

Honesdale, Pennsylvania

April 23, 2015

The regular meeting of the Wayne County Commissioners was held on this date with Commissioner Brian W. Smith presiding. The meeting was called to order by Commissioner Smith with Commissioner Jonathan A. Fritz and Commissioner Wendell R. Kay present.

The Commissioners were presented with copies of the minutes of the meeting held April 16, 2015. A motion was made by Commissioner Kay, seconded by Commissioner Fritz and unanimous to approve the minutes of the said meeting.

Agenda

Scheduled to meet with the Commissioners: Autism Awareness Month; Letter of Support – Wayne Library Authority; PMVB Tourism Allocations; Salary Board meeting; Payment of bills.

Correspondence and Communications

Received a letter from the Department of Environmental Protection stating that the 2013 and 2014 Annual Inspection Reports for Nevin Creek Dam (PA-451) were received from Wayne County and concur with the recommendations explained in them.

Received notification from the Department of Environmental Protection that approval was granted for an Air Quality Program State-Only Operating Permit for Haines & Kibblehouse, Inc., Palmyra Township.

Received a copy of the Legislative Bulletin from the County Commissioners Association of Pennsylvania dated April 17, 2015.

Received a copy of the Forest Leaves newsletter from the PennState Cooperative Extension for Spring 2015.

Received a letter from Roger Firmstone informing of his retirement from Maintenance in the Area Agency on Aging, effective May 8, 2015. A motion as made by Commissioner Fritz, seconded by Commissioner Smith and unanimous to accept this letter.

Received a letter from Andrea Whyte, Human Services Administrator, informing of the termination of Chelsea Wells from the Office of Human Services, effective April 20, 2015. A motion was made by Commissioner Kay, seconded by Commissioner Fritz and unanimous to recognize the termination of Chelsea Wells.

New Business

Kelly Waters, autism activist, and friends were present to receive a proclamation for Autism Awareness Month. Autism rates have increased and currently 1 in 68 children are diagnosed on the autism spectrum. School age children receive a variety of services. Aged out youth and adults continue to need community support services. A motion was made by Commissioner Smith, seconded by Commissioner Kay and unanimous for Commissioner Kay to read and the Board proclaim April 2015 Autism Awareness Month in Wayne County and urge residents to participate in awareness activities in order to become better educated about autism.

A motion was made by Commissioner Fritz, seconded by Commissioner Kay and unanimous to authorize a letter of support for the Wayne Library Association authorizing their application to the Walmart Foundation for funding.

The Chief Clerk presented the following Tourism Promotion allocations as per the MOU between the County and PMVB:

Chamber of the Northern Poconos / Stourbridge Line	\$ 17,500
Wayne County Fair	\$ 10,000

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Green-Dreher-Sterling Fair	\$ 10,000
Greater Honesdale Partnership	\$ 5,000
Downtown Hawley Partnership	\$ 5,000
Roots & Rhythm Music & Arts Festival	\$ 2,500

A motion was made by Commissioner Kay, seconded by Commissioner Fritz and unanimous to approve the allocations as presented.

A motion was made by Commissioner Fritz, seconded by Commissioner Smith and unanimous to recognize the judicial promotion of Erica Verola, as an Office Manager in the Adult Probation Department, effective May 4, 2015.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

A motion was made by Commissioner Kay, seconded by Commissioner Fritz and unanimous to approve Helen Kelly, as Housing Coordinator in the Office of Human Services, effective May 11, 2015.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

A motion was made by Commissioner Kay, seconded by Commissioner Fritz and unanimous to approve Gerald Johnson, as a Caseworker I in Children and Youth Services, effective April 27, 2015.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

Other Business

The Commissioners received a copy of the Treasurer's Report dated April 22, 2015.

A motion was made by Commissioner Fritz, seconded by Commissioner Kay and unanimous to approve the following bills for payment, as presented, which include Check No. 72054 through 72185. Also included in the motion to approve were checks from the Human Services Agency and from Behavioral and Developmental Programs/Early Intervention.

