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. local time 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.

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

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 informalities 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 familial 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 179 LU 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 familial status in the provisions of serv-

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 he 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.

298,392

BY: Joseph Moskovitz Dallas Borough manager

DALLAS BOROUGH CONCISE FINANCIAL STATEMENT FOR PUBLICATION JANUARY 1, 2002 TO DECEMBER 31, 2002 9,120,160

Fund Balance-January 1, 2002 319,019 Receipts
Taxes Collected
Licenses & Permits
Fines Collected
Interest & Rents
Grants & Gifts
Department Earnings
Miscellaneous

568,719 26,044 26,071 5,116 129,428 25,949 13,455 794,782 **Available for Expenditure** 1,113,801

Expenditures General Govern Public Safety Public Works 112,781 291,277 225,557 4,946 11,095 47,107 14,855 Public Works
Planning & Zoning
Health & Sanitation
Grant Expenses
Culture & Recreation
Payroll Taxes & Insurance 106,117 **Total Expenditures** 813,735 **Fund Balance** 300.066

The Fund Balance is comprised of: Cash-Checking Cash-Checking Due From (To) Other Funds 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

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, Dal-las, PA 18612.The purpose of the meeting is to con-sider the following applications:

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 applica-tions are available for public inspection at the Dallas Borough Administrative Office. Inquiries can be made be calling the Dallas Borough Zoning Office at (570) 675-1389.

Travel

MYRTLE BEACH SOUTH CAROLINA

GOLFERS SPECIAL

21 DaysMay 3 thru May 24th
570-868-6636

Help Wanted 270

ADVERTISING SALE

REPRESENTATIVE

Retirement creates special career opportu

nity. Locally owned WWDL/WICK seeks ar

wwwDL/wtck seeks an advertising sales representative to help businesses plan and execute great advertising. Successful candidate will demonstrate sales

ability, organization skills and ability to work

Sales Manager WWDL/WICK 1049 N. Sekol Rd. Scranton, PA 18504 or via fax 300-1996 Equal Opportunity Employers M/F

AUTOMOTIVE

\$2000 Sign on Bonus

Margaret Baney, Zoning Board Chai

ESTATE NOTICE

GIVEN, that
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, CoExecutrices, c/o Benjamin R. Jones, III, Esquire, 345 Pierce
Street, Kingston, Pennsylvania, 18704.
Benjamin R. Jones III

Benjamin R. Jones III **Child Care**

LICENSED HOME DAYCARE

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

Instructions & Training 210

Energy Converters (Enings. Truth Hardware CALL C.D.E.:

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 ANYTIME programs

Tax Preparation 245

Public Services 100

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

Help Wanted

270

CUSTOMER SERVICE

FT positions avail. with local companies. Rates up to \$11.00 hr. Call:

GPS GAVLICK PERSONNEL SERVICES

DATA/ORDER ENTRY

283-WORK (9675) PS GAVLICK
PERSONNEL SERVICES

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.

FOSTER FAMILIES More than a billion children are in America's foster & compensation. For information on becoming a foster parent call F.U.N. at

> **GENERAL** MANAGER

goals, supervision of personnel, efficient in-ventory utilization, sales leadership, and effec-tive reimbursement management. Competi-tive benefit package.

sandy.gonder@ahom.com EOE GROUNDS PERSON

For local Tree Service Co. F/T, 2 yrs. experi-ence a MUST. Valid PA license. 333-4478 HEALTHCARE

Outlook Pointe.

A Balanced Care Assisted Living Community, has an immediate position for PCA (PT & FT) 3pm - 11pm.
Apply in person
Outlook Point
80 Wyoming Ave.
Wyoming.

CLAIMS MANAGER Insurance Carrier/TPA seeks a claims manager. Responsibilities include the timely and accurate claims adjustment consistent with contract provisions, claims procedures and INDUSTRIAL WORK contract provisions, claims procedures and

KITCHEN HELP

LANDSCAPING The ideal applicant will possess a minimum of three to five years claims experience in Workers Compensation Claims.

We offer a comprehensive benefit package includes competitive salary, comprehensive health insurance and profit sharing.

For immediate consideration, send resume with daytime phone number and salary requirements to P.O. Box 1107, Scranton, Pa. 18501

CLEANING PERSONNEL PT evenings, Monday

COMPUTER MANAGER POWERSPORTS PARTS/MECH.

narnone@hlsm.com Phone: 570-639-2028

DENTAL HYGIENIST Back Mtn. Exp. pre-ferred. FT/PT w/ exc. **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

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

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

270

RN 11-7 SUPERVISOR Check out what Spring has Sprung !!!

