

Legals & Public Services 100

Sealed bids will be received by the Borough of Dallas at the office of the Borough Manager, 25 Main Street, Dallas, PA until 10:00 A.M. on April 11, 2003 and then publicly opened and read aloud in the Borough Manager's Meeting Room at 11:00 A.M. on that date.

Briefly, bids are for the installation of storm sewer, replacement of stormwater inlets and restoration of pavement on two Borough Streets.

Contract documents, including drawings and technical specifications are on file and may be obtained for a non-refundable deposit of \$35.00 at the office of Michael J. Pasonick and Associates at 165 North Wilkes-Barre Boulevard, Wilkes-Barre, PA between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday.

Prospective bidders are urged to familiarize themselves with the site and review the scope of work and construction documents. Any contractor who does not do so submits a bid does so at his own risk.

Bid proposals must be on the forms provided by Dallas Borough. Bid Security in an amount equal to ten percent (10%) of the total bid shall be submitted with each bid in accordance with the instructions to bidders.

Dallas Borough reserves the right to reject any or all bids or portion thereof or to waive formalities in the bidding.

The Labor Standards, Wage Determination Decision and Anti-Kickback regulations (29 CFR, Part 3) issued by the Secretary of Labor are included in the contract documents of this project and govern all work under this contract.

Non-discrimination in Employment-Bidders on work under this Contract will be required to comply with the President's Executive Order #11246 and will be required to insure that employees and applicants for employment are not discriminated against on the basis of their race, color, national origin, sex, religion, age, disability or marital status in employment or the provision of services. In addition to EEO Executive Order 11246, Contractors must also establish a 6.9% goal for female participation and a 0.6% goal for minority participation in the aggregate on-site construction workforce for contracts in excess of \$10,000 as per the notice of requirement for affirmative action as contained in the contract documents. Attention is called to Section 3 of the Housing and Urban Development Act of 1968, 12 USC 1761U and the Section 3 clause and regulations set forth in 24 CFR, Part 135.

In compliance with Executive Order 11625 and 12138, the successful bidder must utilize to the greatest extent feasible, minority and/or women owned businesses located in the municipality, county, or general trade area.

The Borough of Dallas does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or marital status in the provisions of services.

Dallas Borough is an Equal Employment Opportunity/Affirmative Action Employer.

Bids may be held by Dallas Borough for a period not to exceed Sixty (60) days from the date of opening of the bids for the purpose of reviewing the bids prior to awarding the contract. In this period of time, no bidder may withdraw their bid.

BY: Joseph Moskovitz
Dallas Borough manager

**DALLAS BOROUGH
CONCISE FINANCIAL STATEMENT**

JANUARY 1, 2002 TO DECEMBER 31, 2002

Assessed Valuation	9,120,160
Millage	20
Fund Balance-January 1, 2002	319,019
Receipts	
Taxes Collected	568,719
Licenses & Permits	26,044
Fines Collected	1,095
Interest & Rents	5,116
Grants & Gifts	129,428
Department Earnings	25,949
Miscellaneous	13,455
Total Receipts	794,782
Available for Expenditure	1,113,801
Expenditures	
General Government	112,781
Public Safety	291,277
Public Works	225,557
Planning & Zoning	4,946
Health & Sanitation	1,095
Grant Expenses	47,107
Culture & Recreation	14,855
Payroll Taxes & Insurance	106,117
Total Expenditures	813,735
Fund Balance	300,066

The Fund Balance is comprised of:
Cash-Checking 298,932
Due From (To) Other Funds 1,674
Fund Balance-December 31, 2002 300,066

The above is a condensed report taken from the audited general purpose financial statements issued in my report dated February 26, 2003

John A. Bonita
Certified Public Accountant

MEETING NOTICE

The Dallas Borough Zoning Hearing Board will meet on Thursday, April 24, 2003 at 7:00 p.m. in Dallas Borough Council Chambers at 25 Main Street, Dallas, PA 18702. The purpose of the meeting is to consider the following applications:

1. Citizens Bank 15 Main Street, Dallas Borough, a request for "Use by Special Exception" for approval to construct an overhead tube system from the present bank drive up to the bank building.
2. Robert B. and Ruth Post, 371 West Center Hill Road, a request for a "Variance" in compliance with the Borough Zoning Ordinance pertaining to the Dimensional Regulation for minimum rear yard setback in a Conservation District.

