

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



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FRED F. MARTY
Chief Clerk
Director of Administration

THOMAS C. MARSHALL
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Minutes of the Meeting of March 26, 2009

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 10:02 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 AWARD CONTRACT FOR FOOD PRODUCTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract for food products on a per item basis to the following vendors: (Mya Toon)
Keyco Distributors.
Feesers, Inc.

2.2 APPROVE PCCD GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved grant application to PCCD for DDT in the amount of \$356,858.

2.3 APPROVE PSA WITH ULTIMATE EXPRESS CAR WASH. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Ultimate Express Car Wash.

2.4 APPROVE PSA WITH JOCELYN HARTLEY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Jocelyn Hartley.

- 2.5 APPROVE PSA WITH NORTHWESTERN HUMAN SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement renewal and HIPPA form with Northwestern Human Services for JPO.
- 2.6 APPROVE ANNUAL RECYCLING REPORT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the 2008 Annual Recycling Report to DEP.
- 2.7 APPROVE CONTRACT WITH GET LEASING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract with GET Leasing for 4 - 48-foot utility dry cargo van trailers with a total cost of \$35,400.
- 2.8 APPROVE APPLICATION TO DPW. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved application for Regional Key contract extension to Department of Public Welfare in the amount of \$5,413,925.
- 2.9 APPROVE APPLICATION TO DPW. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved application for CCIS contract extension to Department of Public Welfare in the amount of \$5,975,660.
- 2.10 APPROVE AGREEMENT WITH LEXIS NEXIS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Lexis Nexis for a period of three years.
- 2.11 APPROVE PSA WITH PAUL ROMAN. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Paul A. Roman, Esq. for Orphan's Court Cases.
- 2.12 APPROVE MOU WITH WEST BRANCH D&A. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Memorandum of Understanding with West Branch Drug & Alcohol in the amount of \$15,000.
- 2.13 APPROVE AMENDMENT 3 TO MACTEC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment #3 to MACTEC agreement for an extension of 90 days.
- 2.14 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved TDA Change - Senior Court Reporter (title change only).

Mrs. Burke recessed the Commissioners' Meeting at 10:19 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 COURTS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the reclassification Ann E. Diggan as senior court reporter - pay grade 9 - \$26.73/hour effective 4/5/09 *subject to override.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:21 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:21 a.m.

4.2 APPROVE CLEAN & GREEN FEE REFUND. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the Clean & Green fee refund for parcel 48-273-102.01, KLJ Enterprises, in the amount of \$18.50.

4.3 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 10:21 a.m.

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

5.0 REPORTS / INFORMATION ITEMS.

5.1 Request bids for Prison HVAC. (Mya Toon)

5.2 Present CAFR Award. (Krista Rogers)

5.3 Present the following service awards:
40 years: Donna Brown Fiscal Services.
20 years: Deb Smith Courts.
10 years: Beth Johnston Fiscal Services.

5.4 Announce CBTS website. (Megan Lehman)

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, January 13, 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 10:26 a.m.