

A G E N D A

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

JANUARY 14, 2021

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 MEETINGS HELD DECEMBER 31,
2020 AND JANUARY 4, 2021.

(Motion)

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

#21-001 OPENING OF BIDS: #2 FUEL OIL & OFF-ROAD DIESEL FUEL DELIVERY

(Motion)

REPORT OF EXECUTIVE SESSIONS HELD:

I. **DEPARTMENT REPORTS:**

CHIEF CLERK/COUNTY ADMINISTRATOR

1. **BUDGET TRANSFERS (2020 & 2021):**

(Motion)

2. **SUPPLEMENTAL APPROPRIATIONS:**

There were no Supplemental Appropriations.

3. **EXPENDITURES:**

Approval of check numbers 218091 through 218145 for expenditures through the General Fund Clearing Account as follows:

General Fund	\$ 204,565.29
Rental Property Fund	\$ 600.46
County Parking Fund	\$ 826.43
Area Agency on Aging Fund	\$ 20,286.27
Domestic Relations Fund	\$ 625.00
Parks & Recreation Fund	\$ 1,288.28
9-1-1 Fund	\$ 6,247.20
Human Service Development Fund	\$ 8,452.76
Homeless Grant Fund	\$ 4,652.70
CDBG Fund	\$ 114,129.65
Capital Projects Fund	\$ 65,358.55
TOTAL:	\$ 427,032.59

(Motion to ratify)

Approval of check numbers 218146 through 218307 for expenditures through the General Fund Clearing Account as follows:

General Fund	\$ 113,685.15
Rental Property Fund	\$ 57.99
County Parking Fund	\$ 1,435.00
Liquid Fuels Fund	\$ 10,900.00
Area Agency on Aging Fund	\$ 38,141.59
Children & Youth Fund	\$ 94,467.52
Human Service Agency Fund	\$ 1,194.90
Domestic Relations Fund	\$ 2,653.03
Workforce Investment Act Fund	\$ 29.74
Parks & Recreation Fund	\$ 1,763.88
9-1-1 Fund	\$ 186,105.02
Haz-Mat Response Fund	\$ 375.01
Centralized Booking Fund	\$ 6,500.00
Victim/Witness Fund	\$ 84.44
Affordable Housing Fund	\$ 7.82
CDBG Fund	\$ 10,374.95
Capital Projects Fund	\$ 53,076.06
Tax Claim Fund	\$ 112,157.77
TOTAL:	\$ 633,009.87

(Motion)

II. TREASURER'S REPORT:

(Motion)

III. PERSONNEL REPORT:

(Motion)

IV. CORRESPONDENCE:

Audit Reports received: Auditor General's Report of Carbon County District Court 56-3-03 (Lansford), for the period January 1, 2016 to December 31, 2019.

Minutes: December 11, 2020 meeting of the Carbon County Parks and Recreation Commission.

Copy of the Administrative Order #1-2021, from the Court of Common Pleas of Carbon County,

Pennsylvania, appointing Eileen M. Diehl, Esquire as Divorce Master for 2021.

Copy of the Administrative Order #5-2021, from the Court of Common Pleas of Carbon County, Pennsylvania, authorizing Honorable Steven R. Serfass to represent the President Judge of the 56th 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 #6-2021, from the Court of Common Pleas of Carbon County, Pennsylvania, assignment of the Honorable Steven R. Serfass as Election Judge for the 2021 Primary and General Elections.

The December 2020 monthly reports were received from the Carbon County Recorder of Deeds and the Carbon County Register of Wills respectively.

December 2020 Report to Carbon County Stakeholders regarding the PennEast/UGI Pipeline Project, presented December 31, 2020, was received from Save Carbon County.

Correspondence was received from the Pennsylvania Department of Human Services informing of the following:

- Human Services Development Fund (HSDF) FY 2020-2021 approved allocation for Carbon County is \$50,000

A copy of a letter from the Pennsylvania Department of Aging announcing the awarding of funds for the 2020-2021 Senior Community Centers in the amount of \$24,691 to be distributed equally between Carbon County’s five senior centers.

ADVERTISING REQUEST:

#21-002 ELECTIONS:

For approval: Authorize the advertisement of Invitation to Bid relative to the 2021 Municipal Primary Election.

(Motion)

#21-003 REVISED 2021 HOLIDAYS:

For approval: Authorize the advertisement of the 2021 revised Holidays as follows:

January 1	New Year’s Day
February 15	President’s Day
April 2	Good Friday
May 31	Memorial Day
July 5	Independence Day (Observed)
September 6	Labor Day

October 11	Columbus Day
November 11	Veterans Day
November 25	Thanksgiving Holiday
November 26	Thanksgiving Holiday
December 24	Christmas (Observed)
December 31	New Year’s Day (Observed)

(Motion)

#21-004 2021 REVISED MEETING SCHEDULE:

For approval: Authorize the advertisement of the 2021 revised meeting schedule as follows:

Notice is hereby given all public meetings of the Carbon County Board of Commissioners, and others listed below, for the year 2021 will be held and live-streamed at www.facebook.com/carboncountycommissioners, every Thursday at 10:30 AM, prevailing time, in the Commissioners’ Conference Room #1, Third Floor, Carbon County Administration Building, Jim Thorpe, PA, commencing Thursday, January 14, 2021, with the following exceptions:
November 11, 2021 – Veterans Day
November 25, 2021- Thanksgiving

Meetings of the Carbon County Salary Board for the year 2021 will be held on the first Thursday of each month upon recess of the Commissioners’ regular meeting, commencing February 4, 2021.

