

On the above date at 10:00 A.M., the Luzerne County Board of Commissioners convened their regularly scheduled meeting with the following present: Gregory A. Skrepenak, Chairman; Todd A. Vonderheid and Stephen A. Urban, Commissioners; Samuel T. Guesto, County Manager for Legislation/Chief Clerk; James Blaum, County Solicitor; Joseph Loftus-Vergari, Director; James Miller, Administrator of Valley Crest; Michael L. Morreale, Treasurer; Stephen L. Flood, Controller; James J. Brozena, County Engineer; William P. Burke, Director of Property and Supply; Adrian F. Merolli, Director of Planning; Sandra Russell, Director of Community Development; Salvadore Diaz, Chief of Budget and Finance.

Commissioner Gregory Skrepenak called the meeting to order and asked everyone to join in saying the Pledge of Allegiance followed by a moment of Silent Prayer. It is noted that all meetings are electronically recorded.

Commissioner Skrepenak announced bids are open in the Treasurers' Office.

Commissioner Skrepenak reviewed the protocol for Public Comment and directed Mr. Samuel Guesto, Chief Clerk, to ensure the five-minute time limit is adhered to.

Commissioner Skrepenak reminded everyone that if you wish to address the Commissioners to see Ms. Bozinski and sign in.

### **PUBLIC COMMENT**

Tom Dombroski, Kingston Township, addressing Commissioner Urban, provided comment regarding the \$7 million that is on hold to mitigate flooding for properties that are not protected by the levee along the Susquehanna River and the proposed creation of the flood mitigation specialist position, urging the Commissioners to move ahead swiftly. Mr. James Brozena, County Engineer, responded outlining the purpose of the Mitigation Board and the plan to create a new flood mitigation specialist position today to speed up the dissemination of funds that could be used to flood-proof or demolish flood-prone properties. Commissioner Urban responded in support of the proposed position and agreed with the importance and urgency to move ahead.

Mr. Dombroski provided comment on the Valley Crest Committee referring to a letter he sent to Mr. Samuel Guesto, Jr., recommending Kimball and Associates, the consulting firm hired to evaluate and assess the County Prison, to examine the possibility of building a new Juvenile Detention Center next to Valley Crest. Mr. Brozena responded citing that recommendation had been considered several years ago and a proposal to the Zoning Board was declined.

Mr. Dombroski expressed his concerns in regards to Act 72 and the County's involvement. Mr. Sam Diaz, Chief of Budget and Finance, responded the School Districts are responsible for the cost of mailing the forms but that the County is responsible for processing the forms.

Ms. Dottie Stankovic, Register of Wills, expressed her concerns regarding the safety of her employees and the taxpayers visiting her office for a marriage license or to check on the status of a will, citing that there are more than 287 docket books laying on the floor. The books are stacked five or six high and weigh between 30 and 50 pounds, according to Stankovic.

Ms. Stankovic noted her office was supposed to move from the courthouse to Penn Place on North Pennsylvania Avenue, Wilkes-Barre, but an information technology study is delaying the move, stating "It's two years in November I am supposed to be at Penn Place," adding, "I'm going to rent a truck and move my office over there."

Ms. Stankovic noted the expense for the move would be around \$50,000 for rollers to store the dockets in her proposed space at Penn Place, insisting the \$50,000 cost is far less than the financial liability the county is risking by having the docket books stacked in the office because her records have historical significance and cannot be stored in warehouse space, like the space the county leases at the Thomas C. Thomas building on Union Street, Wilkes-Barre. Adding, the rollers for the docket books were put out to bid, but never purchased.

**PUBLIC COMMENT: (cont.)**

Mr. Brozena said he expects the technology study to be completed by the end of October. The study could show ways for the county to pick up square footage for office space by electronically storing documents.

Commissioner Urban agreed with Ms. Stankovic request and said she should be moved as soon as possible.

Mr. Steve Flood, Controller, agreed the process of providing the Row Officers with the space needed to be efficient has progressed slowly and urged Mr. Brozena and the Board of Commissioners to

Commissioner Vonderheid said the office relocations are taking the customers' best interests into consideration and that the administration is simply trying to avoid wasting money by moving twice,"

Commissioner Skrepenak pointed out he has visited Stankovic's office in the past. He also said the Register of Wills is just one of the row officers who have problems with overcrowding, but the Commissioners want to wait until the technology study is completed before making any moves.

Steve Flood, Controller, acting as Secretary of the Retirement Board, questioned when the ARC payment would be made and expressed his concern by recent articles in the Times Leader referring to the possibility of it not being paid. A brief discussion was held between Mr. Flood and Commissioner Skrepenak regarding the actions of the Retirement Board. Commissioner Skrepenak deferred to Mr. Diaz to respond to Mr. Flood's question. Mr. Diaz responded the majority commissioners plan to pay the \$5 million employee pension fund subsidy by the Dec. 31<sup>st</sup> deadline, adding that the \$26.5 million in certificates of deposit are reserved for a \$25 million tax anticipation note repayment also due Dec. 31<sup>st</sup>, noting that the \$5 million could be paid now if the County closed its doors on December 15, 2004 for the remainder of the year.

