

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 December 17, 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 10:02 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 2009-65. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-65 establishing the 2010 Lycoming County TDA.
- 2.2 ADOPT RESOLUTION 2009-66. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-66 providing the five-year capital plan.
- 2.3 ADOPT RESOLUTION 2009-67. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-67 approving the 2010 budget as publicly displayed on November 16, 2009.
- 2.4 ADOPT RESOLUTION 2009-68. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-68 setting the millage rate for 2010 at 4.75 mils.

- 2.5 ADOPT RESOLUTION 2009-69. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-69 setting the pre-determined ratio at 100%.
- 2.6 ADOPT RESOLUTION 2009-70. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-70 for LTS/EMS services.
- 2.7 ADOPT RESOLUTION 2009-71. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-71 for tax anticipation note renewal for Children & Youth.
- 2.8 ADOPT RESOLUTION 2009-72. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2009-72 for the Main Street program.
- 2.9 APPROVE PSA WITH STEPHEN SHOLDER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Stephen Sholder, Esq.
- 2.10 APPROVE PCCD GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved PCCD grant application for treatment court enhancement in the amount of \$199,615.
- 2.11 APPROVE PCCD GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved PCCD Grant application for Call IQ in the amount of \$299,558.
- 2.12 APPROVE PCCD GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved PCCD grant application for central processing in the amount of \$145,118.
- 2.13 APPROVE PSA WITH WILLIAMSPORT SUN-GAZETTE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Williamsport Sun-Gazette.
- 2.14 APPROVE MOU WITH STEP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with STEP, Inc. for Homelessness Prevention and Rapid Re-housing Program (HPRP) in the amount of \$338,401.
- 2.15 APPROVE PSA WITH FRY'S FIRE SYSTEMS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Fry's Fire Systems for fire extinguisher maintenance.
- 2.16 APPROVE PSA WITH KEYSTONE OFFICE SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Keystone Office Services for typewriter maintenance services.

- 2.17 APPROVE PSA WITH PHILLIPS SUPPLY HOUSE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Phillips Supply House for copier maintenance services.
- 2.18 APPROVE INVOICE FROM TRANSPORT DESIGNS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Transport Designs in the amount of \$6,880 for Coroner vehicle repairs.
- 2.19 AWARD CONTRACT TO FEESER'S. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract for food products, on a per item basis to Feeser's.
- 2.20 AWARD CONTRACT TO KEYCO DISTRIBUTORS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract for food products, on a per item basis to Keyco Distributors.
- 2.21 AWARD CONTRACT TO MAZZANTE DISPOSAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract to Mazzante Disposal for trash removal for Third Street Plaza.
- 2.22 APPROVE AMENDMENT TO AGREEMENT WITH SECURITAS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Securitas to extend contract through February 28, 2010.
- 2.23 APPROVE INVOICE FROM SIMPLEX GRINNELL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Simplex Grinnell in the total amount of \$11,870.
- 2.24 APPROVE INVOICE FROM GANNETT FLEMING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Gannett Fleming, Inc. in the amount of \$4,375.
- 2.25 APPROVE INVOICE FROM CCAP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from CCAP for the 2010 Core Technology Program in the amount of \$1,100.
- 2.26 APPROVE PAYMENT TO SOFTMART. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved payment to Softmart for 1 year support for Symantec Ghost Solution Suite in the amount of \$65.
- 2.27 APPROVE TUB GRINDER FEE SCHEDULE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved 2010 tub grinder fee schedule.
- 2.28 APPROVE MOU WITH PLUNKETT'S CREEK TOWNSHIP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with Plunkett's Creek Township for zoning services for a period of two years.

