THE REGULAR WEEKLY MEETING OF THE CARBON COUNTY BOARD OF COMMISSIONERS CONVENED THIS DATE AT 10:35 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, RECORDER OF DEEDS, DIRECTOR OF HUMAN RESOURCES, AND ASSISTANT COURT ADMINISTRATOR HAMM WERE ALSO PRESENT.

MOMENT OF SILENCE:

A MOMENT OF SILENCE WAS OBSERVED.

PRAYER:

THE 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 SEPTEMBER 7, 2017.

BOARD POLLED: O’GUREK YES GERHARD YES NOTHSTEIN YES

GUESTS (CONCERNING COUNTY BUSINESS):

DONNA J. LUTZ, RECORDER OF DEEDS RE: IMPORTANCE OF RECORD KEEPING LEBANON COUNTY

GERRY STRUBINGER, JIM THORPE RE: STATUS OF PROPOSED COUNTY BUILDING ON SUSQUEHANNA STREET; MANSION HOUSE HILL ROCK SLIDE; TRESTLE BRIDGE (RAILROAD)

EXECUTIVE SESSIONS:

THE CHAIRMAN REPORTED THAT THERE WERE NO EXECUTIVE SESSIONS HELD.

DEPARTMENT REPORTS:

CHIEF CLERK/COUNTY ADMINISTRATOR:

BUDGET TRANSFERS:
SEPTEMBER 14, 2017

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE THE BUDGET TRANSFERS AS LISTED ON TRANSMITTALS DATED SEPTEMBER 14, 2017.

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 133023 THROUGH 133220 FOR EXPENDITURES THROUGH THE GENERAL FUND CLEARING ACCOUNT AS FOLLOWS:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>$ 290,706.98</td>
</tr>
<tr>
<td>GENERAL FUND LOAN - VICTIM WITNESS #2</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>RENTAL PROPERTY FUND</td>
<td>$ 362.10</td>
</tr>
<tr>
<td>COUNTY PARKING FUND</td>
<td>$ 779.70</td>
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<tr>
<td>LIQUID FUELS TAX FUND</td>
<td>$ 535.49</td>
</tr>
<tr>
<td>AREA AGENCY ON AGING FUND</td>
<td>$ 11,734.63</td>
</tr>
<tr>
<td>CHILDREN &amp; YOUTH FUND</td>
<td>$ 95,035.49</td>
</tr>
<tr>
<td>HUMAN SERVICE AGENCY FUND</td>
<td>$ 2,015.69</td>
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<tr>
<td>DOMESTIC RELATIONS 4D FUND</td>
<td>$ 10,441.90</td>
</tr>
<tr>
<td>WORKFORCE INVESTMENT ACT FUND</td>
<td>$ 6,390.50</td>
</tr>
<tr>
<td>PARKS &amp; RECREATION FUND</td>
<td>$ 7,175.07</td>
</tr>
<tr>
<td>9-1-1 FUND</td>
<td>$ 64,717.59</td>
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<tr>
<td>HAZ-MAT RESPONSE FUND</td>
<td>$ 5.75</td>
</tr>
<tr>
<td>HUMAN SERVICE DEVELOPMENT FUND</td>
<td>$ 4,500.00</td>
</tr>
<tr>
<td>HOMELESS GRANT FUND</td>
<td>$ 1,879.00</td>
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<tr>
<td>CENTRALIZED BOOKING FUND</td>
<td>$ 545.00</td>
</tr>
<tr>
<td>VICTIM/WITNESS FUND</td>
<td>$ 118.23</td>
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<tr>
<td>AFFORDABLE HOUSING FUND</td>
<td>$ 10.31</td>
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<tr>
<td>CDBG FUND</td>
<td>$ 21.49</td>
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<tr>
<td>CAPITAL PROJECTS FUND</td>
<td>$ 272,965.28</td>
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<tr>
<td>TAX CLAIM FUND</td>
<td>$ 264,820.05</td>
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<tr>
<td>TOTAL:</td>
<td>$ 1,039,760.25</td>
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</table>

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, PENTELEDATA 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 SEPTEMBER 8, 2017 REPORTING BALANCES AS FOLLOWS:

**BALANCES AS OF SEPTEMBER 8, 2017:**

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<thead>
<tr>
<th>Account</th>
<th>Balance</th>
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<tbody>
<tr>
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<td>PAYROLL CHECKING ACCOUNT</td>
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<td>OPERATING RESERVE</td>
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<td>PARKING FUND</td>
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<td>PARKS &amp; RECREATION FUND</td>
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<td>CARBON TRANSPORTATION</td>
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<td>9-1-1 FUND</td>
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<td>HAZMAT FUND</td>
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<td>OFFENDER SUPERVISION</td>
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<td>ADULT ELECTRONIC MONITORING</td>
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<td>FARMLAND PRESERVATION</td>
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<td>HOMELESS GRANT</td>
<td>$2,089.24</td>
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<td>CENTRALIZED BOOKING</td>
<td>$105,061.52</td>
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<tr>
<td>VICTIM WITNESS</td>
<td>$620.88</td>
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<tr>
<td>RECORDER OF DEEDS</td>
<td>$23,043.82</td>
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<td>RECORDS IMPROVEMENTS</td>
<td>$12,219.09</td>
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<td>JUVENILE SUPERVISION FEE</td>
<td>$29,666.85</td>
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<td>COMMUNITY SERVICE FEE</td>
<td>$11,813.17</td>
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<td>TAX CLAIM</td>
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</tbody>
</table>

BOARD POLLED:  O’GUREK  YES  
               GERHARD  YES  
               NOTHSTEIN  YES  

THE CHAIRMAN RECESSED THE REGULAR MEETING AT 10:45 A.M. IN ORDER TO RECONVENE THE MONTHLY SALARY BOARD MEETING.
THE BOARD RECONVENED THE REGULAR MEETING AT 10:48 A.M.

PERSONNEL REPORT:

EMPLOYMENT SEPARATIONS:


RESIGNATION:


HIRE:


SEMINAR/TRAINING REQUESTS:

AREA AGENCY ON AGING
DONNA L. SHELLY
MEDICARE’S OPEN ENROLLMENT 2017 BOOT CAMP
Palmerton, PA

PLANNING & DEVELOPMENT
DAVID J. BODNAR, JR.
JENNIFER L. HUNSICKER
RYAN A. RICHARDS
2017 CDBG APPLICATION WEBINAR
JIM THORPE, PA

TAX ASSESSMENT
JOLAIN A. HERMAN
ASSSSERS ASSOCIATION OF PENNSYLVANIA 2017 FALL CONFERENCE
LANCASTER, PA
COST: CONFERENCE FEE $205, MILEAGE (IF COUNTY VEHICLE IS UNAVAILABLE)

SEMINAR/TRAINING REQUESTS (CONTINUED):

CORRECTIONS
CHRISTIAN J. ARCHER
RACHEL N. WITISZIN
DEPARTMENT OF CORRECTIONS TRAINING ACADEMY
ALLENTOWN, PA
COST: MILEAGE (IF COUNTY VEHICLE IS UNAVAILABLE)

CORRECTIONS
LORI J. AHNER
ANTHONY S. BABB
MARCEL A. BARBEAU
CHRISTIAN J. ARCHER
GERARD A. BABB, JR.
ALYSSA N. BARTEK
COURTS SEMINAR/TRAINING REQUEST ACKNOWLEDGEMENTS:

ADULT PROBATION
RICHMOND S. PARSONS
DEREK D. GEORGE
JILLIAN C. MCGINLEY
CLIFFORD M. ECKHART
MATHEW J. KIMMEL
JOSEPH L. BETTINE
KIMBERLY S. COOPER
WOUNDED OFFICER SURVIVAL TACTICS
NANTICOKE, PA
COST: MEALS, MILEAGE (IF COUNTY VEHICLE IS UNAVAILABLE)

DOMESTIC RELATIONS
BRIDGET M. JOHNSTON
DRAP QUARTERLY 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 SEPTEMBER 14, 2017.