Check	Vendor	Description	Amount
72054	WAYNE COUNTY EMPLOYEE	MARCH DEDUCTIONS	\$ 109,066.17
72055	3M COGENT INC	INV DTD 4/1	\$ 25.75
72056	AREA AGENCY ON AGING	SFPP 4TH Q PAYMNT	\$ 8,805.45
72057	AB ELECTRIC, LLC	STOURBRIDGE PROJECT	\$ 725.00
72058	MAUREEN ALLEN	FSA 2014	\$ 1.30
72059	LEATRICE ANDERSON ESQ	WC APPOINTMENTS	\$ 123.50
72060	ARBOR TECH TREE CARE	4/6, 4/7,4/8,4/13 SERVICES	\$ 5,900.00
72061	CHIRYL J ARNOTT	3/29-4/18 SERVICES	\$ 120.00
72062	AVANCO INTERNATIONAL INC	#6200-09U DTD 4/13 Q REPORT	\$ 6,631.00
72063	AVTECH SOFTWARE INC	MAINT THRU 1/29/2016	\$ 539.90
72064	JOSEPH W BARNETT	G GILSON 4/10	\$ 5.00
72065	NICHOLAS A BARNA ESQ	ARBITRATOR 4/6	\$ 818.50
72066	DOROTHY BEAM	FSA 2014	\$ 536.54
72067	SCOTT BENNETT ESQ	PD APRIL/MAR EXP	\$ 308.38
72068	SCOTT BENNETT ESQ	ARBITRATOR 4/6	\$ 598.00
72069	BIMBO FOODS, INC	#6900806999999 DUE 4/11	\$ 298.68
72070	BULLDOG MAINTENANCE CO INC	AGING BLDING MAR SERVICE	\$ 4,777.00
72071	STEVEN BURLEIN	PD MARCH	\$ 414.40
72072	STEVEN BURLEIN ESQ	DR MARCH BILLING	\$ 658.80
72073	ORESSA P CAMPBELL ESQ	CZAR/SCHLINGER 3/4	\$ 476.32
72074	CASE TIRE SERVICE	#WAY550 DUE 5/15	\$ 60.00