- 2.29 APPROVE PSA WITH ERVIN BLANK ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Ervin Blank Associates, Inc. for stenographer services for Zoning Hearing Board.
- 2.30 APPROVE PSA WITH MLP REPORTING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with MLP Reporting, Inc. for stenographer services for Zoning Hearing Board.
- 2.31 APPROVE LARSON DESIGN GROUP AS COUNTY ENGINEER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved designation of Larson Design Group, Inc. as County of Lycoming Engineer for performance of professional engineering services related to Federal Highway Administration-funded transportation projects, including routine inspection of County-owned and municipality-owned bridges within the County of Lycoming in fulfillment of National Bridge Inventory System, (NBIS) requirements.
- 2.32 APPROVE BASSETT ENGINEERING AS ALTERNATE COUNTY ENGINEER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved designation of Bassett Engineering Team as County of Lycoming Engineer (alternate) for performance bridge inspections identified through the Lycoming County Small Bridge Inspection Program and for performance of other professional engineering & architectural services as assigned by the Board of Commissioners.
- 2.33 APPROVE PSA WITH DELTA DEVELOPMENT GROUP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement basic contract with Delta Development Group, Inc.
- 2.34 APPROVE PSA WITH DELTA DEVELOPMENT FOR CBTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement for Chesapeake Bay tributary strategy with Delta Development Group, Inc. in the amount of \$61,300.
- 2.35 APPROVE PSA WITH LAND STUDIES FOR CBTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement for Chesapeake Bay tributary strategy with Land Studies, Inc. in the amount of \$68,200.
- 2.36 APPROVE PSA WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Keystone Communications.
- 2.37 APPROVE HSDF CONTRACTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Human Services

Development Fund contracts for the period July 1, 2009 to June 30, 2010:

- American Rescue Workers for Emergency Shelter Services in the amount of \$12,000.
- Campbell Street Family, Youth and Community Association, Inc. for Life Skills Education in the amount of \$10,000.
- Community Alliance for Progressive Positive Action (CAPPA) for Life Skills Education in the amount of \$10,000.
- Confer Home Health Services, LLC for Homemaker Services in the amount of \$27,000.
- YWCA for Emergency Shelter Services in the amount of \$4,000 and Life Skills Education in the amount of \$5,000.
- Penn State Cooperative Extension in Lycoming County for Life Skills Education in the amount of \$4,000.

2.38 APPROVE PSA'S FOR C&Y. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreements:

- John P. Pietrovitio for Guardian Ad Litem Services for the period of July 1, 2009 to June 30, 2010 in the amount of \$3,000 per month.
- Diakon Lutheran Social Ministries, Family Design Resources for paralegal services for the period of July 1, 2009 to June 30, 2010 in an amount not to exceed \$28,517.

2.39 APPROVE INVOICE FROM FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Forensic Pathology Associates, Inc. in the amount of \$2,391 for the Coroner's Office.

2.40 APPROVE INVOICE FROM FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Forensic Pathology Associates, Inc. in the amount of \$2,355 for the Coroner's Office.

2.41 APPROVE INVOICE FROM FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Forensic Pathology Associates, Inc. in the amount of \$1,300 for the Coroner's Office.

2.42 APPROVE INVOICE FROM FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Forensic Pathology Associates, Inc. in the amount of \$50 for the Coroner's Office.

2.43 APPROVE INVOICE FROM FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Forensic Pathology Associates, Inc. in the amount of \$1,456 for the Coroner's Office.

2.44 APPROVE INVOICE FROM LEHIGH VALLEY HEALTH NETWORK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0),

approved invoice from Lehigh Valley Health Network in the amount of \$169.12 for the Coroner's Office.

- 2.45 APPROVE INVOICE FROM LEHIGH VALLEY HEALTH NETWORK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Lehigh Valley Health Network in the amount of \$25.16 for the Coroner's Office.
- 2.46 APPROVE INVOICE FROM MEL'S CATERING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Mel's Catering for 491 meals in the amount of \$5,155.50.
- 2.47 APPROVE APPOINTMENTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved appointments to Authorities, Boards & Commissions (see attached).
- 2.48 APPROVE POLICY 400. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved policy 400 - Job Code Listing - of the Lycoming County Policy & Procedures manual.
- 2.49 APPROVE POLICY 401. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved policy 401 - County Pay Plans - of the Lycoming County Policy & Procedures manual.
- 2.50 APPROVE POLICY 711. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved policy 711 - Cell Phone Policy - of the Lycoming County Policy & Procedures manual.