Complete copies of the above referenced applications are available for public inspection at the Dallas Borough Administrative Office. Inquiries can be made by calling the Dallas Borough Zoning Office at (570) 675-1399.

Robert Opel, II
Zoning Board Solicitor

Margaret Baney,
Zoning Board Chair

ESTATE NOTICE

NOTICE IS HEREBY GIVEN, that Letters Testamentary have been granted to Beverly P. Neiman and Debra E. Darling, Co-Executrices in the Estate of Florence M. Pugh, late of Shavertown, Luzerne County, Pennsylvania, who died on February 24, 2003. All persons indebted to said Estate are required to make payment and those having claims or demands to present the same without delay to Beverly P. Neiman and Debra E. Darling, Co-Executrices, c/o Benjamin R. Jones III Esquire, 345 Pierce Street, Kingston, PA 18704.

Benjamin R. Jones III Esquire
345 Pierce Street,
Kingston, PA 18704

Child Care 207

LICENSED HOME DAYCARE

Openings for children ages infant through 5.
Melissa 288-3215

Instructions & Training 210

DISLOCATED WORKERS

Energy Converters (Tech-nics), Leslie Fay, Technologies, Dennis Windings, Truth Hardware

CALL C.D.E.: 570-823-3891

5 Reasons to call C.D.E.:
1) NAFTA-WIA Approved
2) Extended benefits up to 11 months
3) Build a new career
4) Grants and financial aid available
5) Open enrollment

Centers: Wilkes-Barre, Pittston, Hazleton
NEPA's #1 Private Career School

*free laptop with ANYTIME programs

Tax Preparation 245

INCOME TAXES PREPARED \$15 & UP

696-8830

CARPENTER/HELPER

Framing, roofing, siding, etc. Call 654-5775

DENTAL HYGIENIST

Back Mtn. Exp. preferred. FT/PT w/ exc. benefits. Call Emily at 696-3868

COMPUTER MANAGER

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POWERSPORTS PARTS/MECH KNOWLEDGE

HLSM is a software company looking for a person with mechanical and computer knowledge to lead a team in software and internet development. Candidates must have strong understanding of computer operating systems, Windows 98 through XP, knowledge, have experience with Microsoft Office including ACCESS. Must have a strong parts/mechanical background in the power sports (motorcycle, ATV, etc.) industries. Email your resume to: harnone@hls.com Phone: 570-639-2028

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Help Wanted 270

CONSULTANT

Invitation & stationary consultant. Full time or part time work one week-end day. Desktop publishing/graphics experience preferred. To apply please request application at:

TUDOR BOOKSHOP
651 Wyoming Ave
Kingston, Pa.
No Phone Call

COSMETOLOGIST

Looking for assistants, hair designers, color, and receptionist to work in busy salon. Must be licensed and love to work in a creative environment. Exp. req. 1263 or 570-287-4045 leave message.

CUSTOMER SERVICE

FT positions avail. with local companies. Rates up to \$11.00/hr. Call: 283-WORK (9675)

DATA/ORDER ENTRY

Large local company has openings for Entry/Order Clerks. Computer & internet exp. req. FT, \$8.50/hr 283-WORK (9675)

DRIVER

Class A CDL with minimum 2 years experience. Home often. 675-3113 or 814-1135

ELECTRICIAN

Immediate opening for experienced residential/commercial wire man. Pay to commensurate with experience. 628-5577

FOSTER FAMILIES

More than a billion children are in America's foster care system. There is a desperate need for families to open their hearts to hurting children. You can make a difference. Come join the real F.U.N. @ Families United Network, Inc., Foster care Agency. F.U.N. offers excellent training, support & compensation. For information on becoming a foster parent call F.U.N. at 1-800-568-6449. E.O.E.

