

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  
April 10, 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 opened the floor to public comment on agenda items only, and none were received.

***Mrs. Burke recessed the Commissioners' Meeting at 10:03 a.m.***

Kevin McJunkin convened the Public Hearing for Recreation Plan.

Mr. McJunkin presented a synopsis of the Recreation Plan as well as the process of its development. He recognized several individuals and groups who were involved in this plan's creation and update.

Mrs. Burke asked for public comments and the following were received:

Jerry Walls of Montoursville/Loyalsock Township spoke about the proposed rec plan and how it will help lead the development of the Susquehanna Greenway, which is a multi county initiative. It is very important in that it will allow for connectivity.

Cynthia Bower of Trout Run explained that the plan speaks to the mission of several local groups. She is in support of it.

Renee Carey of NCPA Conservancy agreed that the plan encompassed the environmental easements.  
Mrs. Burke adjourned the hearing at 10:21 a.m.

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

## **2.0 ACTION ITEMS**

- 2.1 ADOPT RESOLUTION 2008-13. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), adopted Resolution 2008-13 for the County of Lycoming Recreation Plan with proposed amendments.
- 2.2 AWARD CONTRACT TO DAN STRAILEY. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved contract for surplus equipment to Dan Strailey in the amount of \$101.01.
- 2.3 APPROVE PURCHASE FROM PHILLIPS SUPPLY HOUSE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved purchase of copier machine in the amount of \$10,989 off of COSTARS-1 state contract from Phillips Supply House.
- 2.4 APPROVE PCCD GRANT FOR JABG. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved JABG Grant allocation from PCCD in the amount of \$10,000.
- 2.5 APPROVE GRANT APPLICATION TO 1<sup>ST</sup> COMMUNITY FOUNDATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved grant application for the Williamsport Municipal Airport Authority to the 1<sup>st</sup> Community Foundation in the amount of \$6,000.
- 2.6 APPROVE PSA WITH EHRLICH. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the professional service agreement with Ehrlich for pest control at the Pre-Release Center.
- 2.7 APPROVE PSA WITH SUSAN BROWNING. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Susan Browning for the Pre-Release Center.
- 2.8 APPROVE PSA WITH KAREN SINGH. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Karen Singh for training not to exceed \$1,000.

- 2.9 APPROVE PSA WITH PARIS HEALTHCARE LINEN SERVICE INC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Paris Healthcare Linen Service Inc for the Pre-Release Center.
- 2.10 APPROVE PSA WITH DAVID YOUNG, MD. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with David Young, MD in the amount of \$75/hour.
- 2.11 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 in the amount of \$3,589.14.
- 2.12 APPROVE ACT 137 ALOCATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved Act 137 allocation to Lycoming Housing Authority in the amount of \$75,000 for Linn Street Development.
- 2.13 APPROVE PSA WITH KATHY MEXTORF. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Kathy Mextorf for Juvenile Probation Intakes.
- 2.14 APPROVE CONTRACTS FOR FOSTER CARE PROVIDERS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the following foster care provider contracts for the period July 1, 2007 through June 30, 2008:  
Diakon Youth Services (dba Diakon Adoption and Foster Care) \$53.96 to \$90.90 per day.  
Bradley Center (foster care and residential treatment services) \$78.53 and \$316.73 per day.
- 2.15 APPROVE INDEPENDENT LIVING GRANT APPLICATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the Independent Living grant application for the period July 1, 2008 through June 30, 2009 in the amount of \$67,696.
- 2.16 APPROVE STREET SWEEPING SERVICE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the service of street sweeping to the member municipalities of the West Branch Council of Government in the amount of \$90.15/hr.
- 2.17 AWARD CONTRACT TO CLEVELAND BROTHERS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), awarded a contract to Cleveland Brothers Equipment Company, Inc., for 1- New 2008 Caterpillar 304C CR Mini

Hydraulic Excavator with accessories off of state contract in the amount of \$45,000.

