

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 16, 2010  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Assistant Solicitor Sees - Present

**1.0 OPERATIONS**

1.1 CONVENE COMMISSIONERS MEETING. Mr. Wheeland convened the Commissioners Meeting 10:00 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved the minutes of the previous meetings as they are recorded.

1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. Wheeland opened the floor to public comment on agenda items only, and none were received.

**2.0 ACTION ITEMS**

2.1 ADOPT RESOLUTION 2010-45. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2010-45 for tax anticipation note renewal for Children & Youth.

2.2 ADOPT RESOLUTION 2010-46. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2010-46 declaring surplus property.

2.3 APPROVE PSA WITH STAPLES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Staples for office supplies.

- 2.4 APPROVE PSA WITH ENTERPRISE RENT-A-CAR. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Enterprise Rent-A-Car.
- 2.5 APPROVE PSA WITH PHILLIPS SUPPLY HOUSE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Phillips Supply House for copier maintenance.
- 2.6 AWARD CONTRACT WITH KEYCO DISTRIBUTORS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), awarded the contract to Keyco Distributors for food products on a per item basis.
- 2.7 AWARD CONTRACT TO FEASERS INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), awarded the contract to Feasers Inc. for food products on a per item basis.
- 2.8 AWARD CONTRACT TO MAZZANTE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), awarded the contract to Mazzante Disposal for trash removal.
- 2.9 APPROVE SUPPLEMENTAL ENGINEERING AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved supplemental engineering agreement #032120-C with Larson Design Group to design PennDOT approved change order improvements to Susquehanna Riverwalk in an amount no to exceed \$12,109.72.
- 2.10 APPROVE SUPPLEMENTAL REIMBURSEMENT AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved supplemental reimbursement agreement #0032380C with PennDOT adding \$12,800 in federal funding for Lycoming County Bridge 113 deck replacement project.
- 2.11 ADOPT RESOLUTION 2010-47. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2010-47 to execute supplemental reimbursement agreement #032380C.
- 2.12 APPROVE PSA AGREEMENT WITH TRACY FINK. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with Tracy Fink.
- 2.13 APPROVE PSA WITH MACKIN ENGINEERING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0),

approved professional service agreement with Mackin Engineering Company not to exceed \$10,995.

2.14 APPROVE GRANT APPLICATION TO PA DEP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved grant application to PADEP in the amount of \$7,500 for a nature trail.

2.15 APPROVE PSA WITH LANDSTUDIES, INC. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved professional service agreement with LandStudies, Inc for consultant for Chesapeake Bay for 2011.

2.16 APPROVE TDA CHANGE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved TDA change in Fiscal Services - change one fiscal technician, pay grad 6 to lead fiscal technician pay grade 7.

2.17 APPROVE APPOINTMENTS TO AUTHORITIES/BOARDS/COMMISSIONS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved the appointments to Authorities, Boards & Commissions (attached).

2.18 ADOPT RESOLUTION 2010-48. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adopted resolution 2010-48 for RACP communications tower.

***Mr. Wheeland recessed the Commissioners' Meeting at 10:20 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 FISCAL SERVICES - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved the reclassification of Lori L. Weston to full time Lead Fiscal Technician - pay grade 7 - \$17.09/hour effective 12/26/2010.

3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved the reclassification of Kimberly K. Poorman to full time Nurse Supervisor - pay grade 10 - \$28.355275/hour effective 12/26/2010.

3.4 ADULT PROBATION - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved the reclassification of Adam F. Lorson to full time

Probation Officer - pay grade 9 - \$19.11/hour effective 12/26/2010.

3.5 PRE-RELEASE - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Robin M. Goodwin as part time replacement Pre-Release Center Driver - pay grade 4 - \$11.45/hour effective 12/27/2010, not to exceed 1,000 hours annually, and Natasha K. Steppe as part time replacement Female Resident Supervisor - pay grade 5 - \$12.51/hour effective 12/27/2010, not to exceed 1,000 hours annually.

