



COUNTY of LUZERNE

PENNSYLVANIA

ESTABLISHED 1786

**LUZERNE COUNTY
AUTHORITIES, BOARDS, AND COMMISSIONS COMMITTEE
INTERVIEW SESSION**

February 17, 2021

Video/Teleconference via TEAMS

6:00 PM

6:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA ITEMS

ADOPTION OF AGENDA

MOTION TO SUSPEND THE REQUIREMENT OF IN PERSON INTERVIEWS DUE TO THE COVID-19 PANDEMIC

AGENDA ITEM

1. Authorities, Boards and Commissions Interviews
2. Discussion regarding training for ABC Members
(Sunshine Act, Roberts Rules of Order, Right to Know, Ethics Code, Ethics Form)
3. Discussion regarding Councilwoman Houcks' questions
(to be sent to) Authorities, Boards and Commissions pages 1-2
4. Discussion regarding Oath of Office and Instructions during pandemic..... pages 3-6
5. Discussion regarding removal of a Board Memberpage 7

PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on any item within the subject matter jurisdiction of the Committee. Please refer to the Public Meetings Online page of County's Website at <https://www.luzernecounty.org/1279/Public-Meetings-Online> for more information on how to participate in Public Comment via technology.

ADJOURNMENT

From: [Perry, Chris](#)
To: [Lawrence, Sharon](#)
Subject: Fw: County Authorities information request
Date: Friday, February 12, 2021 9:50:41 AM

Sharon these are the questions from Linda for agenda Item # 5.

From: Houck, Linda McClosky <LindaMcClosky.Houck@luzernecounty.org>
Sent: Wednesday, February 10, 2021 9:01 AM
To: McGinley, Tim <Tim.McGinley@luzernecounty.org>; Perry, Chris <chris.perry@luzernecounty.org>
Cc: Crocamo, Romilda <Romilda.Crocamo@luzernecounty.org>; DeLuca, Vito <Vito.DeLuca@luzernecounty.org>; Luzerne County Council Members <LCCM@luzernecounty.org>
Subject: County Authorities information request

Mr. McGinley, Mr. Perry and all,

Given the recently uncovered information about LCTA members, present and past, receiving life insurance policies paid by the Authority, I ask you to request the following information from ALL Luzerne County Authorities, Boards, and Commissions:

1. What compensation, benefits, pension, insurance, or other "perks," if any, do your appointed board members receive, or are they eligible to receive, either during their service on the board or following it?
2. What compensation, benefits, pension, insurance, or other "perks," if any, have been provided or made available to your appointed board members in the past, either during their service on the board or following it?
3. If there is any answer other than "none" to questions 1 and/or 2, please provide the annual monetary value of each item per board member as well as the total annual cost to the authority, board, or commission.
4. If there is any answer other than "none" to question 1 and/or 2, please provide information indicating when each item was available to appointed board members (for example, 1997-2010, or 1980-present).
5. If there is any answer other than "none" to question 1 and/or 2, please provide a list of all current appointed board members indicating which members receive or are eligible for the compensation, benefits, pension, insurance, or other "perks" described in the responses to questions 1-4.
6. Do your appointed board members complete and file annual Statements of Financial Interest?

Thank you for your attention to this request for information.

I suggest that Mr. Perry, as the ABC Chair, and/or the Office of Law send these questions to all ABCs as soon as possible and provide the information to Council prior to our next meeting on February 23. This will facilitate the discussion on the ordinance introduced last night to amend the Administrative Code prior to the vote.

Thanks -

Linda Houck

If you have concerns about the validity of this message, contact the sender directly, or the Luzerne County IT Department at Cybersecurity@LuzerneCounty.org

**No. 2017-06
ORDINANCE**

***An Ordinance of the County of Luzerne amending the Luzerne County Administrative Code
Requiring Members of Luzerne County Authorities, Boards, and Commissions to Take an
Oath.***

WHEREAS, Authorities, Boards, and Commissions are created or maintained by Luzerne County government according to Article VIII, Section 8.01 of the Luzerne County Home Rule Charter; and

WHEREAS, the Home Rule Charter of Luzerne County Pennsylvania Article VI-Administrative Code, Section 6.02 stipulates that County Council may amend the Administrative Code by ordinance; and

WHEREAS, the Administrative Code stipulates that County Council shall approve and make readily available current Policies and Procedures for County Authorities, Boards, and Commission; and

WHEREAS, Luzerne County Council wishes to require an Oath to be administered to members of all members of County Authorities, Boards, and Commissions; and

NOW, THEREFORE BE IT ENACTED AND ORDAINED BY THE LUZERNE COUNTY COUNCIL, as follows:

The attached amendment, incorporated herein by reference, as proposed and approved by a majority of Luzerne County Council at a public meeting on September 26, 2017, hereby amends the Luzerne County Administrative Code.

