

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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COUNTY of LYCOMING
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**Minutes of the Meeting of
December 1, 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 10:07 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 ROGERS UNIFORMS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement request with Rogers Uniforms for 2012.

2.2 APPROVE AMENDMENT TO AGREEMENT WITH WEATHER CONTROL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Weather Control for roof replacement of Lycoming County Courthouse.

2.3 APPROVE ADDITION TO EMS COUNCIL. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved addition of Muncy Area Volunteer Fire Company to the Lycoming County EMS Council.

- 2.4 APPROVE CONTRACT WITH CAPP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved grant and monitoring contract with CAPP in the amount of \$40,000.
- 2.5 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) to add an employee to cell phone distribution table.
- 2.6 APPROVE RMS 2012 FEE SCHEDULE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the 2012 fee schedules for RMS.
- 2.7 APPROVE MOU WITH BOROUGH OF SOUTH WILLIAMSPORT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with the Borough of South Williamsport for Zoning Administration Services.
- 2.8 APPROVE PSA WITH LARSON DESIGN GROUP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Larson Design Group.

Mrs. Burke recessed the Commissioners' Meeting at 10:12 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 ADULT PROBATION - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Sara B. Johns to full time Probation Officer - Pay grade 8 - \$17.94/hour effective 12/11/11.
- 3.3 JUVENILE PROBATION - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved the promotion of Nancy A. Ackley as full time Administrative Specialist - Pay grade 6 - \$16.23/hour effective 12/11/11.
- 3.4 COURTS - DJ CARNS - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Shanda M. Walker as full time replacement Clerk III - Pay grade 4 - \$12.63/hour effective 12/5/11.
- 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 REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the following real estate refunds due to flood damage:

Parcel 27-001-510	Clyde & Alda Wagner	\$ 61.86.
Parcel 33-002-110	Kay Shearer	\$107.27.
Parcel 48-252-139	Mary Bussler	\$ 52.99.
Parcel 40-374-201.01	Patricia Drake	\$ 59.16.
Parcel 56-291-128.A	Fred & Barbara McKenzie	\$100.35.
Parcel 48-003-110	Robert Gottschall	\$ 39.29.
Parcel 48-252-125	Fred Sanders	\$ 63.11.
Parcel 48-004-202.B	Gary & Andrea Orwig	\$ 8.88.
Parcel 56-311-150.A	Richard & June Wetzel	\$ 27.06.
Parcel 56-291-126	Steven Alberts	\$ 29.22.
Parcel 48-252-104.B	Virginia Jones	\$ 40.59.
Parcel 56-311-135	Emil & Grace Shihadeh	\$ 54.50.
Parcel 56-311-144	Charles & Barbara Frey	\$ 47.41.
Parcel 59-354-200	Robert Tagge	\$189.65.

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 The Commissioners presented a 30 year service pin to Warden Kevin DeParlos.

5.2 Mya Toon announced that Lycoming County is requesting bids for food products.

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, December 6, 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 10:16 a.m.