

THE REGULAR WEEKLY MEETING OF THE CARBON COUNTY BOARD OF COMMISSIONERS CONVENED THIS DATE AT 10:34 A.M. IN THE COMMISSIONER'S MEETING ROOM, COURTHOUSE ANNEX, JIM THORPE, PENNSYLVANIA.

PRESENT WERE COMMISSIONERS NOTHSTEIN, GERHARD, AND O'GUREK, CHIEF CLERK/COUNTY ADMINISTRATOR AHNER, SOLICITOR MISCAVIGE, AND EXECUTIVE SECRETARY MARIANNE BUTRIE.

THE COUNTY CONTROLLER, COUNTY TREASURER, AND THE COURT ADMINISTRATOR WERE ALSO PRESENT.

MOMENT OF SILENCE:

A MOMENT OF SILENCE WAS OBSERVED.

PRAYER:

COMMISSIONER O'GUREK OFFERED THE PRAYER.

PLEDGE OF ALLEGIANCE:

THE MEETING OPENED WITH THE PLEDGE OF ALLEGIANCE.

OFFICIAL ACTIONS OF THE CARBON COUNTY BOARD OF COMMISSIONERS:

MINUTES:

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD JANUARY 30, 2014.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

GUESTS (CONCERNING COUNTY BUSINESS):

THERE WERE NO GUESTS CONCERNING COUNTY BUSINESS.

EXECUTIVE SESSIONS:

THE CHAIRMAN REPORTED THAT THERE WERE NO EXECUTIVE SESSIONS HELD.

DEPARTMENT REPORTS:

CHIEF CLERK/COUNTY ADMINISTRATOR:

BUDGET TRANSFERS:

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE BUDGET TRANSFERS FOR 2013 AND 2014 AS LISTED ON TRANSMITTALS DATED FEBRUARY 6, 2014.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

SUPPLEMENTAL APPROPRIATIONS:

THERE WERE NO SUPPLEMENTAL APPROPRIATIONS.

EXPENDITURE APPROVAL:

GENERAL FUND CLEARING ACCOUNT:

APPROVAL OF CHECK NUMBERS 105045 THROUGH 105139 FOR EXPENDITURES THROUGH THE GENERAL FUND CLEARING ACCOUNT AS FOLLOWS:

GENERAL FUND	\$ 74,570.92
RENTAL PROPERTY FUND	\$ 616.88
9-1-1 FUND	\$ 1,056.85
COUNTY PARKING FUND	\$ 37,448.64
AREA AGENCY ON AGING FUND	\$ 36,905.51
CHILDREN & YOUTH FUND	\$ 2,860.09
DOMESTIC RELATIONS 4D FUND	\$ 1,131.42
WORKFORCE INVESTMENT ACT FUND	\$ 800.00
PARKS & RECREATION FUND	\$ 1,685.62
CARBON TRANSPORTATION SYSTEM FUND	\$ 29,879.00
SMALL BUSINESS LOAN FUND	\$ 6.01
TAX CLAIM FUND	<u>\$ 26,903.62</u>
TOTAL:	\$ 213,864.56

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE PAYMENT OF THE CHECK NUMBERS AS LISTED ABOVE.

BOARD POLLED:	O'GUREK	YES*
	GERHARD	YES
	NOTHSTEIN	YES

* MR. O'GUREK VOTED YES WITH THE EXCEPTION OF BILLS FOR THE TIMES NEWS AND BLUE RIDGE COMMUNICATIONS, HE ABSTAINED.

TREASURER'S REPORT:

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE TREASURER'S REPORT DATED JANUARY 31, 2014 REPORTING BALANCES AS FOLLOWS:

BALANCES AS OF JANUARY 31, 2014:

GENERAL FUND CHECKING ACCOUNT	\$ 169.32
PAYROLL CHECKING ACCOUNT	\$ 11,467.99
GENERAL FUND SP NOW	\$ 4,099,433.24
OPERATING RESERVE	\$ 925,707.01
RENTAL PROPERTY	\$ 274,057.48
SOLID WASTE FUND	\$ 97,564.18
9-1-1 FUND	\$ 84,417.31
PARKING FUND	\$ 1,025,258.16
ACT 78 FUND	\$ 147,229.85
ACT 56 FUND	\$ 964,682.00
9-1-1 EQUIPMENT FUND	\$ 189,150.48

