

THE REGULAR WEEKLY MEETING OF THE CARBON COUNTY BOARD OF COMMISSIONERS CONVENE  
THIS DATE AT 10:30 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, CHIEF ADULT PROBATION OFFICER, AND THE  
COURT ADMINISTRATOR WERE ALSO PRESENT.

**MOMENT OF SILENCE:**

A MOMENT OF SILENCE WAS OBSERVED.

**PRAYER:**

THE VICE-CHAIRMAN 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 NOVEMBER 10, 2016.

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 THE FOLLOWING EXECUTIVE SESSIONS WAS HELD:

11/16/16	11:30 A.M.	PERSONNEL MATTERS
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**PROPOSED 2017 BUDGETS:**

**#16-428 OPERATING FUNDS:**

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO PRESENT THE PROPOSED 2017 OPERATING  
FUNDS BUDGETS OF ESTIMATED EXPENDITURES TOTALING \$42,715,262 AND MAKE THE BUDGETS

AVAILABLE FOR PUBLIC INSPECTION IN THE OFFICE OF THE COUNTY COMMISSIONERS, COURTHOUSE ANNEX, JIM THORPE, PENNSYLVANIA, BETWEEN THE HOURS OF 8:30 A.M. AND 4:30 P.M., UNTIL DECEMBER 7, 2016.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**#16-429 CAPITAL PROJECTS FUNDS:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO PRESENT FOR PUBLIC INSPECTION THE PROPOSED 2017 CAPITAL PROJECTS FUNDS BUDGETS OF ESTIMATED EXPENDITURES TOTALING \$14,144,274 AND MAKE THE BUDGETS AVAILABLE AS STIPULATED ABOVE.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**#16-430 SPECIAL FUNDS:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO PRESENT FOR PUBLIC INSPECTION THE PROPOSED 2017 SPECIAL FUNDS BUDGETS OF ESTIMATED EXPENDITURES TOTALING \$2,797,717 AND MAKE THE BUDGETS AVAILABLE AS STIPULATED ABOVE.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**DEPARTMENT REPORTS:**

**CHIEF CLERK/COUNTY ADMINISTRATOR:**

**BUDGET TRANSFERS:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE BUDGET TRANSFERS AS LISTED ON TRANSMITTALS DATED NOVEMBER 17, 2016.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**SUPPLEMENTAL APPROPRIATIONS:**

THERE WERE NO SUPPLEMENTAL APPROPRIATIONS.

**EXPENDITURE APPROVAL:**

**PAYROLL FUND CHECKING ACCOUNT:**

APPROVAL OF PAYROLL CHECK NUMBERS 67253 THROUGH 67294 AND DIRECT DEPOSIT CHECK NUMBERS 5101106 THROUGH 5101447 FOR THE NET PAYROLL PAID THROUGH THE PAYROLL FUND CHECKING ACCOUNT FOR ALL COUNTY FUNDS TOTALING \$317,252.47 (PAYROLL DATED NOVEMBER 10, 2016).

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO RATIFY PAYMENT OF THE PAYROLL CHECKS AS LISTED ABOVE.

BOARD POLLED: O'GUREK YES  
 GERHARD YES  
 NOTHSTEIN YES

**GENERAL FUND CLEARING ACCOUNT:**

APPROVAL OF CHECK NUMBERS 126592 THROUGH 126906 FOR EXPENDITURES THROUGH THE GENERAL FUND CLEARING ACCOUNT AS FOLLOWS:

GENERAL FUND	\$ 44,124.95
PAYROLL FUND	<u>\$ 44,519.86</u>
	\$ 88,644.81

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

BOARD POLLED: O'GUREK YES  
 GERHARD YES  
 NOTHSTEIN YES

APPROVAL OF CHECK NUMBERS 126907 THROUGH 127040 FOR EXPENDITURES THROUGH THE GENERAL FUND CLEARING ACCOUNT AS FOLLOWS:

GENERAL FUND	\$ 85,763.69
RENTAL PROPERTY FUND	\$ 791.51
COUNTY PARKING FUND	\$ 279.82
LIQUID FUELS TAX FUND	\$ 108.59
AREA AGENCY ON AGING FUND	\$ 19,432.56
CHILDREN & YOUTH FUND	\$ 19,364.59
DOMESTIC RELATIONS 4D FUND	\$ 506.55
WORKFORCE INVESTMENT ACT FUND	\$ 32.40
PARKS & RECREATION FUND	\$ 2,095.96
9-1-1 FUND	\$ 588.22
HAZ-MAT RESPONSE FUND	\$ 3.73
CENTRALIZED BOOKING FUND	\$ 174.22
CDBG FUND	\$ 33,400.00
DEBT SERVICE FUND	\$ 1,500.00
FRINGE BENEFIT PAYMENT FUND	\$ 421.36
TAX CLAIM FUND	<u>\$ 129,791.07</u>
TOTAL:	\$ 294,254.27

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 PENTELEDATA, HE ABSTAINED.

