

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
July 3, 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 10:02 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 2008-25. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-25 for the Pennsylvania College of Technology redevelopment assistance capital program.

2.2 APPROVE AGREEMENT WITH PENN COLLEGE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Pennsylvania College of Technology for the redevelopment assistance capital grant.

2.3 APPROVE AGREEMENT WITH LCIDA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Lycoming County Industrial Development Authority for the redevelopment assistance capital grant for Pennsylvania College of Technology.

- 2.4 REJECT BIDS FOR TRUCK FOR CORONER'S OFFICE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), rejected bids for new truck and communication equipment for the Coroner's Office and authorize rebid.
- 2.5 APPROVE SUBGRANT FROM PCCD. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Subgrant award letter from PCCD for the Cross Service Systems Improvements grant.
- 2.6 APPROVE SUB CONTRACT WITH UNITED WAY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Subrecipient contract with United Way for the Cross Service Systems Improvements grant.
- 2.7 APPROVE SUBGRANT FROM PCCD. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the Subgrant award letter from PCCD for the Defendant Diversion through Treatment (DDT).
- 2.8 ADOPT RESOLUTION 2008-24. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2007-24 declaring surplus property.
- 2.9 APPROVE CONTRACT WITH MUNICIPAL FINANCE PARTNERS INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract with Municipal Finance Partners Inc. for actuarial services regarding County's other post employment benefits within the pension plan contingent upon retirement board approval.
- 2.10 APPROVE PSA WITH KYLE RUDE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Kyle Rude in the amount of \$90/hour.
- 2.11 APPROVE PSA WITH LYNN BEATTIE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Lynn Beattie not to exceed \$596.
- 2.12 APPROVE RENEWAL WITH MICROMAIN CORPORATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved membership renewal for MicroMain Corporation in the amount of \$595.00 for product upgrade and technical support for maintenance work order system.
- 2.13 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved TDA change - Maintenance - change Maintenance II (Electrical) to grade 6, and in Planning & Community Development - add grant-funded Environmental Planner.

- 2.14 APPROVE AGREEMENT WITH SIRIUS COMPUTER SOLUTIONS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved renewal of software support agreement with Sirius Computer Solutions in the amount of \$5,385.54.
- 2.15 APPROVE PURCHASE OF QUARKXPRESS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase of QuarkXPress Version 7 in the amount of \$809.
- 2.16 APPROVE BLANK INSURANCE POLICY RENEWAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved renewal of blanket accident insurance policy with the Hartman Agency.
- 2.17 APPROVE AGREEMENT WITH DEPASQUALE STAFFING SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with DePasquale Staffing Services.
- 2.18 APPROVE INVOICES FROM RONALD TRAVIS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoices from Ronald Travis in the amounts of \$2,437.50 and \$1,200.

Mrs. Burke recessed the Commissioners' Meeting at 10:13 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 PRE-RELEASE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Adrienne L. Spring as part time replacement Female Resident Supervisor - Pay grade 5 - \$11.90/hour effective 7/13/08, not to exceed 1,000 hours annually.
- 3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Echo M. Mitchell as full time replacement Correctional Officer Female Relief - COI - \$12.51/hour effective 7/13/08..
- 3.4 MAINTENANCE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved John D. Best as full time replacement Custodial Worker - Pay grade 1 - \$9.11/hour effective 7/14/08.
- 3.5 JUVENILE PROBATION - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Marnie A. Hecknauer as full time replacement Clerk IV - Pay grade 5 - \$12.80/hour effective 7/13/08.

3.6 RMS - OPERATIONS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Adam R. Leczner as full time replacement Equipment Operator - Pay grade 5 - \$12.80/hour effective 7/13/08.

RMS - Resource Recovery - Michael L. Koser as full time replacement Truck Driver/Float Driver - Pay grade 6 - \$13.93/hour effective 7/13/08.

RMS - Business Office - Stephanie L. Messner as part time replacement Clerk III/Weighmaster - Pay grade 4 - \$10.90/hour effective 7/14/08, not to exceed 1,000 hours annually.

3.7 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:15 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:15 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 for parcel 17-02-122 - East Lycoming Historical Society.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. Mrs. Burke adjourned the Board of Assessment Appeals at 10:17 a.m.

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

5.0 REPORTS / INFORMATION ITEMS.

5.1 Vicki Lewis introduced a new employee in Cooperative Extension: Neal Fogle.

5.2 Krista Rogers announced that Lycoming County is submitting an RFP for the digitalization and dissemination of records for the Register and Recorder's office.

5.3 Krista Rogers announced that Lycoming County is requesting bids for sale of surplus property.

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, July 17, 2008. There are no meetings July 8 and July 10, 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 10:17 a.m.