Meetings of the Carbon County Election Board for the year 2021 will be held on the second Thursday of each month following the Commissioners’ regular meeting, commencing January 14, 2021 with the following exceptions:
Election Board for November 2021 will be held on November 18, 2021

Meetings of the Carbon County Retirement Board for the year 2021 will be held on the third Thursday of each month following the Commissioners’ regular meeting, commencing January 21, 2021.

Meetings of the Carbon County Prison Board for the year 2021 will be held on the third Wednesday of each month beginning at 1:30 PM, in the Commissioners’ Conference Room #1, Third Floor, Carbon County Administration Building, Jim Thorpe, PA commencing on January 20, 2021.

Until expiration of the Carbon County Disaster Emergency (Novel Coronavirus/SARS CoV-2), Public comments will be accepted via e-mail to [cccommiss@ptd.net](mailto:cocommiss@ptd.net) up until 9:00 A.M. prevailing time on the day of the scheduled meeting.

Meetings are barrier-free. Requests for special accommodations should be directed to the County ADA Coordinator at (570) 325-3611.

(Motion)

#21-005 SPECIAL MEETING:

For ratification: Authorize advertisement of a Special Commissioners Meeting to be held January 21, 2021 at 6:00 P.M. to set the salaries of elected officials for the years 2024 and 2025.

(Motion)

AREA AGENCY ON AGING:

#21-006 SENIOR COMMUNITY CENTER GRANT:

For approval: Award of funding in the amount of \$24,691.00 to be distributed equally to the five (5) Senior Community Centers as follows:

- Jim Thorpe/Penn Kidder Senior Center
- Lehighon Senior Center
- Palmerton Senior Center
- Panther Valley Senior Center
- Weatherly Senior Center

(Motion)

BOARDS/AUTHORITIES:

PARKS & RECREATION COMMISSION:

#21-007 RESIGNATION:

A letter was received from Darryl J. Brewster submitting his resignation from the Carbon County Parks and Recreation Commission, effective January 1, 2021.

(Motion)

COMMISSIONERS:

#21-008 AUDIO VISUAL PROJECT:

For ratification: Change Order #3 to the proposal from Visual Sound of Broomall, Pennsylvania, to provide a new ceiling mounted projector and presentation audio for the audio and video technological upgrades to the equipment in the Commissioners conference room at a cost of \$2,517.61. Proposal is based on Costars Contract #03-023.

(Motion)

COMMUNICATIONS/911:**#21-009 ESRI/ARCGIS LICENSES:**

For approval and execution: Quotation #25992464, Contract #00274262.0 was received from Esri (Environmental Systems Research Institute), Incorporated of Redlands, California, for maintenance of current fourteen (14) ArcGIS Online User account licenses from February 21, 2021 to February 20, 2022. The total cost is \$6,846.00 (no change) which includes 500 credits per license.

(Motion)

INFORMATION TECHNOLOGY:**#21-010 PENTELEDATA/AGREEMENT:**

For approval and execution: Establish a three-year (3) service agreement with PenTeleData for internet access and email capabilities via cable modem for the Animal Shelter with a monthly recurring fee- \$67.95; Modem rental - \$3.00.

(Motion)

LIQUID FUELS:**#21-011 ANNUAL REPORT:**

For approval and submission: Annual Report to the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund account listing an unencumbered balance of \$140,304.25 as of 12/31/20 and listing encumbrances as follows:

Bridge #4	Packer Township (replacement)	\$506,328.00
Bridge #12	Penn Forest Township (replacement)	\$ 50,000.00
Bridge #17	Guiderail Project	<u>\$ 17,000.00</u>
		\$573,328.00

(Motion)

#21-012 ACT 44 REPORT:

For approval and submission: Annual Report to the Pennsylvania Department of Transportation showing balance of Act 44 Funds for calendar year 2020. Balance as of 12/31/20 - \$269,961.62.
*Reporting requirement for funds which the County received and can only be utilized for construction, reconstruction, maintenance and repair of bridges.

(Motion)

#21-013 ACT 89 REPORT:

For approval and submission: Annual Report to the Pennsylvania Department of Transportation reporting balance of Act 89 Funds for calendar year 2020. Balance as of 12/31/20 - \$360,301.03.