3.6 REGISTER & RECORDER - A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), approved Margaret E. Reasner as full time replacement Clerk I - Pay grade 2 - \$10.67/hour effective 1/10/2011.

3.7 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Larson and passed (3-0), adjourned the Salary Board at 10:22 a.m.

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

4.1 CONVENE BOARD OF ASSESSMENT APPEALS. Mr. Wheeland convened the Board of Assessment Appeals at 10:22 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), approved the following real estate refunds.

Parcel 67-014-201 for Virginia Marchese in the amount of \$16.09.

Parcel 40-374-169.B-038 for Kurt Hausammann, Sr. in the amount of \$20.28.

Parcel 63-004-110 for First United Methodist Church in the amount of \$331.26.

4.3 ADJOURN BOARD OF ASSESSMENT APPEALS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Board of Assessment Appeals at 10:23 a.m.

***Mr. Wheeland reconvened the Commissioners' Meeting at 10:23 a.m.***

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

5.1 Dave Bonus of LCRMS is requesting bids for Field 11 construction project.

- 5.2 Bob Noll introduced a new employee: Karina Guerrero of Fiscal Services.
- 5.3 Fran Jones unveiled Lyco Map.
- 5.4 Recognize employees of the quarter: Amy Norton & Mark Davidson.
- 5.5 Present JWD awards: Chad Bower, Rod Morehart, Eric Beaver.

**6.0 PUBLIC COMMENT.** Mr. Wheeland opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. Wheeland announced the next regularly scheduled meeting as a work session on Tuesday, January 4, 2011.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0), adjourned the Commissioners' Meeting at 10:50 a.m.

**Lycoming County Authorities, Boards and Commissions**  
**Appointments by the Board of Commissioners**  
**Updated December 14, 2010**

**Lycoming County Agriculture Land Preservation Board**

Paul Wentzler (Chairman)	12/31/2013
Joseph Neyhart	12/31/2013
Larry Fry	12/31/2011
Joseph Haas	12/31/2011
Donald Hepburn	12/31/2012
Melanie McLane	12/31/2012
John Schon	12/31/2012

**Lycoming County Authority**

Ronald Frick	<i>Appointed 9/23/10</i>	12/31/2015
Dick Eberhart		12/31/2015
Joe Stewart		12/31/2011
G. Kent Bitner		12/31/2012
Daniel Clark		12/31/2013
David Heiney		12/31/2013
Robert Wise		12/31/2014

**Lycoming County Housing Authority**

Alfreda Baer	12/31/2015
Henry Frey, Jr.	12/31/2011
George Girio	12/31/2012
Dorothy Engel	12/31/2013
Kenneth Young	12/31/2014

**Lycoming County Industrial Development Authority**

Stephen M. Tasselli	12/31/2015
Jeffrey Bower	12/31/2011
Eric O'Connor	12/31/2011
Joseph Stewart	12/31/2011
Judy Sarett	12/31/2012
Ron Frick	12/31/2012
Richard Vanderlin, Esq.	12/31/2013

## **Lycoming County Water and Sewer Authority**

Don Konkle	1/1/2016
Mary Bennardi	1/1/2016
Scott Slocum	1/1/2016
Charley Hall	1/1/2013
Bob Hippensteil	1/1/2013
James Carpenter	1/1/2014
Richard Haas	1/1/2014
Jan Ransdorf	1/1/2015
Paul Wentzler	1/1/2015

## **Lycoming County Zoning Hearing Board**

### **Primary:**

Brett Taylor	12/31/2015
Lloyd Forcey	12/31/2011
William Klein	12/31/2012
Leslie Whitehill	12/31/2013
William Wolfe	12/31/2014
Dave Reese of Penn Twp	12/31/2015

### **Alternates:**

Derrick Duff of Moreland Twp	12/31/2013
Daniel Clark	12/31/2011

## **SEDA-COG Board of Directors**

Rebecca Burke	1/1/2012
Bill Burdett	1/1/2012