

**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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COUNTY of LYCOMING  
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**Minutes of the Meeting of  
December 18, 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 10:05 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 AWARD CONTRACTS FOR TRASH REMOVEAL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contracts for trash removal services as follows:

Mazzante Disposal Inc.	Third Street Plaza	\$240.00/month.
Fred Hamm, Inc.	Courthouse	\$259.35/month.
	Executive Plaza	\$86.42/month.
	Prison	\$414.96/month.
	DJ Carn	\$15.00/month.
	Lysock/PreRelease	\$311.22/month.

2.2 AWARD CONTRACT TO FEESERS, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract for food products to Feesers, Inc. on a per item basis.

2.3 AWARD CONTRACT TO KEYCO DISTRIBUTERS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved

contract for food products to Keyco Distributers on a per item basis.

- 2.4 AWARD CONTRACT TO HUFFMAN'S. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), award contract for office supplies to Huffman's.
- 2.5 ADOPT RESOLUTION 2008-41. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-41 adopting the Lycoming County TDA.
- 2.6 ADOPT RESOLUTION 2008-42. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted the Resolution 2008-42 adopting the five-year capital plan.
- 2.7 ADOPT RESOLUTION 2008-43. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-43 adopting the 2009 budget as publicly displayed on November 21<sup>st</sup>.
- 2.8 ADOPT RESOLUTION 2008-44. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-44 setting the millage rate for 2009 at 4.75 mils.
- 2.9 ADOPT RESOLUTION 2008-45. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-45 setting the pre-determined ratio at 100%.
- 2.10 ADOPT RESOLUTION 2008-46. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-46 designating solicitors for the County.
- 2.11 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 and Procedures Manual.
- 2.12 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 and Procedures Manual.
- 2.13 APPROVE PSA WITH DON WARNER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement with Don Warner not to exceed 300 hours.
- 2.14 APPROVE PSA WITH SUSANA FALCK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional services agreement with Susana Falck.
- 2.15 APPROVE PSA WITH SECURITAS SECURITY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved

professional services agreement with Securitas Security for 2009.

- 2.16 APPROVE AGREEMENT WITH PHILLIPS SUPPLY HOUSE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Phillips Supply House for copier maintenance.
- 2.17 APPROVE AGREEMENT WITH FRY'S FIRE SYSTEMS, LLC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Fry's Fire Systems, LLC for fire extinguisher maintenance.
- 2.18 APPROVE AGREEMENT WITH PENNRAC INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with PENRAC, Inc for ENTERPRISE vehicle rental.
- 2.19 APPROVE AGREEMENT WITH SUN GAZETTE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Sun-Gazette for advertising.
- 2.20 APPROVE AGREEMENT WITH REAL ESTATE APPRAISAL & MARKETING ASSOC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Real Estate Appraisal & Marketing Associates for appraisal services.
- 2.21 ADOPT RESOLUTION 2008-47. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2008-47 for amendment to Main Street Program Grant.
- 2.22 APPROVE AGREEMENT WITH GEORGE JR. REPUBLIC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with George Jr. Republic for Juvenile Probation Office.
- 2.23 APPROVE RENEWAL AGREEMENT FOR ABSTRACT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved renewal of annual maintenance agreement for Abstract in the amount of \$1,230.
- 2.24 APPROVE RENEWAL AGREEMENT WITH GANNETT FLEMMING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved renewal of license agreement from Gannett Flemming in the amount of \$4,375.

*Mrs. Burke recessed the Commissioners' Meeting at 10:46 a.m.*

### 3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Henry G. Reedy IV as full time replacement Correctional Officer I - Relief - COI - \$12.64/hour effective 12/28/2008.

3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Jeffrey E. Thompson as full time replacement Correctional Officer I - Relief - COI - \$12.64/hour effective 12/28/2008.

3.4 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:47 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:47 a.m.

4.2 APPROVE 318 CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the Approve 318 real estate change of value notices.

4.3 APPOINT CHIEF ASSESSOR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), appointed James W. Carpenter as Chief Assessor.

4.4 ADJOURN BOARD OF ASSESSMENT APPEALS. Mrs. Burke adjourned the Board of Assessment Appeals at 10:48 a.m.

*Mrs. Burke reconvened the Commissioners' Meeting at 10:48 a.m.*

#### **5.0 REPORTS / INFORMATION ITEMS.**

5.1 The Commissioners presented a retirement clock to Joann Glunk.

5.2 The Commissioners announced and recognized the employees of the Quarter: Tony Rampulla & Donna Maxwell. Sam Harrison and Krista Rogers spoke on the achievements of these individuals.

6.0 PUBLIC COMMENT. Mrs. Burke opened the floor to public comment and the following were received:  
Mike Glazer was present.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mrs. Burke announced the next regularly scheduled meeting as a work session on Tuesday, January 6, 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 10:49 a.m.