COMMUNITY

HOME WORKER

Full time position working with three develop-

mentally disabled males in the Nuangola area.

Scheduled hours are 11am-9:30pm (one week

end day) and Two awake overnight shifts during

the week (9:30pm until 9:30am the next day)

Experience is helpful, training will be provided

For information or application, call

Impact Systems

570-829-3671

DRIVERS

Immediate openings for Regional

Tractor Trailer Drivers. No trips longer

than 2 nights. Home most weekends.

Competitive pay & benefits.

570-270-9003, M-F,

8-4, for interview appt.

Starting salary is \$7.84/hr plus benefits.

A New Rate for RN SUPERVISOR 11-7 HCR ManorCare seeks a RN, 11-7 Supervisor, full time or part time. Come in for a tour and to fill an application. Join a nursing team dedicated to the quality of life for the elderly.

HCR ManorCare - Kingston East 200 Second Avenue Kingston, PA 18704 E.O.E.

Help Wanted

270 we are currently seeking qualified candidates for Convenience Store Assistant Manager. Position available at our Pittston location. Send your resume to: SALES Sam's Club Authorized Contractor is looking for experienced kitcher sales person to rur kitchen dept. Design and 20/20 experience

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 Call 639-2040 SINGLE COPY SALES AGENTS

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**

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, Stahl / Heidelberg equipment experience a plus. Also looking for general helpers in our print manufacturing operations.

Art Print offers competitive wages and benefits and a challenging work environment.

6 Stauffer Industrial Park (Off Keyser Ave.) Taylor, PA 18517 Phone: (570) 562-3060 Fax: (570) 562-1573

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

RESPIRATORY THERAPIST Don't just get a job - join

American HomePatient is seeking a part time (2-3 days/ week) res-piratory therapist, day shift, in Wilkes-Barre/ Scranton/Hazleton and scranton/Hazleton and surrounding areas. Some on-call is required (paid). Previous home care experience helpful but will train new grad that is enthusiastic and able to work independ-

able to work independently.
Fax resume to
570-501-8401
or mail to American
HomePatient
Valmont Industrial
Park, 75 Jaycee
Drive, W. Hazleton,
PA 18201 Attn:
General Manager

SALES

Expanding high volume auto dealership seeks motivated individual. Experience preferred, but not necessary. Will train the right person. Apply in person Pat & Dan's DelBalso Ford 249 Market Street Kingston, Pa.

Experienced salesper-son. Must have knowledge in sunrooms & patio rooms. Must have good closing ratio. Call Penn Patio Sunrooms. 287-4386

SALES IMMEDIATE **OPENINGS EFO Furniture Galler** Full time. Requires ability to talk to people and a professional appearance. Draw against commission. Previous

DELIVERY /WAREHOUSE POSITIONS EFO Furniture Call Marinda 883-9311, M-F, 8 -4 EOE

DRIVERS NEEDED

Fortune 500 Company seeks O.T.R. Drivers with a Class A CDL license and previous OTR experience. Benefit package includes health, dental eye insurance, 401K with Co. match. DSP pur chase program, local credit union, life insurance,

Paid per mile plus drop and layover pay, New equipment. Interested applicants can call:

Leggett & Platt Berwick, PA (570) 542-4171

Equal Opportunity Employer

Temporary position or OBGYN office For OBGYN office, starting May 27 to cover for maternity leave for 2 months. 2 days per week needed. \$25/ hour. Please call 288-6521 ask for Jan.

FT, all shifts, transportation. is avail. \$8.50 hr.

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ALL ELECTRIC WHEEL-CHAIRS - NEW- NO COST TO YOU. if eligible. Medicare accepted. Wheel chairs and Power chairs (scooter-style) "We treat you right" Call 7 days (800) 835-3155.

