

# *A G E N D A*

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**MEETING OF THE CARBON COUNTY BOARD OF COMMISSIONERS  
COMMISSIONERS MEETING ROOM,  
CARBON COUNTY ADMINISTRATION BUILDING,  
JIM THORPE, PENNSYLVANIA**

**JANUARY 13, 2022**

**MEETING: CALL TO ORDER**

MOMENT OF SILENCE

PRAYER

PLEDGE OF ALLEGIANCE

**THESE PROCEEDINGS ARE BEING RECORDED FOR THE SOLE  
PURPOSE OF CONSTITUTING THE ACCURACY OF WRITTEN  
MINUTES. TAPES ARE REUSED, ELIMINATING RECORDED  
RECORDS OF THESE PROCEEDINGS.**

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING HELD DECEMBER 30,  
2021 AND JANUARY 3, 2022.

(Motion)

GUESTS: (CONCERNING COUNTY BUSINESS AS PER COUNTY POLICY #2012-01 GOV)

**#22-003 OPENING OF BIDS:****LP GAS DELIVERY & EQUIPMENT SERVICE, VARIOUS LOCATIONS**

(Motion)

## REPORT OF EXECUTIVE SESSIONS HELD:

**I. DEPARTMENT REPORTS:**

## CHIEF CLERK/COUNTY ADMINISTRATOR

1. BUDGET TRANSFERS:

(Motion)

2. SUPPLEMENTAL APPROPRIATIONS:

(Motion)

3. EXPENDITURES:

Approval of check numbers 225789 through 225996 for expenditures through the General Fund Clearing Account as follows:

General Fund	\$ 652,207.54
Rental Property Fund	\$ 1,153.73
County Parking Fund	\$ 6,587.56
Liquid Fuels Fund	\$ 11,019.70
Area Agency on Aging Fund	\$ 42,417.19
Children & Youth Fund	\$ 222,778.70
Human Service Agency Fund	\$ 1,152.98
Domestic Relations Fund	\$ 32,619.90
Workforce Investment Act Fund	\$ 10,110.12
Parks & Recreation Fund	\$ 16,663.48
9-1-1 Fund	\$ 46,411.90
Haz-Mat Response Fund	\$ 1,294.79
Centralized Booking Fund	\$ 6,596.90

Victim/Witness Fund	\$	106.56
CDBG Fund	\$	472.66
Capital Projects Fund	\$	447,690.97
Fringe Benefit Payment Fund	\$	512,194.51
Tax Claim Fund	\$	<u>102.48</u>
TOTAL:		\$2,011,581.67

(Motion)

**#21-004** For approval: Release of check #225553, dated December 23, 2021, to Boyle Construction Management in the amount \$15,419.88. Issue of lost day charge has been resolved with contractor and credit will be issued.

(Motion)

**II. TREASURER'S REPORT (2):**

(Motion)

**III. PERSONNEL REPORT:  
COUNTY DEPARTMENTS:**

(Motion to approve)

**ACKNOWLEDGEMENTS/COURTS & ROW OFFICES:**

(Motion to acknowledge)

**IV. CORRESPONDENCE:**

Audit Report received: Carbon County Conservation District for year ended December 31, 2020.

Minutes received: December 21, 2021 meeting of the Carbon County Planning Commission; November 16, 2021 Carbon County Safety Committee; September 14, 2021 Carbon County Agricultural Land Preservation

The December 2021 monthly reports were received from the Carbon County Recorder of Deeds and the Carbon County Register of Wills respectively.

Correspondence was received from the Pennsylvania Department of Human Services announcing FY 2021-22 revised primary allocations for Intellectual Disabilities – Community Base Program for non-block grant funds.

A communication was received from the Pennsylvania Department of Human Services regarding the Homeless Assistance Program (HAP) FY 2020-2021 allocation for Carbon County in the amount of \$27,359.

Copies of the Administrative Orders from the Court of Common Pleas of Carbon County, Pennsylvania, appointing Debra A. Smith, Esquire for 2022 are as follows: Order #1-2022 Divorce Master, Order #2-2022 Custody Master, Order #3-2022 Mental Health Review Officers and Order #6-2022 Domestic Relations cases.

Copy of the Administrative Order #4-2022, from the Court of Common Pleas of Carbon County, Pennsylvania, authorizing Honorable Steven R. Serfass to represent the President Judge of the 56<sup>th</sup> Judicial District of Pennsylvania, Roger N. Nanovic, as voting member of the Carbon County Salary Board and Carbon County Prison Board in the absence of the President Judge.

