

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 15, 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 ADOPT RESOLUTION 2011-38. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2011-38 for the 2012 TDA.

2.2 ADOPT RESOLUTION 2011-39. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2011-39 for the five year capital plan.

2.3 ADOPT RESOLUTION 2011-40. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2011-40 for the 2012 budget.

2.4 ADOPT RESOLUTION 2011-41. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2011-41 setting the millage rate for 2012 at 4.75 mils.

- 2.5 ADOPT RESOLUTION 2011-42. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted resolution 2011-42 setting the pre-determined ratio for 2012 at 100%.
- 2.6 APPROVE PSA WITH THOMAS B. KELLER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Thomas B. Keller, CPA for triennial 9-1-1 audit in an amount not to exceed \$11,200.
- 2.7 APPROVE PSA WITH 21<sup>ST</sup> CENTURY APPRAISALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with 21st Century Appraisals, Inc. for software and departmental support plus licensing for a period of one year in the amount of \$10,804.50 for a one-time license fee plus \$5,914.60 per month.
- 2.8 APPROVE PSA WITH WEBB WEEKLY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Webb Weekly.
- 2.9 APPROVE AMENDMENT TO AGREEMENT WITH MAHANTANGO ENTERPRISES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment 2 to professional service agreement with Mahantango Enterprise, Inc.
- 2.10 AWARD CONTRACT TO CINTAS CORPORATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract in part to Cintas Corporation for rental uniform services on an as-needed basis.
- 2.11 AWARD CONTRACT TO UNIFIRST CORPORATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract in part to Unifirst Corporation for rental uniform services on an as-needed basis.
- 2.12 APPROVE AMENDMENT TO AGREEMENT WITH WOLFE'S LIQUID HAULING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment 1 to professional service agreement with Wolfe's Liquid hauling.
- 2.13 APPROVE AMENDMENT TO AGREEMENT WITH FAIRWAY LABS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment 1 to agreement with Fairway Laboratories.
- 2.14 APPROVE ISRP APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Single Application for ISRP-Brodart to Department of Community & Economic Development.
- 2.15 APPROVE AGREEMENT WITH INFOCON. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Infocon for VPN in the amount of \$125/month.

- 2.16 APPROVE AGREEMENT WITH INFOCON. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Infocon for application software support and services.
- 2.17 APPROVE PURCHASE FROM SINGER EQUIPMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase from Singer Equipment off of state contract in the amount of \$12,484.41.

***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 PRISON - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Jacob W. Summers as full time replacement Correctional Officer Relief - COI - \$12.83/hour effective 12/19/11.
- 3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Michael D. Minier as full time replacement Correctional Officer Relief - COI - \$12.83/hour effective 12/19/11.
- 3.4 PRISON - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Cody L. Lepley as full time replacement Correctional Officer Relief - COI - \$12.83/hour effective 12/19/11.
- 3.5 PRISON - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Renee Corter as full time replacement Clerk III - Pay grade 4 - \$12.63/hour effective 12/19/11.
- 3.6 MAINTENANCE - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (4-0), approved Katja Frye as full time replacement Custodial Worker - Pay grade 1 - \$9.81/hour effective 12/19/11. \* change in start date from 12/12/11 to 12/19/11.
- 3.7 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson 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. Larson and seconded by Mr. Wheeland and passed (3-0), approved the following real estate refunds:

Parcel 12-331-153 for James & Laurie George in the amount of \$119.97.  
Parcel 36-395-147 for Paul & Betty Schriener in the amount of \$29.10.  
Parcel 48-002-302 for Williams & Cora Allushuski in the amount of \$40.95.  
Parcel 48-252-124 for Ted & Mary Ellen Loy in the amount of \$34.27.  
Parcel 48-252-104 for Richard Thomas in the amount of \$33.38.  
Parcel 48-252-127 for Paul & Betty Schriener in the amount of \$5.80.  
Parcel 43-001-649 for Patricia Lentz in the amount of \$31.37.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. and seconded by Mr. and passed (3-0), adjourned the Board of Assessment Appeals at 10:16 a.m.

*Mrs. Burke reconvened the Commissioners' Meeting at 10:16 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 Mya Toon announced that Lycoming County is requesting bids for trash removal services (2<sup>nd</sup> request).

5.2 Mark Sitler and Joann Ranck from The Hartman Agency presented a check to the County for favorable workers compensation.

**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 20, 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 10:23 a.m.