

Commissioners:

REBECCA A. BURKE
Chairperson

ERNEST P. LARSON
Vice-Chairman

JEFF C. WHEELAND
Secretary



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

THOMAS C. MARSHALL
Solicitor

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**Minutes of the Meeting of
December 9, 2010
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Assistant 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.

Mrs. Burke recessed the Commissioners' Meeting at 10:08 a.m.

Mrs. Burke convened the TEFRA Public Hearing for LCIDA Chartwell Church Project.

Joe Orso, attorney for Chartwell Church Street, spoke on behalf of the project. He explained that previously an application for \$4.5 million in recover money was requested. This is an additional \$1.2 million in recovery funds that is being requested.

Jennifer Locey represented Chartwell Hotels of Williamsport. She briefly described the project and how the money would be used.

Mrs. Burke opened the floor to public comment regarding this project, and none were received.

Mrs. Burke thanked Mr. Tsunis for his investment in our community.

Mrs. Burke closed the public hearing at 10:12 a.m.

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

2.0 ACTION ITEMS

- 2.1 ADOPT RESOLUTIOIN 2010-39. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2010-39 for the Chartwell Church project.
- 2.2 ADOPT RESOLUTION 2010-40. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2010-40 containing the Lycoming County TDA.
- 2.3 ADOPT RESOLUTION 2010-41. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2010-41 providing the five-year capital plan.
- 2.4 ADOPT RESOLUTION 2010-42. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2010-42 prescribing the 2011 budget as publicly displayed on November 19, 2010.
- 2.5 ADOPT RESOLUTION 2010-43. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2010-43 setting the millage rate for 2011 at 4.75 mils.
- 2.6 ADOPT RESOLUTION 2010-44. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted the Resolution 2010-44 setting the pre-determined ratio at 100%.
- 2.7 AWARD CONTRACT TO NOR EAST MAPPING, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract for annual aerial photography & topographic mapping services to Nor East Mapping, Inc. in the total amount of \$6,735.
- 2.8 APPROVE PURCHASE FROM SUSQUEHANNA MOTOR COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase from Susquehanna Motor Company, Inc. for a 2012 Mack CHU618 Semi Road Truck Tractor with accessories in the amount of \$112,494.14 off of COSTARS contract.
- 2.9 APPROVE PAYMENT TO PRISONER TRANSPORT SERVICES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved payment to Prisoner Transport Services in the amount of \$1,013.75 for the extradition costs.
- 2.10 APPROVE PSA WITH DELTA DEVELOPMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Delta Development for basic services for 2011.
- 2.11 APPROVE AMENDMENT TO PSA WITH DELTA DEVELOPMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0),

approved amendment to professional service agreement with Delta Development's 2010 contract for TIGER work.

- 2.12 APPROVE AMENDMENT TO AGREEMENT WITH CHARLES F. GREEVY, III. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Charles F. Greevy, III, to serve as solicitor to the Planning Commission.
- 2.13 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 services.
- 2.14 APPROVE AMENDMENT TO AGREEMENT WITH FRY'S FIRE SYSTEMS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Fry's Fire Systems for fire extinguisher maintenance to extend the contract for an additional year under same price, terms and conditions.
- 2.15 APPROVE AGREEMENT WITH SUN GAZETTE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Sun-Gazette for advertising.
- 2.16 APPROVE UPDATE TO POLICY 400. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved update to policy 400 - Job Code Listing - of the Lycoming County Policy & Procedures manual.
- 2.17 APPROVE UPDATE TO POLICY 401. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved update to policy 401 - County Pay Plans - of the Lycoming County Policy & Procedures manual.
- 2.18 PROCLAIM WILLIAMSPORT/LYCOMING CHAMBER OF COMMERCE DAY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), proclaimed December 15, 2010, as "Williamsport/Lycoming Chamber of Commerce Day."

Mrs. Burke recessed the Commissioners' Meeting at 10:31 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 REGISTER & RECORDER - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Holly E. Bogart as full time replacement Clerk I - Pay grade 2 - \$10.41/hour effective 12/20/2010.

3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Timothy G. Fogelman as full time replacement Lieutenant - Pay grade 9 - \$25.75/hour effective 12/26/2010, and Prison - reclassification of Joseph L. DeFrancesco as full time replacement Sergeant - Pay grade 8 - \$20.50/hour effective 12/26/2010.

3.4 PRE RELEASE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the reclassification of Jodie L. Kilmer to full time replacement Female Resident supervisor/Cook - Pay grade 5 - \$13.45/hour effective 12/12/2010, and Pre-Release - reclassification of Gandy L. Williams to full time replacement Female Resident Supervisor - Pay grade 5 - \$13.45/hour effective 12/12/2010.

3.5 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:34 a.m.

4.0 BOARD OF ASSESSMENT APPEALS

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mrs. Burke convened the Board of Assessment Appeals at 10:34 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:
Parcel 47-185-100 for Louis Grant, Jr. in the amount of \$29.64.
Parcel 26-014-450.A for Karen Zimmerman in the amount of \$102.08.
Parcel 26-330.1-254.20 for Marie Palotas in the amount of \$138.17.

4.2 APPROVE REAL ESTATE EXEMPTION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved real estate exemption for parcel 24-229-104.A for Camp Susque.

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 10:35 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 10:35 a.m.

5.0 REPORTS / INFORMATION ITEMS.

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

5.2 Dan Dorman announced the holiday hours for Lycoming County Resource Management Services.

Mrs. Burke recessed the Commissioners' Meeting at 10:37 a.m.

Mrs. Burke convened the 2011 CDBG First Public Hearing. Bill Lowthert from SEDA COG discussed details regarding the community development block grant and the process. Mr. Lowthert opened the floor to anyone who wished to present a new project. Joseph L. Walker, Pastor from 1700 Memorial Avenue in Williamsport asked that a property in Clinton Township (1534 Route 15) that was an old church be considered. The plan is to transfer this building into a house dedicated to dislocated persons in the county (homeless outside the city). Mrs. Burke explained that Mr. Lowthert would be in contact to discuss his proposal. Mr. Lowthert opened the floor to those applicants present who wished to comment on their proposed projects. Franklin Township Chairman briefly discussed the proposed project and the need for it. Lake Randall from Mid Penn Engineering commented on Franklin Township's project. Kim Ramen, Controller for the YWCA commented on that request. Judy McKeague of the NC Chapter of the PA Red Cross commented on the request for that project. Kathy Stine, Executive Director, added additional comments about targeting outlying areas. Barb Brody of McNett Township commented regarding the need for upgrading the culverts in McNett Township. Mr. Lowthert closed the public hearing at 11:15 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 11:15 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, December 14, 2010.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 11:15 a.m.