

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  
October 13, 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 10:06 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 APPROVE AMENDMENT TO AGREEMENT WITH MEISER & EARL INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Meiser & Earl, Inc., providing certain professional consulting services.

2.2 APPROVE MINOR SOLID WASTER PERMIT MODIFICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved modification minor solid waste permit for PPLRE energy project.

2.3 AWARD CONTRACT TO SCREEN SERVICES LLC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract to Screen Services, LLC., for 1- new 2011 diesel powered radial stacker and accessories in the total amount of \$63,718.75.

- 2.4 AWARD CONTRACT TO CRAFT OIL CORP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract to Craft Oil Corporation for lubrication products on an as needed basis, per item pricing.
- 2.5 APPROVE CHANGE ORDER TO CONTRACT WITH BRADCO SUPPLY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved change order to purchase of dump truck body and related materials from Bradco Supply in the amount of \$960.30.
- 2.6 APPROVE RENEAL OF PSA WITH OUTSIDE IN. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the professional service agreement renewal with Outside In for JPO.
- 2.7 APPROVE PSA WITH ESSENTIAL MANAGEMENT . A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Essential Management for 9-1-1 Wire line and Wireless Plan Management and Consulting Services.
- 2.8 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 - of the County's policy & procedures manual.

***Mrs. Burke recessed the Commissioners' Meeting at 10:14 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 JPO - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Mary Ellen Eiswerth to full time replacement Administrative Specialist - Pay grade 6 - \$20.91/hour effective 10/16/2011.
- 3.3 COLLECTIONS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Diana R. Richardson to full time replacement Clerk IV - Pay grade 5 - \$14.32/hour effective 10/16/2011.
- 3.4 FISCAL SERVICES - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-1, Rogers), approved Erin S. Langer as full time new General Accountant - Pay grade 9 - \$38,200.80/annually effective 10/17/2011.
- 3.5 MAINTENANCE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved David E. Wachob as full

time replacement Custodial Worker - Pay grade 1 - \$9.81/hour effective 10/17/2011.

3.6 RMS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Donald F. Hassenplug Jr. as full time replacement Environmental Technician - Pay grade 7 - \$16.37/hour effective 10/17/11.

3.7 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Courtney E. Hill as full time replacement Female Relief Correctional Officer I - COI - \$12.83/hour effective 10/23/11.

3.8 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:16 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:16 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (3-0), approved the following real estate refunds:

Parcel 48-003-103 John & Cynthia Schrader in the amount of \$94.13.

Parcel 48-252-133 Jean Wentzin the amount of \$31.26.

Parcel 48-252-130 Michael Carnuccio in the amount of \$52.80.

Parcel 04-391-190.05 Larry & Samantha Sauers in the amount of \$53.59.

Parcel 68-003-105 Lycoming College in the amount of \$92.57.

Parcel 68-003-106 Lycoming College in the amount of \$136.91.

Parcel 26-014-466 Benjamin & Dawn Cohick in the amount of \$381.25.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Wheeland and seconded by Mr. Larson and passed (3-0), adjourned the Board of Assessment Appeals at 10:17 a.m.

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

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

5.1 Jeff Tompkins announced that Lycoming County is requesting bids for boiler/burner replacement parts.

5.2 Michael Hnatin announced that LCRMS is requesting proposals for 2012 RFP AAPTMS.

5.3 Mya Toon announced that Lycoming County is requesting bids for bread products.

5.4 The Commissioners presented the following service awards:  
10 years

Andrea Trivelpiece DRO.

Bruce Reiner RMS.

20 years

Laurel Fox Courts.

30 years

Mike Hamm DRO.

Tom Staggert RMS.

Luann Yohn APO.

5.5 Mrs. Burke announce that there will be a Board of Elections meeting today, Thursday, October 13, at 12:00 noon.

**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, October 18, 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 10:18 a.m.