***Mrs. Burke recessed the Commissioners' Meeting at 10:47 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 SHERIFF - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved R. Mark Lusk as full time replacement Sheriff - Pay grade 99E - \$56,760/annually, effective 1/1/2010.
- 3.3 JURY COMMISSION - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Jessie Bloom as part time replacement Jury Commissioner - Elected - \$7,779/annually, effective 1/1/2010.
- 3.4 JURY COMMISSION - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Frank Luppachino as part time replacement Jury Commissioner - Elected - \$7,779/annually, effective 1/1/2010.

- 3.5 COURTS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Rebecca S. Loner as full time replacement Executive Secretary - Lovecchio - Pay grade 5 - \$26,224.08/annually, effective 1/4/2010.
- 3.6 COURTS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Jerri R. Rook as full time replacement Executive Secretary - McCoy - Pay grade 5 - \$26,224.08/annually, effective 1/4/2010.
- 3.7 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Bradley S. Campbell as full time replacement Correctional Officer I - Relief - COI - \$12.64/hour effective 1/4/2010, and Prison - Ryan M. Johnson as full time replacement Correctional Officer I - Relief - COI - \$12.64/hour effective 1/4/2010.
- 3.8 HUMAN RESOURCES - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Amanda L. Winter as full time HR Generalist - Pay grade 7 - \$31,180.96/annually effective 1/10/2010.
- 3.9 FISCAL SERVICES - COLLECTIONS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Kristen L. Kitchen as full time replacement Clerk III - Pay grade 4 - \$12.32/hour effective 1/04/2010..
- 3.10 FISCAL SERVICES - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Mary S. Stark as full time replacement Fiscal Technician - Pay grade 5 - \$13.12/hour effective 12/27/2009.
- 3.11 RMS - SUPPORT - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Kevin E. Bryson as full time replacement Mechanic - Pay grade 6 - \$15.58/hour effective 1/4/2010.
- 3.12 ADJOURN SALARY BOARD. A motion by Mr. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:51 a.m.

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

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:51 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 08-208-109, Dolores Reidy in the amount of \$155.97.

Parcel 65-005-306, Mirabito Properties in the amount of \$36.41.  
Parcel 45-367-217, John & carol Stetts in the amount of \$128.30.

4.3 APPROVE REAL ESTATE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the 732 real estate change of value notices.

4.4 APPROVE HOMESTEAD EXCLUSION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the Homestead Exclusion to the following:  
James Cohick parcel 50-001-406.  
Edward and Sally Geer parcel 53-002-162.

4.5 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 10:54 a.m.

*Mrs. Burke reconvened the Commissioners' Meeting at 10:54 a.m.*

#### 5.0 REPORTS / INFORMATION ITEMS.

5.1 Michael D. Hnatin announced that LCRMS is requesting bids for 2010 well drilling & well decommissioning.

5.2 Recognize Employee of the Quarter: Connie Turner.

5.3 Recognize Joyce Thomas on her retirement.

5.4 Recognize Judge Kenneth D. Brown on 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, January 5, 2010.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 10:54 a.m.



**Lycoming County Authorities, Boards and Commissions**  
**Appointments by the Board of Commissioners**  
**As of December 17, 2009**

**Lycoming County Agriculture Land Preservation Board**

Paul Wentzler (Chairman)		12/31/2010
Joseph Neyhart		12/31/2010
Larry Fry		12/31/2011
Joseph Haas		12/31/2011
Donald Hepburn	<i>Re-Appointed</i>	12/31/2012
Melanie McLane	<i>Re-Appointed</i>	12/31/2012
John Schon	<i>Re-Appointed</i>	12/31/2012

**Lycoming County Authority**

Frederick Plankenhorn		12/31/2010
Dick Eberhart		12/31/2010
Joe Stewart		12/31/2011
G. Kent Bitner		12/31/2012
Daniel Clark		12/31/2013
David Heiney		12/31/2013
Robert Wise	<i>Re-Appointed</i>	12/31/2014

**Lycoming County Conservation District**

Joseph Radley		12/31/2010
Denise Tobin		12/31/2010
Ernie Larson (Commissioner)	<i>Re-Appointed</i>	12/31/2010
Carl Schlappi		12/31/2011
Paul Wentzler		12/31/2011
Larry Fry	<i>Re-Appointed</i>	12/31/2012
Bill Messersmith	<i>Re-Appointed</i>	12/31/2012

## **Lycoming County Housing Authority**

Alfreda Baer		12/31/2010
Henry Frey, Jr.		12/31/2011
George Girio		12/31/2012
Dorothy Engel		12/31/2013
Kenneth Young	<i>Re-Appointed</i>	12/31/2014

## **Lycoming County Industrial Development Authority**

Stephen M. Tasselli		12/31/2010
Jeffrey Bower		12/31/2011
Eric O'Connor		12/31/2011
Joseph Stewart		12/31/2011
Judy Sarett		12/31/2012
Ron Frick		12/31/2012
Richard Vanderlin, Esq.		12/31/2013

## **Lycoming County Library System Board**

Evelyn Derrick		12/31/2010
Louise Eakin		12/31/2010
Pauline Montgomery		12/31/2010
Jeff Wheeland (Commissioner)	<i>Re-Appointed</i>	12/31/2010
Dr. William Somers	<i>Appointed</i>	12/31/2011
Anthony Salvatori	<i>Re-Appointed</i>	12/31/2011
Diane J. Eck	<i>Re-Appointed</i>	12/31/2011

## **Lycoming County Planning Commission**

Joe Neyhart		12/31/2010
Roger Jarrett		12/31/2010
George Logue, Jr.		12/31/2010
Richard Haas		12/31/2011
Toner Hollick		12/31/2011
Charles Springman		12/31/2011
Robert Bauder		12/31/2012
Ann Pepperman		12/31/2012
Larry Fry		12/31/2012

## **Lycoming County Recreation Authority**

Heather Luppert		12/31/2010
Paul Rooney		12/31/2010

Kevin DeParlos		12/31/2010
John Blashack		12/31/2011
Carole Smith		12/31/2011
C. Dean Heinbach		12/31/2013
Luci Bromberg	<i>Re-Appointed</i>	12/31/2014

### **Lycoming County Water and Sewer Authority**

Don Konkle		1/1/2011
Mary Bennardi		1/1/2011
Scott Slocum		1/1/2011
Charley Hall		1/1/2013
Bob Hippensteil		1/1/2013
James Carpenter		1/1/2014
Richard Haas		1/1/2014
Jan Ransdorf	<i>Re-Appointed</i>	1/1/2015
Paul Wentzler	<i>Re-Appointed</i>	1/1/2015

### **Lycoming County Zoning Hearing Board**

#### **Primary:**

Donald (Guy) Shinn		12/31/2010
Lloyd Forcey		12/31/2011
William Klein		12/31/2012
Leslie Whitehill		12/31/2013
William Wolfe	<i>Appointed</i>	12/31/2014

#### **Alternates:**

Alfred L. Hauser, Jr.		12/31/2010
Daniel Clark		12/31/2011
Brett Taylor	<i>Re-Appointed</i>	12/31/2012

### **Williamsport Municipal Airport Authority**

Blaise Alexander		12/31/2011
Bill Martin		12/31/2012
Peter Goodwin		12/31/2012
Chris Logue		12/31/2012
Mark Murawski		12/31/2013
Atwood Welker	<i>Re-Appointed</i>	12/31/2014

T. Michael Hughes                      *Re-Appointed*                      12/31/2014

**SEDA-COG Board of Directors**

Rebecca Burke                      *Re-Appointed*                      1/1/2011

Bill Burdett                      *Re-Appointed*                      1/1/2011

**SEDA-COG Joint Rail Authority Board of Directors--No Vacancies**

Jerry S. Walls                      12/31/2012

Scott Harvey                      12/31/2012