

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  
July 14, 2011  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Sees - 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 PROCLAIM PROBATION & PAROLE WEEK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), proclaimed July 17 - 23, 2011 as probation and parole week in Lycoming County.

2.2 APPROVE FINANCIAL STATEMENT FOR GRANT IN AID APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved 2010-2011 financial statement to the Pennsylvania Board of Probation and Parole in accordance with the grant in aid application.

2.3 APPROVE GRANT APPLICATION TO PA DOTGRANTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved grant application to PA DotGrants for Lycoming County DUI Court in the amount of \$51,053.32.

- 2.4 APPROVE EXTENSION TO BROWNFIELDS GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Brownfield grant extension through October 31, 2011.
- 2.5 APPROVE QUOTE FROM SHI. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved quote from SHI for CA Technologies ARCserve products in the amount of \$11,037.12.
- 2.6 APPROVE PSA WITH LAUREL YOUTH SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Laurel Youth Services for JPO for 2010-2011.
- 2.7 APPROVE PSA WITH HUGH SMITH & ASSOC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Hugh Smith & Assoc. for JPO for 2011-2012.
- 2.8 APPROVE PSA WITH BEHAVIORAL SPECIALISTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Behavioral Specialists for JPO for 2011-2012.
- 2.9 APPROVE PSA WITH GENESIS HOUSE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Genesis House for JPO for 2011-2012.
- 2.10 APPROVE PSA WITH REAL ESTATE APPRAISAL & MARKETING ASSOC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Real Estate Appraisal & Marketing Assoc. for professional appraisal services.
- 2.11 APPROVE DDT GRANT RECEIPT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved DDT grant receipt from PCCD in the amount of \$332,137.
- 2.12 APPROVE SUB CONTRACT WITH DPW. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved subrecipient monitoring contract with DPW for Homeless Assistance Program Grant in the amount of \$187,140.
- 2.13 APPROVE MOU WITH WILLIAMSPORT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with the City of Williamsport 2011 local JAG funds, contingent upon city approval.
- 2.14 APPROVE JAG GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved submission of 2011 JAG grant application to the Department of Justice in the amount \$12,287.

- 2.15 APPROVE PAYMENT TO BREONS INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved payment to Breons Inc. in the amount of \$88,500 for courthouse emergency generator replacement.
- 2.16 APPROVE INVOICE FROM LOGISTIC SYSTEMS, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Logistic Systems, Inc. for CAD in the amount of \$35,742.
- 2.17 APPROVE CONTRACT WITH W. JEFFREY YATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract renewal with W. Jeffrey Yates for Special Juvenile Prosecutor effective July 1, 2011, not to exceed \$35,000/annually.
- 2.18 APPROVE REVISION TO POLICY 711. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved revision to policy 711 - Communication Device Policy of the Lycoming County Policy and Procedures Manual.
- 2.19 APPROVE REVISION TO POLICY 903. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved revision to policy 903 - Workers' Compensation of the Lycoming County Policy and Procedures Manual.
- 2.20 APPROVE CONTRACT WITH LYCOMING COUNTY COMMUNITY CARE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved grant and monitoring contract with Lycoming County Community Care for renovation project superseding agreement dating June 23, 2011.

***Mrs. Burke recessed the Commissioners' Meeting at 10:16 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. Wheeland and passed (4-0), approved the promotion of Amy M. Rankey to full time replacement Community Development/Lead Planner - Pay grade 9 - \$38,888.69/annually effective 7/24/2011.
- 3.3 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:17 a.m.

***Mrs. Burke reconvened the Commissioners' Meeting at 10:17 a.m.***

**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, July 19, 2011.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 10:17 a.m.