

**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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Telephone (570) 320-2124  
Fax (570) 320-2127

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

[www.lyco.org](http://www.lyco.org)  
[county.commissioners@lyco.org](mailto:county.commissioners@lyco.org)

**Minutes of the Meeting of  
March 27, 2008**

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

Solicitor Yaw - Present

**1.0 OPERATIONS**

1.1 CONVENE COMMISSIONERS MEETING. Mr. Larson convened the Commissioners Meeting 10:04 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved the minutes of the previous meeting as they are recorded.

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

**2.0 ACTION ITEMS**

2.1 AWARD CONTRACT TO FEESER'S. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), awarded contract for food items to Feeser's.

2.2 AWARD CONTRACT TO KEYCO. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved contract for food items to Keyco.

2.3 ADOPT RESOLUTION 2008-12. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved Resolution 2008-12 authorizing District Attorney's office to obtain and utilize a credit card for prosecutorial duties.

2.4 APPROVE MOU WITH PA DISTRICT ATTORNEY'S INSTITUTE. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved MOU with the District Attorney's Institute.

- 2.5 APPROVE AGREEMENT FOR BACKBONE SOFTWARE. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved maintenance agreement for BackBone Software Inc. in the amount of \$557.75/year.
- 2.6 APPROVE AGREEMENT FOR HELP DESK TECHNOLOGY CORPORATION. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved the maintenance agreement for Help Desk Technology Corporation in the amount of \$4,724.10/year.
- 2.7 APPROVE LICENSING RENEWAL WITH BURSTTEK. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved annual licensing renewal with Bursttek in the amount of \$2,400/year.
- 2.8 APPROVE GRANT APPLICATION TO FIRST COMMUNITY FOUNDATION. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved submission of a grant application to the First Community Foundation in the amount of \$40,000 for the Timber Trail artwork.
- 2.9 APPROVE GRANT APPLICATION TO FIRST COMMUNITY FOUNDATION. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved submission of a grant application to the First Communities Foundation of PA requesting \$ 100,000 for the Jersey Shore/Pine Creek Rail Trail Connector Project.
- 2.10 APPROVE PSA WITH SCOTT METZGER. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved professional services agreement with Scott Metzger.
- 2.11 APPROVE CJAB GRANT APPLICATION. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved the 2008/2009 CJAB grant application to PCCD in the amount of \$89,765.
- 2.12 APPROVE CONFLICT ATTORNEY CONTRACT WITH JOEL MCDERMOTT. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved conflicts attorney contract with Joel McDermott for 40 cases/year not to exceed \$25,000.
- 2.13 APPROVE CCIS BUDGET MODIFICATION. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved CCIS budget modifications for STEP for 2008/2009 in the total amount of \$5,955,423.
- 2.14 APPROVE REGIONAL KEY BUDGET MODIFICATION. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved Regional Key budget modifications for STEP for 2008/2009 in the amount of \$4,875,423.
- 2.15 APPROVE DEP COLLATERAL BOND. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved long term

investment with Jersey Shore State Bank for DEP collateral bond for LCRMS.

- 2.16 APPROVE PSA WITH FOLLMER & COOLIDGE. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved professional services agreement with Andy Follmer & Bob Coolidge.
- 2.17 APPROVE INVOICE WITH GENETTI. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved the invoice with Genetti for awards banquet in the amount of \$4,993.84.
- 2.18 APPROVE POLICY 709. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved Policy 709 - Official County Seal & Letterhead of the Lycoming County Policy & Procedures Manual.
- 2.19 APPROVE PSA WITH PALMER MULTIMEDIA IMAGING. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved professional services agreement with Palmer Multimedia Imaging for preparation of audio/video exhibits for court proceedings.
- 2.20 APPROVE PSA WITH CORRECTIONS DEVELOPMENT INC. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved professional services agreement with Corrections Development, Inc. for 2008 prosecutor Management maintenance and upgrades for DA software in the amount of \$4,314.
- 2.21 AWARD CONTRACT TO FIRE CHASERS FIRE EQUIPMENT COMPANY. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), awarded contract to Fire Chasers Fire Equipment Company on an as needed basis with the total purchase cost not to exceed \$15,740.
- 2.22 APPROVE SUBMISSION OF 2007 ANNUAL RECYCLING REPORT. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), approved submission of 2007 Annual Recycling Report of County Activities to DEP.
- 2.23 AWARD/REJECT WITH REGARD TO SURPLUS SALE ITEMS. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (2-0), awarded/rejected the following items in regard to the 2008 surplus sale:

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>BIDDER</b>	<b>SALE AMOUNT</b>
1	2004 CAT D8R Dozer	Cleveland Brothers	\$254,103.89
2	2000 CAT 325 BL Hydraulic Excavator	Marcel Equipment Ltd.	\$46,600.00
3	1999 Tarpomatic Tarp Laying Machine	<b>BIDS REJECTED</b>	
4	1998 GMC Sierra 3500 Crew Cab Truck	Rogers Auto Sales	\$2,340.00
5	1997 GMC S15 Jimmy Station Wagon	B & C Auto Wreckers	\$876.00
6	1997 GMC 2500 Savanna Wagon	B & C Auto Wreckers	\$876.00
7	1997 Case 95XT Skid-Steer Loader	Richard Mowery	\$6,526.00
8	1995 Chevrolet Utility Truck	Rogers Auto Sales	\$1,080.00
9	1990 Kubota Diesel G6200H Lawn Tractor	Brass Alignment Inc.	\$1,351.51
10	1989 DMF Recycling Trailer	Bill MacInnis, Sr.	\$275.00
11	1986 Wabash-Nation 48' Van Trailer	B & C Auto Wreckers	\$1,026.00
12	1985 Chevrolet/Horton 4WD Safety Vehicle	Mike Veneziano	\$700.00
13	1985 Great Dane 48' Van Trailer	B & C Auto Wreckers	\$1,026.00
14	1984 Great Dane 48' Van Trailer	B & C Auto Wreckers	\$1,026.00
15	1984 Great Dane 48' Van Trailer	B & C Auto Wreckers	\$1,026.00
16	1977 Theurer 45' Storage Trailer	B & C Auto Wreckers	\$856.00
17	1976 Fruehauf 45' Van Trailer	B & C Auto Wreckers	\$856.00
18	1974 Great Dane 45' Van Trailer	B & C Auto Wreckers	\$856.00
19	Gehl 1090 Mower/Conditioner	Tyrell A. Drick	\$776.00
20	New Holland 455 Sickle Bar Mower	Fry's Mach. Inc.	\$300.00
21	Gorman-Rupp Fire Pump & Tank	B & C Auto Wreckers	\$176.00
22	6" Diesel Water Pump	Shane Mensinger	\$101.00
23	American Cargo Storage Van Box	Gary T. Staggert	\$35.00
24	LB-4 Dual Grade Laser with Carrying Case	Lucien M. Snook	\$30.00
25	Large Stationary Advertising Sign - 10' x 8'	Brass Alignment Inc.	\$101.51
26	Large Stationary Advertising Signs	Brass Alignment Inc.	\$59.51
Lot 1	Lot of Three 10 cu. yd. Containers AS IS	<b>ON HOLD - PENDING LEGAL REVIEW</b>	
Lot 2	Lot of Four 14 cu. yd. Containers AS IS	Paul M. Shaffer	<u>\$2,404.00</u>

*Mr. Larson recessed the Commissioners' Meeting at 10:21 a.m.*

**3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (3-0), approved Tiffany M. Rupert as full time LPN - Pay grade 6 - \$16.00/hour effective 4/7/08.

3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (3-0), approved the promotion of Rhonda A. Ulrich as full time replacement Correctional Counselor - Pay grade 8 - \$17.63/hour effective 4/6/08.

3.4 ADJOURN SALARY BOARD. Mr. Larson adjourned the Salary Board at 10:22 a.m.

**4.0 BOARD OF ASSESSMENT APPEALS**

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Larson convened the Board of Assessment Appeals at 10:22 a.m.

4.2 APPROVE REAL ESTATE EXONERATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the following real estate exonerations:  
44-316.1-214 Penn Township 2007.  
24-210-147.A Lewis Township 2008.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. Mr. Larson adjourned the Board of Assessment Appeals at 10:23 a.m.

*Mr. Larson reconvened the Commissioners' Meeting at 10:23 a.m.*

**6.0 PUBLIC COMMENT.** Mr. Larson opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. Larson announced the next regularly scheduled meeting as a work session on Tuesday, April 8, 2008.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Wheeland and seconded by Mr. Larson and passed (3-0), adjourned the Commissioners' Meeting at 10:24 a.m.