

Commissioners:

REBECCA A. BURKE
Chairperson

ERNEST P. LARSON
Vice-Chairman

JEFF C. WHEELAND
Secretary



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

N. RANDALL SEES
Solicitor

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**Minutes of the Meeting of
November 3, 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 10:03 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 CONTRACT TO L&L BOILER MAINTENANCE LLC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contact for boiler burner replacement parts to L&L Boiler Maintenance, Inc. in the amount of \$12,458.84.

2.2 APPROVE PSA WITH SIMPLEX GRINNELL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Simplex Grinnell for Third Street Plaza.

2.3 AWARD CONTRACT TO LAND AND MAPPING SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract annual aerial photography & topographic mapping services to Land and Mapping Services in the amount of \$8,747.

- 2.4 APPROVE HPRP BUDGET REVISION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved budget revision to HPRP Grant.
- 2.5 REJECT BIDS FOR PRC HVAC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), rejected the bids for Pre-Release Center HVAC renovations that were opened 10/25/2011.
- 2.6 APPROVE STATE & COMMUNITY HIGHWAY SAFETY PROGRAM GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the State & Community Highway Safety Program grant in the amount of \$51,053.32 for the period 10/1/2011 to 9/30/2012.
- 2.7 APPROVE BUDGET MODIFICATION TO CROSS SERVICE SYSTEM IMPROVEMENTS GRANT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved budget modification to PCCD for the Cross Service System Improvements grant.
- 2.8 APPROVE PSA WITH PATH CB. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with PATH CB for the juvenile probation office.
- 2.9 APPROVE AMENDMNET & CHANGE ORDER WITH LR KIMBALL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment & change order with L.R. Kimball at no cost.
- 2.10 APPROVE MOU WITH PA STATE POLICE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with PA state police and the following police departments:
- | | |
|---------------------------------|----------------------|
| Hughesville PD. | Old Lycoming Twp PD. |
| Tiaddaghton Valley Regional PD. | Penn College PD. |
| Montgomery PD. | S Williamsport PD. |
| Montoursville PD. | Williamsport PD. |
| Muncy Boro PD. | DuBoistown PD. |
| Muncy Twp PD. | |
- 2.11 APPROVE MOU WITH PA STATE POLICE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with PA state police for county departments:
- | | |
|---------------------------|----------|
| Adult Probation. | Prison. |
| District Attorney Office. | Sheriff. |
| Juvenile Probation. | C&Y. |
| Pre-Release. | |
- 2.12 APPROVE INTERGOVERNMENTAL AGREEMENT WITH PA DEPT OF CORRECTIONS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved intergovernmental agreement with PA Department of Corrections for work release program services.

2.13 APPROVE PSA WITH GREATER NORTHEAST RADIOLOGY ASSOC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Greater Northeast Radiology Associates.

2.14 APPROVE INVOICE FROM FORENSIC PATHOLOGY ASSOCIATES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice for Forensic Pathology Associates in the amount of \$1,416 for the Coroner's Office.

Mrs. Burke recessed the Commissioners' Meeting at 10:11 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 JUVENILE PROBATION - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the reclassification of Mary Ellen Eiswerth to Clerk IV - Pay grade 5 - \$19.52/hour effective 11/13/2011.

3.3 FISCAL SERVICES - A motion by Mr. Wheeland and seconded by Mr. Larson and passed (3-1, Rogers), approved the reclassification of Karina S. Guerrero as full time General Accountant/DPS - Pay grade 8 - \$34,911.97/annually effective 11/13/11.

3.4 PRE RELEASE - A motion by Mr. Larson and seconded by Mr. Wheeland and passed (4-0), approved the reclassification of Caleb Blank as full time Resident Supervisor - Pay grade 6 - \$15.01/hour effective 11/13/11.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:13 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:13 a.m.

4.2 APPROVE CHANGE OF VALUE NOTICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the 4,837 real estate change of value notices as a result of the new Clean & Green rates.

4.2 CERTIFY TAX ROLL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), certified the tax roll:
Taxable parcels 51,954 Assessed Value 5,508,302,620.

Exempt parcels	1,796	Assessed Value	990,413,390.
Totals	53,750	Assessed Value	6,498,716,010.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Board of Assessment Appeals at 10:14 a.m.

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

5.0 REPORTS / INFORMATION ITEMS.

5.1 Jeff Tompkins announced that Lycoming County is requesting bids for trash removal services.

5.2 The Commissioners recognized James Bigger on his retirement.

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, November 15, 2011. There will be no meetings November 8 & 10.

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.