**TREASURER'S REPORT:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE TREASURER'S REPORT DATED NOVEMBER 11, 2016 REPORTING BALANCES AS FOLLOWS:

**BALANCES AS OF NOVEMBER 11, 2016:**

GENERAL FUND CHECKING ACCOUNT	\$	1,731.16
PAYROLL CHECKING ACCOUNT	\$	148,996.39
GENERAL FUND SP NOW	\$	12,767,330.78
OPERATING RESERVE	\$	934,653.41
RENTAL PROPERTY	\$	209,705.16
PARKING FUND	\$	677,486.79
LIQUID FUELS	\$	401,109.99
AREA AGENCY ON AGING	\$	456,199.38
CHILDREN & YOUTH	\$	1,202,234.85
HUMAN SERVICES AGENCY	\$	16,980.52
DOMESTIC RELATIONS	\$	94,249.34
WORKFORCE INVESTMENT ACT	\$	17,758.76
PARKS & RECREATION FUND	\$	143,534.49
CARBON TRANSPORTATION	\$	129.71
9-1-1 FUND	\$	1,528,053.34
HAZMAT FUND	\$	114,116.20
OFFENDER SUPERVISION	\$	469,726.26
ADULT ELECTRONIC MONITORING	\$	179,160.01
FARMLAND PRESERVATION	\$	98,659.00
HUMAN SERVICES DEVELOPMENT	\$	18,606.83
HOMELESS GRANT	\$	194.76
CENTRALIZED BOOKING	\$	78,581.45
VICTIM WITNESS	\$	3,912.17
RECORDER OF DEEDS	\$	37,188.11
RECORDS IMPROVEMENTS	\$	14,318.23
JUVENILE SUPERVISION FEE	\$	27,452.65
COMMUNITY SERVICE FEE	\$	12,640.96
PROTHONOTARY AUTOMATION	\$	39,697.19
AFFORDABLE HOUSING	\$	329,681.07
CLERK OF COURTS	\$	2,487.46
REGISTER OF WILLS	\$	12,402.88
JUVENILE ELECTRONIC MONITORING	\$	4,736.53
VITAL STATISTICS	\$	47,524.43
SUBSTANCE ABUSE EDUCATION FUND	\$	91,338.38
LIQUID FUELS/ACT 44 FUND	\$	206,297.53
ACT 13 BRIDGE IMPROVEMENT FUND	\$	337,922.55
VICTIMS SERVICE FUND	\$	49,487.88
HOTEL EXCISE TAX FUND	\$	241,507.59
CDBG FUND	\$	33,441.30
DEBT SERVICE	\$	1,632,470.07
CAPITAL PROJECTS	\$	861,949.86
FRINGE BENEFITS	\$	590,194.03
TAX CLAIM	\$	467,433.98

BOARD POLLED: O'GUREK YES  
 GERHARD YES  
 NOTHSTEIN YES

**PERSONNEL REPORT:**

**RESIGNATIONS:**

SAMANTHA C. SNYDER, TRESCKOW, PA – SPECIAL DEPUTY SHERIFF TRAINEE, SHERIFF – EFFECTIVE NOVEMBER 10, 2016.

