

**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 17, 2008**

Commissioner Burke - Present  
Commissioner Larson - Present  
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. 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 ADOPT RESOLUTION 2008-14. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-14 for the PA DCNR Growing Greener II Bond Application for the Pine Creek/Jersey Shore trail connector project.

2.2 APPROVE DISTRIBUTION OF LIQUID FUELS FUNDS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved distribution of \$300,000 in County Liquid Fuels Funds to Lycoming County municipalities.

2.3 APPROVE COUNTY LIQUID FUELS PROGRAM. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved up to \$200,000 for the 2008 Lycoming County Liquid Fuels Grant Program and authorize PCD staff to distribute application materials to all municipalities.

- 2.4 APPROVE DCED GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved DCED Housing & Redevelopment Assistance grant in the amount of \$200,000.
- 2.5 APPROVE PURCHASE FROM SUNBURY MOTOR COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase of 1-new 2009 sterling LT9522 recycling roll off truck off of PACC from Sunbury Motor Company in the amount of \$139,977.
- 2.6 AWARD CONTRACT TO MID ATLANTIC WASTE SYSTEMS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the contract to Mid-Atlantic Waste Systems for 2 20-cubic yard 2-product recycling containers and 4 40-cubic yard single product recycling containers in the total amount of \$32,800.
- 2.7 APPROVE DEP LETTER OF MUTUAL CONSENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved letter of mutual consent with DEP for Act 902 funds transfer.
- 2.8 APPROVE AMENDMENT 2 WITH LARSON DESIGN GROUP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment 2 to LDG contract for Lysock paving project in the amount of \$400.
- 2.9 APPROVE QUOTATION FROM VERAMARK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved quotation from Veramark for eCAS Call Accounting Software in the amount of \$880/year.
- 2.10 APPROVE WARRANTY RENEWAL FOR XEROX PHASSER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved annual renewal of warranty for Xerox Phaser 7400 in the amount of \$800.10/year.
- 2.11 APPROVE SOFTWARE RENEWAL WITH QUICKWARE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved software renewal with Quickware in the amount of \$100/year.
- 2.12 APPROVE AGREEMENT WITH CITIZENS & NORTHERN BANK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Citizens & Northern Bank for investment of County funds.
- 2.13 APPROVE AGREEMENT WITH VALLEY FORGE ASSET MANAGEMENT CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Valley Forge Asset Management Corp. for investment of County funds.

- 2.14 APPROVE VOYAGER FLEET CARD. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Voyager fleet card contract for the Sheriff's Office.
- 2.15 APPROVE PSA WITH NMS LABS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement with NMS Labs for Coroner's Office.
- 2.16 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved TDA Change - Adult Probation - add one full time grant funded Probation Officer.
- 2.17 APPROVE AGREEMENT WITH WILLIAM SMEDLEY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Agreement with Constable William Smedley to use Police 1 Frequency.
- 2.18 APPOINT TO HUMAN SERVICES ADVISORY BOARD. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0, Larson abstained), approved Commissioner Ernie Larson to serve on the Human Services Advisory Board.

***Mrs. Burke recessed the Commissioners' Meeting at 10:17 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 RMS - SUPPORT SERVICES - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the reclassification of Michael L. Koser from part time to full time Support Floater - Pay grade 5 - \$12.96/hour effective 4/20/08.
- 3.3 PCD - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the reclassification of Gary A. Montgomery to full time replacement GIS/Data Systems Technician - Pay grade 8 - \$16.98/hour effective 4/20/08.
- 3.4 COURTS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Terra Girolimon as full time replacement Law Clerk - Pay grade 9 - \$35,473.24/annually effective 4/21/08.

3.5 ADJOURN SALARY BOARD. A motion by Mr. and seconded by Mr. and passed (4-0), adjourned the Salary Board at 10:20 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:16 a.m.

4.2 APPROVE REAL ESTATE EXEMPTION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the Real Estate Exemption: Parcel 65-005-117 -999 for the Lycoming County Historical Society.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. Mrs. Burke 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 Kurt Hausammann announced certification of Gary Montgomery as Certified Flood Plain Manager. He said there are only 21 in the state, and now our office now has 2.

5.2 Introduction of new employees:  
Kurt Hausammann introduced the following Planning & Community Development new employees:  
Amy Gorini - Land Records Data Base Coordinator.  
Jeff Crawford - Land Records Data Base Coordinator.

6.0 PUBLIC COMMENT. Mrs. Burke opened the floor to public comment and the following were received:  
Scott Miller of Tucker Street in Williamsport reminded those present that April 22 is Earth Day, and wants everyone to use the three R's - Reduce, Reuse, Recycle.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mrs. Burke announced the next regularly scheduled meeting as a work session on Tuesday, April 22, 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 10:24 a.m.