BOARD POLLED:

O’GUREK  YES
GERHARD YES
NOTHSTEIN  YES
**CORRESPONDENCE:**

A COMMUNICATION WAS RECEIVED REGARDING THE FOLLOWING PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT APPLICATION:

DTA ALLIANCE, LLC

ACCEPTANCE LETTER, DTA – QUARRY EAST

APPLICATION #WMGR096-NE006, APS ID#948570, AUTH ID#1195121

LOWER TOWAMENSING TOWNSHIP

A COMMUNICATION WAS RECEIVED FROM THE PENNSYLVANIA PUBLIC UTILITY COMMISSION ADVISING OF FINAL INSPECTION IN REGARDS TO APPLICATION OF THE DEPARTMENT OF TRANSPORTATION OF THE COMMONWEALTH OF PENNSYLVANIA FOR APPROVAL TO REPLACE THE EXISTING ABOVE-GRADE CROSSING WITH A NEW RELOCATED BRIDGE WHERE STATE ROUTE 0903 (RIVER STREET), CROSSES THREE EXISTING TRACKS OF READING BLUE MOUNTAIN & NORTHERN RAILROAD AND ONE TRACK OF NORFOLK SOUTHERN RAILWAY (DOT NO. 929 678 S; M.P. L-122.86) IN JIM THORPE BOROUGH, CARBON COUNTY.

**CHILDREN & YOUTH:**

#17-372  **AGREEMENTS:**

FY 2017-18 PURCHASE OF SERVICE AGREEMENTS WERE SUBMITTED FOR THE FOLLOWING PROVIDERS:

**CORNELL ABRAXAS GROUP, INCORPORATED, PITTSBURGH, PA**

**PROVIDER: CORNELL ABRAXAS GROUP, INC.**

**F-Y 17-18**

**CORNELL ABRAXAS I** (*JCAHO ACCREDITED*)

ABRAXAS 1-(STEP PROGRAM) PIONEER DORM 1  
$174.79/PER DIEM

ABRAXAS 1-(STEP PROGRAM) SENECA DORM  
$174.79/PER DIEM

ABRAXAS 1-(STEP PROGRAM) MOUNTAIN TOP DORM 2  
$174.79/PER DIEM

ABRAXAS 1-EXPLORER DORM 5  
$174.79/PER DIEM

ABRAXAS 1-(INTENSIVE RESIDENTIAL) EVERGREEN DORM 3  
$295.11/PER DIEM

ABRAXAS 1-BUILDING 1 REDWOOD  
$174.79/PER DIEM

ABRAXAS 1-FRONTIER DORM  
$174.79/PER DIEM

ABRAXAS 1-(STEP PROGRAM) DAKOTA DORM 4  
$174.79/PER DIEM

ABRAXAS 1-(FEMALE D&A TREATMENT) MOHICAN DORM INTENSIVE  
$212.41/PER DIEM

**CORNELL ABRAXAS III**

LEADERSHIP DEVELOPMENT-MALE  
$163.66/PER DIEM

LEADERSHIP DEVELOPMENT-FEMALE  
$163.66/PER DIEM

SHELTER (16 BED UNIT)  
$289.85/PER DIEM

OPEN RESIDENTIAL-FIRE SETTER/SEX OFFENDER  
$299.42/PER DIEM

**ABRAXAS ACADEMY**

HABITUAL OFFENDER/SEX OFFENDER/SECURE  
$318.75/PER DIEM

DETENTION  
$293.76/PER DIEM

SHELTER  
$286.62/PER DIEM

**CORNELL ABRAXAS YOUTH CENTER**

SECURE-SEX OFFENDER/FIRE STARTER  
$313.89/PER DIEM

DETENTION  
$289.85/PER DIEM

SHELTER  
$289.85/PER DIEM
DRUG & ALCOHOL REHABILITATION SERVICES, INC. D/B/A MANOS HOUSE, COLUMBIA, PA

PROVIDER: DRUG AND ALCOHOL REHABILITATION SERVICES, INC D/B/A MANOS HOUSE  
FY 17-18

DRUG & ALCOHOL PLACEMENT-MANOS HOUSE $107.74/PER DIEM
SUPERVISED INDEPENDENT LIVING $127.77/PER DIEM

FAMILIES UNITED NETWORK, INCORPORATED D/B/A ASHLER MANOR, MUNCY, PA

PROVIDER: FAMILIES UNITED NETWORK, INC D/B/A ASHLER MANOR  
FY 17-18

FOSTER CARE-CHILD $60.62/PER DIEM
FOSTER CARE-MOTHER/CHILD $109.21/PER DIEM
FOSTER CARE-URGENT PLACEMENT $75.26/PER DIEM
FOSTER CARE-RESPITE $46.38/PER DIEM
FOSTER CARE TRANSITIONAL FOSTER CARE $71.69/PER DIEM
FOSTER CARE-INTENSIVE $93.98/PER DIEM
SPECIALIZED FOSTER CARE-MEDICAL LEVEL 1 $48.64/PER DIEM
SPECIALIZED FOSTER CARE-MEDICAL LEVEL 2 $47.88/PER DIEM
SPECIALIZED FOSTER CARE-MEDICAL LEVEL 3 $35.91/PER DIEM
SPECIALIZED FOSTER CARE-MEDICAL LEVEL 4 $27.27/PER DIEM
ARBORVALE MANOR LIFE READINESS (MALES) $173.72/PER DIEM
ASHLER MANOR-LEVEL 1 $189.69/PER DIEM
ASHLER MANOR-LEVEL 2 $198.05/PER DIEM
ASHLER MANOR-EMERGENCY SHELTER CARE $173.56/PER DIEM
ASHLER MANOR-TRANSITIONAL LIVING $130.00/PER DIEM
WHITE ROSE MANOR-LEVEL 1 $189.69/PER DIEM
WHITE ROSE MANOR-LEVEL 2 $198.05/PER DIEM
WHITE ROSE MANOR-TRANSITIONAL LIVING PROGRAM $130.00/PER DIEM

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE AND EXECUTE THE AGREEMENTS AS LISTED.

BOARD POLLED: O’GUREK YES
GERHARD YES
NOTHSTEIN YES

EMERGENCY MANAGEMENT:
#17-373 LEPC/APPOINTMENT:

A COMMUNICATION WAS RECEIVED FROM THE EMERGENCY MANAGEMENT DIRECTOR RECOMMENDING AUDREY WARGO, CARBON CONSERVATION DISTRICT, BE APPOINTED TO THE LOCAL EMERGENCY PLANNING COMMITTEE.

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE THE APPOINTMENT OF AUDREY WARGO.

BOARD POLLED: O’GUREK YES
GERHARD YES
NOTHSTEIN YES

HUMAN SERVICES:
#17-374 STATE FOOD/DISTRIBUTION:

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO ACCEPT THE STATE FOOD PURCHASE
LIQUID FUELS PROGRAM:
#17-375 ENCUMBRANCE BRIDGE 17/COVERED BRIDGE:

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO RATIFY SUBMISSION TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR PROJECT #17-13-000-01, GUIDERAIL INSTALLATION AT BRIDGE #17, COVERED BRIDGE ROAD (T-376), OVER PRINCESS CREEK IN LOWER TOWAMENSING TOWNSHIP. ENCUMBRANCE AMOUNT: $17,000.00.

BOARD POLLED: O’GUREK YES
GERHARD YES
NOTHSTEIN YES

PLANNING & DEVELOPMENT:
#17-376 CDBG/LIMITED ENGLISH PROFICIENCY PLAN:

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO ADOPT AND AUTHORIZE EXECUTION OF THE FOUR FACTOR ANALYSIS & LIMITED ENGLISH PROFICIENCY PLAN AS REQUIRED FOR THE FY2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION.

BOARD POLLED: O’GUREK YES
GERHARD YES
NOTHSTEIN YES

SERVICE AGREEMENT:
#17-377 EDWARDS BUSINESS/C&Y:

A MAINTENANCE AGREEMENT WITH EDWARDS BUSINESS SYSTEMS, BETHLEHEM, PENNSYLVANIA, FOR THE NEW KONICA BIZHUB MODEL 808 B/W COPIER LOCATED IN THE CHILDREN & YOUTH OFFICE WAS SUBMITTED FOR APPROVAL.

THE COST PER COPY WILL BE BILLED QUARTERLY AT $.0063 AND WILL BE FIXED FOR THREE (3) YEARS, 9/08/17 TO 9/08/20, INCLUDING TONER, LABOR, AND PARTS.

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

SOLICITOR’S REPORT:

PARKS/RECREATION:
#17-378 AGREEMENTS:

SPECIAL ACTIVITIES AGREEMENTS FOR USE OF MAUCH CHUNK LAKE PARK WERE SUBMITTED FOR THE FOLLOWING:

G.O.A.L.S.A.R.A. ADVENTURE RACING ASSOCIATION
MOUNTAIN BIKING/ADVENTURE RACE, SEPTEMBER 22, 2017
THE LINK (ANN MARIE CALABRESE)
THE LINK SUICIDE AWARENESS & PREVENTION WALK, OCTOBER 8, 2017
ST. JOHN’S LUTHERAN CHURCH, JIM THORPE, PA
ANNUAL SWITCHBACK SCAMPER, 10K RUN/5K WALK, OCTOBER 15, 2017
WALK TO END ALZHEIMER’S, SEPTEMBER 23, 2017
ALZHEIMER’S ASSOCIATION

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE AND AUTHORIZE EXECUTION
OF THE AGREEMENTS AS LISTED.