72075	COMMONWEALTH OF PA	#AV000408L JOHN NOLAN	\$	450.00
72076	COUNTY TREASURER'S ASSOCIATION OF PA	2015 CONFERENCE	\$	800.00
72077	JOSEPH P CREMONA	A CROCKER 4/15	\$	146.13
72078	DE LAGE LANDEN FIN SERVICES	#343783 DUE 5/1	\$	961.18
72079	DEPARTMENT OF PUBLIC WELFARE	CHILD ABUSE HISTORY	\$	10.00
72080	D G NICHOLAS CO	#W0310 DTD 4/16	\$	15.63
72081	DIRLAM BROS LUMBER CO INC	#WAY280 DTD 4/13	\$	68.50
72082	DIRECT ENERGY BUSINESS	#1086681 DUE 5/5	\$	139.60
72083	DEPUTY SHERIFFS ASSOCIATION OF PA	13 MEMBERSHIPS	\$	195.00
72084	JONATHAN DUNSINGER	REPLACES CK#59737	\$	16.06
72085	ECOLAB	#019948623 DUE 5/1	\$	38.58
72086	EDW. SCHWARZ INC	#11952 INV DTD 4/13	\$	1,228.41
72087	ELECTRONIC BUSINESS PRODUCTS	#100345 DUE 5/13	\$	16.40
72088	MARGARET ENNIS	FSA 2014	\$	500.76
72089	CHRISTOPHER FARRELL, ESQ	PD MARCH	\$	636.00
72090	FEDERAL EXPRESS CORP	#6296-6368-1 DUE 4/29	\$	32.51
72091	HEIDI FERBER	FSA 2015	\$	9.97
72092	FIRELY PEDIATRIC EXTENDED SERVICES	COM RESIDENTIAL JAN	\$	8,073.00
72093	ROGER FIRMSTONE	E BLAYLOCK 4/10	\$	30.95
72094	FORENSIC ASSOCIATES OF NEPA	INV DTD 4/13	\$	6,550.00
72095	FOSTER PARENT PROFESSIONALS	FP LIABILITY RENEWAL 15/16 #38	\$	1,800.00
72096	FOX LEDGE INC	#000614 DUE 4/30	\$	385.65
72097	FROMM ELECTRIC SUPPLY CORP	#231549 DTD 4/8	\$	96.46
72098	GALLS, LLC	#4855925 DUE 4/30	\$	27.00
72099	GEO W KINSMAN INC	#W00072 DTD 4/13	\$	1,205.61
72100	GINGER GOLDEN	MILEAGE 4/14-4/15	\$	160.02
72101	GRANDJEAN & BRAVERMAN INC	INV DTD 4/3	\$	3,690.00
72102	RICHARD HENRY	PD MARCH	\$	600.00
72103	RICHARD B HENRY ESQ	KELLAM THRU 3/6	\$	1,271.10
72104	HENDERSON TRUCKING	DTD OF SERVICE 3/25	\$	260.00
72105	HIGHHOUSE ENERGY	#9048 DUE 4/15	\$	483.82
72106	HOLIDAY INN	RESERVATION M BOTJER	\$	276.39
72107	HOME DEPOT CREDIT SERVICES	XXXXXX9437 DUE 5/6	\$	2,881.05
72108	HONESDALE AGWAY	#700557 DTD 3/19	\$	26.59
72109	HONESDALE AUTO & TRUCK SUPPLY CO	#1291 DTD 4/20	\$	68.21
72110	HOWELL, HOWELL & KRAUSE	CLARK THRU 3/24	\$	48.75
72111	IDENTICARD	#6314737953 DTD 3/16	\$	267.90
72112	INFOCON CORPORATION	#02703 MARCH SERVICES	\$	1,895.00
72113	INSIGHT	#10074847 DUE 5/12	\$	3,811.22
72114	JACK WILLIAMS TIRE & AUTO	#40877 DTD 4/16	\$	48.00
72115	JUSTICE WORKS YOUTH CARE INC	FGDM MARCH	\$	3,420.00
72116	BARBARA KAISER	TRANSCRIPT VACULA	\$	287.59
72117	KEENAN & ASSOCIATES	INSTALLMENT #2	\$	984.94
72118	KEMA	D DOYLES 2015 DUES	\$	90.00
72119	KIDSPLEASE CORPORATION	COUNSELING,FC,RESIDENTIAL MARC	\$	15,082.68
72120	K-KLEEN INC	CLEANING KITCHEN EXHAUST	\$	480.00
72121	ANNA KORB	TRAINING MILEAGE	\$	134.10
72122	KELLY KYZER	CCAP TRAINING EXP 4/10	\$	282.41
72123	LANGUAGE LINE SERVICES	#9020907013 MRCH SERVICES	\$	80.58
72124	MICHAEL LEHUTSKY ESQ	McKNIGHT THRU 3/25	\$	1,138.80
72125	LEVANT MARTIN, PC	ARBITRATORS 4/6	\$	598.00
72126	LIGHTFIELD CAPITAL, LLC	INV DTD 4/13	\$	1,620.00
72127	LINDSEY LAWN & GARDEN INC	#51671 DTD 4/13	\$	122.79
72128	MARLIN LEASING	#1255904 DUE 5/5	\$	27.33
72129	DONNA MATHEWS	FSA 2015	\$	29.26
72130	MECHANICAL SERVICE CO	#WAYN100 DTD 4/16	\$	147.00
72131	METZ ELECTRICAL SERVICES INC	INV DTD 4/12	\$	7,800.00
72132	DARLENE MILLER	FSA 2014	\$	127.38
72133	M.M.M. WASTE REMOVAL INC	WC DUMPSTERS DUE 4/27	\$	104.50
72134	NORTHWESTERN HUMAN SERVICES	RESIDENTIAL MARCH	\$	8,113.01
72135	NORTHWESTERN HUMAN SERVICES OF PA	FC MARCH	\$	2,742.26
72136	PA DEPARTMENT OF LABOR & IND	#03655 RENEWAL DUE 5/30	\$	36.00
72137	PA SHERIFFS ASSOCIATION	MARK STEELMAN REG CONFERENCE	\$	500.00
72138	PA STATE POLICE	FC CLEARANCE	\$	10.00
72139	PA TREATMENT & HEALING	DAY TREATMNT DELINQ MARCH	\$	5,987.50
72140	PATRIOT WORKWEAR	INV DTD 4/15	\$	712.00
72141	PA CONFERENCE OF STATE TRIAL JUDGES	2015 DUES	\$	155.00
72142	PENNSYLVANIA FORENSIC ASSOCIATES	FC DELINQ MARCH	\$	491.97
72143	PENTELEDATA	#3004815 DUE 4/29	\$	3,217.97
72144	PIMCC	APRIL BILLING	\$	1,202.00
72145	PIONEER CONSTRUCTION CO INC	11TH ST SNOW REMOVAL FEB	\$	11,320.25
72146	PITNEY BOWES GLOBAL FINANCIAL SERVICES	#1866831 DUE 5/6	\$	42.74
72147	US POSTMASTER SERVICE	BULK MAILING	\$	268.49
72148	P P & L	#9425128006 DUE 5/8	\$	5,228.92
72149	PREMIER BIOTECH, INC	#128339 DUE 5/6	\$	3,155.97
72150	PROFESSIONAL EMERG CARE	BETH CIERKOWSKI 3/6	\$	174.19
72151	QUALITY PRINTING & COPYING	STAMPS	\$	215.00
72152	QUALIFICATION TARGETS INC	INV DTD 4/9	\$	320.90
72153	QUILL CORPORATION	#C2123982 DUE 5/10	\$	279.50
72154	THE RAMADA CONFERENCE CENTER	K KYZER CCAP TRAINING 4/28	\$	78.44
72155	SORAYA RIVERA	SERVICE DTD 3/24	\$	190.00
72156	DEBORAH ROTHENBERG	TRAINING RXP 4/13	\$	469.92
72157	SAGE TECHNOLOGY SOLUTIONS, INC	#001186 DTD 3/31	\$	2,402.00
72158	SHI INTERNATIONAL CORP	#1054819 DTD 4/14	\$	1,702.36
72159	THE SOUTH CANAAN TELEPHONE CO	WC COURTHOUSE DUE 5/3	\$	312.00
72160	SOUTHERN COMPUTER WAREHOUSE	#WC185801 DUE 4/26	\$	3.15

