

LUZERNE COUNTY COUNCIL

January 24, 2012

6:01 p.m.

Luzerne County Emergency Management Building
185 Water 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 1-3-2012 and 1-10-2012
7. County Manager's Report
8. Motion to approve resolution appointing John C. Ruckno, Republican, to a four year term, Thomas J. Baldino, Democrat to four year term, John F. Newman, Republican, to a two year term, and Barbara J. Williams, Democrat, to a two year term, on the Board of Elections and Registration.
9. Motion to approve resolution appointing Donald Warren to a four year term, Neil Allen to a four year term, and Patrick Musto to a two year term, on the Board of Tax Assessment Appeals.
10. Motion to approve resolution appointing one Democrat and one Republican to the newly constituted Accountability, Conduct, and Ethics Commission, with one member serving a four year term and one member serving a two year term, straws to be drawn to determine length of term.
11. Motion to establish a Special Clerk of the County Council Committee, which shall comply with the rule structure in Attachment A, which shall make recommendations regarding:
 - a. the Clerk of County Council and other necessary positions and
 - b. operations of the Office of the Clerk of the County Council

12. Motion to approve resolution hiring Robert C. Lawton as County Manager with an effective Salary of \$110,000.00 and an effective hiring date of February 21, 2012.

13. Public Comment (Non-Agenda Items)

14. Adjournment

ATTACHMENT A

Special Clerk of the County Council Committee - To make recommendations regarding 1) the Clerk of the Council and other necessary positions and 2) operations of the Office of the Clerk of the County Council.

1. A five-person Special Committee shall be appointed by the Chair of County Council.
 - a. The Chair of Council has the power to remove Special Committee members and appoint other members of County Council to fill vacancies.
 - b. The designated members of the Special Committee shall select a Chair from among their members at the first meeting, as well as decide upon their meeting frequency and location.
 - c. The Chair of the Special Committee shall call and conduct meetings of the Special Committee. All meetings shall comply with appropriate Sunshine Law requirements.
2. The purpose of the Special Committee is to make recommendations to the Council, including but not limited to:
 - a. Drafting a Clerk of the Council job description, and job descriptions for other positions as deemed necessary, with qualifications and experience required and desired of applicants for that position. The job description is to identify the tasks and services the Clerk of the Council is expected to perform.
 - b. Creating a plan for advertising the position; and screening, interviewing and evaluating applicants.
 - c. Making recommendations regarding the operation of the Office of the Clerk of County Council, including location, spaces within the Office, equipment and furnishings, and administrative support if and when needed.
 - d. Identifying and outlining procedures and protocols for interactions among the Clerk of the Council, members of Council, the public and others in County government. It is envisioned that Procedures and Protocols will be continually updated and modified as time goes on.
3. The Special Committee is encouraged to research similarly situated Clerk of County Council positions in other Home Rule counties and determine "best practices" recommended by professional organizations and/or other appropriate organizations.
4. The Special Committee shall:
 - a. Coordinate and consult with the County Manager or his/her designee on how the Office of Clerk of County Council may best work with the Executive Branch, to extent allowed per the Luzerne County Home Rule Charter.
 - b. Keep minutes of the Special Committee meetings and make periodic reports to Council.
 - c. Complete its work and submit recommendations to Council no later than April 20, 2012.