

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 22, 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 2011-43. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-43 designating John Lavelle as authorized agent for Hazard Mitigation Grant Program.

2.2 APPROVE HMGP GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Hazard Mitigation Grant Program grant application to PEMA in the amount of \$96,500.

2.3 APPROVE HMGP GRANT APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Hazard Mitigation Grant Program grant application to PEMA in the amount of \$1,739,850.

- 2.4 APPROVE HMGP GRANT RECEIPT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved HMGP Grant receipt for Lycoming County combined municipal acquisitions (Hepburn, Lewis & Loyalsock Townships) in the amount of \$356,860.
- 2.5 ADOPT RESOLUTION 2011-44. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-44 for the Energy Plan.
- 2.6 ADOPT RESOLUTION 2011-45. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-45 for bonding to obtain crime fidelity insurance.
- 2.7 ADOPT RESOLUTION 2011-46. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-46 appointing risk manager.
- 2.8 APPROVE AMENDMENT TO AGREEMENT WITH LR KIMBLE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with LR Kimble for the five county Regional Solid Waste Plan.
- 2.9 APPROVE CONTRACT WITH BASSETT ENGINEERING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract with Bassett Engineering for NBIS Small Bridge Inspection Program in an amount not to exceed \$82,380.
- 2.10 APPROVE RACP AGREEMENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved redevelopment assistance capital project agreement for Williamsport Regional Medical Center in the amount of \$5.5 million.
- 2.11 AWARD CONTRACT FOR FOOD ITEMS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), awarded contract for food items to the following on a per item basis: Keyco Distributors, Feesers and Benjamin Foods.
- 2.12 ADOPT RESOLUTION 2011-47. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-47 declaring equipment valued at greater than \$1,000 as surplus.
- 2.13 ADOPT RESOLUTION 2011-48. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-47 declaring equipment valued less than \$1,000 as surplus.
- 2.14 APPROVE JABG APPLICATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved grant application to PCCD for JABG for Juvenile Probation.
- 2.15 APPROVE REVISION TO POLICY 511. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved revision

to Policy 511 - Uniform Policy of the County's Policy & Procedures Manual.

- 2.16 APPROVE MOU WITH WEST BRANCH D&A. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with West Branch Drug and Alcohol for Act 198 funds in the amount of \$15,000.
- 2.17 APPROVE MOU WITH WEST BRANCH D&A. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with West Branch Drug and Alcohol for Act 198 funds in the amount of \$30,000.
- 2.18 APPROVE AGREEMENT WITH WILLIAMSPORT SUN GAZETTE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with the Williamsport Sun Gazette for advertising services.
- 2.19 APPROVE AGREEMENT WITH FRY'S FIRE SYSTEMS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Fry's Fire Systems for fire extinguisher maintenance.
- 2.20 APPROVE AGREEMENT WITH PHILLIPS SUPPLY HOUSE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved agreement with Phillips Supply House for copier maintenance.
- 2.21 APPROVE CHANGE ORDER 2 WITH WORTH & COMPANY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved change order no. 2 with Worth & Company for the Prison HVAC Project in the amount of \$ 7,641.02.
- 2.22 APPROVE AMENDMENT TO AGREEMENT WITH ENTERPRISE. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to agreement with Enterprise rent-a-car.
- 2.23 APPROVE PURCHASE FROM STATE CONTRACT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved purchase from state contract of equipment in the amount of \$16,900.
- 2.24 ADOPT RESOLUTION 2011-49. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adopted Resolution 2011-49 for the Lycoming Engines RACP and authorize execution of related agreement amendments.
- 2.25 APPROVE CERTIFICATION OF 9-1-1 FUNDS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved certification of 9-1-1 funds.
- 2.26 APPROVE CHANGE ORDER WITH KC CONSTRUCTION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved change order #3 with KC Construction for Field 11.

- 2.27 APPROVE PSA QITH CHARLES F. GREEVY, III. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved professional service agreement with Charles F. Greevy, III to serve as solicitor to the Planning Commission.
- 2.28 APPROVE AMENDMENT TO PSA WITH MIKE WILEY. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to professional service agreement with Mike Wiley to serve as solicitor to the Zoning Administrator.
- 2.29 APPROVE MOU WITH BRODART CO. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved memorandum of understanding with Brodart Co., Greater Lycoming Habitat for Humanity, The City of Williamsport, Williamsport Redevelopment Authority, P&L Investments, LLC.
- 2.30 APPROVE PSA WITH PETER BURCHANOWSKI. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved contract with Peter Burchanowski for services for Collections office in an amount not to exceed \$14,400/annually.
- 2.31 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.
- 2.32 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.
- 2.33 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved TDA changes: Voter Services - change Clerk III to Clerk II and Human Resources change Clerk II to Clerk III.
- 2.34 APPROVE APPOINTMENTS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (2-0, Mrs. Burke abstained), approved appointments to Boards/Authorities/Commissions (see attached).

Mrs. Burke recessed the Commissioners' Meeting at 10:57 a.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 RMS - OPERATIONS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Franklin R. Wertz, Jr. as

full time replacement Equipment Operator - Pay grade 5 - \$13.79/hour effective 12/27/11..

3.3 COURTS - DJ SCHRINER - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Michele Persun to full time replacement Clerk IV - Pay grade 5 - \$17.03/hour effective 12/25/11.

3.4 HUMAN RESOURCES - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the reclassification of Kimberly A. Sewall to full time Clerk III - Pay grade 4 - \$13.67/hour effective 1/8/12.

3.5 PROTHONOTARY - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Suzanne Fedele as elected replacement Prothonotary - 99H - \$61,633.00/annually effective 1/1/12.

3.6 PROTHONOTARY - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Karen L. DiPalo to full time replacement Deputy Prothonotary - Pay grade 7 - \$35,567.53/annually effective 1/1/12.

3.7 COMMISSIONERS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Tony R. Mussare as elected replacement Commissioner - 99H - \$68,844.00/annually effective 1/1/12.

3.8 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:59 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 10:59 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The Commissioners recognized the following employees upon their retirement:

Ron Schwartz.
Bill Burd.
Rebecca Burke.

5.2 Mya Toon announced that Lycoming County is requesting bids for surplus equipment.

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 an Organizational Meeting on Tuesday, January 3, 2012 at 2:00 p.m., and a Work Session on Wednesday, January 4 at 10:00 a.m. and Regular Meeting on Thursday, January 5 at 10:00 a.m. No meetings December 27 & 29, 2011.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mrs. Burke and passed (3-0), adjourned the Commissioners' Meeting at 11:05 a.m.

**Lycoming County Authorities, Boards and Commissions
Appointments by the Board of Commissioners**

Lycoming County Agriculture Land Preservation Board (3 year term)

Paul Wentzler (Chairman)		12/31/2013
Joseph Neyhart		12/31/2013
Larry Fry		12/31/2014
Joseph Haas		12/31/2014
Donald Hepburn		12/31/2012
Melanie McLane		12/31/2012
John Schon		12/31/2012

Lycoming County Conservation District (4 year terms)

Joseph Radley	<i>Re-Appointed</i>	12/31/2014
Denise Tobin	<i>Re-Appointed</i>	12/31/2014
Ernie Larson (Commissioner)	<i>Re-Appointed</i>	12/31/2015
Carl Schlappi		12/31/2015
Paul Wentzler		12/31/2015
Larry Fry		12/31/2012
Bill Messersmith		12/31/2012

Lycoming County Housing Authority (5 year term)

Alfreda Baer		12/31/2015
Henry Frey, Jr.		12/31/2016
George Girio		12/31/2012
Dorothy Engel		12/31/2013
Kenneth Young	<i>Re-Appointed</i>	12/31/2014

Lycoming County Recreation Authority (5 year term)

Heather Luppert	<i>Re-Appointed</i>	12/31/2015
Paul Rooney	<i>Re-Appointed</i>	12/31/2015
Kevin DeParlos	<i>Re-Appointed</i>	12/31/2015
Mark Sitler	<i>Appointed 8/4</i>	12/31/2016
Carole Smith		12/31/2016
C. Dean Heinbach		12/31/2013
Luci Bromberg		12/31/2014

Lycoming County Zoning Hearing Board

Primary: (5 year term)

Brett Taylor		12/31/2015
Lloyd Forcey		12/31/2016
William Klein		12/31/2012
Leslie Whitehill		12/31/2013
William Wolfe	<i>Appointed</i>	12/31/2014

Alternates: (3 year term)

Daniel Clark		12/31/2014
Dave Reese		12/31/2012
Derrick Duff		12/31/2013

Williamsport Municipal Airport Authority (5 year term)

Rebecca Burke		12/31/2016
Bill Martin		12/31/2012
Ryan Tira	<i>Appointed 9/30/10</i>	12/31/2012
Chris Logue		12/31/2012
Mark Murawski		12/31/2013
Atwood Welker	<i>Re-Appointed</i>	12/31/2014
T. Michael Hughes	<i>Re-Appointed</i>	12/31/2014

SEDA-COG Board of Directors (1 year term)

Jeff Wheeland		1/1/2013
Jim Dunn		1/1/2013