Mr. Flood referred to a letter he was copied on from Atty. James Blaum, Solicitor, dated September 24, 2004, regarding the RICO matter. Mr. Flood questioned how the request for a sum of \$50,000 should be submitted as a final payment of deductible when he has been declined. Atty. Blaum responded the RICO action alleges acts on the part of former Commissioners in their capacity as Retirement Board members and as such the responsibility of the deductible payment would fall on the policy owner and, in his opinion, should fall on the Retirement Board, if the Retirement Board failed to pay then the responsibility would fall on the County.. Referring to Mr. Flood's previous statement to being sued in his capacity as a Retirement Board and incurring such fees have been covered. Atty. Blaum responded to Mr. Flood's allegations that he represented the former Commissioners stating he had offered no advice to any of the former Commissioners in the RICO case and stated that the only appearance he made was when the original complaint was filed and submitted to the insurance carriers for determination of coverage and representation. He explained when the twenty day period for answering was approaching and no determination of insurance coverage had been made, noting these were County Insurance policies, responded on behalf of the four, at that time two former and two current commissioners, requesting the Court grant an enlargement of time in which those four defendants could respond. That was the extent of the Solicitor's involvement in the matter. Commissioner Skrepenak deferred the matter for discussion at the Retirement Board meeting later today and it was agreed by the Board.

Commissioner Skrepenak thanked everyone for his or her comments.

**COMMUNICATIONS – SAMUEL T. GUESTO, JR., CHIEF CLERK**

Commissioner Skrepenak introduced Kathy Bozinski and Samuel Guesto for the presentation of the Proclamations.

Request a Motion to designate the month of October as Crime Prevention Month for Luzerne County.

District Attorney Lupas provided an overview of the Crime Prevention programs and the importance of recognition of the programs and the volunteers to the community.

Commissioner Skrepenak commented on the positive impact crime prevention has on the community, not only socially but also fiscally and congratulated the staff of the District Attorney's office and the volunteers throughout the community who make it a success.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

The Board of Commissioners, on behalf of the County of Luzerne presented a check to Luzerne County Library System.

Diane Suffren, Executive Director, Osterhout Library, accepted the check on behalf of the Luzerne County Library System and thanked the Board for their generous support.

Samuel Guesto, Jr., County Manager for Legislation and Chief Clerk, announced the Board of Commissioners held an Executive Session at 2:30 PM on October 4, 2004 to discuss personnel issues.

Request a motion to approve ratify and confirm payment of the following vouchers:

Wachovia Bank, Vouchers 410942GF - 411762GF  
County General Fund for 2004

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID “ABSTAIN” URBAN**

PNC Bank, Vouchers 4005781LF – 400062LF  
Liquid Fuels for 2004

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Wachovia Bank, Vouchers 400064WCF - 400068WC  
Workman's Compensation

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to adopt a Resolution continuing a declaration of a state of emergency within the City of Hazleton and Hazle Township, Luzerne County, Pennsylvania. (**Resolution No. 09222004** attached dated September 22, 2004, **Resolution No. 0929004** attached dated September 29, 2004) and **Resolution No. 10062004** attached dated October 6, 2004).

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

**COMMUNICATIONS: (cont.)**

Request a Motion declaring a state of emergency as a result of damage caused by “Tropical Depression Ivan”. The Declarations are dated September 18<sup>th</sup> , September 25<sup>th</sup> , September 26<sup>th</sup> , October 2<sup>nd</sup> , 2004.

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to approve a general Fund Budget Transfer of \$5,000.00 from Courts – Material and Supplies to Court Stenographers – Materials and Supplies.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to instruct 21<sup>st</sup> Century Appraisals to handle County’s Homestead/Farmstead administrative responsibilities will include Data Entry of Act 72 Applications, provide recommendations on approvals and denials, generate and mail acceptance of denial letters (stating reasons for the denial) and production of the required reports and totals to Luzerne County School Districts. The total cost is estimated to be \$150,745.00 including postage and will be based on the actual applications received. The costs projected are based on the Act 72 Homestead/Farmstead County Quote attached as submitted by 21<sup>st</sup> Century Appraisals.

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion of the Luzerne County Board of Commissioners authorizing the submission of an application to the Pennsylvania Department of Conservation and Natural Resources, effective October 6, 2004, as well as authorization for the Chairman of the Board of Commissioners to execute any and all documents necessary for the application for and receipt of Department of Conservation and Natural Resources funding in regards to the Community Conservation Partnerships Program. The County’s application is seeking funding for various improvements at Moon Lake Park.