Copy of the Administrative Order #5-2022, from the Court of Common Pleas of Carbon County, Pennsylvania, summoning of jurors for the 2022 trial terms.

Copy of the Administrative Order #7-2022, from the Court of Common Pleas of Carbon County, Pennsylvania, appointing Kim M. Gillen, Esquire as Children & Youth Hearing Officer (part-time) for 2022.

An email was received from Josey Wales regarding her concerns with the rising COVID Omicron surge.

Correspondence was received regarding the following Pennsylvania Department of Environmental Protection permit application:

- Alliance Sand Company, Palmerton, PA
- As-Built Exempt Certification
- Surface Mining Permit #7373SM2C5
- General NPDES Stormwater Permit #PAM118008C
- Palmerton Quarry Operation
- Lower Towamensing Township & Palmerton Borough

**BOARDS & AUTHORITIES:**

**AIRPORT AUTHORITY:**

**#22-005 REAPPOINTMENT:**

**Five-Year term to expire 12/31/26:**

Shawn Kregse  
Jim Thorpe, PA

(Motion)

**PARKS & RECREATION COMMISSION:**

**#22-006 RESIGNATION:**

For acceptance: A letter was received from Kevin Zurawa submitting his resignation from the Carbon County Parks & Recreation Commission, effective December 31, 2021.

(Motion)

**CHILDREN & YOUTH:**

**#22-007 FY 2021/22 AGREEMENTS:**

For approval and execution: FY 2021/22 Purchase of Service Agreements were submitted for the following providers

**FAMILY CARE FOR CHILDREN AND YOUTH  
MILTON, PA**

**VICTIMS RESOURCES CENTER  
WILKES-BARRE, PA**

(Motion)

**COMMUNICATIONS/911:**

**#22-008 PROPOSAL/RADIO MAINTENANCE:**

For approval: A proposal was submitted by Radio Maintenance, Incorporated (RMI) of Reading, Pennsylvania, for purchase of a new Microwave Link from Bear Mountain Tower to the 911 Center at a total cost of \$153,704.38 with payments as follows:

- 45% upon receipt of purchase order
- 35% upon receipt of equipment
- 20% upon final acceptance

The quote is in accordance with the PA Costars Program terms, conditions and product discount

under Contract #012-083 for Emergency Responder Loose Supplies. PA Prevailing Wages will apply.

(Motion)

**CORRECTIONAL FACILITY:**

**#22-009 AGREEMENT/ARBON EQUIPMENT CORPORATION:**

For approval and execution: Agreement with Arbon Equipment Corporation of Lancaster, Pennsylvania, to purchase a RHE300 EOD Leveler to replace a broken loading dock leveler. Total cost of \$3,085.00 including a one (1) year warranty for parts and labor, shipping and installation.

(Motion)

**#22-010 AGREEMENT/RADIO MAINTENANCE:**

For approval and execution: Agreement with Radio Maintenance Incorporated (RMI) of Reading, Pennsylvania, to purchase ten (10) Motorola XPR7550e UHF portable radios at the Carbon County Correctional Facility (CCCF). Total cost of \$9,590.00 including a five (5) year hardware and software support warranty under Costars Contract #012-083.

(Motion)

**HUMAN SERVICES:**

**#22-011 STATE FOOD/EXPENSE & DATA:**

For acceptance: FY 2021/2022 State Food Purchase Program's Second Quarter Expense and Data Report as submitted by Shepherd House, Incorporated to the Department of Agriculture.

(Motion)

**LIQUID FUELS:**

**#22-012 ANNUAL REPORT:**

For approval and submission: Annual Report to the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund listing an unencumbered balance of \$134,663.30 as of 12/31/21 and encumbrances as follows:

Bridge #4	Packer Township (replacement)	\$601,000.00
Bridge #12	Penn Forest Township (replacement)	\$ 42,045.75
Bridge #17	Guiderail Project	<u>\$ 17,000.00</u>
		\$660,045.75

(Motion)

**#22-013 ACT 44 REPORT:**

For approval and submission: Annual Report to the Pennsylvania Department of Transportation showing balance of Act 44 Funds for calendar year 2021. Balance as of 12/31/21 - \$300,318.04.

\*Reporting requirement for funds which the County received and can only be utilized for construction, reconstruction, maintenance and repair of bridges.

(Motion)

**#22-014 ACT 89 REPORT:**

For approval and submission: Annual Report to the Pennsylvania Department of Transportation reporting balance of Act 89 Funds for calendar year 2021. Balance as of 12/31/21 - \$419,235.52.

\*Reporting requirement for funds which the County received and can only be utilized for construction, reconstruction, maintenance and repair of bridges.

(Motion)

**#22-015 BRIDGE #12 REPLACEMENT PROJECT:**

For approval and execution: Utility relocation reimbursement agreement between the County and PPL Electric Utilities Corporation of Allentown, Pennsylvania, for the relocation of the utility poles located outside the existing public right of way. This agreement is part of the PA Department of Transportation Bridge Replacement Project #R18050006, Bridge #12, North Old Stage Road T-516 over Mud Run, Kidder & Penn Forest Townships. Cost is approximately \$114,793.64; County will be reimbursed 95% of the cost.

(Motion)

**SERVICE AGREEMENT:**

**#22-016 RODGERS CLOCK:**

For approval and execution: The Annual Service Agreement with Rodgers Clock Service, Harrisburg, Pennsylvania for the Court House Tower Clock. The cost is \$315.00 (no increase).

(Motion)

**PLANNING & DEVELOPMENT:**

**#22-017 CDBG/CHANGE ORDER #3/JIM THORPE BOROUGH:**

For approval and execution: Change Order #3 to the contract with Pioneer Construction Co., Inc. of Honesdale, Pennsylvania, for water/sewer improvements – Church Alley – Pine Avenue to Packer Hill Avenue, (FY 2017, FY 2018, & FY 2019). Due to changes to the contract, the cost was increased \$77,819.00, for a new total contract price of \$758,902.00. Original contract price

\$681,083.00. (no additional costs to the county)

(Motion)

**PMVB/HOTEL TAX:**

**#22-018** For approval: The Commissioners, in consultation with all relevant stakeholders, reevaluate the terms of Act 18/Hotel Occupancy Tax contract with the Pocono Mountains Visitors Bureau, Carbon County Chamber and Economic Development Corporation, official County tourism promotion agency, and the government of Carbon County.

(Motion)

**POST OFFICE BOXES**

**#22-019** For approval: No later than January 31, 2022, a working group comprised of representation from departments under the Commissioners' Office, Row Offices and Courts be established to assess the viability and develop a roadmap for the gradual elimination of non-essential County government's 23 post office boxes at the US Post Office, Jim Thorpe, which currently costs the taxpayers in excess of \$55,000 annually.

(Motion)

**STATE OF THE MUNICIPALITY:**

**#22-020** For approval: The Carbon County Board of Commissioners develop a policy of invitation that formally requests municipal elected officials to attend and present annual State of the Municipality updates to the Board of Commissioners during its weekly public meetings.

(Motion)

**V. SOLICITOR'S REPORT:**

**AGENCY ON AGING:**

**#22-021 MOU AGREEMENT/KEYSTONE HEALTH INFORMATION EXCHANGE INC.:**

For approval and execution: A request was received from the Area Agency on Aging Administrator to proceed from the testing phase into production regarding the Memorandum of Understanding (MOU) between Carbon County Commissioners on behalf of the Area Agency on Aging and Keystone Health Information Exchange, Incorporated.

(Motion)

**#22-022 AGREEMENT/HARTMAN DENTAL:**



For ratification: Agreement with Dr. Bruce A. Hartman, DMD, Lehighon, Pennsylvania, to provide inmate dental services at the Carbon County Correctional Facility (CCCF). The cost would be the standard rate for patients. Term of the agreement begins December 30, 2021 and continues on a calendar monthly basis until 30-day notice by either party to terminate the agreement.

(Motion)

**#22-023 TERMINATION/SHERRY DENTAL:**

For approval: Acknowledge termination of the agreement with Sherry Dental PC, Lehighon, Pennsylvania, for inmate dental services due to the passing of Dr. Ronald Sherry, effective December 30, 2021.

(Motion)

**#22-024 EMERGENCY OPERATIONS & TRAINING CENTER:  
KEYSTONE FIRE & SECURITY/PROPOSAL:**

For approval and execution: Proposal received from Keystone Fire & Security of Allentown, Pennsylvania, for design, installation and training on the video and audio recording system for the EOTC facility. Proposal is in the amount of \$65,705.00 under Costars contract #034-050 and #040-063. Prevailing wages apply, payment terms of 30% for mobilization and 70% progress billing for installation and completion.

(Motion)

**VI. FURTHER BUSINESS:**

**VII. COMMISSIONERS' REPORTS:**

Commissioner Ahner

Commissioner Lukasevich

Commissioner Nothstein

**VIII. ADJOURNMENT:**