72161	STANDARD INSURANCE CO	#001385240001 DUE 5/1	\$ 2,376.00
72162	STANTON OFFICE EQUIPMENT	WC C & Y CABINET LOCK	\$ 35.00
72163	STARR UNIFORM CENTER	JENNINGS	\$ 4,443.58
72164	SUSANIN, WIDMAN & BRENNAN P.C.	SERVICE THRU 3/31	\$ 1,487.00
72165	SWANK MOTION PICTURES, INC	LICENXE THRU 3/31/16	\$ 475.00
72166	MARY ANN SWINGLE	FSA 2015	\$ 250.84
72167	THOMSON REUTERS-WEST	1000138234 DUE 5/4	\$ 5,984.92
72168	TOPP BUSINESS SOLUTIONS	#AA8746 DUE 4/19	\$ 1,060.97
72169	TOP HAND SAFETY	#1W9727 DUE 5/14	\$ 107.79
72170	RONALD LACINSKI	DA OFFICE REPAIRS	\$ 642.66
72171	TRACKSIDE GRILL	DISC SET	\$ 32.98
72172	TRACK GROUP	ELECTRONIC MONITORING MARCH	\$ 322.50
72173	TREHAB	2015 EMERGENCY FUND APPROPRIAT	\$ 3,500.00
72174	VERIZON	#5702534912 DUE 5/11	\$ 479.33
72175	VERIZON WIRELESS	#54201792700001 DUE 4/27	\$ 199.84
72176	VITAL RECORDS	BITH CERTIFICATE	\$ 20.00
72177	WACOR ELECTRONICS SYSTEMS INC	INV DTD 4/20	\$ 3,475.81
72178	ANTHONY R WALDRON - ESCROW ACCOUNT	WALKER SETTLEMNT COSTS	\$ 1,288.50
72179	THE WAYNE INDEPENDENT	#01100160000 VEHICLE SALE	\$ 621.85
72180	WAYNE MEMORIAL HOSPITAL	BETH CIERKOWSKI 3/4	\$ 406.15
72181	WAYNE COUNTY ESCHEATED FUNDS	TRANSFER FUND	\$ 11.55
72182	W C HEALTH BENEFIT FUND	HEALTH PAYMNT	\$ 79,000.00
72183	WAYNE COUNTY SHERIFF DEPT	TRAVEL EXP 4/21	\$ 61.09
72184	WILSON LAW, PC	CM ANTONACCI/BUPPELMAN	\$ 975.00
72185	PATRICK J ZIRPOLI, LLC	FINAL PREA REPORT	\$ 1,000.00
Total			<u>\$ 370,258.40</u>

