

**DECEMBER 5, 2019**

THE REGULAR WEEKLY MEETING OF THE CARBON COUNTY BOARD OF COMMISSIONERS CONVENED THIS DATE AT 10:30 A.M. IN THE COMMISSIONERS' MEETING ROOM, CARBON COUNTY ADMINISTRATION BUILDING, JIM THORPE, PENNSYLVANIA.

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

THE COUNTY CONTROLLER, COUNTY TREASURER, COUNTY SHERIFF, COUNTY FINANCIAL CONSULTANT, COURT ADMINISTRATOR, HUMAN RESOURCES DIRECTOR, PROTHONOTARY, COMMISSIONER-ELECT CHRIS LUKASEVICH, AND CONTROLLER-ELECT MARK SVERCHEK 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 21, 2019.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

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

JERRY STRUBINGER, JIM THORPE, PA

RE: CONGRATULATED ELECTED COMMISSIONERS SUGGESTING THEY CUT THEIR SALARY 10%, USE FUND BALANCE AND NOT CREATE NEW TAXES; SOLAR ENERGY

**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 AS LISTED ON TRANSMITTAL DATED DECEMBER 5, 2019.

BOARD POLLED: O'GUREK YES  
 GERHARD YES  
 NOTHSTEIN YES

**SUPPLEMENTAL APPROPRIATIONS:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE SUPPLEMENTAL APPROPRIATIONS AS LISTED ON TRANSMITTALS DATED DECEMBER 5, 2019.

BOARD POLLED: O'GUREK YES  
 GERHARD YES  
 NOTHSTEIN YES

**EXPENDITURE APPROVAL:**

**PAYROLL FUND CHECKING ACCOUNT:**

APPROVAL OF PAYROLL CHECK NUMBERS 71931 THROUGH 71973 AND DIRECT DEPOSIT CHECK NUMBERS 6014479 THROUGH 6014891 FOR PAYROLL PAID THROUGH THE PAYROLL FUND CHECKING ACCOUNT FOR ALL COUNTY FUNDS TOTALING \$576,113.89 (PAYROLL DATED NOVEMBER 22, 2019).

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 209974 THROUGH 210084 FOR EXPENDITURES THROUGH THE GENERAL FUND CLEARING ACCOUNT AS FOLLOWS:

GENERAL FUND	\$ 223,404.80
COUNTY PARKING FUND	\$ 250,025.32
LIQUID FUELS FUND	\$ 15,892.00
AREA AGENCY ON AGING FUND	\$ 67,541.68
CHILDREN & YOUTH FUND	\$ 7,701.79
DOMESTIC RELATIONS FUND	\$ 743.84
PARKS & RECREATION FUND	\$ 943.77
9-1-1 FUND	\$ 12,787.59
HAZ-MAT RESPONSE FUND	\$ 235.48
VICTIM/WITNESS FUND	\$ 62.38
HOTEL ROOM EXCISE TAX FUND	\$ 308,925.68
CDBG FUND	\$ 89.63
CAPITAL PROJECTS FUND	\$ 16,379.00
TOTAL:	\$ 904,732.96

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 STATED, "YES, WITH THE EXCEPTION OF THE BILLS FOR BLUE RIDGE COMMUNICATIONS AND PENTELEDATA, TO WHICH I ABSTAIN BECAUSE THEY ARE SISTER COMPANIES OF THE TIMES NEWS WHERE I AM A PART-TIME EMPLOYEE."

APPROVAL OF CHECK NUMBERS 210085 THROUGH 210136 FOR EXPENDITURES THROUGH THE GENERAL FUND CLEARING ACCOUNT AS FOLLOWS:

GENERAL FUND	\$ 57,819.79
AREA AGENCY ON AGING FUND	\$ 232.00
CHILDREN & YOUTH FUND	\$ 37,765.09
DOMESTIC RELATIONS FUND	\$ 213.05
WORKFORCE INVESTMENT ACT FUND	\$ 40.49
PARKS & RECREATION FUND	\$ 456.43
9-1-1 FUND	\$ 6,943.73
VICTIM/WITNESS FUND	\$ 3.26
AFFORDABLE HOUSING FUND	\$ 1.56
CDBG FUND	\$ 392.70
CAPITAL PROJECTS FUND	\$ 54,126.00
TOTAL:	\$ 157,994.10

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 STATED, "YES, WITH THE EXCEPTION OF THE BILLS FOR THE TIMES NEWS AND BLUE RIDGE COMMUNICATIONS, TO WHICH I ABSTAIN BECAUSE I AM A PART-TIME EMPLOYEE OF THE TIMES NEWS WHICH IS A SISTER COMPANY OF BLUE RIDGE COMMUNICATIONS."

