

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 20, 2008**

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

Assistant Solicitor Landon - 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. 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 PROCLAIM BOB WALTZ DAY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), proclaimed Thursday, November 20, 2008 as "Bob Waltz Day" in Lycoming County.

2.2 APPROVE PSA WITH SUSQUEHANNA IMAGING ASSOC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Susquehanna Imaging Associates.

2.3 APPROVE AMENDMENT TO CONTRACT WITH TRI-COUNTY PETROLEUM. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the amendment to the 2008 Lubrication Products purchase contract with Tri-County Petroleum, Inc.

2.4 APPROVE SNYDER COUNTY RECYCLING CONTRACT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Snyder County recycling contract.

- 2.5 APPROVE PSA WITH JOHN COUNCIL APPLIANCES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved renewal of professional service agreement with John Council Appliances.
- 2.6 APPROVE ADJUSTED ALLOCATION FROM DPW. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the adjustment of 2007/08 MATP allocation from DPW for Lycoming County to \$1,086,396.
- 2.7 APPROVE PSA WITH WOLYNIEC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Wolyniec for snow removal.
- 2.8 APPROVE AGREEMENT WITH GENERAL BINDING CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved renewal of maintenance agreement with General Binding Corporation in the amount of \$523.40/annually.
- 2.9 APPROVE INVOICE FROM KODAK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Kodak for annual service agreement in the amount of \$2,484.
- 2.10 APPROVE INVOICE FROM DCD OFFSET REPAIR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from DCD Offset Repair for annual maintenance contract in the amount of \$3,000.
- 2.11 APPROVE PSA WITH SMITH RADIO LLC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Smith Radio LLC.
- 2.12 APPROVE MEMORANDUM OF UNDERSTANDING WITH MUNCY BOROUGH. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with Muncy Borough for zoning administration effective November 1, 2008.
- 2.13 APPROVE USGS CONTRACT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract with USGS for inundation mapping in the amount of \$10,000.
- 2.14 APPROVE INVOICE FROM FISH GMAC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Fish GMAC Real Estate for property management in the amount of \$684.
- 2.15 APPROVE UPDATE TO POLICY 407. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved update to policy 407 - Payment for On-Call - of the County's Policy and Procedure Manual.

Mrs. Burke recessed the Commissioners' Meeting at 10:37 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Deputy Controller Miller was present.
- 3.2 COURTS - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (4-0), approved the reclassification of Trisha D. Hoover as full time Law Clerk II - Pay grade 11 - \$42,511.09/annually effective 11/16/08.
- 3.3 PRE-RELEASE - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Bernard W. Weikel as full time replacement Work Crew Foreman - Pay grade 7 - \$15.52/hour effective 11/30/08.
- 3.4 SHERIFF - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (4-0), approved Victoria J. Reed as full time replacement Clerk III - Pay grade 4 - \$16.61/hour effective 11/30/08.
- 3.5 ADJOURN SALARY BOARD. A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:38 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:38 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 Rails to Trails parcel 26-350-129.L.
- 4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. Mrs. Burke adjourned the Board of Assessment Appeals at 10:38 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 10:38 a.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 A new employee from the Prison was introduced: Tammy Crawford.
- 5.2 Jeff Rauff and JoAnn Rank from the Hartman Agency presented a check to the County.

5.3 Jeff Tompkins announced that Lycoming County is requesting bids for trash removal services.

5.4 Mrs. Burke announced the County of Lycoming's 2009 proposed operating budget will be on display on Tuesday, November 25, in the Commissioners' Office, Controller's Office, Fiscal Services, and the James V. Brown Library.

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, December 2, 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 10:45 a.m.