

LUZERNE COUNTY COUNCIL

January 10, 2012
6:01 p.m.
Luzerne County Courthouse
County Council Room
200 N. River Street
Wilkes-Barre, PA

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Public Comment (Agenda Items only)
6. Approval of Minutes from 1-2-2012 meeting.
7. County Manager's Report
8. Motion to amend council's Rules of Order by the following:
 - a. there shall be a public comment period at beginning of public meetings, which shall grant each citizen one, uninterrupted opportunity, which shall last up to a maximum two minutes, to address agenda items. Individuals must specify the agenda items they wish to address.
 - b. there shall be a public comment period at end of public meetings, which shall grant each citizen one, uninterrupted opportunity, which shall last up to a maximum two minutes, to address any non-agenda item
 - c. The chair, or chair's designee, shall have up to one minute to respond to any posed question in public comment; a council member, who has been signaled out by a public comment, shall have up to one minute to respond.
 - d. The amended shall take effect immediately upon adoption

9. Motion to approve:
 - a. creation of Parliamentarian Position, per Charter Section 2.07(A), which shall provide for one member of council to act as authority on Council's adopted rules of order, and
 - b. Councilman Rick Williams as Parliamentarian, which shall take effect immediately.
10. Motion to publically release the five finalist names and resumes for County Manager, which shall be take effect at the end of council's meeting.
11. Motion to approve continued negotiations with County Manager finalists.
12. Motion to approve resolution confirming the salary of Interim County Manager per Section 4.03 of Luzerne County Home Rule Charter ("Charter") as \$2000.00 per week, along with county cell phone and laptop.
13. Motion to approve resolution confirming the salary of Interim Clerk to County Council per Section 2 of Charter as \$35,000.00 annually.
14. Motion to approve voting procedure for County Council to make appointments to Authorities, Boards, and Commissions (See Attachment A outlining procedure)
15. Motion to approve Election Procedure for Retirement Board Representative, per Section 8.06(B) of Charter (See Attachment B outlining procedure)
16. Motion to approve resolution appointing Councilman Tim McGinley to the Joint Airport Board, per Section 8.07 of the Charter, for a four year term
17. Motion to approve resolution appointing Councilman Rick Williams to the Luzerne Conservation District Board, per Section 8 of Charter, for a one year term
18. Nominations and voting for Council's appointed representative on the Retirement Board, per Section 8.06 of Charter
19. Motion to approve resolution appointing a council member to the Retirement Board, per Section 8.06 of the Charter, for a four year term
20. Motion to approve conducting interviews with all persons making applications by 12:00 p.m. (noon), January 17, 2012 to the following:
 - a. Board of Elections and Registration

- b. Board of Tax Assessment Appeals
 - c. Accountability, Conduct, and Ethics Commission
21. Motion recognizing the filing, with the Office of the Clerk to County Council, of the Controller's Designation Letter per Section 3.05 of Charter regarding the Controller's designated employee to exercise the power/duties of officeholder in any temporary absence or incapacity of Controller.
 22. Public Comment
 23. Closing Remarks of Council Members/Considerations for future agenda items
 24. Adjournment

ATTACHMENT A

Council Voting Procedure for Appointments to Authorities, Boards, and Commissions:

1. Council shall hold a nomination period, in which any person receiving a nomination and a second shall have their name put forward as a candidate on a roll call ballot for the appointment.
2. After nominations are completed, council shall conduct a roll call vote, in which each council member shall signify her/his selection by announcing a candidate's name.
3. In a roll call vote concerning two candidates, the candidate receiving the highest number of cast votes shall have their name put forth on a resolution, which must be passed by a majority of present council members to effectuate any appointment.
4. In a roll call vote concerning three or more candidates, the candidate receiving a majority of cast votes shall have their name put forth on a resolution.
 - a. If any one candidate does not receive a majority of cast votes, all candidates except for the two candidates receiving the highest number of votes shall be eliminated. Council shall then conduct another roll call vote for selection between the two highest voted candidates. The candidate receiving the highest number of cast votes shall have their name put forth on a resolution.
 - b. If any one candidate does not receive a majority of cast votes, and there is a tie for the second highest number of votes, council shall do the following:
 - i. Perform a roll call vote for selection between the second place-tied candidates to break the tie.
 - ii. Perform a subsequent roll call vote for selection between the highest voted candidate and the winning tie-breaking candidate. The candidate receiving the majority of cast votes shall have their name put forth on a resolution.

ATTACHMENT B

ELECTION PROCEDURE FOR RETIREMENT BOARD REPRESENTATIVE

1. A notice shall be placed in the newspapers with general circulation directing all participants in the Luzerne County Employees' Retirement System to submit nominations for their representative on the newly reconstituted Retirement Board no later than noon on January 18, 2012 by email or in writing to:

Richard R. Hummer, Pension Coordinator

20 North Pennsylvania Blvd.

Suite 213

Wilkes-Barre, PA 18701

Phone: (570) 825-1628

Fax: (570) 825-5118

Email: Rick.Hummer@luzernecounty.org

Information on the nomination and election process shall also be available on the **Luzerne County website**. Notices of the nomination and election process shall also be posted in every County worksite - i.e., wherever OSHA or other government-required notices are required to be posted.

2. Individuals receiving 2 or more nominations shall be placed on the ballot for consideration as the elected representative.
3. The names of nominees shall be published on the County website from Jan 19 to Jan 23 and posted in county worksites during the same period of time. Eligible Retirement System participants may request absentee ballots from the Office of the Pension Coordinator, which must be received in the Office of the Pension Coordinator by 4 PM on Monday, Jan 23, 2012.
4. Voting shall take place during the hours of 9:00 AM to 4:30 PM on Monday, Jan 23, in the Office of the Pension Coordinator, 20 North Pennsylvania Blvd., Suite 213, Wilkes-Barre, PA 18701. The Election Bureau shall provide 2 machines to facilitate the election. Absentee ballots shall be counted at the conclusion of the election in the presence of interested citizens.
5. Votes shall be tallied and the results reported to the Luzerne County Council Chair immediately. The nominee receiving the highest number of votes shall be named Elected Representative at the January 24, 2012 meeting of the Luzerne County Council.