GENERAL MANAGER

American HomePatient is seeking a General Manager for the West Hazleton, PA location. Successful candidate will have excellent communication and organizational skills, be detail oriented and have a minimum of 2 years business management experience. Responsibilities include overseeing day to day operations, achievement of revenue and profitability goals, supervision of personnel, efficient inventory management, sales leadership, and effective reimbursement management. Competitive benefit package.

INTERESTED APPLICANTS PLEASE FAX RESUME TO AMERICAN HOME PATIENT @ (610) 342-8345

Or email to sandy.gonder@ahom.com EOE

LANDSCAPING

Reputable landscaping co. looking for a responsible individual with valid driver's license. Experience a plus. 675-3904 between 6-9 p.m.

LIGHT DELIVERY

Need reliable car. Full time. \$250/wk. commission. Also sales & commission work. Call 654-1701

MAINTENANCE HELPER

Duties include minor maintenance, snow plowing & lawn care. Must be reliable, neat & neat in appearance. Drivers license a must. Full time w/benefits. Apply Luzerne Products 180 Courtright St. Plains, Pa. 18702

MAINTENANCE TECH

Duties include: plumbing electrical & painting. Exp. in apt. maint. helpful. Valid drivers license & reliable vehicle required. 32/hr with benefits. Salary to commensurate with experience. Call for an application or send resume to:

Freeland Elderly Housing
403 West Street
Freeland, Pa. 18224
636-2537
Fax 636-2022

PAVERS

Dallas based Paving co. looking for experienced paving Crew. 2 years experience/CDL preferred. Must have mandatory or required. Must have clean PA drivers license & own transportation. Pay rate will be based on experience. Applications & interview Tuesday April 1, 2003. Call for directions. 333-4622 for more information.

QA DATA ANALYST

Full-time Quality Assurance Data Analyst-position available for motivated, detail-oriented individual to perform analysis of quality and compliance data. Perform problem identification, proposal of solutions and effectiveness monitoring through statistical data analysis and functional systems analysis.

Bachelor degree in science, computer science, statistical engineering, or related discipline, and / or equivalent experience required; minimum five years of progressively responsible IT/operational experience. Demonstrated analytical and computer proficiency skills.

Competitive salary with excellent benefit package: Family health insurance, dental, vision, pension, life AD & D disability, 401K, EAP.

Submit resume, with cover letter, by Friday, April 4, 2003 to:

NO PHONE CALLS PLEASE
American Red Cross Blood Services

Northeastern Pennsylvania Region
29 New Commerce Blvd.
Wilkes-Barre, PA 18703-0420

Attention: Human Resources Department
EOE M/F/D/V

Help Wanted 270

MANAGER BUSY DOMESTIC DEALERSHIP

Needs a system's oriented, high energy desk manager to oversee our busy car dept. Some desk experience a must and preference would be given to someone with 2-3 years experience. Salary and benefits based on experience. Send resume to:

BOX 3700
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711

All replies held in strict confidence.

MANAGER JOE'S KWIK MARTS

We are currently seeking qualified candidates for Convenience Store Assistant Manager. Position available at our Pittston location. Send your resume to:

Joe's Kwik Marts
1031 Reeves St.
Dunmore, PA 18512
Attn: Human Resources
EOE

Visit joeskwikmarts.com; email resume to: air.oil@worldnet.att.net

PREP CREWS WANTED

For pressure washing and general prep work. No experience needed. Should be comfortable on ladders. Please call Ann at 570-343-2400 ext. 198.

PRINTING/BINDERY POSITIONS

ART PRINT COMPANY EXPERIENCED FOLDER OPERATORS

Art Print Company, a premium quality, full color printing organization with a state of the art bindery facility is seeking full time experienced folder operators. We are looking for general helpers in our print manufacturing operations.

Art Print offers competitive wages and benefits and a challenging work environment. Interested candidates Mail/fax resume or apply in person to:

ART PRINT COMPANY
6 Stauffer Industrial Park
(Off Keyser Ave.)
Taylor, PA 18717
Phone: (717) 562-3060
Fax: (717) 562-1573

RECEPTIONIST

Personable and reliable for a busy hair salon in Kingston. Will train. Call 570-287-4045 leave message.

RESPIRATORY THERAPIST