**ETHICS COMMISSION COMPLIANCE:**

COMMISSIONER O'GUREK PRESENTED THE FOLLOWING MEMORANDUM STATING HIS POTENTIAL CONFLICT OF INTEREST WITH PENCOR RELATED COMPANIES AS PER THE ADVICE OF THE STATE ETHICS COMMISSION:

**MEMORANDUM**

SECTION 1103(J) OF THE ETHICS ACTS PROVIDES AS FOLLOWS:

VOTING CONFLICT-WHERE VOTING CONFLICTS ARE NOT OTHERWISE ADDRESSED BY THE CONSTITUTION OF PENNSYLVANIA OR BY ANY LAW RULE REGULATION ORDER OR ORDINANCE, THE FOLLOWING PROCEDURE SHALL BE EMPLOYED. ANY PUBLIC OFFICIAL OR PUBLIC EMPLOYEE WHO IN THE DISCHARGE OF HIS OFFICIAL DUTIES WOULD BE REQUIRED TO VOTE ON A MATTER THAT WOULD RESULT IN A CONFLICT OF INTEREST SHALL ABSTAIN FROM VOTING AND PRIOR TO THE VOTE BEING TAKEN PUBLICLY ANNOUNCE AND DISCLOSE THE NATURE OF HIS INTEREST AS A PUBLIC RECORD IN A WRITTEN MEMORANDUM FILED WITH THE PERSON RESPONSIBLE FOR RECORDING THE MINUTES OF THE MEETING AT WHICH THE VOTE IS TAKEN PROVIDED THAT WHENEVER A GOVERNING BODY WOULD BE UNABLE TO TAKE ANY ACTION ON A MATTER BEFORE IT BECAUSE THE NUMBER OF MEMBERS OF THE BODY REQUIRED TO ABSTAIN FROM VOTING UNDER THE PROVISIONS OF THIS SECTION MAKES THE MAJORITY OR OTHER LEGALLY REQUIRED VOTE OF APPROVAL

UNATTAINABLE THEN SUCH MEMBERS SHALL BE PROVIDED TO VOTE IF DISCLOSURES ARE MADE AS OTHERWISE PROVIDED HEREIN. IN THE CASE OF A THREE-MEMBER GOVERNING BODY OF A POLITICAL SUBDIVISION WHERE ONE MEMBER HAS ABSTAINED FROM VOTING AS A RESULT OF A CONFLICT OF INTEREST AND THE REMAINING TWO MEMBERS OF THE GOVERNING BODY HAVE CAST OPPOSING VOTES THE MEMBER WHO HAS ABSTAINED SHALL BE PERMITTED TO VOTE TO BREAK THE TIE VOTE IF DISCLOSURE IS MADE AS OTHERWISE PROVIDED HEREIN.

ACCORDINGLY, TO COMPLY WITH THIS SECTION OF THE ETHICS ACT, I AM SUBMITTING THIS MEMORANDUM AS A MEANS OF PROVIDING FULL DISCLOSURE OF A CONFLICT OF INTEREST, STATING THAT I AM ABSTAINING TODAY ON ANY ACTIONS RELATING TO PAYING BILLS TO, ADVERTISING WITH, ACCEPTING PROPOSALS FROM AND/OR ENTERING CONTRACTS WITH TIMES NEWS, LEHIGHTON, PA, BECAUSE I AM A PART-TIME EMPLOYEE THERE, AS WELL AS ITS SISTER COMPANIES, INCLUDING BLUE RIDGE COMMUNICATIONS, PENTELEDATA, THE PALMERTON TELEPHONE COMPANY AND PENCOR HOSE AND FITTING, AND ANY OTHER PENCOR SERVICES' AFFILIATES.