**RICHARD A. STOBAUGH**, ALBRIGHTSVILLE, PA – PART-TIME K-9 OFFICER, ANIMAL SHELTER – EFFECTIVE NOVEMBER 14, 2016.

**BEAU S. WENTZ**, LEHIGHTON, PA – PART-TIME CORRECTIONS OFFICER/TEAMSTERS, CORRECTIONS – EFFECTIVE OCTOBER 27, 2016.

**EMPLOYMENT SEPARATIONS:**

**JOSE L. ORTIZ**, LEHIGHTON, PA – PART-TIME CORRECTIONS OFFICER, CORRECTIONS – EFFECTIVE NOVEMBER 16, 2016.

**BRIAN E. NEWTON**, SUMMIT HILL, PA – PART-TIME CORRECTIONS OFFICER, CORRECTIONS – EFFECTIVE NOVEMBER 16, 2016.

**HIRE:**

**AMANDA L. MONTZ**, WEATHERLY, PA – PART-TIME DISPATCHER/TRAINEE, COMMUNICATIONS CENTER – EFFECTIVE NOVEMBER 21, 2016.

**CHANGE OF STATUS:**

**FERNANDO VARGAS**, HAZLETON, PA

FROM: PART-TIME CORRECTIONS OFFICER, CORRECTIONS

TO: PART-TIME CORRECTIONS OFFICER/TEAMSTERS, CORRECTIONS

EFFECTIVE: NOVEMBER 21, 2016

**SEMINAR/TRAINING REQUESTS:**

**AREA AGENCY ON AGING**

**MARY ANN MARZEN**

**PAMELA SCHLEICHER**

**DEENA FITAL**

**SUSAN ZEIGLER**

**CONNIE LYNN**

**ETHEL WHITE**

PPL SEMI-ANNUAL SERVICE COORDINATOR ORIENTATION & TRAINING SESSIONS WEBINAR

PALMERTON, PA

**SUSAN ZEIGLER**

**MARY ANN MARZEN**

ENROLLMENT REFERRAL TRACKING SYSTEM WEBINAR

PALMERTON, PA

**SUSAN ZEIGLER**

**MARY ANN MARZEN**

NURSING HOME TRANSITION PROGRAM WEBINAR

PALMERTON, PA

**COURT SEMINAR/TRAINING REQUEST ACKNOWLEDGMENT:**

**DOMESTIC RELATIONS**

**BRIDGET JOHNSTON**

QUARTERLY DRAP BOARD MEETING

HARRISBURG, PA

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

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE PERSONNEL REPORT  
DATED NOVEMBER 17, 2016.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**CORRESPONDENCE:**

MINUTES RECEIVED: OCTOBER 18, 2016 MEETING OF THE CARBON COUNTY SAFETY COMMITTEE.

**CHILDREN AND YOUTH:**

**#16-431 INVOICE/REPORT:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND EXECUTE THE CHILDREN & YOUTH SERVICES FY 2015-16 FOURTH QUARTER ACT 148 INVOICE/REPORT WHICH WILL RESULT IN THE COUNTY RECEIVING \$9,671.90 IN IT GRANT FUNDS, \$2,064.00 IN CASEWORK VISITATION GRANT (CVG) FUNDS, \$15,118.00 IN SPECIAL GRANT FUNDS, \$19,115.00 IN TITLE IV-E AA FUNDS, \$428,762.00 IN TITLE IV-E PM FUNDS, AND \$7,408.50 IN TANF FUNDS.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**SERVICE AGREEMENTS:**

**#16-432 BERKSHIRE SYSTEMS/COURTS:**

THE ANNUAL SERVICE AGREEMENT RENEWAL WITH BERKSHIRE SYSTEMS GROUP, INCORPORATED, READING, PENNSYLVANIA, COVERING THE SOUND SYSTEM IN COURTROOM #3 FOR THE TERM 1/01/17 TO 12/31/17 AT A COST OF \$730.00 (INCREASE OF \$34.00), WAS SUBMITTED FOR APPROVAL.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO TABLE THE AGREEMENT FOR FURTHER DISCUSSION ON THE COST.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**#16-433 EDWARDS BUSINESS/CLERK OF COURTS:**

A MAINTENANCE CONTRACT WITH EDWARDS BUSINESS SYSTEMS, WYOMISSING, PENNSYLVANIA, FOR A NEW KONICA BIZHUB MODEL 554E COPIER LOCATED IN THE CLERK OF COURTS OFFICE WAS SUBMITTED FOR BOARD ACTION.

THE TERM SHALL COMMENCE ON DATE OF INSTALLATION. COST OF 0.0078/COPY WILL REMAIN FIXED FOR THREE (3) YEARS AND INCLUDES TONER, PARTS, AND LABOR.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND AUTHORIZE EXECUTION OF THE AGREEMENT WITH EDWARDS BUSINESS SYSTEMS.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**#16-434 GUYETTE/COURTS:**

THE YEARLY RENEWAL OF THE SERVICE AGREEMENT WITH GUYETTE COMMUNICATION INDUSTRIES

CORPORATION, PLYMOUTH, PENNSYLVANIA, COVERING THE SOUND SYSTEMS IN BOTH COURTROOMS #1 AND #2 FOR THE TERM 1/01/17 TO 12/31/17 AT A COST OF \$295.00/EACH (NO INCREASE) WAS SUBMITTED FOR APPROVAL.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND AUTHORIZE EXECUTION OF THE AGREEMENT WITH GUYETTE.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**#16-435 STENOGRAPH LLC/COURTS:**

