

COMMISSIONERS

REBECCA A. BURKE
Chairperson

ERNEST P. LARSON
Vice-Chairman

JEFF C. WHEELAND
Secretary



FRED F. MARTY
Chief Clerk
Director of Administration

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**Minutes of the Meeting of
May 22, 2008**

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

Assistant Solicitor Landon - 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 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 the following were received:

Glenn Williams, Spring Grove Drive, Old Lycoming Township, commented on item 2.13. He explained he is an avid biker and 100% in favor of the bike paths. He asked that consideration be made regarding safety and the age of the bikers that use the paths when doing this study.

2.0 ACTION ITEMS

2.1 AWARD CONTRACT TO BUTTER KRUST BAKERIES. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved contract for bread products to Butter Krust Bakeries.

2.2 APPROVE AGREEMENT WITH BUBBA'S CLEANING SERVICE. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Bubba's Cleaning Service.

2.3 APPROVE GROWING GREENER II APPLICATION. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved

Porter Township Growing Greener II application to DEP in the amount of \$20,000.

- 2.4 APPROVE MOU WITH SOUTH WILLIAMSPORT. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved memorandum of understanding with Borough of South Williamsport for Zoning Administration Services.
- 2.5 APPROVE MOU WITH PICTURE ROCKS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with Borough of Picture Rocks for Zoning Administration Services.
- 2.6 APPROVE MOU WITH PLUNKETTS CREEK. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved memorandum of understanding with Plunketts Creek Township for Zoning Administration Services.
- 2.7 APPROVE AMENDMENT 3 TO LDG CONTRACT. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved amendment 3 to professional services agreement with Larson Design Group in the amount of \$1,200 for 2008 agriculture maintenance/storage building project at Lysock.
- 2.8 AWARD CONTRACT TO CB STRUCTURES INC. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), awarded contract to CB Structures Inc. in the amount of \$56,490.
- 2.9 APPROVE AGREEMENT WITH HUNTER & LOMISON. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Hunter & Lomison.
- 2.10 APPROVE ACT 147 APPLICATION. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved Act 147 grant application.
- 2.11 APPROVE AGREEMENT WITH ER CONRAD & ASSOCIATES. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with ER Conrad & Associates.
- 2.12 APPROVE AGREEMENT WITH JRT CALIBRATION. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with JRT Calibration Services not to exceed \$2,050/year for a period of two years.
- 2.13 APPROVE AGREEMENT WITH LDG. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Larson Design Group to perform an engineering feasibility study to construct a bikeway between Jersey Shore, Williamsport, Montoursville and Muncy not to exceed \$100,000.

- 2.14 APPROVE GED CONTRACT. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved annual GED contract with GED Testing Service (Washington, DC) and PA Dept of Education.
- 2.15 APPROVE AGREEMENT WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved professional service agreement with Keystone Communications in the amount of \$29/month.
- 2.16 APPROVE AMENDMENT TO AGREEMENT WITH KROLL LABORATORIES. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved amendment to agreement with Kroll Laboratory Specialists, Inc.
- 2.17 ADOPT RESOLUTION 2008-20. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), adopted Resolution 2008-20 declaring surplus computer equipment.
- 2.18 APPROVE DARE GRANT APPLICATION. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved DARE grant application in the amount of \$2,051 to PCCD.
- 2.19 APPROVE AGREEMENT WITH JERSEY SHORE SCHOOL DISTRICT. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved agreement with Jersey Shore School District for DARE Grant funds.
- 2.20 APPROVE UPDATE TO POLICY 611. A motion by Mr. Larson and seconded by Mrs. Burke and passed (2-0), approved revision to Policy 611 - Smoking in County Buildings and Facilities - of the County Policy & Procedures Manual.

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

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Deputy Controller Miriam was present.
- 3.2 PRISON - A motion by Mrs. Miller and seconded by Mr. Larson and passed (3-0), approved Michael A. Romano as full time replacement Correctional Officer I Relief - COI - \$12.51/hour effective 5/26/08.
- 3.3 ADJOURN SALARY BOARD. A motion by Miller and seconded by Mr. Larson and passed (3-0), 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 REAL ESTATE EXEMPTION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the real estate exemption parcel 64-04-517 West House Inc.

4.3 APPROVE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the 1,207 real estate change of assessment notices.

4.4 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 10:22 a.m.

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

5.0 REPORTS / INFORMATION ITEMS.

5.1 Mya Toon announced that Lycoming County is requesting bids for sale of surplus computer equipment.

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, May 27, 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 10:23 a.m.