/S/ WILLIAM J. O'GUREK, MEMBER

12/5/2019

**TREASURER'S REPORT:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE TREASURER'S REPORT DATED NOVEMBER 18, 2019 TO NOVEMBER 30, 2019 REPORTING BALANCES AS FOLLOWS:

**BALANCES AS OF NOVEMBER 30, 2019:**

GENERAL FUND CHECKING ACCOUNT	\$ 13,535.55
GENERAL FUND SP NOW	\$ 9,138,425.21
OPERATING RESERVE FUND	\$ 977,249.96
RENTAL PROPERTY FUND	\$ 187,753.56
COUNTY PARKING FUND	\$ 1,002,267.82
LIQUID FUELS TAX FUND	\$ 522,661.00
AREA AGENCY ON AGING FUND	\$ 98,370.74
CHILDREN & YOUTH FUND	\$ 415,754.49
HUMAN SERVICE AGENCY FUND	\$ 18,532.75
DOMESTIC RELATION IV-D FUND	\$ 209,465.78
WORKFORCE INVESTMENT ACT	\$ 12,855.08
PARKS & RECREATION FUND	\$ 161,853.77
CARBON TRANSPORTATION SYSTEM FUND	\$ 353,626.08
9-1-1 FUND	\$ 1,130,421.89
HAZMAT RESPONSE FUND	\$ 147,620.62
OFFENDER SUPERVISION FUND	\$ 423,302.97
ADULT ELECTRONIC MONITORING FUND	\$ 209,338.07
FARMLAND PRESERVATION FUND	\$ 64,578.00
HUMAN SERVICE DEVELOPMENT FUND	\$ 12,706.08
HOMELESS GRANT FUND	\$ 6,920.74
CENTRALIZED BOOKING FUND	\$ 159,963.84
VICTIM/WITNESS FUND	\$ 14,896.68
RECORDER OF DEEDS IMPROVEMENT FUND	\$ 41,078.68
COUNTY RECORDS IMPROVEMENTS FUND	\$ 14,151.88
JUVENILE SUPERVISION FEE FUND	\$ 42,049.94
COMMUNITY SERVICE FEE FUND	\$ 9,775.91
PROTHONOTARY AUTOMATION FUND	\$ 92,225.62
AFFORDABLE HOUSING FUND	\$ 273,751.12
CLERK OF COURTS AUTOMATION FUND	\$ 4,857.12
REGISTER OF WILLS AUTOMATION FUND	\$ 13,494.38
JUVENILE ELECTRONIC MONITORING FUND	\$ 6,247.30

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VITAL STATS IMPROVEMENT FUND	\$ 41,082.20
SUBSTANCE ABUSE EDUCATION	\$ 158,351.05
LIQUID FUELS/ACT 44	\$ 488,215.71
HIGHWAY BRIDGE IMPROVEMENT ACT 13	\$ 646,890.27
VICTIMS SERVICES FUND	\$ 62,875.77
HOTEL ROOM EXCISE TAX FUND	\$ 1,722.15
CDBG FUND	\$ 475.62
DEBT SERVICE FUND	\$ 459,488.10
CAPITAL PROJECTS FUND	\$ 15,947,112.55
FRINGE BENEFIT PAYMENT FUND	\$ 583,706.25
PAYROLL FUND	\$ 28,616.49
TAX CLAIM FUND	\$ 1,008,233.09

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

THE CHAIRMAN RECESSED THE REGULAR MEETING AT 10:36 A.M. IN ORDER TO CONVENE THE MONTHLY SALARY BOARD MEETING.

THE BOARD RECONVENED THE REGULAR MEETING AT 10:47 A.M.

**PERSONNEL REPORT:**

**RETIREMENT:**

**JEAN F. O'DONNELL**, JIM THORPE, PA - GIS TECHNICIAN, GIS - EFFECTIVE DECEMBER 13, 2019.

**CHANGES OF STATUS:**

**DEBRA J. EVANS**, NESQUEHONING, PA

FROM: PART-TIME CORRECTIONS OFFICER, CORRECTIONS

TO: CORRECTIONS OFFICER, CORRECTIONS

EFFECTIVE: DECEMBER 2, 2019

**CHRISTINE M. LECLAIR**, LANSFORD, PA

FROM: DIRECTOR TRAINEE, VETERANS AFFAIRS

TO: DIRECTOR, VETERANS AFFAIRS

EFFECTIVE: DECEMBER 5, 2019

**REBECCA L. COLLURA**, SUMMIT HILL, PA

FROM: DIRECTOR/COMPUTER SYSTEMS TRAINEE, COURT COMPUTER INFORMATION SYSTEMS

TO: DIRECTOR/COMPUTER SYSTEMS, COURT COMPUTER INFORMATION SYSTEMS

EFFECTIVE: DECEMBER 5, 2019

**SUSAN M. RHOADS-PROCINA**, LEHIGHTON, PA

FROM: WIOA FISCAL MANAGER/CAREER LINK FISCAL AGENT TRAINEE, WIOA

TO: WIOA FISCAL MANAGER/CAREER LINK FISCAL AGENT, WIOA

EFFECTIVE: DECEMBER 5, 2019

**GARRY J. WENTZ**, PARRYVILLE, PA

FROM: EXECUTIVE DIRECTOR TRAINEE, WIOA

TO: EXECUTIVE DIRECTOR, WIOA

EFFECTIVE: DECEMBER 27, 2019

**SHELLY A. KURDZIEL**, LEHIGHTON, PA

FROM: ACTING FIRST DEPUTY, RECORDER OF DEEDS

TO: SECOND DEPUTY, RECORDER OF DEEDS

EFFECTIVE: DECEMBER 30, 2019

**HIRE:**

**VIRGINIA M. PIZZA**, JIM THORPE, PA - PART-TIME PARKING/METER ATTENDANT, PARKING FUND -  
EFFECTIVE DECEMBER 7, 2019.

**SEMINAR/TRAINING REQUESTS:**

**AREA AGENCY ON AGING**

**SUSAN E. ZEIGLER**

**MICHAEL D. CUTLER**

**DONNA L. SHELLY**

**DEENA L. FITAL**

ADRC PCC WEBINAR: PERSON-CENTER COUNSELORS UPDATES WEBINAR  
PALMERTON, PA

**CHILDREN & YOUTH SERVICES**

**SALLIANNE S. NEWTON**

**ANISSA M. NUNEMACHER**

PCYA QUARTERLY MEETING

STATE COLLEGE, PA

COST: CONFERENCE FEE \$150 PER PERSON, LODGING, MEALS

**DISTRICT ATTORNEY**

**TIMOTHY L. NOTHSTEIN**

**CHRISTOPHER T. RITTER**

MIST TRAINING:

PERSONAL LEADERSHIP

LEGAL UPDATES

OS: EXPLOSIVE DEVICES

OPERATIONAL PLANNING & CROWD MANAGEMENT

ALLENTOWN, PA

**COURTS SEMINAR/TRAINING REQUEST ACKNOWLEDGEMENTS:**

**DOMESTIC RELATIONS**

**BRIDGET M. JOHNSTON**

**LAUREN HOLLAND**

**STACY L. KATTNER**

**JENNIFER L. WERTMAN**

**EMMA J. KELSALL**

EPACSES IMPLEMENTATION

PHILADELPHIA, PA

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

**BENJAMIN C. WYSOCKI**

SUPPORT ORDER ESTABLISHMENT 201

NANTICOKE, PA

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

**BRIDGET M. JOHNSTON**

**LAUREN HOLLAND**

**RASHUNDA L. YUHAS**

**KAREN M. GASKER**

**SUSAN S. BOLTON**

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EPACSES IMPLEMENTATION

LANCASTER, PA

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

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE PERSONNEL REPORT DATED DECEMBER 5, 2019.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**CORRESPONDENCE:**

MINUTES RECEIVED: OCTOBER 15, 2019 MEETING OF CARBON COUNTY PLANNING COMMISSION.

AUDIT REPORTS: CARBON COUNTY LIQUID FUELS TAX FUND FOR THE PERIOD JANUARY 1, 2018 TO DECEMBER 31, 2018 RECEIVED FROM THE PENNSYLVANIA DEPARTMENT OF THE AUDITOR GENERAL.

THE NOVEMBER 2019 MONTHLY REPORT WAS RECEIVED FROM THE CARBON COUNTY REGISTER OF WILLS.

A COMMUNICATION WAS RECEIVED FROM "SAVE CARBON COUNTY" WITH ATTACHED REVISED TIMELINE FOR THE PENNEAST/UGI PIPELINE PROJECT.

