

**JULY 15, 2009**

On the above date at 11:00 A.M. the Luzerne County Board of Commissioners convened a Salary Board Meeting with the following present: Maryanne Petrilla, Chairman; Gregory Skrepenak, Commissioner; Stephen Urban, Commissioner; Anthony Martinelli, Acting Controller; Douglas Pape, County Manager for Legislation/Chief Clerk; Vito DeLuca County Solicitor; Jacqueline Musto Carroll, District Attorney; Doug Richards, Human Resources; Joseph Gibbons, Engineers; Michael Morreale, Treasurer; Richard Ammon, Workforce Investment Development Agency; Anthony DePolo, Transportation

**CALL TO ORDER:..... Maryanne C. Petrilla, Chairman**

**ANNOUNCEMENTS:.....Douglas A. Pape  
County Manager/Chief Clerk**

None

**PUBLIC COMMENT:**

Wil Toole provided comment on the position that was eliminated in the County Controllers Office. Mr. Toole stated that he felt no positions should be cut in this office because it is a major part of checks and balances in county government. He stated cutting positions in this office would only weaken the process. Mr. Toole commented that he felt the position in the Controllers Office should be reinstated and the department should be looked at to add more people. Mr. Toole stated that he believed the County Controller should take part in the Prison Board, Arena Board, LCCC, and every place that county money is invested. Mr. Toole stated that cutting the department was not helping the situation. Mr. Toole stated that the Salary Board should take immediate action to reinstate the position that was cut in the Controllers Office and give consideration to bolstering that department so they can take a more active part in the over site process.

**COMMUNICATIONS:.....Douglas A. Pape  
County Manager/Chief Clerk**

**REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTIONS FOR:**

Jacqueline Musto Carroll stated that the county will be receiving a grant from PCCD in the amount of \$250,000 in order to fund positions in the District Attorney’s Office to handle the juvenile matters that have arisen due to the conduct of Judge Ciavarella.

**DISTRICT ATTORNEY’S OFFICE:**

- Create:** Two (2) Full Time Assistant District Attorney with an annual salary of \$34,032.23 effective July 15, 2009. (For the duration of the Grant)
- One (1) Clerk I with an annual salary of \$20,000 effective July 15, 2009 (For the duration of the Grant)
- One (1) Clerk I/Victim Witness Coordinator with an annual salary of \$20,000 effective July 15, 2009 (For the duration of the Grant)
- One (1) Detective with an annual salary of \$44,303.10 effective July 15, 2009 (For the duration of the Grant)
- One (1) Trial Assistant with an annual salary of \$21,000 effective July 15, 2009

District Attorney Musto Carroll stated that she is looking for a total of six positions; five for the juvenile work and one Trial Assistant which would be separate. Musto Carroll stated that the DA’s Office also has a Juvenile Accountability Block Grant for an addition full time Assistant District Attorney in the amount of \$21,192.00. Musto Carroll stated that she didn’t think a new position had to be created because the department has an open and unfunded position from the resignation of an Assistant District Attorney last year. Doug Richards responded that she was correct.

Commissioner Petrilla questioned if a position needed to be eliminated from the agenda. A discussion was held on the positions being requested by the District Attorney and whether any positions needed to be eliminated. Doug Richards provided comment as to why no positions had to be eliminated from the agenda.

Commissioner Skrepenak questioned the submission of an application to PCCD that was voted on during the commissioner's meeting. Michelle Sparich responded that these positions were not related to that grant. Commissioner Petrilla stated that the grant that the District Attorney is applying for now is a grant Senator Musto and State Representative Eachus worked out with the PCCD. This application has already been approved and is in the State's budget. Musto Carroll stated that they have to wait for the State Budget to pass before they can receive the funds. Commissioner Urban commented that these positions were only for the duration of the grant. He stated if the county did not get the grant they would not fill the positions. He stated that when the grant money was gone the positions would be eliminated. Commissioner Petrilla requested that Commissioner Urban's statement be part of the record.