- 2.18 APPROVE PSA RENEWAL WITH GOLDMAN ASSOCIATES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved renewal of professional service agreement with Goldman Associates.
- 2.19 AWARD CONTRACT TO PAUL SHAFFER. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved contract for lot 2 of surplus equipment sale to Paul Shaffer in the amount of \$1,503.
- 2.20 APPROVE AGREEMENT WITH STAIMAN BROTHERS INC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved 2 year agreement with Staiman Brothers Inc for sale of Grade 8 newsprint.
- 2.21 AWARD CONTRACT TO WINTER EQUIPMENT CORPORATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved contract to Winter Equipment Corporation for six 30 cubic yard single product recycling containers in the amount of \$26,124.
- 2.22 APPROVE SUB CONTRACT WITH MUNCY BOROUGH. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved subrecipient monitoring contract with Muncy Borough in the amount of \$369,201.
- 2.23 APPROVE SUBSCRIPTION WITH METEROLOGIX. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved subscription agreement with Meterologix for DTN weather service for a period of one year.
- 2.24 NOMINATE MICHAEL SHAFFER TO LEPC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved nomination of Michael Shaffer to LEPC.
- 2.25 APPROVE GRANT FROM FEMA. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved grant from FEMA in the amount of \$3,160 for Haz Mat.
- 2.26 APPROVE AGREEMENT WITH SIRIOUS ENTERPRISES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved agreement with Sirius Enterprises in the amount of \$28,043.76.
- 2.27 APPROVE AGREEMENT WITH INTERNET SOFTWARE SOLUTIONS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved agreement with Internet Software Solutions in the amount of \$249.95.

- 2.28 APPROVE PSA'S WITH JOHN GUMMO. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreements with John Gummo for cases as listed per court order:  
Commonwealth vs Tyrone Williams.  
Commonwealth vs Harry Clark.  
Commonwealth vs Matthew Watkins, III.  
Commonwealth vs Randy West-Bey.
- 2.29 APPROVE POLICY 906 UPDATE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved update to Policy 906 - Use of County Vehicles - of the County Policy and Procedures Manual.
- 2.30 APPROVE POLICY 911 UPDATE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved update to Policy 911 - County Emergency Guidelines - of the County Policy & Procedures Manual.
- 2.31 APPROVE TDA CHANGES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved TDA changes - Commissioners Office - Change Clerk III, grade 4 to Executive Secretary, grade 5, exempt; change Administrative Manager to exempt.
- 2.32 APPROVE PSA WITH HARRY VANVLIET. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Harry VanVliet for investigative services for Public Defender's Office not to exceed \$5,000.
- 2.33 APPROVE CONTRACTS WITH GENETTI. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved two contracts with the Genetti for meeting room rentals in the amount of \$195/each.

***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 COURTS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (-), approved the promotion of Dana S. Jacques as full time replacement Family Court Hearing Officer - Pay grade 13 - \$62,146.20/annually effective 4/20/08.

3.3 PRE RELEASE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (3-0), approved the reclassification of Jennifer M. Tipler as full time Resident Supervisor - Pay grade 6 - \$13.93/hour effective 5/04/08, and Pre Release - Debra D. Vogt as part time replacement Female Resident Supervisor - Pay grade 5 - \$11.90/hour effective 4/21/08, not to exceed 1,000 hours annually.

3.4 COMMISSIONERS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (3-0), approved the reclassification of Marciann M. Hartland as full time Administrative Manager - Pay grade 7 - \$41,049.78/annually effective 4/20/08.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (2-0), adjourned the Salary Board at 10:44 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:44 a.m.

4.2 APPROVE REAL ESTATE EXEMPTION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved real estate exemption:  
19-01-302 St. John Evan Lutheran Church.  
71-011-431 (-998) Hope Enterprises, Inc.

4.3 APPROVE REAL ESTATE EXONERATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved real estate real estate exoneration:  
Parcel 40-373-121.01 Muncy Creek Township 2006, 2007 & 2008.

4.4 ADJOURN BOARD OF ASSESSMENT APPEALS. Mrs. Burke adjourned the Board of Assessment Appeals at 10:44 a.m.

***Mrs. Burke reconvened the Commissioners' Meeting at 10:44 a.m.***

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

5.1 Mya Toon announced that Lycoming County is requesting bids for bread products.

5.2 Dave Bonus announced that Lycoming County Resource Management Services is requesting bids for an

agriculture maintenance/storage building at the Lycoming County Farm Complex.

**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, April 15, 2008.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), adjourned the Commissioners' Meeting at 10:45 a.m.