

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 October 8, 2009

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

Solicitor Marshall - 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 APPROVE AMENDMENT 3 TO TRI COUNTY PETROLEUM. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment #3 to contract with Tri-County Petroleum to extend date of contract to December 31, 2010.

2.2 APPROVE LETTER OF REQUEST TO MONTOUR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved letter of request regarding the 2009 consumable energy products purchase contract with Montour Home Comfort Services.

2.3 AWARD CONTRACT TO GLENN O. HAWBAKER INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract to Glenn O. Hawbaker, Inc. in the amount of \$840,610 for construction of Phase I-A of Field 11 at the County Landfill.

- 2.4 APPROVE 2009 CDBG ENTITLEMENT GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved 2009 CDBG entitlement grant in the amount of \$330,973.
- 2.5 APPROVE AMENDMENT TO AGREEMENT WITH MONTGOMERY BOROUGH. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to FFY 2007 sub-recipient agreement with Montgomery Borough for Housing Rehabilitation Program extending termination date to December 31, 2010.
- 2.6 APPROVE INVOICE FROM GEORGE ELY ASSOC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice for George Ely Associates, Inc. in the amount of \$11,064.
- 2.7 APPROVE SUB AGREEMENT WITH YWCA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved subrecipient agreement with YWCA for Emergency Shelter grant in the amount of \$59,004.
- 2.8 APPROVE POLICY 403.1. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved County Policy 403.1, Employee Expense Reimbursement Direct Deposit, of the Lycoming County Policy & Procedures Manual.

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

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 DPS - COMMUNICATIONS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Stephanie M. Andrus as full time Telecommunicator I - Pay grade 6 - \$14.28/hour effective 10/18/09.
- 3.3 RMS - RESOURCE RECOVERY - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Jason A. Yorks as full time replacement Resource Recovery Manager - Pay grade 11 - \$46,478.78/annually, effective 10/19/09.
- 3.4 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:11 a.m.

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

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:11 a.m.

- 4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the following real estate refunds:  
Parcel 67-023-400.A for PennAllen Co. in the amount of \$1758.05.  
Parcel 07-411-131.09 for John & Jennifer Miller in the amount of \$427.85.  
Parcel 54-294-124.02 for Gary & Mary Rhone in the amount of \$46.55.
- 4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Board of Assessment Appeals at 10:12 a.m.

*Mrs. Burke reconvened the Commissioners' Meeting at 10:12 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

- 5.1 Mya Toon announced that Lycoming County is requesting bids for bread products.
- 5.2 Michael Hnatin announced that LCRMS is requesting bids for HDPE and PVC pipe and accessories.
- 5.3 Steve Blank introduced the following new employees at the Prison:  
Brad Baysore and Kyle Frey.
- 5.4 The Commissioners presented a JWD pin to Deputy Warden Steve Blank. Kevin DeParlos gave the details for this award.
- 5.5 The Commissioners recognized John Somitz upon his retirement.

**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, October 20, 2009. No meetings will be held October 13 and 15, 2009.

**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.