It was moved by Jacqueline Musto Carroll, seconded by Commissioner Petrilla  
**"AYES" PETRILLA, SKREPENAK, URBAN, MARTINELLI, MUSTO CARROLL**

**REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTIONS FOR:**

**DEPARTMENT OF BUILDING & GROUNDS:**

**Create:** One (1) Foreman Position with an annual salary of \$21,500 effective July 15, 2009.

**Eliminate:** One (1) Custodian Position with an annual salary of \$19,000 upon filling of the Foremen Position.

Joe Gibbons stated up until 2008 there was always a management supervisor on day shift in the Building & Grounds Department. Because that position was eliminated, it left the department with no supervision during the day. To alleviate this problem Mr. Gibbons stated that he wanted to create a working foreman position. Mr. Gibbons explained that this would be a union working foreman much like the position in Road & Bridge. He stated that union rules require the job be posted in house. He stated that he expected someone from in house to fill this position. He stated upon filling this position the position that was vacated would then be eliminated. Mr. Gibbons stated that he didn't think there would be any budget impact this year because of the resignation of a senior custodian filled by any entry level position. Mr. Gibbons estimated the cost savings to be \$8,000.00.

Commissioner Urban commented that he would like to see the head of Building & Grounds working from 9am to 4:30pm and have the foreman work night shift. Commissioner Urban questioned if that could be done.

Mr. Gibbons responded that it could be written into the job description. He stated the Director of Building & Grounds is on call 24 hours a day for emergencies. Mr. Gibbons stated that he would make sure there was coverage.

It was moved by Joseph Gibbons, seconded by Commissioner Petrilla  
**"AYES" PETRILLA, SKREPENAK, URBAN, MARTINELLI, GIBBONS**

**REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTIONS FOR:**

**TREASURERS OFFICE:**

**Create:** One (1) Bookkeeper with a Salary of \$21,500

**Eliminate:** One (1) Data Entry Clerk with an annual salary of \$18,500 effective July 15, 2009

Treasurer Morreale stated that the duties of the position were more of a Bookkeeper than a Data Entry Clerk.

Commissioner Urban questioned if there was money in the budget for the position. Treasurer Morreale responded that there was.

It was moved by Michael Morreale, seconded by Commissioner Petrilla  
“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI, MORREALE

**REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTIONS FOR:**

**DEPARTMENT OF WORKFORCE INVESTMENT DEVELOPMENT AGENCY:**

**Create:** Two (2) EARN Technicians with a Salary Range of \$26,000 - \$27,500 effective July 15, 2009.

Rich Ammon stated that these jobs were recommended by the Bureau of Employment Training Programs which oversees the earned program and the local management committee board.

Commissioner Petrilla questioned if they were state funded and if the positions were already filled. Mr. Ammon responded that they were state funded positions and that no one was hired yet for the positions.

It was moved by Richard Ammon, seconded by Commissioner Petrilla  
“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI, AMMON

**REQUEST A MOTION TO APPROVE THE FOLLOWING SALARY BOARD ACTIONS FOR:**

**DEPARTMENT OF TRANSPORTATION:**

**Create:** On Call rate of \$15.00 per hour effective July 15, 2009.

**Eliminate:** On Call Rate of \$60.00 per day.

Anthony DePolo stated one of his concerns he had was that the Transportation Department was spending \$33,900 for on call services. He stated \$12,000 was being paid to helpline and \$21,900 to have personnel on duty for 12 hours. Mr. DePolo stated in order to save money the Transportation Department has scheduled one of their own office personnel to work from 10:30am to 7pm. He stated if a call was received someone would be there to alleviate any concerns immediately. Mr. DePolo stated that they will be reducing the cost of \$33, 900 by \$29,250.00 while improving the service.

It was moved by Anthony DePolo, seconded by Commissioner Petrilla  
“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI, DEPOLO

**END OF SALARY BOARD**

**MOTION TO ADJOURN:**

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak  
“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI

*Respectively submitted,*



*Jennifer Thomas, Recording Secretary*