NOTIFICATION WAS RECEIVED FROM THE HAZLETON CITY AUTHORITY, IN ACCORDANCE WITH THE H2O WATER AND SEWER PROGRAM GRANT APPLICATION REQUIREMENTS, ADVISING THAT THE HAZLETON CITY AUTHORITY WATER DEPARTMENT (HCA) WILL BE SUBMITTING A GRANT FUNDING APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR A PRESSURE REGULATING VALVE (PRV) AUTOMATION PROJECT.

COMMUNICATIONS WERE RECEIVED REGARDING THE FOLLOWING PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT APPLICATIONS:

HAULMARK TRAILERS OF PA, INCORPORATED, MCADOO, PA  
AIR QUALITY PROGRAM STATE-ONLY OPERATING PERMIT #13-00016

CORRESPONDENCE WAS RECEIVED FROM THE PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE INFORMING OF CARBON COUNTY'S AMENDED CHILD WELFARE NEEDS-BASED PLAN AND BUDGET (NBPB) ALLOCATIONS FOR STATE FY 2019-20.

**ADVERTISING REQUEST:**

**#19-528 CDBG/PUBLIC ANNOUNCEMENT:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO RATIFY APPROVAL TO ADVERTISE A PUBLIC ANNOUNCEMENT ON WMGH-FM AND WLSH-AM FROM DECEMBER 9, 2019 THROUGH DECEMBER 22, 2019 REGARDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY2019 FAIR HOUSING ACTIVITY.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**BOARDS & AUTHORITIES:**

**HOUSING AUTHORITY:**

**#19-529 REAPPOINTMENT:**

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE REAPPOINTMENT OF LISA

VIGNONE, PALMERTON, PENNSYLVANIA, TO AN ADDITIONAL FIVE-YEAR TERM ON THE CARBON COUNTY HOUSING AUTHORITY, EFFECTIVE TO DECEMBER 31, 2024.

BOARD POLLED: O’GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**EMERGENCY MANAGEMENT:**

**#19-530 TRAINING CONTRACT/BUCKS COUNTY:**

A REQUEST WAS RECEIVED FROM THE EMERGENCY MANAGEMENT DIRECTOR FOR APPROVAL OF THE 2020 TRAINING MEMBERSHIP PROGRAM CONTRACT WITH BUCKS COUNTY COMMUNITY COLLEGE SELECTING THE “BRONZE MEMBERSHIP PROGRAM” AT A COST OF \$1,200.00.

\*FUNDED BY THE 2019/2020 HAZARDOUS MATERIALS RESPONSE FUND (HMRF) GRANT THROUGH THE HAZMAT PROGRAM.

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE AND AUTHORIZE EXECUTION OF THE CONTRACT WITH BUCKS COUNTY COMMUNITY COLLEGE.

BOARD POLLED: O’GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**LIQUID FUELS PROGRAM:**

**#19-531 ENCUMBRANCE REVISION/BRIDGE #4:**

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO APPROVE AND EXECUTE AN APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION REQUESTING REVISION #4 FOR PROJECT #94-13-000-02, BRIDGE #4, GRIST MILL DRIVE (T-459) OVER QUAKAKE CREEK, PACKER TOWNSHIP (COMPLETE STRUCTURE REPLACEMENT INCLUDING ENGINEERING, DESIGN, RIGHT OF WAY ACQUISITION AND CONSTRUCTION), INCREASING THE ENCUMBRANCE AMOUNT OF \$340,000 TO \$390,000.

BOARD POLLED: O’GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**PLANNING & DEVELOPMENT:**

**#19-532 CDBG/MODIFICATION:**

MOTION BY MR. GERHARD, SECONDED BY MR. O’GUREK, TO RATIFY APPROVAL OF MODIFICATION REQUEST #4 TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM CONTRACT #C000071568, FFY 2018, AS FOLLOWS:

MOVE \$50,000 FROM BANKS TOWNSHIP – STREET IMPROVEMENTS TO FAMILY PROMISE – ACQUISITION OF REAL PROPERTY TO PURCHASE A HOUSING UNIT FOR FAMILIES, WOMEN; PROVIDE CASE MANAGEMENT SERVICES AND EXPAND DAY SERVICES FOR THE HOMELESS