BOARD POLLED: O’GUREK YES
GERHARD YES
NOTHSTEIN YES

#17-379 BANNER REQUEST:

A BANNER REQUEST WAS SUBMITTED FOR THE FOLLOWING:

JIM THORPE AREA HIGH SCHOOL, JIM THORPE, PA
2017 CARBON COUNTY COLLEGE & TECHNICAL EDUCATION NIGHT, SEPTEMBER 20, 2017
BANNER REQUEST: 9/15/17 TO 9/21/17

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE AND AUTHORIZE EXECUTION
OF THE BANNER REQUEST.

BOARD POLLED: O’GUREK YES
GERHARD YES
NOTHSTEIN YES

RESOLUTION:

#17-380 USED EQUIPMENT:

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO ADOPT THE FOLLOWING RESOLUTION
FOR DISPOSITION OF USED EQUIPMENT (BOOKS VALUED AT LESS THAN $1,000) AND AUTHORIZE THE
POSTING:

RESOLUTION #17-030
USED EQUIPMENT

WHEREAS, THE COUNTY IS THE OWNER OF VARIOUS LAW BOOKS AS DEPICTED ON THE ATTACHED
LISTING AND VALUED AT LESS THAN $1,000.00:
WHEREAS, SAID LAW BOOKS ARE OF NO FURTHER USE TO THE COUNTY AND ARE CONSIDERED TO BE
SALVAGE.
NOW, THEREFORE, PURSUANT TO SECTION 1805 (A) OF THE COUNTY CODE, IT IS HEREBY RESOLVED
BY THE CARBON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

BASEMENT LAW LIBRARY BOOKS 7/12/2017

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<th>TITLE</th>
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<td>LAW REVIEW-DICKINSON</td>
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<td>TOTAL BOXES=</td>
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NOTICE OF THE SALE OF THE ABOVE LISTED PERSONAL PROPERTY SHALL BE POSTED FOR AT LEAST TEN (10) DAYS, IN A PROMINENT PLACE IN THE COURT HOUSE DESCRIBING SAID PROPERTY AND DIRECTING THAT BIDS MAY BE MADE THEREON TO THE OFFICE OF THE CHIEF CLERK OF THE COUNTY COMMISSIONERS. UPON RECEIPT AND AWARD TO THE HIGHEST BIDDER, THE LAW BOOKS ARE TO BE REMOVED FROM THE COUNTY INVENTORY.

ADOPTED BY THE CARBON COUNTY BOARD OF COMMISSIONERS THIS 14TH DAY OF SEPTEMBER, 2017.

CARBON COUNTY BOARD OF COMMISSIONERS

/S/ WAYNE E. NOTHSTEIN, CHAIRMAN

/S/ TOM J. GERHARD

/S/ WILLIAM J. O’GUREK

/S/ ELOISE K. AHNER, CHIEF CLERK/COUNTY ADMINISTRATOR

BOARD POLLED: O’GUREK YES

GERHARD YES

NOTHSTEIN YES
COMMISSIONERS’ REPORTS:

COMMISSIONER NOTHSTEIN COMMENTED ON LEGISLATION PASSED RELATIVE TO NOT REMOVING FUNDING FOR 911 EMERGENCY SERVICES. COMMISSIONER O’GUREK, COMMISSIONER GERHARD, ALONG WITH THE COUNTY SHERIFF ALSO COMMENTED ON STATE BUDGET ISSUES AND THE REMOVAL OF DESIGNATED FUNDING.

COMMISSIONER GERHARD COMMENTED ON A MEETING WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AND REPRESENTATIVE DOYLE HEFFLEY REGARDING MANSION HOUSE HILL PROJECT.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD,

THE MEETING OF THE BOARD OF COMMISSIONERS ADJOURNED AT 11:04 A.M.

_______________________________________  _____________________________________
ELOISE K. AHNER,    WAYNE E. NOTHSTEIN, CHAIRMAN
CHIEF CLERK/COUNTY ADMINISTRATOR