Commissioner Skrepenak commented he recently met with a group of individuals interested in an ATV park on Earth Conservancy land and requested the Chief Clerk invite a representative of this club to a future Work Session to formally

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to terminate the lease currently existing between Borough of Edwardsville and the County of Luzerne dated January 1, 2003 effective December 31, 2004 for the premise utilized as District Justice Offices and Courtrooms for District Magistrate 11-2-02 at 470 Main Street, Edwardsville, PA 18704 and to communicate this notice of termination under the terms of the aforesaid lease to the Edwardsville Borough Council at their address as set forth in the said lease that address being 470 main Street, Edwardsville, PA 18704.

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to advertise an RFP (Request for Proposal) for a Real Estate Professional for the disposition of County owned real estate.

It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

**COMMUNICATIONS: (cont.)**

Request a Motion authorizing the Creation of the Luzerne County Municipal Cooperation Commission.

WHEREAS, WE THE BOARD OF COMMISSIONERS OF LUZERNE COUNTY RECOGNIZE THAT THE RESIDENTS OF LUZERNE COUNTY ARE BEST SERVED WHEN LOCAL MUNICIPALITIES COOPERATION WITH EACH OTHER IN DEVELOPING AND IMPLEMENTING COLLABORATIVE INITIATIVES THAT PROVIDE HIGH QUALITY SERVICES TO THEIR RESIDENTS IN A COST EFFECTIVE MANNER; AND

WHEREAS, THE BOARD OF COMMISSIONERS FURTHER RECOGNIZES THAT IN ORDER TO REDUCE THE BURDEN ON THE TAXPAYERS OF LUZERNE COUNTY AND TO ENSURE SUCCESSFUL AND SUSTAINABLE ECONOMIC AND COMMUNITY DEVELOPMENT PROJECTS, THE RESOURCES OF LOCAL MUNICIPALITIES MUST BE LEVERAGED TOGETHER TO WORK TOWARD A COMMON GOAL THAT WILL BENEFIT ALL OF THE MUNICIPALITIES, THEIR RESIDENTS AND THE COUNTY AS A WHOLE; AND

WHEREAS, THIS BOARD OF COMMISSIONERS IS COMMITTED TO PROMOTING MUNICIPAL COOPERATION AND TO ASSISTING MUNICIPALITIES IN THEIR COOPERATIVE EFFORTS THROUGH THE FORMATION OF A MUNICIPAL COOPERATION COMMISSION; AND

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. THAT THE BOARD OF COMMISSIONERS HEREBY CREATES THE LUZERNE COUNTY MUNICIPAL COOPERATION COMMISSION, WHICH SHALL BE COMPRISED OF FIFTEEN (15) MEMBERS;
2. THAT THE OVERALL MISSION AND ASSIGNMENT OF THE COMMISSION SHALL BE TO PROVIDE THE BOARD OF COMMISSIONERS WITH GUIDANCE, ADVICE AND ASSISTANCE TO ENABLE THE COUNTY TO ACHIEVE THE FOLLOWING GOALS:
  - TO PROMOTE MUNICIPAL COOPERATION IN LUZERNE COUNTY
  - TO PROVIDE A CENTRAL CLEARINGHOUSE OF LIKE EFFORTS AND INFORMATION FOR MUNICIPALITIES INTERESTED IN COOPERATING WITH EACH OTHER TO ENHANCE THE QUALITY AND COST EFFECTIVENESS OF SERVICES TO COUNTY RESIDENTS AND THEREFORE TO REDUCE THE TOTAL COST OF GOVERNMENT IN LUZERNE COUNTY
  - TO PROVIDE LOCAL MUNICIPAL LEADERS WITH ACCESS TO TECHNICAL ASSISTANCE IN CONJUNCTION WITH THE COMMONWEALTH'S CENTER FOR LOCAL GOVERNMENT SERVICES
  - TO CREATE A SMALL PROJECTS GRANT PROGRAM TO ENABLE MUNICIPALITIES TO INITIATE COOPERATIVE EFFORTS
  - TO PROVIDE MUNICIPAL LEADERS WITH ACCESS TO "BEST PRACTICES" INFORMATION
  - TO PROVIDE LOCAL MUNICIPAL LEADERS WITH DIRECT AND LOCALIZED ADVOCACY IN HARRISBURG AND WASHINGTON, D.C. FOR COMMON NEEDS AMONG MUNICIPALITIES IN THE COUNTY
  - TO COMPLETE MEANINGFUL DEMONSTRATION PROJECTS
3. THAT FOR THESE PURPOSES THE LUZERNE COUNTY BOARD OF COMMISSIONERS SHALL, AS PROMPTLY AS POSSIBLE, APPOINT TO THE COMMISSION INDIVIDUALS WHO HAVE DEMONSTRATED EXPERIENCE AND/OR A SPECIAL INTEREST IN THE MISSION OF THIS COMMISSION. THE MEMBERS OF THE COMMISSION SHALL BE CHOSEN FROM THE FOLLOWING CROSS SECTION OF GEOGRAPHIC AND GOVERNMENT JURISDICTIONS:
  - THE LUZERNE COUNTY STATE DELEGATION (1 MEMBER)
  - GREATER WILKES-BARRE (2 MEMBERS)

