

Commissioners:

REBECCA A. BURKE  
*Chairperson*

ERNEST P. LARSON  
*Vice-Chairman*

JEFF C. WHEELAND  
*Secretary*



ANN M. GEHRET  
*Interim Director of Administration  
and Chief Clerk*

N. RANDALL SEES  
*Solicitor*

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COUNTY of LYCOMING  
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**Minutes of the Meeting of  
September 8, 2011  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Sees - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland convened the Commissioners Meeting 10:08 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved the minutes of the previous meeting as they are recorded.
- 1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. Wheeland opened the floor to public comment on agenda items only, and none were received.

**2.0 ACTION ITEMS**

- 2.1 RATIFY RESOLUTION 2011-30. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), ratified Resolution 2011-30 declaring disaster emergency.

A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), deferred item 2.2 until 2:00 p.m. September 8, 2011. Commissioners Meeting was reconvened at 2:02 p.m.

- 2.2 ENACT ORDINANCE 2011-04. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (Larson-yes; Wheeland-yes; Burke-absent; 2-0), enacted Ordinance 2011-04 for recreation authority refinance.
- 2.3 ENACT ORDINANCE 2011-05. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (Larson-yes; Wheeland-yes; Burke-

absent; 2-0), enacted Ordinance 2011-05 amending Ordinance 2010-1.

- 2.4 APPROVE REVISION TO POLICY 711. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved revision to Policy 711 - Communication Device Policy - of the County Policy & Procedures Manual.
- 2.5 APPROVE EXTENSION TO TEFAP CONTRACT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved contract extension for The Emergency Food Assistance Program (TEFAP) until December 31, 2011.
- 2.6 APPROVE NUTRIENT CREDIT SALES AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Nutrient Credit Sales Agreement with PennVest in the amount of \$27,825.12 and authorize the Vice Chairman to sign and the Chief Clerk to attest.
- 2.7 APPROVE NUTRIENT CREDIT SALES AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Nutrient Credit Sales Agreement with PennVest in the amount of \$11,314.88 and authorize the Vice Chairman to sign and the Chief Clerk to attest.
- 2.8 APPROVE AGREEMENT WITH WOODWARD TOWNSHIP WSA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved agreement with Woodward Township Water & Sewer Authority for water system feasibility study, not to exceed \$500.
- 2.9 APPROVE SUB AGREEMENT WITH MORELAND TOWNSHIP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved FFY 2009 CDBG Subrecipient agreement with Moreland Township for removal of architectural barriers project.
- 2.10 APPROVE SUB AGREEMENT WITH YWCA. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved FFY 2009 CDBG Subrecipient agreement with YWCA for handicap ramp improvements project.
- 2.11 APPROVE PSA WITH BARTON ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Barton Associates for consulting engineering services for Third Street Plaza in the amount of \$20,275.
- 2.12 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved TDA change - Veterans Affairs - reclassification to part time Veteran Affairs Assistant, Pay grade 5.

*Mr. Wheeland recessed the Commissioners' Meeting at 10:17 a.m.*

**3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 PCD - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Janet L. Irvin as full time replacement Clerk I - Pay grade 2 - \$10.67/hour effective 9/12/11.

3.3 CONTROLLER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved the reclassification of Jennifer L. Thompson to full time Internal Auditor - Pay grade 8 - \$36,099.57/annually effective 10/16/11.

3.4 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), adjourned the Salary Board at 10:12 a.m.

*Mr. Wheeland reconvened the Commissioners' Meeting at 10:18 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 Amy Rankey announced that DCED has announced the County's FFY 2011 CDBG allocation of \$295,099 in CDBG funds for FFY 2011, representing an 18.9% decrease from the funding available in from the County's FFY 2010 CDBG Program.

5.2 Marci Hessert announced on behalf of LCRMS that they are requesting bids for Consumable Energy Products.

5.3 Marci Hessert announced on behalf of LCRMS that they are requesting bids for Seed & Fertilizer and Erosion Control Materials and Supplies.

**6.0 PUBLIC COMMENT.** Mr. Wheeland opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. Wheeland announced the next regularly scheduled meeting as a work session on Tuesday, September 13, 2011.

*Mr. Wheeland recessed the Commissioners' Meeting at 10:20 a.m. until 2:00 p.m. today, September 8, 2011.*

**8.0 ADJOURN COMMISSIONERS' MEETING**. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Commissioners' Meeting at 2:03 a.m.