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ATTACHMENT Transforms any ATV into a forklift, hydraulic excavator, log skidder, dump box, dump

AVON Entrepreneur wanted. Must be willing

cash for structured set-tlements, annuities, real estate notes, private mortgage notes, acci-dent cases and insur-ance payouts. 800-794-7310 CHESAPEAKE BAY, Vir-

to schedule an interview

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282

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SETTLEMENT AGENT(S)/ TITLE PROCESSORS

United One Resources, Inc. is currently seek experienced Settlement Agents/Title Processo for our Wilkes-Barre location. In this position you will be responsible for preparing commit ments, communicating with lenders & real estate professionals, as well as conducting settle ments. Candidates should have previous experience in the industry and at minimum: an associate's degree in paralegal, real estate or accounting. We offer a professional work environment, competitive salary and an excellent benefits package. For consideration please send salary history and resume to:

United One Resources, Inc. PO Box 390 Wilkes-Barre, PA 18702 FAX: 570-824-7811 EMAIL: Igarner@unitedoneresources.com

LICENSED SPEECH THERAPIST

New Hope

Seeking contractual Licensed Speech Therapist to join growing Early Intervention Program.

Work in home with children ages birth to five years of age. Position requires pediatric experience. Motivation, creativity and flexibility is a must! Local travel required. Send letter of interest & resume to:

New Hope of PA, Inc 1150 Wyoming Ave. Wyoming, PA 18644

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Immed: openings, no nights, no weekends, No selling. Excellent opportunity, medical & vacation. Fax resume to Mr. Masi @ 570-562-7608

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AM & PM Shifts Apply: **Red Rooster Restaurant**

Rt. 118 & 29

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45 to 60% commission experienced Age of Innocence Day Spa

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Call Emily at 696-3868

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AUTOMOTIVE TECHNICIAN General Motors Experience preferred PA State Inspection license required

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Send resume to: BOX 3697

claims procedures and state regs., ability to set priorities and process a moderate volume of claim requirements, and provide clear concise, and effective communication with a variety of internal and external sources to gather information necessary for claim adjustment. FT & PT, experience preferred, but not nec-essary. Apply in person: Antonio's Pizza Deluxe 3 Narrows Shopping Center

> Need reliable car. Full time. \$250/wk. + com-mission. Also sales & Call 654-1701 MAINTENANCE HELPER Duties to include mino

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HLSM is a software company looking for a person with mechanical and computer knowledge to lead a team in software and Internet development. Candidate 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:

825-5570 Help Wanted **AUTOMOTIVE PARTS** COUNTER PERSON General Motors Parts Experience preferred

America's foster care system. There is a desperate need for families to open their homes & 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 excel-lent training, support

1-800-568-6449. E.O.E.

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

Interested
applicants please
fax resume to
American
HomePatient @
(814) 342-8355
Or email to
andy.gonder@ahom.con

a tradition?

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Advancement opportunities available based solely on merit A true opportunity to make \$400 to \$1000 weekly working full or part time

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BUSCH REAL ESTATE 288-2514 HOME DELIVERY ROUTES

INCOME TAXES PREPARED \$15 & UP 696-6830

CARPENTER/HELPER Framing, roofing, siding, etc. Call 654-5775

CONSULTANT Briefly, bids are for the installation of storm sewer, replacement of stormwater inlets and restoration of payement on two Borough Streets. **TUDOR BOOKSHOP**

> 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. Call 570-817-1263 or 570-287-4045 leave message.

283-WORK (9675)

Large local compar has openings for Entry Order Clerks. Compute & internet exp. req. FT, \$8.50 hr

Needs a system's oriented, high energy desk manager to oversee our new car dept. Some desk experience a must and preference would be given to past F & I experience. Salary and benefits based on experience. Send resume to:

Help Wanted

BUSY DOMESTIC DEALERSHIP

BOX 3700

TIMES LEADER

15 North Main Street Wilkes-Barre, PA 18711

All replies held in strict confidence.

JOE'S KWIK

MARTS

MANAGER

PT. Operate metal grinding equipment. Some mechanical ability required. Advancement opportunity. Travel re-quired. 570-779-1982

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

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

MAINTENANCE TECH

militariant lauri
Duties include; plumbing
electrical & painting. Exp.
in apt. maint. helpful.
Valid drivers license & reliable vehicle required.
32/hr wk. with benefits.
Salary to commensurate
with experience. Call for
an application or send resume to
Freeland Elderly
Housing Freeland Elderry Housing 403 Ridge Street Freeland, Pa. 18224 636-2537 Fax 636-2022 **PAVERS** Dallas based Paving co. looking for experienced paving Crew. 2 years experience/CDL preferred. But not 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 & more informa-

sales experience valu-able. Call Pam 823-2182. Fax 208-9612, BENEFIT / RETIREMENT PACKAGES INCLUDED. EOE

STUDENTS ♦ Transportation provided.

• Earn \$60 to \$150

MR. CRUISE 800-552-4872