WEEKLY VOUCHER REPORT FROM 4/23/2015 TO 4/23/2015

VOUCH	VENDOR	DESCRIPTION	AMOUNT
920	CARDMEMBER SERVICE	LODGING - JN	113.29
921	CHILDLINE AND ABUSE REGISTRY	PA CHILD ABUSE HISTORY CLEARANCE - RM	10.00
922	CENTRAL WAYNE REGIONAL AUTH.	MAR 2015 SEWER SERVICE - FAIR AVE APTS	190.00
923	JENNIFER MALAK	APR 2015 EI PT BASE SERVICES	158.80
924	KAREN RICKERT	APR 2015 EI SNI BASE SERVICES	839.70
925	SAYEGH PEDIATRIC THERAPY SERV.	APR 2015 EI ST & SNI BASE SERVICES	2,719.37
926	THE ADVOCACY ALLIANCE	FY 2014-2015 3RD QTR -MR INCIDENT MANAGEMENT	1,250.00
927	THE ADVOCACY ALLIANCE	MAR ID INDEPEND. MONITORING/QUALITY SURVEYS	6,339.36
928	THE ADVOCACY ALLIANCE	MAR 2015 ID REP PAYEE SERVICES	70.00
929	CYNTHIA HALL-MATTHEWS	JAN THRU APR 2015 EMPLOYEE TRAVEL EXPENSES	253.30
930	CARDMEMBER SERVICE	DOMAIN REGIST. - WAYNECOUNTYPACHILDREN.ORG	128.17
931	SUSQUEHANNA SOFTWARE, INC.	CCRI POMS MINI GRANT	7,177.00
932	CARE FOR PEOPLE PLUS, INC.	APR 2015 ID HOME & COMM HAB BASE SERVICES	1,158.40
933	CAREGIVERS AMERICA	MAR 2015 ID HOME & COMM HAB BASE SERVICES	567.82
934	HUMAN RESOURCES CENTER, INC.	MAR 2015 ID TRANSPORTATION BASE SERVICES	276.75
			\$21,251.96