LIQUID FUELS	\$	413,485.01
AREA AGENCY ON AGING	\$	248,705.80
CHILDREN & YOUTH	\$	1,031,976.24
HUMAN SERVICES AGENCY	\$	21,179.94
DOMESTIC RELATIONS	\$	76,008.76
WORKFORCE INVESTMENT ACT	\$	30,010.06
PARKS & RECREATION FUND	\$	56,582.60
CARBON TRANSPORTATION	\$	29,888.26
HAZMAT FUND	\$	120,968.86
OFFENDER SUPERVISION	\$	555,765.27
ADULT ELECTRONIC MONITORING	\$	134,368.19
SMALL BUSINESS EXPANSION LOAN	\$	71,944.01
FARMLAND PRESERVATION	\$	143,765.14
HUMAN SERVICES DEVELOPMENT	\$	11,984.95
HOMELESS GRANT	\$	6,937.63
CENTRALIZED BOOKING	\$	52,129.67
VICTIM WITNESS	\$	8,451.19
RECORDER OF DEEDS	\$	31,992.16
RECORDS IMPROVEMENTS	\$	20,101.95
JUVENILE SUPERVISION FEE	\$	53,964.78
COMMUNITY SERVICE FEE	\$	18,637.45
PROTHONOTARY AUTOMATION	\$	14,317.64
AFFORDABLE HOUSING	\$	189,151.00
CLERK OF COURTS	\$	13,445.95
REGISTER OF WILLS	\$	14,886.60
JUVENILE ELECTRONIC MONITORING	\$	3,731.00
VITAL STATISTICS	\$	33,488.43
SUBSTANCE ABUSE EDUCATION FUND	\$	0.00
LIQUID FUELS/ACT 44 FUND	\$	206,472.77
ACT 13 BRIDGE IMPROVEMENT FUND	\$	183,033.93
VICTIMS SERVICE FUND	\$	8,396.58
HOTEL EXCISE TAX FUND	\$	115,609.29
CDBG FUND	\$	191.04
DEBT SERVICE	\$	2,069,470.09
CAPITAL PROJECTS	\$	475,327.60
FRINGE BENEFITS	\$	271,220.74
TAX CLAIM	\$	420,531.75

BOARD POLLED: O'GUREK YES
 GERHARD YES
 NOTHSTEIN YES

PERSONNEL REPORT:

SHERIFF APPOINTMENT:

DAVID G. HONCHEN, LEHIGHTON, PA – PART-TIME SECURITY OFFICER – EFFECTIVE FEBRUARY 18, 2014.

HIRE:

SAMANTHA D. BOWMAN, LEHIGHTON, PA – SUMMER CLERK, ARCHIVES – EFFECTIVE FEBRUARY 10, 2014.

SEMINAR/TRAINING REQUESTS:

AREA AGENCY ON AGING

STACEY GRANT

ANNE HARRIGAN

SUSAN ZEIGLER

STATEWIDE AAA VOLUNTEER COORDINATOR QUARTERLY CONFERENCE WEBINAR
PALMERTON, PA

CHERI SANTORE

SUSAN ZEIGLER

ELIZABETH ESRANG

ETHEL WHITE

PAM SCHLEICHER

MARY ANN MARZEN

CONNIE LYNN

STACEY GRANT

PS REPORT OF NEED WEBINAR

PALMERTON, PA

STACEY GRANT

SUSAN ZEIGLER

2014 ANNUAL APPRISE CONFERENCE & NEW COORDINATORS

GETTYSBURG, PA

COST: LODGING, MILEAGE (IF COUNTY VEHICLE IS UNAVAILABLE), MEALS

HUMAN RESOURCES

DAWN M. BOWMAN

LISA A. MARKS

2014 FMLA COMPLIANCE UPDATE

ALLENTOWN, PA

COST: CONFERENCE FEE \$249 PER PERSON, MEALS

DAWN M. BOWMAN

PREPARING FOR 2015: THE EMPLOYER MANDATE WEBINAR

JIM THORPE, PA

TAX CLAIM

RENEE ROBERTS

THE TAX CLAIM BUREAU ASSOCIATION 2014 SPRING CONFERENCE

STATE COLLEGE, PA

COST: LODGING, MILEAGE (IF COUNTY VEHICLE IS UNAVAILABLE), MEALS

TREASURER

KAREN YAICH

COUNTY TREASURER ASSOCIATION SPRING SEMINAR

STATE COLLEGE, PA

COST: LODGING

COURT SEMINAR/TRAINING ACKNOWLEDGEMENTS:

JUVENILE COURT

JIM DODSON

JOSEPH GRECO

PAUL ZONA

JANELLE BALLIET

KIMMY MULIK

DEFENSIVE TACTICS RECERTIFICATION

JIM THORPE, PA

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE PERSONNEL REPORT DATED FEBRUARY 6, 2014.