This Ordinance shall become effective 15 days after enactment.

Enacted by County Council this the 26th day of September, 2017.

ROLL CALL VOTE: (8-3)

YES: Haas, Kelleher, McGinley, Schnee, Sorokas, Waitkus, Williams, and Houck

NO: Brominski, Dobash, and SA Urban

LUZERNE COUNTY COUNCIL

By: _____
Linda McClosky Houck, Chair

Attest: _____
Sharon Lawrence, Clerk of Council

By: _____
Tim McGinley, Vice-Chair

ATTACHMENT A

Luzerne County Administrative Code Section 2.10 Luzerne County Authorities, Boards and Commissions

Section 2.10 H OATH OF OFFICE AND CONDUCT

Each member of a Luzerne County Authority, Board, and Commission, before taking his/her seat, shall take the following oath of office that shall be administered by a Judicial Officer prior to the first public meeting:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the (_____ Authority, Board, or Commission), in accordance with the Constitution of the United States, the Constitution of the Commonwealth of Pennsylvania, the state laws of the Commonwealth of Pennsylvania, the Luzerne County Charter, and the By Laws of the (_____ Authority, Board, or Commission) to the best of my abilities.

I further swear (or affirm) that:

I shall make decisions for the best interest of the citizens of Luzerne County and the future of Luzerne County;

**COMMONWEALTH OF PENNSYLVANIA
CONSTITUTIONAL OATH OF OFFICE**

I, _____ do solemnly swear
(or affirm) that I will faithfully discharge the duties of the office as a member of
the _____,
in accordance with the Constitution of the United States, the Constitution of the
Commonwealth of Pennsylvania, the state laws of the Commonwealth of
Pennsylvania, the Luzerne County Charter, and the By Laws of the
_____ to the best of my abilities.
I further swear (or affirm) that I shall make decisions for the best interest of the
citizens of Luzerne County and the future of Luzerne County.

(Signature of Appointee)

Commonwealth of Pennsylvania)
County of Luzerne)

On this date I administered the foregoing Oath of Office to the person
whose name appears above, who appeared before me in person, and who
was known to me (or satisfactorily proven) to be such person.
Sworn and subscribed before me this _____ day of _____, 2021

(Signature of Oath Administrator)

(Seal)

Oath of Office

Instructions

1. Every person appointed to an Authority, Board, or Commission shall take an Oath of Office.
2. The Oath must be administered in person and signed by a Judge or District Justice.
3. The Oath may be administered at any time or location but must be administered **PRIOR** to taking Office and assuming duties.
4. **The original executed Oath of Office shall be provided to the Clerk of County Council.**
5. The Clerk of County Council will forward a copy of the executed Oath to the appropriate Authority, Board or Commission and a copy will be maintained in the Office of County Council.
6. The Clerk of County Council will forward the original executed Oath to the Luzerne County Solicitor who will file the original executed Oath in the Luzerne County Prothonotary's Office.

Time stamped copies will be provided upon request.

From: [Crocamo, Romilda](#)
To: [Lawrence, Sharon](#)
Subject: FW: Removal of a board member appointed by county council
Date: Friday, February 12, 2021 1:05:32 PM

Sharon,

You can add Walter's email to Removal of a board member appointed by county council

Romilda P. Crocamo, Esq.

Luzerne County Chief Solicitor
200 North River Street
Wilkes-Barre, PA 18711
570-825-1695

From: Griffith Jr., Walter <Walter.Griffith@luzernecounty.org>
Sent: Thursday, February 11, 2021 1:12 PM
To: Crocamo, Romilda <Romilda.Crocamo@luzernecounty.org>; Luzerne County Council Members <LCCM@luzernecounty.org>
Subject: Removal of a board member appointed by county council

Chief solicitor Crocamo

I am placing a formal request to the office of law regarding the procedures to remove a board member from the board of elections.

The most recent email that was sent to county council which included the email from the vice chairman of the election board is very troubling and concerning to me as a member of County Council who is responsible to appoint members to the board of elections.

I am therefore requesting a legal opinion on how do we recall or remove a board member from any board or commission the county council is responsible to appoint the members. The ability for a member of the election board to make a statement that is totally contrary to our county charter as well as violate someone's ability to know how a person votes is sufficient reason for me to remove that board member.

I would appreciate a response to my question so that I can take appropriate action by our next board meeting.

Walter L Griffith JR
Luzerne County Council
"A Voice for the People"

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