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

(Motion)

PLANNING & DEVELOPMENT:

**#21-014 HOME PROGRAM:
AGREEMENT:**

For approval and execution: Change Order to the following contract with The Service Team of Lehigh, Pennsylvania for the following Home Rehabilitation contract:

#MR 142-15-137: Original General Contract Price: \$12,020.00

Change Order (decrease/increase): -\$1,420.00
Deleted – small windows in bathroom, front & back steel entry doors, front & back storm doors

Addition – plywood needed following shingle removal (cost, labor & installation) (roof decking replacement due to deterioration) \$2,925.00

New General Contract Price: \$13,525.00
Homeowner will pay \$ 1,525.00

(Motion)

PROCEDURE CONSIDERATIONS:

#21-015 For approval: Chief Assessor, Tax Assessment in coordination with the Director, Tax Claim Bureau and Solicitor, within 180 days, completes an assessment of the viability of an annually increasing .25 mill/year county property senior citizen tax *rebate* for homeowners 66 and older who have paid county property taxes for a minimum of 10 years, currently own a home as their primary residence in Carbon County, and meet to be determined maximum income requirements. Note: A .50 mill/year for widows and widowers would apply.

(Motion)

#21-016 For approval: The Carbon County Board of Commissioners establishes a working group composed of representatives from departments under the Commissioners, Row Offices and the Courts to develop a concept and associated template for a recurring Bi-Annual State of the County Report, commencing with January 2022, that is inclusive of all county funded departments and offices.

(Motion)

#21-017 For approval: The Carbon County Board of Commissioners, develops a policy of invitation that formally requests municipality elected officials to attend and present annual State of the Municipality updates to the Board of Commissioners during its weekly public meetings.

(Motion)

#21-018 For approval: The Carbon County Board of Commissioners, in consultation with all relevant stakeholders, reevaluates the terms of ACT 18/Hotel Occupancy Tax contract between the Pocono Mountain Visitors Bureau, Carbon County Chamber and Economic Development Corporation (Official County Tourism Promotion Agency), and the Government of Carbon County.

(Motion)

#21-019 For approval: The Director, Human Resources, within 60 day and in consultation with employee union representatives, the Court Administrator, row officers, and department directors provide options for an Organization and Workplace Climate Survey.

(Motion)

#21-020 For approval: Beginning with the fiscal year 2022 budget, all departments and offices requesting funding from the Board of Commissioners will submit methods and measures of effectiveness.

(Motion)

#21-021 For approval: Commencing with the Fiscal Year 2022 Carbon County Budget Process, all non-county entities receiving funds from county taxpayers, will provide an overview on the methods and measures of effectiveness of supported programs.

(Motion)

#21-022 For approval: No later than 31 January 2021, a working group comprised of representation from departments under the Commissioners’ Office, Row Offices, and the Courts be established to assess the viability and develop a roadmap for the gradual elimination of non-essential Carbon County government’s 23 P.O. Boxes at the U.S. Post Office, Jim Thorpe which currently costs the taxpayer in excess of \$55,000 annually.

(Motion)

#21-023 For approval: Effectively immediately, the “Public Comment” period, of all county public meetings to include, but not limited to Board of Commissioners, Elections, Salary, Retirement, Planning, Railroad, and Prison Board is renamed “Public Comment and Question” with the purposes of increasing transparency, accountability, and interaction between county residents and county commissioners.

(Motion)

SERVICE AGREEMENT:

#21-024 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 (increase of \$20.00).

(Motion)

#21-025 STENOGRAPH LLC/COURTS:

For approval: Stenograph Writer Protection Plan renewal contract #MQ117352 (Basic Protection with loaner) for DIAMANTE steno machine (Serial #Z02167 blue ice writer), Courtroom #1 for the term 12/10/20 to 12/09/21 at a cost of \$499.00 (\$110.00 increase).

(Motion)

**V. SOLICITOR'S REPORT:
COURTS:**

#21-026 CONTRACT/SALLEMI:

For approval and execution: A contract was submitted for Angela C. Sallemi, Kingston, Pennsylvania, establishing per diem court reporting service rates for stenographic services for the Court of Common Pleas as follows:

Half-day (up to 3 hours)	\$ 200.00
Full-day (up to 8 hours)	\$ 350.00
Over 8 hours billed at	\$ 50.00/hour

The agreement may be terminated by either party giving thirty (30) day written notice.

(Motion)

PURCHASE/SERVICE AGREEMENT:

#21-027 EDWARDS/ELECTIONS OFFICE:

For approval and execution: Purchase/Service Agreement (Sourcewell #083116-KON) with Edwards Business Systems of Wyomissing, Pennsylvania, for a high-speed friction folder 352F professional series tabletop folder at a cost of \$4,499.00 located in the Elections Office.

(Motion)

VI. FURTHER BUSINESS:

VII. COMMISSIONERS' REPORTS:

Commissioner Ahner

Commissioner Lukasevich

Commissioner Nothstein

VIII. ADJOURNMENT: