

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  
June 2, 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 10:02 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 ADOPT RESOLUTION 2011-15. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2011-15 setting the subdivision and land development fee schedule.
- 2.2 APPROVE AMENDMENT TO CORRIDOR PLAN. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved amendment to the Corridor Plan grant amendment with DCED.
- 2.3 AWARD CONTRACT TO DALEY TOWER SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), awarded the contract for (2) 180' Self Supporting Class III communications towers to Daley Tower Services in the amount of \$86,026.

- 2.4 APPROVE AGREEMENT WITH CREDIT MANAGEMENT COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved agreement with Credit Management Company from Pittsburgh, PA to provide 3<sup>rd</sup> party collection services for designated outstanding criminal cost, fines & restitution owed to Lycoming County.
- 2.5 APPROVE TAX COLLECTION AGREEMENT WITH CLINTON TOWNSHIP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved tax collection agreements with Clinton Township.
- 2.5 APPROVE PURCHASE FROM JOHN DEERE COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved purchase of 2011 John Deere Mower off of the PA E-Marketplace Piggyback purchase program from John Deere Company in the amount of \$30,040.99.
- 2.7 ADOPT RESOLUTIN 2011-16. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2011-16 for the Emergency Shelter Grant application.
- 2.8 APPROVE EMERGENCY SHELTER GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved Emergency Shelter grant application to DCED.
- 2.9 APPROVE SUB CONTRACT WITH STEP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved subrecipient monitoring contract with STEP for CCIS in the amount of \$5,763,667.
- 2.10 APPROVE PSA WITH YOUTH SERVICE AGENCY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved renewal of professional service contract with Youth Service Agency for the juvenile probation office.

*Mr. Wheeland recessed the Commissioners' Meeting at 10:14 a.m.*

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

- 4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:14 a.m.
- 4.2 APPROVE REAL ESTATE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved 747 real estate change of value notices.
- 4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Board of Assessment Appeals at 10:14 a.m.

*Mr. Wheeland reconvened the Commissioners' Meeting at 10:14 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 The Commissioners presented a Job Well Done pin to CO Zachary Balliet. Kevin DeParlos spoke about the event which earned Zachary the award.

5.2 The Commissioners presented a 10 year service pin to Barbara Steinruck from APO.

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

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. Wheeland announced the next regularly scheduled meeting as a work session on Tuesday, June 7, 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 10:15 a.m.