STENOGRAPH WRITER PROTECTION PLAN RENEWAL CONTRACT #MQ084438 (BASIC PROTECTION WITH LOANER) FOR THE DIAMANTE STENO MACHINE (SERIAL #Z02167 BLUE ICE WRITER) LOCATED IN COURTROOM #2, FOR THE TERM 12/10/16 TO 12/09/17 AT A COST OF \$369.00 (DECREASE OF \$10.00), WAS SUBMITTED FOR BOARD ACTION.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND AUTHORIZE EXECUTION OF THE AGREEMENT.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**VETERANS AFFAIRS:**

**#16-436 GRANT APPLICATION:**

**THERAPY DOG TRAINING:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO AUTHORIZE THE SUBMISSION OF A GRANT APPLICATION TO THE PENNSYLVANIA VETERANS' TRUST FUND, DEPARTMENT OF MILITARY & VETERANS AFFAIRS, REQUESTING FUNDS IN THE AMOUNT OF \$1,600.00 (MATCH FREE) FOR TRAINING OF A VETERANS COURT THERAPY DOG AND SUPPLIES.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**SOLICITOR'S REPORT:**

**AGENCY ON AGING:**

**#16-437 LEASE/WEATHERLY SENIOR CENTER:**

THE SOLICITOR PRESENTED A NEW LEASE AGREEMENT BETWEEN THE COUNTY OF CARBON, CARBON COUNTY AREA AGENCY ON AGING AND ZIONS LUTHERAN CHURCH FOR THE PURPOSE OF LEASING THE PREMISES LOCATED AT 335 THIRD STREET, WEATHERLY, PENNSYLVANIA FOR THE WEATHERLY SENIOR CENTER, AT A COST OF \$500.00 PER MONTH (NO CHANGE).

THIS AGREEMENT IS EFFECTIVE JULY 1, 2016 AND WILL AUTOMATICALLY RENEW ON JULY 1<sup>ST</sup> OF EACH SUBSEQUENT YEAR UNLESS EITHER PARTY NOTIFIES THE OTHER IN WRITING OF THEIR INTENT NOT TO RENEW UNDER THE CURRENT TERMS AT LEAST 30 DAYS PRIOR TO THE EXPIRATION OF ANY RENEWAL PERIOD.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND EXECUTE THE LEASE AGREEMENT WITH ZIONS LUTHERAN CHURCH.

BOARD POLLED: O'GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**FURTHER BUSINESS:**

**CORRECTIONAL FACILITY:**

**#16-438 ADDITIONAL EDU'S:**

THE CHAIRMAN STATED THAT AFTER DISCUSSION AT THE LAST MEETING OF THE CARBON COUNTY PRISON BOARD RELATIVE TO PAYING OVERAGES ON THE WATER USAGE AND SEWER BILLS AT THE CARBON COUNTY CORRECTIONAL FACILITY, THE PRISON BOARD RECOMMENDED AN INCREASE OF TWENTY 20 EDU'S FOR THE PRISON, WHICH SHOULD SAVE ABOUT \$5,000 A YEAR .

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO REQUEST TWENTY (20) ADDITIONAL EDU'S AT A COST OF \$2,000/EACH FOR THE CARBON COUNTY CORRECTIONAL FACILITY, EFFECTIVE JANUARY 1, 2017.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**COMMISSIONERS' REPORTS:**

COMMISSIONER GERHARD COMMENTED ON THE FOLLOWING:

- ACKNOWLEDGED AN EMAIL FROM TIM LENTZ, A SURVEYOR FROM MUNCY, PENNSYLVANIA COMMENDING CARBON COUNTY'S GIS DEPARTMENT FOR THE GREAT WORK THEY DO
- NOTED THAT THE COUNTY IS SEEKING PERSONNEL FOR THE ANIMAL SHELTER; PLAN TO HIRE TWO (2) PEOPLE, NOT TO EXCEED A THOUSAND HOURS.

COMMISSIONER NOTHSTEIN REMINDED EVERYONE THAT THERE WOULD BE NO MEETING NEXT WEEK DUE TO THE THANKSGIVING HOLIDAYS.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,

THE MEETING OF THE BOARD OF COMMISSIONERS ADJOURNED AT 10:45 A.M.

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ELOISE K. AHNER,  
CHIEF CLERK/COUNTY ADMINISTRATOR

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WAYNE E. NOTHSTEIN, CHAIRMAN