voter's Services door in the amount of \$766.00.
  - Faxon Cleaners for laundry service in the amount of \$23.00.
- 2.10 APPROVE PURCHASE OF FLAGS FOR VETERAN'S GRAVES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved participation in purchasing of flags for veteran's graves for the years 2009 and 2010.
- 2.11 APPROVE SERVICES FOR LCRMS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the following services for LCRMS for 2008:
- Reighard's Inc. for notary work.
  - Bill's Electronics for portable radio service.
  - Keystone Communications for portable radio service.
- 2.12 APPROVE AGREEMENT WITH SOFTMART. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved annual software maintenance agreement renewal with Softmart in the amount of \$8,694.25.

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 18, 2008.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 10:15 a.m.