

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
November 6, 2008**

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

Solicitor Yaw - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:05 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Wheeland 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 none were received.

2.0 ACTION ITEMS

2.1 PROCLAIM FAMILY LITERACY MONTH. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), proclaimed November as Family Literacy Month in Lycoming County.

2.2 AWARD CONTRACT TO SOUTHEASTERN EQUIPMENT CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), awarded a contract for a used Articulating Haul Truck to Southeastern Equipment Corporation in the amount of \$162,000.

2.3 AWARD CONTRACT TO EICHELBERGERS, INC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved contract for well drilling and development and well decommissioning to Eichelbergers, Inc. in the amount of \$55,035.

- 2.4 APPROVE PSA WITH BASSETT ENGINEERING. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Bassett Engineering.
- 2.5 APPROVE AMENDMENT TO PSA WITH PROCESS CONTROL SOLUTIONS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved one year extension to professional services agreement with Process Control Solutions, LLC.
- 2.6 APPROVE AMENDMENT TO PSA WITH E.R. CONRAD & ASSOC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved one year extension to professional service contract with E. R. Conrad & Associates LLC.
- 2.7 APPROVE PURCHASE OF EQUITRAC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved purchase of EquiTrac for the Register & Recorder's Office in the amount of \$7,971 off contract from Phillips Supply House.
- 2.8 APPROVE PSA WITH SUSAN HALL. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Susan Hall.
- 2.9 APPROVE PURCHASE FROM MOTOROLA C&E. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved purchase of dispatch hardware and software from Motorola C&E for \$72,502 for the back-up Communications Center.
- 2.10 APPROVE ANNUAL HAZ MAT ASSESSMNET. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved Annual Hazardous Materials Emergency Response Program Assessment.
- 2.11 APPROVE HAZ MAT PROGRAM. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved Hazardous Materials Emergency Program (HMEP) Planning Grant application in the amount of \$6,550.
- 2.12 APPROVE PSA WITH AUTO TRIM DESIGN. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Auto Trim Design for vehicle decals.
- 2.13 APPROVE DARE GRANT RECEIPT. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved grant receipt from PCCD for DARE Program in the amount of \$2,051.
- 2.14 APPROVE PSA WITH ROBERT MEACHAN. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Robert Meachan, M.S. for Independent Evaluations/Mediations/Counseling.

2.15 APPROVE PSA WITH ROBERT MEACHAN. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Robert Meachan, M.S. for Evaluation.

2.16 APPROVE PSA WITH NICOLE MIELE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Nicole Miele for Independent Evaluations/Mediations/Counseling.

2.17 APPROVE PSA WITH MARY JO CAMPANA. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Mary Jo Campana for Mediation/Counseling.

Mrs. Burke recessed the Commissioners' Meeting at 10:18 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:19 a.m.

4.2 APPROVE REAL ESTATE CHANGE OF VALUE NOTICES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the 4,682 change of value notices as a result of new Clean & Green rates as listed on the attached document.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. Mrs. Burke adjourned the Board of Assessment Appeals at 10:19 a.m.

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

5.0 REPORTS / INFORMATION ITEMS.

5.1 Rachelle Ricotta announced that Lycoming County is requesting bids for Porter Township Canal Project.

5.2 Mya Toon announced that Lycoming County is requesting bids for office supplies and toner cartridges.

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, November 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 10:20 a.m.