

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



48 WEST THIRD STREET
WILLIAMSPORT PA 17701

FRED F. MARTY
Chief Clerk
Director of Administration

THOMAS C. MARSHALL
Solicitor

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Minutes of the Meeting of April 22, 2010

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

Assistant Solicitor Sees - Present

1.0 OPERATIONS

- 1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:00 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mrs. Burke 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). Mrs. Burke opened the floor to public comment on agenda items only, and none were received.

2.0 ACTION ITEMS

- 2.1 PROCLAIM 40TH ANNIVERSARY OF EARTH DAY. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved Proclaim 40th Anniversary of Earth Day in Lycoming County.
- 2.2 AWARD CONTRACT TO FORRER SUPPLY COMPANY. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), awarded contract to Forrer Supply Company for the 2010 HDPE PVC pipe and accessories.
- 2.3 APPROVE AIR QUALITY PERMIT. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved air quality general permit for the new portable crusher at RMS.
- 2.4 APPROVE QUOTE FROM SHI. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved quote from SHI for an annual licensing renewal in the amount of \$2,352.38 for one year off of COSTARS.

- 2.5 APPROVE PSA WITH ROBERT MEACHAM. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Robert Meacham.
- 2.6 APPROVE PSA WITH NICOLE MIELE. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved the professional service agreement with Nicole Miele.
- 2.7 APPROVE EXTENSION TO PSA WITH JOEL MCDERMOTT. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved six month extension to professional service agreement with Joel McDermott.
- 2.8 PROCLAIM WALK AT LUNCH DAY. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), proclaimed April 28, 2010, as "Walk at Lunch Day".
- 2.9 APPROVE PSA WITH JL NICK ASSOCIATES. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with J.L. Nick Associates not to exceed \$1,900.
- 2.10 APPROVE UPDATE TO POLICY 100. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved update to Policy 100 - Introduction - of the County Policy & Procedures Manual.
- 2.11 APPROVE UPDATE TO POLICY 900. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved update to Policy 900 - Loss Prevention - of the County Policy & Procedures Manual.
- 2.12 APPROVE UPDATE TO POLICY 711. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved update to Policy 711 - Communication Device Policy - of the County Policy & Procedures Manual.
- 2.13 APPROVE SUB CONTRACT WITH CENTRAL PA FOOD BANK. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved subrecipient monitoring contract with Central Pennsylvania Food Bank for the State Food Purchase Program Grant.
- 2.14 APPROVE AGREEMENT WITH ESSENTIAL MANAGEMENT SOLUTIONS, LLC. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved agreement with Essential Management Solutions, LLC to provide 9-1-1 wireline and wireless plan management and consulting services in the amount of \$4,950/month for 18 months.

- 2.15 APPROVE CONTRACT WITH GENETTI. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved contract with Genetti for Regional EMS Banquet.
- 2.16 APPROVE PSA WITH REAL ESTATE APPRAISAL & MARKETING ASSOCIATES. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved the professional service agreement with Real Estate Appraisal & Marketing Associates.
- 2.17 APPROVE COOPERATIVE AGREEMENT WITH DEPT OF PUBLIC WELFARE. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved cooperative agreement with Department of Public Welfare for the Domestic Relations Office.
- 2.18 APPROVE PSA NMS LABS. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with NMS Labs.
- 2.19 APPROVE PSA WITH ECOSYSTEMS, INC. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Ecosystems, Inc. for PRC in the amount of \$800.
- 2.20 APPROVE LOAN AGREEMENT WITH AIRPORT AUTHORITY. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved loan agreement with the Williamsport Regional Airport Authority in the amount of \$295,487.05.
- 2.21 APPROVE INVOICE FROM ECEDENT.COM. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved invoice from eCedent.com in the amount of \$500.
- 2.22 APPROVE INVOICE FROM NMS LABS. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved invoice from NMS Labs - invoice in the amount of \$451.
- 2.23 APPROVE INVOICE FROM SIMPLEX GRINNELL. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved invoice from Simplex Grinnell for Register & Recorder's Office in the amount of \$270.
- 2.24 APPROVE PSA WITH LAURA SNYDER. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Laura Snyder for the District Attorney's office.