- GREATER PITTSTON (2 MEMBERS)
  - WEST SIDE MUNICIPALITIES (2 MEMBERS)
  - GREATER HAZLETON (2 MEMBERS)
  - BACK MOUNTAIN COUNCIL OF GOVERNMENTS (1 MEMBER)
  - MOUNTAIN TOP COUNCIL OF GOVERNMENTS (1 MEMBER)
  - GREATER NANTICOKE (1 MEMBER)
  - LUZERNE COUNTY RESIDENTS AT LARGE (3 MEMBERS)
4. THAT EACH MEMBER OF THE COMMISSION SHALL SERVE A TERM OF ONE (1) YEAR AND UNTIL HIS OR HER SUCCESSOR IS APPOINTED BY THE BOARD OF COMMISSIONERS;
  5. THE OFFICE OF COMMUNITY DEVELOPMENT SHALL WORK WITH THE COMMISSION TO PROVIDE NECESSARY STAFFING UNTIL SUCH TIME AS THE COMMISSION IS CAPABLE OF FUNCTIONING INDEPENDENTLY.

IN WITNESS WHEREOF, THE LUZERNE COUNTY BOARD OF COMMISSIONERS, THROUGH ITS UNDERSIGNED MEMBERS, HAS ADOPTED THIS RESOLUTION AT ITS REGULAR MEETING ON THE 6<sup>TH</sup> DAY OF OCTOBER, 2004.

Commissioner Urban recommended, and it was agreed by the Board to include Berwick Area, which would represent Nescopeck, Nescopeck Township, Huntington Mills, Freeland Township, Fairmont Township and New Columbus and endure proper representation for that area of the County.

Commissioner Vonderheid explained the point of this effort is that this Board realizes the cost of government in this County is excessive and that we can deliver services at a better price. In order to do that we need to be a partner in the process of bringing communities together with the Commonwealth's Center for Local Government and ensure we can help them in the appropriate way to facilitate the reduction of the total cost of delivery of service in Luzerne County.

It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to ratify a declaration of emergency existing in the Office of the Sheriff of Luzerne County as of September 24, 2004 relative to the determination by the Commonwealth of Pennsylvania that 42 bullet-proof vests purchased by Luzerne County have been determined to be defective in that the materials prematurely breakdown thereby reducing/eliminating the protective features of the vests and, further, to ratify the purchase of 42 new bullet-proof vests which meet the standards of the Commonwealth of Pennsylvania for Starr Uniform at a cost of \$349.00 per vest without the need for competitive bidding.

Sheriff Barry Stankus, on behalf of the Deputy Sheriffs, thanked the Board of Commissioners for their prompt attention and action regarding the safety of his department.

It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**TREASURER'S OFFICE**

Request a Motion to accept the following Financial Statement as submitted:

**LUZERNE COUNTY TREASURER'S OFFICE  
FINANCIAL STATEMENT  
October 6, 2004**

**WACHOVIA BANK**

General Fund.....	\$ 1,873,810.89
School, Road & Institution District.....	466,832.68
Real Estate Tax Sale Account .....	392,810.30
Self Insured Workers Compensation Fund.....	37,958.27
Court of Common Pleas - Domestic Relations IV-D Fund .....	1,223,301.18
Patients' Personal Fund Account .....	101,093.23
911 Construction Fund.....	45,812.92
911 Operational Fund.....	242,838.35

**PNC BANK, NORTHEAST, PA.**

Luzerne County Fiscal Agencies:

Office for the Aging .....	\$ 469,135.60
Children & Youth Department.....	487,962.55
Mental Health/Mental Retardation.....	19,141.48
Drug & Alcohol Program.....	90,802.92
Office of Human Services.....	567,312.12
Human Services Agencies/Transportation Department.....	66,486.65
Liquid Fuels Tax Fund .....	25,741.95
Luzerne County GWBIF Escrow Account.....	27,270.75
1997 Series Parking & Office Relocation Fund .....	0.00

**CITIZENS BANK**

Adult Probation Special Account .....	\$ 377,477.68
Luzerne County Bridges.....	10,786.00
Hazardous Material Emergency Response Account .....	66,895.89
EMA Radiation Emergency Response Fund.....	50.66

**FIRST NATIONAL COMMUNITY BANK**

Luzerne County Convention and Visitors Bureau .....	\$ 64,107.02
Luzerne County Agencies Account .....	763,115.68
Luzerne County Solid Waste Recycle Account .....	179,629.36
Luzerne County Property Tax Collection .....	48,188.58

**FIDELITY DEPOSIT & DISCOUNT BANK**

Wyoming Valley Airport Account.....	\$ 46.56
Adult Probation/Offenders Supervision Fund .....	81,348.16
Tri-County Airport Feasibility Study .....	35,686.34
Luzerne County 2002 Capital Projects.....	6,450.82
Workmans' Compensation Insurance Reserve Account.....	38,068.40
Luzerne County 2003 Capital Projects.....	49,582.64

**TREASURERS: (cont.)**

**LUZERNE COUNTY TREASURER’S OFFICE  
CERTIFICATES OF DEPOSIT  
September 9, 2004**

<b>General Fund</b>	<b>\$16,000,000.00</b>
<b>School, Road &amp; Institution District</b>	<b>\$3,380,000.00</b>
<b>Real Estate Tax Sale Account</b>	<b>500,000</b>
<b>Self Insured Workers Compensation Fund</b>	<b>\$1,385,000.00</b>
<b>Court of Common Pleas - Domestic Relations IV-D Fund</b>	<b>\$600,000.00</b>
<b>911 Construction Fund</b>	<b>\$1,675,000.00</b>
<b>Luzerne County Fiscal Agencies:</b>	
<b>Mental Health/Mental Retardation</b>	<b>\$3,775,000.00</b>
<b>Office of Human Services</b>	<b>\$360,000.00</b>
<b>Transportation Department</b>	<b>\$779,000.00</b>
<b>Liquid Fuels Tax Fund</b>	<b>\$740,000.00</b>
<b>Adult Probation Special Account</b>	<b>\$1,500,000.00</b>
<b>Hazardous Material Emergency Response Account</b>	<b>\$190,000.00</b>
<b>Luzerne County Agencies Account</b>	<b>\$1,510,000.00</b>
<b>Luzerne County Solid Waste Recycle Account</b>	<b>\$271,00.00</b>
<b>Total</b>	<b>\$32,665,000.00</b>

Request a Motion to accept the Treasurer’s report as presented.

It was moved by Commissioner, Vonderheid seconded by Commissioner Urban.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**CONTROLLER’S OFFICE – STEPHEN L. FLOOD, CONTROLLER**

Request a Motion to ratify and confirm payment of the following vouchers:

<b>Transportation Department:</b>	
Voucher No. 400720TR to 400780TR inclusive	in the amount of <b>\$1,168,390.53</b>
<b>Patients; Personal Fund:</b>	
Voucher No. 400300PP to 400313PP inclusive	in the amount of <b>\$6,332.06</b>
<b>Bureau for the Aging:</b>	
Voucher No. 403437AG to 403862AG inclusive	in the amount of <b>\$1,189,519.44</b>
<b>Children and Youth:</b>	
Voucher No. 405458CY to 406038CY inclusive	in the amount of <b>\$922,351.79</b>
<b>Mental Health/Mental Retardation:</b>	
Voucher No. 401761MM to 401907MM inclusive	in the amount of <b>\$3,444,567.13</b>
<b>Human Services:</b>	
Voucher No. 400344HS to 400367HS inclusive	in the amount of <b>\$851,257.00</b>
<b>Drug and Alcohol:</b>	
Voucher No. 400410DA to 400454DA inclusive	in the amount of <b>\$365,257.06</b>

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**CONTROLLERS: (cont.)**

Request a Motion to authorize the Controller to make the following payments under the Luzerne County Community Development Program for various services and projects.

\$417,174.44	Community Development Block Grant Program
\$4,996.75	Emergency Shelter Grant Program
\$53,285.00	HOME Investment Partnership Program

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to advertise for Bids for the Laundry Department Supplies and Bio-Medical Waste Removal under the Valley Crest Nursing Home because not bids were received.

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to advertise for Bids for the Laundry Department Supplies and Bio-Medical Waste Removal under the Valley Crest Nursing Home because not bids were received.

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request a Motion to accept the following bids for tabulation subject to review by the county solicitor.

**Luzerne County Bureau of Elections:**

Precinct Poll Books

1. NTS Data Services	\$7,210.00	Cash Ck
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Provisional Ballot Materials

1. William Penn Printing	\$1,972.00	Bid Bond
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Judges Supply Boxes

1. William Penn Printing	\$32.75 per box	Bid Bond
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**Engineer’s Office:**

Structure Demolition at 56-58 Cedar Avenue, Hazleton

1. Brdaric Excavating, Inc.	\$57,900.00	Bid Bond
2. Franzosa Trucking Co., Inc.	\$63,700.00	Bid Bond
3. Lycoming Supply Inc	\$49,343.12	Bid Bond
4. Shea Industries Inc.	\$64,500.00	Cash Ck
5. Northeast Excavating	\$84,480.00	Cash Ck

Obstruction Removal Project

1. Pikes Creek Site Contractors	\$29,050.00	Bid Bond
	\$10,615.00	Alternate Bid A-1

**Valley Crest Nursing Home:**

Linen and Clothing Supplies

1. M.D. Brown	\$7,317.10	Cash Ck
2. Charm Tex	Units	Cash Ck
3. Tabb Textiles, Co.	Units	Bid Bond
4. ATD American Co	Units	Bid Bond
5. Shamrock Scientific Spec. Sys.	No Bid	
6. Robinson Textiles	No Bid	

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**HUMAN SERVICE – JOSEPH LOFTUS-VERGARI, DIRECTOR**

**A MOTION TO APPROVE/RATIFY THE FOLLOWING CONTRACTS FOR THE PROVIDERS, SERVICES, TERMS AND RATES SPECIFIED:**

<b><u>PROVIDER</u></b>	<b><u>SERVICES</u></b>	<b><u>TERM</u></b>	<b><u>RATE</u></b>
<b><u>AGING:</u></b>			
Andres Yakupcin	Auditing Services	7/1/04-6/30/05	\$44,000
<b><u>CHILDREN &amp; YOUTH:</u></b>			
Janey Greenwald-Kzubek	Interpreter for Deaf	9/13/04-6/30/05	\$2,500
Cinnamon Hills	Residential Treatment Facility	7/1/04-6/30/05	\$250/day
Ken-Crest Services	Group Home Hospitalization	“ “	\$175.64/day \$637.00/day
Best Nest	Foster Care – Medical	“ “	\$36.76/day
Kids Peace	Specialized Residential	“ “	\$301/day
Ned Delaney	Diagnosis/Services Grief & Reconciliation	“ “	\$8,000
Children’s Service Center	Group Home, Nanticoke MA Eligible Group Home, Wilkes-Barre	“ “	\$116.13/day \$43.64/day \$185.00/day
Communication Connection, Inc.	Sign Language Interpreting/ Translating Services	8/9/04-10/18/04	\$768.00 (plus travel time)
Children’s Choice, Inc.	Kinship Level I	9/30/04-6/30/05	\$36.15/day

**DRUG & ALCOHOL:**

Data Quest	Computer Program Repair	9/13/04	\$100/hr (Not to exceed 10 hrs)
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It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

**A MOTION TO APPROVE/RATIFY THE FOLLOWING CONTRACT AMENDMENTS FOR THE PROVIDERS, SERVICES, TERMS AND RATES SPECIFIED:**

<b><u>PROVIDER</u></b>	<b><u>SERVICES</u></b>	<b><u>TERM</u></b>	<b><u>RATE</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b><u>MENTAL HEALTH/MENTAL RETARDATION:</u></b>					
Hazleton Senior Ctr.	Center Renovations	7/1/04-6/30/05	\$113,000	\$113,000	\$123,000
Helpmates	Personal Care	“ “	\$1,000	\$1,000	\$8,700
Keystone Community Resources	MR V/R & Res.	7/1/03-6/30/04	\$73,000	\$73,000	\$84,818
Castle Transportation	MR Transport	7/1/04-6/30/05	\$10,000	\$10,000	\$37,000

**HUMAN SERVICE: (cont.)**

<b><u>PROVIDER</u></b>	<b><u>RATE</u></b>	<b><u>SERVICES</u></b>	<b><u>TERM</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
<b><u>MENTAL HEALTH/MENTAL RETARDATION:</u></b>					
St. Joseph's Center	MR ADT		“ “	\$21,227	\$33,480
<b><u>OFFICE OF HUMAN SERVICES:</u></b>					
Commission on Economic Oppor.	Case Management	Rental Assistance	7/1/04-6/30/05	\$102,249	\$104,610
				\$653,328	\$668,419
<b>Domestic Violence</b>	<b>Bridge Housing</b>		“ “	<b>\$167,237</b>	<b>\$171,100It It</b>

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

**ENGINEERING DEPARTMENT – JOHN GLUSHEFSKI, DEPUTY COUNTY ENGINEER**

Request the Declaration of an Emergency to replace the Western Abutment Expansion Dam and Backwall.

It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request the Declaration of an Emergency to replace to install a Temporary Exterior Membrane on the Courthouse Dome.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

**VALLEY CREST – JAMES MILLER, ADMINISTRATOR**

No Agenda

**ROAD AND BRIDGE DEPARTMENT – JOHN J. GLUSHEFSKI, DIRECTOR**

No Agenda

**PROPERTY AND SUPPLY – WILLIAM P. BURKE, DIRECTOR**

Request a Motion to approve the following contracts for the providers for service specified:

**Luzerne County Convention and Visitors Bureau:**

Times Printing, Inc. TOTAL BID: \$12,308.00  
 1209 Main Street  
 Swoyersville, PA 18704

**UNSUCCESSFUL BIDDERS:**

Dodge Graphic Press Bid: \$13,832.00  
 Unigraphic Color Corp. Bid: \$12,615.00

**PROPERTY & SUPPLY: (cont.)**

**Luzerne County Courthouse:**

**Copy Paper:**

Whiteman Tower  
1100 Hanover Street  
Wilkes-Barre, PA 18706

TOTAL BID: \$18,580.00

**Laser Paper:**

Whiteman Tower  
1100 Hanover Street  
Wilkes-Barre, PA 18706

TOTAL BID: \$30,970.00

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request permission to advertise the following for the Purchasing Department:

**Luzerne County Courthouse:**

Toner Cartridges – New & Re-Manufactured

**Veterans Affairs Department:**

Flags  
Government Pre-Cast Bases  
Bronze Grave Markers

**Valley Crest:**

Bread  
Beverage Items  
Dairy Items  
Frozen Foods  
Dry Goods and Non –Perishables  
Hi-Protein Supplements  
Ice Cream  
Seafood Items

It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

Request permission to Renew the Lease Agreement for Office Space for the District Magistrate Swank, District 11-3-06 Mountaintop for total space 1,581 Sq. Ft., term of Lease to be Three (3) years from November 1, 2004 to October 31, 2007. Lease Amount is for One-Thousand Two Hundred Dollars (\$1,200) per month.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

**PLANNING COMMISSION – ADRIAN F. MEROLLI, DIRECTOR**

Request permission for approval and execution of the FY 2004-05 Interagency Agreement Between the Luzerne County Planning Commission and the Luzerne County Transportation Authority. This annual Agreement is in the amount of \$10,160 and is funded at the 100% level by the federal Transit Administration.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**COMMUNITY DEVELOPMENT – SANDRA RUSSELL, DIRECTOR**

No Agenda

**PERSONNEL – SAMUEL T. GUESTO, COUNTY MANAGER FOR LEGISLATION AND CHIEF CLERK**

**REQUEST A MOTION TO APPROVE THE FOLLOWING APPOINTMENTS**

**AT: AGING:**

The following as Senior Center Manager 1’s at an hourly rate of \$10.40 effective October 12, 2004:

- (ps# 10-G140-L0811-0012) Marie Olver, West Pittston
- (ps# 10-G140-L0811-0015) Susan Reese, Laceyville

**AT: VALLEY CREST:**

Christine McGill 272 N. Pennsylvania Avenue Wilkes-Barre, Penna.	CNA-3-11	Effective 9/20/04 \$19,848.00
Mary Ann Wallace 10 Washington Street Moosic, Penna.	RN-11-7	Effective 9/27/04 \$37,043.00
Christina Shimley 1222 Main Street Duryea, Penna.	LPN 7AM-7PM	Effective 9/27/04 \$30,008.00

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**REQUEST A MOTION TO APPROVE THE FOLLOWING PERSONNEL TRANSFER**

**AT: VALLEY CREST**

Wendy Dzanis Transferred 15 Laflin Road of Inkerman, Penna.	RN-Staff Development Director	Eff. 9/27/04-  to Assistant Director  Nursing
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It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**REQUEST A MOTION TO APPROVE THE FOLLOWING REASSIGNMENT**

**AT: AGING:**

The Reassignment of Kathleen Dwyer to Aging Case Aide 2 (ps# 10-G140-L0609-0002) at an annual salary of \$36,919 effective October 11, 2004.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**PERSONNEL: (cont.)**

**REQUEST A MOTION TO APPROVE THE FOLLOWING PAY ADJUSTMENTS**

**AT: CHILDREN & YOUTH:**

A \$1,000 Certification Pay Adjustment for Kimberly Luck, Caseworker 2 (ps# 21-Y740-L0624-0005) at an annual salary of \$28,130 effective February 27, 2004.

A \$1,000 Certification Pay Adjustment for Denise Martin, Caseworker 2 (ps# 21-Y740-L0624-0090) at an annual salary of \$27,825 effective August 12, 2004.

It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING RESIGNATIONS**

**AT: PERSONNEL/BUDGET AND FINANCE DEPARTMENT**

**THE RESIGNATION OF LINDA BEZDZIECKI, GROUP ADMINISTRATOR, EFFECTIVE SEPTEMBER 17, 2004.**

**AT: RECORDER OF DEEDS OFFICE**

ANGELA ZIEGLER, CLERK TYPIST 1, EFFECTIVE SEPTEMBER 17, 2004.

**AT: CHILDREN & YOUTH:**

Krista Nickeson, Caseworker 2 (ps# 21-Y740-L0624-0086) effective October 7, 2004.

**AT: VALLEY CREST**

Linda Schneider P.O. Box 155 Lehman, Penna.	Assistant Director of Nursing	Effective 9/24/04 Resignation
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Dianne Mack RR#1, Box 179 Harvey’s Lake, Penna.	RN-3-11	Effective 9/25/04 Resignation
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Deborah Ciannilli 4 Carroll Street Pittston, Penna.	LPN-3-11	Effective 9/13/04 Resignation
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Sandra Cronan 184 Wyoming Street 2nd Floor Wilkes-Barre, Penna.	CNA-3-11	Effective 9/15/04 Resignation
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Randi Smith RR#1, Box 96A Noxen, Penna.	Medical Records Clerk	Effective 9/16/04 Resignation
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It was moved by Commissioner Vonderheid, seconded by Commissioner Urban.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING RETIREMENT**

**AT: AGING**

Dorothy Shaw, Senior Center Manager 2 (ps# 10-G140-L0812-0005) effective September 24, 2004.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.

**“AYES” SKREPENAK, VONDERHEID, URBAN**

**PERSONNEL: (cont.)**

**REQUEST A MOTION TO APPROVE THE FOLLOWING TERMINATION:**

**AT: VALLEY CREST**

Melissa Banaszek  
27 E. Main Street  
Miners Mills, Penna.

CNA-3-11

Effective 9/11/04  
Termination

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepnak.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**A REQUEST TO APPROVE THE FOLLOWING LEAVE OF ABSENCES**

**AT: CHILDREN & YOUTH:**

A Leave of Absence Without Pay for Heather Finnegan, Caseworker 2 (ps# 21-Y740-L0624-0075) effective September 17, 2004 through October 29, 2004.

A Military Leave of Absence Without Pay for Jeffrey Setser, Caseworker 2 (ps# 21-Y740-L0624-0066) effective October 1, 2004.

**AT: MENTAL HEALTH/MENTAL RETARDATION:**

A Return from a Leave Without Pay for Jennifer Marzzacco, Caseworker 2 (ps# 21-M440-L0624-0012) effective October 1, 2004.

**AT: TRANSPORTATION:**

A Two Day Leave Without Pay for Rose Capristo, Scheduler (ps# 89-LWCTD-0022-0003) effective September 16 and 17, 2004.

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**A MOTION TO APPROVE/RATIFY THE FOLLOWING TRAININGS AT A TOTAL COST OF APPROXIMATELY \$6,785**

<b>ATTENDEE</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>DATE</b>	<b>APPROX. COST</b>
<b><u>AREA AGENCY ON AGING:</u></b>				
Barbara DaSilva	Excel – Level I	Lehman	9/24/04	\$145
Linda Kohut Marianne Infantino Carole Lewis	Changed Face of Aging	Philadelphia	3/10-3/13/05	\$2,838
<b><u>MENTAL HEALTH/MENTAL RETARDATION:</u></b>				
Fran Moriarty	Adobe in Design	Scranton	9/15,17, 24,29, 10/1, 7/04 (1/2 days)	\$360
James Gallagher	MH/MR Administrators Assoc. Board Retreat	Cooksburg, PA	9/15-9/17/04	\$184
Charmayne Floryan Marlene Powell Gina Galli	Working with Overweight Children	Pittston	9/22/04	\$75
Gina Gallii	Leadership Conference Fall 2004	Atlantic City, NJ	10/19-10/20/04	\$500

**PERSONNEL: (cont.)**

**TRAINING CONTINUED: APPROX.**

<b>ATTENDEE</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>DATE</b>	<b>COST</b>
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**MENTAL HEALTH/MENTAL RETARDATION:**

Karen Patterson	Serving the Hispanic Community: Increasing Knowledge & Skills Toward Hispanic Children, Youngsters & Families	Scranton	9/17/04	\$60
Denyse Duaine Marlene Powell	Parent Empowerment: Counseling Parents in Positive Child Rearing	Dunmore	10/6/04	\$238

**CHILDREN & YOUTH:**

Sandra Moosic Gloria Migatulski June Smith Judi Omerza	Parent Empowerment: Counseling Parents in Positive Child Rearing	Dunmore	10/6/04	\$524
Gerard Muth Eugene Caprio	PCYA	Champion	10/13-10/15/04	\$776
Ann Marie Schultz Robin Ritsick	Witness to Violence	Scranton	10/4-10/5/04	\$362
Don Lott	Second Annual Juvenile Sexual Offenders' Treatment Seminar	Reading	10/7/04	\$143
Tammy Danna Kim Luck John Kosloski Marissa Remus Tara McCutcheon Heather Finnigan Wayne Woznikaitis Donna Vrhel Wilima Snopek Yuri Safka Lauren Obrien Debbie Guziejka Ann Marie Shultz Kristi Snyder	Interviewing Victims of Sexual Abuse	Wilkes-Barre	11/18/04	\$580
Mark Malkemes Charlene Aben Diana Panek Jeanne Schmid Rose Gallagher Renee Tessitore Denise Martin Mary Ann Rambus Maureen Taroli Emily Intelicato Marcia Barnes Ann Marie Black Jan Wojnar Joanne VanSaun	Interviewing Victims of Sexual Abuse (Cont.)	Wilkes-Barre	11/18/04	

**PERSONNEL: (cont.)**

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, VONDERHEID, URBAN

**CONTINUING EDUCATION**

**REQUEST A MOTION TO APPROVE THE FOLLOWING SEMINAR**

**AT: VALLEY CREST**

Request approval for Carla Krakowski, Activity Director, Adult Day Center to attend a two-day Conference in Wilkes-Barre, Penna., on October 7<sup>th</sup> and 8<sup>th</sup>, 2004. Total Cost: 190.00

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, VONDERHEID, URBAN

A Motion was entertained to adjourn the Commissioners’ Meeting.

It was moved by Commissioner Urban, seconded by Commissioner Vonderheid.  
“AYES” SKREPENAK, VONDERHEID, URBAN

Respectfully,



Patricia Wilk, Recording Secretary