HSA WEEKLY VOUCHER REPORT FROM 4/23/2015 TO 4/23/2015

VOUCH	VENDOR	AMOUNT	DESCRIPTION
1736	WAYNE COUNTY COMMISSIONERS	\$109,965.08	3/20/15 Payroll
1738	WAYNE COUNTY COMMISSIONERS	\$112,998.23	4/3/15 Payroll
1894	MA client S.D.	\$142.08	MA client travel - Mar & Apr 2015
1895	MA client D.H.	\$115.20	MA client travel - Mar & Apr 2015
1896	ALLIED IN HOME SVGES (PERS CARE)	\$15,160.31	Personal care & home support - Mar 2015
1897	KENNETH BARLETTA	\$598.50	Rust repair on bus #34 - Mar 30, 2015
1899	CAREGIVERS AMERICA	\$28,744.39	Personal care & home support & PERS fee - Mar
1900	COMPASSIONATE IN HOME PERS CARE	\$311.68	Personal care & in-home support - Mar 2015
1901	CONNECT AMERICA	\$245.00	PERS for Mar 2015 for consumers
1902	DAVES SUPER DUPER	\$11.98	Snacks, Parenting Program; prevention suppt grp
1903	DEMPSEY UNIFORM & LINEN	\$1,083.14	Linen rentals & supplies - Mar 2015
1904	HAWLEY BOROUGH	\$560.00	Design Tech & Proj Engineer/Hawley Ctr addition
1905	JBS INC.	\$107.00	Mo copier maint, Back Ofc- Apr 2015
1906	MID-STATE OCCUPATIONAL HEALTH	\$55.00	DOT physicals - recert JLauteschlager
1907	TOM MURRAY - CON	\$450.00	Vehicle cleaning services - 4/11 & 4/18
1908	NEWS EAGLE	\$99.50	Legal ads for Governing Bd mtgs of Apr 8
1909	OFFICE DEPOT	\$154.03	Supplies - Fiscal, Care Mgmt, Aging restock
1910	PA DEPT. OF PUBLIC WELFARE	\$40.00	CY113 Employment clearances
1911	PENN JERSEY PAPER CO.	\$767.60	Holiday placemts - Hones, Hamlin & Hawley
1912	PITNEY-BOWES	\$56.19	Mo D&A postage machine rental - 3/30-4/30/15
1913	POCONO PEST	\$34.00	Monthly pest control - Hawley, month 3, Mar
1914	PP&L ELECTRIC (D&A)	\$155.65	Electric bill, D&A, 3/5/15 - 4/6/15
1915	PYRAMID HEALTHCARE	\$904.00	Inpatient non-hospital - Mar 2015
1916	PYRAMID HEALTHCARE, INC-E STROUDSBG	\$1,755.00	Inpatient non-hospital - Mar 2015
1917	REDWOOD TOXICOLOGY LAB	\$142.07	Instant drug tests for suboxone clients
1918	ROWE DOOR SALES COMPANY	\$563.75	10 new garage door remotes - 5th St garage
1919	WAL-MART COMMUNITY/GECRB	\$27.31	Snacks for 'stop opiate abuse' focus grp
1920	WASTE MANAGEMENT	\$176.21	Trash pickup, Pantry - Mar 30, spoiled food & spill
1921	WAYNE BANK CARDMEMBER SERVICE	\$390.22	Monthly charge card payment - Mar 2015
1922	WAYNE COUNTY MHMR	\$223.60	Reimb/monitor/Sherwood originally bought for Housing
1923	WAYNE INDEPENDENT	\$340.52	Ads soliciting bids/adult day care addition-Hawley Ctr
1924	WAYNE INDEPENDENT	\$21.04	Legal ads for D&A Adv Bd meeting of Mar 31
1925	WAYNE INDEPENDENT	\$142.99	Legal ads for Gov Bd, C&Y, Trans, Pantry & BDPEI

1926	PAT DONALDSON	\$8.32	Staff travel - Apr 2015
1927	MARY PALADINO	\$284.01	Staff travel - Dec 2014 & Feb 2015
1928	FCSP client D.S.	\$65.65	FCSP client supplies reimbursement - Mar 2015
1929	FFCSP client T.H.	\$199.50	FFCSP client supplies & services reimb - Mar 2015
1930	FFCSP client A.P.	\$198.00	FFCSP client services reimbursement - Mar 2015
1931	DAYS INN-PENN STATE	\$160.58	Hotel/Greig for 5/28-29 DUI Coordinators conference
1932	STEVE OSTRANDER	\$255.00	Initial inspection, specs & design fees
1933	THE PENN STATER	\$123.69	Hotel/Bataille- LTC Ombudsman Tenured Track Training
1934	LES FELDNER	\$29.70	Staff travel - Apr 2015
1935	INSIGHT PUBLIC SECTOR	\$24.99	StarTech.com DisplayPort to DVI video converter
1936	TIGER DIRECT	\$787.64	Asus laptop, carrying case - LGuiser
		\$278,678.35	

Liquid Fuels

787	JOHN BONHAM	#230084 DTD 3/3	\$ 25.50
788	HRI INC	KELLAM'S BRIDGE EST #30	\$ 49,408.69
789	PIONEER CONSTRUCTION CO INC	VOUNTEER DRIVE FEB SNOW REMOVA	\$ 3,167.50
790	REILLY ASSOCIATES	KEENS POND EST #1	\$ 874.99
791	WC RECORDER OF DEEDS	RIGHT WAY DYBERRY BRIDGE PROJE	\$ 30.00

Escheated

1017	WAYNE CO GENERAL FUND	REPLACE CK# 59737 ESCHTED 3/19	\$16.06
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Tourism Promotion

512	MASTERCARD	#XXXXXX7417 DUE 5/6	\$ 85.18
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The Chief Clerk reported that no bids were received for the District Attorney's vehicle auction. Solicitor Krause will be consulted for further direction on the disposition.

A motion was made by Commissioner Smith, seconded by Commissioner Fritz and unanimous to adjourn.

Vicky J. Botjer, Chief Clerk