Mrs. Burke recessed the Commissioners' Meeting at 10:20 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 ASSESSMENT - A motion by Mrs. and seconded by Mr. and passed (3-0), approved Cassandra M. Tompkins as part time replacement Acting Chief Assessor - pay grade TA - \$12,000/annually effective 4/12/10, not to exceed 1,000 hours annually.
- 3.3 PCD - A motion by Mrs. and seconded by Mr. and passed (3-0), approved W. Michael Toon - part time replacement Zoning Officer - pay grade 7 - \$16.00/hour effective 4/26/10, not to exceed 1,000 hours annually.
- 3.4 REGISTER & RECORDER - A motion by Mrs. and seconded by Mr. and passed (3-0), approved the promotion of Dorothy E. Burd as full time replacement Clerk IV - pay grade 5 - \$16.26/hour effective 5/2/10.
- 3.5 PRISON - A motion by Mrs. and seconded by Mr. and passed (3-0), approved the promotion of C. Eugene Kennelley Jr. as full time replacement Sergeant Relief - pay grade 9 - \$23.82/hour effective 5/2/10.
- 3.6 PRE RELEASE - A motion by Mrs. and seconded by Mr. and passed (3-0), approved Caleb E. Blank as full time replacement resident supervisor/cook - pay grade 5 - \$13.45/hour effective 5/3/10.
- 3.7 ADJOURN SALARY BOARD. A motion by Mr. and seconded by Mr. and passed (3-0), adjourned the Salary Board at 10:12 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 APPOINT ACTING CHIEF ASSESSOR. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), appointed Cassandra M. Tompkins as Acting Chief Assessor for County of Lycoming effective April 12 through July 12, 2010.
- 4.3 APPROVE REAL ESTATE EXONERATION. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved real estate exoneration of parcel 63-001-111 for City of Williamsport in the amount of \$82.75.
- 4.4 APPROVE REAL ESTATE EXEMPTION. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved real estate exemption for parcels 63-001-110.A and 63-001-111 for the City of Williamsport.

4.5 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), adjourned the Board of Assessment Appeals at 10:24 a.m.

9.0 BOARD OF ELECTIONS

9.1 CONVENE BOARD OF ELECTIONS. Mrs. Burke convened the Board of Elections at 10:25 a.m.

9.2 APPROVE LOCATION FOR WILLIAMSPORT 7. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved the location for Williamsport 7 precinct as St. Matthew's Lutheran Church, 2233 Linn Street, Williamsport.

9.3 APPROVE LOCATION FOR WILLIAMSPORT 15. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved the location for Williamsport 15 precinct as New Hope Church, 1157 Market Street, Williamsport.

9.4 APPROVE LIST OF ROVERS & ELECTION DAY WORKERS. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved the list of rovers and election day and election night workers for the primary election.

9.5 ANNOUNCE LAST DAY FOR ABSENTEE BALLOT. Tony Rampulla announced the last day to apply for an absentee ballot is Tuesday, May 11, at 5:00 p.m.

9.6 ANNOUNCE ELECTION RESULTS DISPLAY. Tony Rampulla announced election results to be scrolled in the Commissioners' Board Room, 1st floor, Executive Plaza election night.

9.7 ANNOUNCE ELECTION RESULTS DISPLAY. Tony Rampulla announced election results to be updated election night on the Lycoming County web page: www.lyco.org.

9.8 ANNOUNCE SAMPLE BALLOT LOCATION. Tony Rampulla announced sample ballots are on the Lycoming County web page: www.lyco.org.

9.9 ADJOURN BOARD OF ELECTIONS. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), adjourned the Board of Elections at 10:31 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 10:31 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Kurt Hausammann announced public hearing for the Lycoming County Stormwater Management Plan to be held on May 6, 2010.

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

5.3 Mya Toon announced that Lycoming County is requesting bids for surplus equipment (2nd request).

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 27, 2010.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), adjourned the Commissioners' Meeting at 10:33 a.m.