BOARD POLLED: O’GUREK YES  
GERHARD YES  
NOTHSTEIN YES

**SOLICITOR'S REPORT:**

**AGENCY ON AGING:**

**#19-533 LEGAL SERVICES/CANCELLATION:**



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A REQUEST WAS RECEIVED FROM THE DIRECTOR OF THE AREA AGENCY ON AGING FOR EARLY TERMINATION OF THE CONTRACT WITH MICHAEL S. GREEK, ATTORNEY-AT-LAW, LANSFORD, PENNSYLVANIA, FOR PROVISION OF LEGAL SERVICES, EFFECTIVE DECEMBER 31, 2019. ATTORNEY GREEK'S PRIVATE PRACTICE WILL BE CLOSING DUE TO HIS BEING ELECTED DISTRICT ATTORNEY.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE EARLY TERMINATION OF THE CONTRACT WITH MICHAEL S. GREEK.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**RENTAL FEE APPRAISAL:**

**#19-534 PROPOSAL/PERSON:**

A PROPOSAL WAS SUBMITTED BY PERSON AGENCY, INCORPORATED, LEHIGHTON, PENNSYLVANIA, FOR A RENTAL FEE APPRAISAL FOR NEW OFFICE SPACE, LAUREL STREET, WEATHERLY, PENNSYLVANIA. THE ESTIMATED FEE IS \$800.00.

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO ACCEPT THE PROPOSAL AND AUTHORIZE EXECUTION.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**RETIREMENT:**

**#19-535 LEAVE BUYBACK/HEINTZELMAN:**

A REQUEST WAS SUBMITTED BY CHRISTINE HEINTZELMAN FOR BUYBACK OF RETIREMENT CREDIT FOR LEAVE OF ABSENCE WITHOUT PAY FOR THE PERIOD MARCH 18, 1991 THROUGH APRIL 12, 1991. TOTAL MEMBER CONTRIBUTION: \$107.41. (COUNTY CONTRIBUTION - 0).

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE REQUEST AS SUBMITTED BY CHRISTINE HEINTZELMAN.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**TAX ASSESSMENT:**

**#19-536 TAX REFUND:**

A COMMUNICATION WAS RECEIVED FROM THE TAX ASSESSMENT BUREAU VERIFYING THAT THE FOLLOWING TAXPAYER IS DUE A REFUND OF COUNTY REAL ESTATE TAXES:

**MUNICIPALITY:** PENN FOREST TOWNSHIP  
TOWAMENSING TRAILS PROPERTY OWNERS ASSOCIATION  
P.O. BOX 100  
ALBRIGHTSVILLE PA 18210

**PROPERTY CODE:** 19-51-22231 & 19-51-22232

**PROPERTY RECORD CARD #:** 22A-51-C1449 & 22A-51-C1450

**REASON:** DUE TO AN ASSESSMENT APPEAL, THIS PROPERTY WAS APPROVED FOR EXEMPTION.

**TOTAL REFUND DUE:** \$119.03

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE AND AUTHORIZE PAYMENT OF THE REFUND AS LISTED.

BOARD POLLED:	O'GUREK	YES
	GERHARD	YES
	NOTHSTEIN	YES

**TAX CLAIM BUREAU:**

**#19-537 AGREEMENT/INFOCON:**

THE 2020 PRINTING SERVICE OPTIONS AND FEE SCHEDULE AS PER AGREEMENT APPROVED NOVEMBER 13, 2014 WITH INFOCON CORPORATION (HARRIS COMPUTER SYSTEMS), EBENSBURG, PENNSYLVANIA FOR TAX CLAIM PRINTING SERVICES OF ANNUAL NOTICES AS REQUIRED BY PA REAL ESTATE TAX SALE LAW, WAS SUBMITTED FOR APPROVAL. SERVICES INCLUDE PROCESSING OF ELECTRONIC CERTIFIED MAIL, ALLOWING FOR POSTAL DISCOUNTS AND IDENTIFIES FORWARDING ADDRESSES OF TAXPAYERS. TOTAL ESTIMATED COST: \$5,384.00 (2018 COSTS).

MOTION BY MR. GERHARD, SECONDED BY MR. O'GUREK, TO APPROVE THE 2020 PRINTING SERVICE OPTIONS AND FEE SCHEDULE WITH 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 10:52 A.M.

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ELOISE K. AHNER,  
CHIEF CLERK/COUNTY ADMINISTRATOR

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WAYNE E. NOTHSTEIN, CHAIRMAN