BOARD POLLED: O'GUREK YES
GERHARD YES
NOTHSTEIN YES

CORRESPONDENCE:

MINUTES RECEIVED: JANUARY 13, 2014 MEETING OF SHEPHERD HOUSE, INCORPORATED.

THE JANUARY 2014 MONTHLY REPORT WAS RECEIVED FROM THE CARBON COUNTY REGISTER OF WILLS.

AGRICULTURAL EASEMENT PROGRAM:

#14-055 FUNDING RESOLUTION:

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO RATIFY ADOPTION OF THE FOLLOWING AGRICULTURAL CONSERVATION EASEMENT PURCHASE PROGRAM RESOLUTION FOR 2014 FUNDING, SUBMITTED TO THE PENNSYLVANIA DEPARTMENT OF AGRICULTURE:

RESOLUTION #14-004
AGRICULTURAL CONSERVATION EASEMENT
PURCHASE PROGRAM RESOLUTION

WHEREAS, A SUBSTANTIAL INTEREST AND PARTICIPATION BY RESIDENT FARMERS IN THE CARBON COUNTY FARMLAND PRESERVATION PROGRAM HAS BEEN EVIDENT;

WHEREAS, THESE TRUTHS JUSTIFY AN APPROPRIATION OF COUNTY FUND FOR SUCH A PROGRAM AND ITS BENEFACTORS;

WHEREAS, THIS APPROPRIATION OF COUNTY FUND SHALL BE DULY PROVIDED AS MATCHING FUND AVAILABLE FOR THE SOLE PURPOSE OF PURCHASING AGRICULTURAL CONSERVATION EASEMENTS PURSUANT TO THE AUTHORITY CONTAINED IN THE ACT OF JUNE 30, 1981 (P.L. 128, NO. 43) KNOWN TO BE THE AGRICULTURAL SECURITY LAW, AS AMENDED;

WHEREAS, NO PART OF THIS FUND SHALL BE USED FOR ADMINISTRATIVE COSTS INCURRED BY THE COUNTY TO PURCHASE AGRICULTURAL CONSERVATION EASEMENTS; AND

WHEREAS, THIS FUND SHALL BE COLLECTED BY THE COUNTY AND PLACED IN A SEPARATE, RESTRICTED ACCOUNT ALONG WITH ROLL-BACK TAX PENALTIES COLLECTED THROUGH ACT 319 (CLEAN & GREEN) AS REQUIRED BY ACT 156 OF 1998;

THEREFORE, BE IT RESOLVED, CARBON COUNTY SHALL APPROPRIATE A FUND IN THE AMOUNT OF \$25,000.00 PLUS 2013 ACT 319 ROLL-BACK TAXES OF \$5,984.02 FOR A TOTAL OF \$30,984.02 FOR THE FISCAL PERIOD BEGINNING JANUARY 1, 2014, AND ENDING ON DECEMBER 31, 2014.

BE IT FURTHER RESOLVED, THAT ANY PART OF THIS FUND NOT EXPENDED AT THE END OF THE FISCAL PERIOD STATED ABOVE SHALL BE AVAILABLE FOR USE IN THE SUBSEQUENT FISCAL PERIOD FOR THE SAME PURPOSE.

TO BE DULY ADOPTED BY THE CARBON COUNTY BOARD OF COMMISSIONERS ON THE 6TH DAY OF FEBRUARY, 2014.

CARBON COUNTY COMMISSIONERS

/S/ WAYNE E. NOTHSTEIN, CHAIRMAN
/S/ TOM J. GERHARD, VICE-CHAIRMAN
/S/ WILLIAM J. O'GUREK, MEMBER

ATTEST:

/S/ ELOISE AHNER, COUNTY ADMINISTRATOR/CHIEF CLERK

BOARD POLLED: O'GUREK YES
GERHARD YES
NOTHSTEIN YES

BID AWARD:

#14-056 ELECTION FORMS/LABELS:

A COMMUNICATION WAS RECEIVED FROM THE DIRECTOR OF ELECTIONS RECOMMENDING THAT THE SOLE BIDDER, RELIANCE GRAPHICS OF WEST CHESTER, PENNSYLVANIA, BE AWARDED THE CONTRACT FOR THE PRINTING OF ELECTION FORMS AND BALLOT MATERIAL FOR THE ELECTIONS TO BE HELD IN 2014 AT THEIR BID OF \$22,000.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO AWARD THE CONTRACT TO RELIANCE GRAPHICS AT THEIR BID OF \$22,000.

BOARD POLLED: O'GUREK YES
 GERHARD YES
 NOTHSTEIN YES

COUNTY BUILDINGS:

**#14-057 ELEVATOR REPAIRS:
PROPOSAL/SCHINDLER:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO RATIFY ACCEPTANCE OF A PROPOSAL FROM SCHINDLER ELEVATOR CORPORATION, ALLENTOWN, PENNSYLVANIA, FOR REPAIRS ON THE ELEVATOR IN THE MAIN COURTHOUSE AT A COST OF \$22,684 (QUOTE IS IN COMPLIANCE WITH THE PA STATE CONTRACT FOR ELEVATOR MAINTENANCE & REPAIR SERVICE, #4400007547).

BOARD POLLED: O'GUREK YES
 GERHARD YES
 NOTHSTEIN YES

COURTS:

**#14-058 REDACTION PROJECT:
PROPOSAL/EXTRACT SYSTEMS:**

A PROPOSAL WAS SUBMITTED BY EXTRACT SYSTEMS LLC, MADISON, WISCONSIN, FOR REDACTION OF SENSITIVE INFORMATION CONTAINED ON DOCUMENTS FILED IN THE CARBON COUNTY PROTHONOTARY AND REGISTER OF WILLS/ORPHANS' COURT OFFICES, AS FOLLOWS:

DAY-FORWARD PRICING	\$26,401.46
BACKFILE PRICING	\$20,221.21
TOTAL COST:	\$46,622.21

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO TABLE THE MATTER FOR CLARIFICATION.

BOARD POLLED: O'GUREK YES
 GERHARD YES
 NOTHSTEIN YES

INSURANCE:

#14-059 DEARBORN/GROUP LIFE:

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND EXECUTE A PROPOSAL AND APPLICATION FROM DEARBORN NATIONAL OF DOWNERS GROVE, ILLINOIS, TO PROVIDE GROUP LIFE INSURANCE FOR ACTIVE EMPLOYEES, EFFECTIVE MARCH 1, 2014, AT A TWO (2) YEAR FIXED RATE OF \$.149/\$1,000 FOR \$25,000 OF COVERAGE.

BOARD POLLED: O'GUREK YES
 GERHARD YES
 NOTHSTEIN YES

LIQUID FUELS:

#14-060 BRIDGE #16:

CONSTRUCTION INSPECTION:

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO RATIFY ACCEPTANCE OF A PROPOSAL FROM NAVARRO & WRIGHT CONSULTING ENGINEERS, INCORPORATED, OF NEW CUMBERLAND, PENNSYLVANIA, IN THE AMOUNT OF \$102,455.89 FOR CONSTRUCTION INSPECTION SERVICES RELATIVE TO THE REPLACEMENT OF CARBON COUNTY BRIDGE #16, KOCH ROAD, T-447, TOWAMENSING TOWNSHIP, AND REQUEST THE DEPARTMENT OF TRANSPORTATION PREPARE THE CONTRACT.

BOARD POLLED: O'GUREK YES
GERHARD YES
NOTHSTEIN YES

SOLICITOR'S REPORT:

TAX CLAIM:

#14-061 INFOCON/3RD PARTY RECORDS:

PROGRAM CHANGES AND DOCUMENT COSTS RELATED TO RECORD KEEPING FOR 3RD PARTY DELINQUENT REAL ESTATE TAX COLLECTION (3RD PARTY ELECTION UPDATE PORTION ONLY) WERE SUBMITTED BY INFOCON CORPORATION.

THESE CHANGES ARE NEEDED FOR THE TAX CLAIM BUREAU TO COMPLETE THE SETTLEMENT PROCESS OF THE 2013 TAX LIENS. THE ESTIMATE FOR PROGRAMMING, TESTING, AND IMPLEMENTATION IS 20 HOURS - CURRENT HOURLY RATE IS \$125. TOTAL ESTIMATED COST: \$2,500.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND EXECUTE THE PROGRAM CHANGES AS SUBMITTED BY INFOCON.

BOARD POLLED: O'GUREK YES
GERHARD YES
NOTHSTEIN YES

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,

THE MEETING OF THE BOARD OF COMMISSIONERS ADJOURNED AT 10:42 A.M.

ELOISE K. AHNER,
CHIEF CLERK/COUNTY ADMINISTRATOR

WAYNE E. NOTHSTEIN, CHAIRMAN