

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 of Human Services; James Miller, Administrator of Valley Crest; Michael L. Morreale, Treasurer; Stephen L. Flood, Controller; James J. Brozena, County Engineer; John J. Glushefski, Director of Road & Bridge; 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 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

Robert Reilly, Clerk of Courts, Budget, referring to a letter sent to Salvador "Sam" Diaz, Chief of Budget and Finance, requesting financial data to assist the Row Officers in understanding of what is now a \$15 million deficit. Mr. Reilly commended Mr. Diaz on the in depth report provided, but noted the \$15 million has not yet been fully addressed. Commissioner Vonderheid referred to Mr. Diaz for an explanation but first clarified that of the \$33 million deficit referenced about a month ago, \$12.5 million is the anticipated January 1, 2005 operating deficit, \$21 million was for 2004, citing Mr. Diaz's work and the work of others, adjustments have been made and the number has been reduce to \$15 million for 2004. Mr. Reilly explained the main source of information for the Row Officers has been the newspapers and would like to verify what the \$15 million consists of so they could operate their respective departments. Mr. Diaz addressed Mr. Reilly's question with a breakdown as follows: a projected revenue shortfall at Valley Crest of approximately \$2.25 million, a revenue shortfall projection of approximately 6% from the budgeted level, miscellaneous expenditures which add to that which in all total to \$15 million. Mr. Diaz noted these are the key components and offered a line-by-line description after the meeting. Mr. Reilly commented the figures that were provided for the most part indicated the Row Officers' revenue was up and their expenditures were down. He addressed a statement that was made publicly that the Row Officers had to come to the plate and he believed and the numbers reflect that the Row Officers have done that and have been hitting home runs for years. Commissioner Urban provided comment on Mr. Diaz's previous comments pointing out that the Row Officers' budgets were balanced but did not take into account employee benefits. Mr. Reilly suggested that it is time for other people to come to the plate or at least come to bat; the budget cannot be budgeted on the backs of the Row Officers as they generate income and have been there and done what they have had to. Mr. Reilly referred to a meeting held at the beginning of the year with the Commissioners where the Row Officers were requested to spend 10% less and create 10% more and he believe that most of the Row Officers have answered that call. Mr. Reilly recommended the Commissioners continue to find innovative ideas to generate revenue. He believed that the Row Officers have reached their limit and although they are willing to continue to cooperate and contribute he does not believe their efforts will generate the kind of revenue that is needed. Mr. Reilly did note he is willing to give up the one position he has open in his office. Mr. Reilly addressed the issue of the Airport Contract requesting confirmation if the \$178,000 quoted in the paper was a solid number. Commissioner Urban responded the proposal was for the amount of not more that \$178,000 and the Commissioners responded they would not commit to this total until a value is placed on all assets that would be turned over to the County.

Mr. Reilly commented on the issue of office space and the department moves. He noted some of the departments are in a crisis situation with the new computer systems being installed.

PUBLIC COMMENT: (cont.)

Mr. Reilly requested the Commissioners reevaluate not only the Veterans' Department but the other departments affected by the recent cuts and possibly reinstate some of the positions as he believes people are the greatest and the County is losing some of its greatest assets.

Mr. Reilly offered his congratulations and thanks to Mr. John Charles on his recent Retirement.

Commissioner Urban commented and referred to Mr. Diaz's budget report and noted that although the Row Officers budget is balanced, salary line items do not reflect FICA tax, Retirement, Healthcare, Employment Insurance and other benefits, which he and Mr. Diaz have calculate and believe to be about 46%. He requested Mr. Diaz elaborate. Mr. Diaz explained that on the expenditure line, the salary line items do not include any benefits and that it is true of every department and row office. Mr. Diaz noted Valley Crest does track their benefits separately, as does Planning and Zoning, Community Development and Human Services. Mr. Diaz, addressing the \$15 million, \$2.25 million is from Valley Crest, a big piece of that is due to debt restructuring efforts we were trying to get accomplished which we are having some difficulty with at this point it comes up short at about \$6.7 million and the balance is a revenue shortfall of \$6.1 million. He noted the figures remain fluid in that we still have debt restructuring efforts going on the revenue shortfall and the final numbers could not be what they are projected at right now. The \$15 million shortfall will be as of December 31, 2004. Commissioner Urban questioned Mr. Reilly as to how many millions of uncollected outstanding revenue is in his office. Mr. Reilly responded about \$4 million and noted that his office has fought for many years to engage a collection agency to take care of the arrears and have been very successful, averaging \$20,000 –\$ 25,000/month on revenue from past due accounts. Some is un-collectable due to reason as individuals cannot be located or they are in prison for life, citing George Banks who owes his office \$4,000, as an example, which does not look likely to be collected but the majority of them are.

Commissioner Skrepenak responded that Mr. Reilly's comments have been duly noted and added this entire process is a continual process as Mr. Diaz referenced as fluid. The Commissioner noted one positive thing that has come out of this is that we, the Commissioners, are now not only looking at the expenses but also the other side of the ledger and thinking about revenue. Adding, he is very happy with the response he has seen from the Row Officers and Department Heads and the open lines of communication. Commenting on the Airport, he noted the Commissioners believe it is a very valuable asset to the community and will find the right price with the assistance of the appraisers. Adding, he believes this asset will help the County grow.

Commissioner Skrepenak recognized Mr. Reilly, President of the Association of the Prothonotarys and Clerk of Courts of the State of Pennsylvania noting the Association recently hosted the Annual Convention here in Luzerne County, congratulating Mr. Reilly for his accomplishments and looking forward to continuing to work with him.

Joseph Loftus-Vergari, Director, Human Services and Samuel Marranca, Director, Veterans' Affairs presented a Plan of Action for providing services to the Veterans of Luzerne County based on concerns of the impact of the recent layoffs in the Veterans' Affairs office. The report is attached.

A question and answer session followed the presentation. Mike Yoshak, Funeral Director Association, requested Mr. Marranca elaborate on the Funeral Directors placing the Headstones. Mr. Marranca responded that the Funeral Directors will not be directly responsible for actually placing the stones but will complete the required forms and the stones will be delivered directly to the cemeteries. Mr. Yoshak referred to a meeting the Commissioners held with the Funeral Directors Association discussing the re-staffing of the Veterans' Affairs Office and thanked the Commissioners for their time. Commissioner Urban commented that he spoke to Mr. Yoshak last Friday and referred to his assistance in coordinating the meeting that took place yesterday. The Commissioner thanked Mr. Yoshak and his associates for their input and participation.

PUBLIC COMMENT: (cont.)

Veterans voiced their concerns to include the distribution of flags to the cemeteries within the County; ordering, delivering and placement of headstones and bronze markers; services to the families of Veterans; retrieval of service records; and how these services can still be provided in the same manner as it was prior to the layoffs. Mr. Loftus-Vergari responded that the Commissioners would be reinstating several positions today to ensure there is no lapse in the services that have been provided to the Veterans of Luzerne County. Mr. Marranca added that he believed the partnering of the staff of the Veterans' Affairs Office with the agencies of the Human Services Department would only enhance the current services of the Veterans' Affairs Office. Adding, they will now be offering information on programs that up until now may have been overlooked, noting the expertise of his office was on those benefits directly connected to Veterans and not the many other benefits and services that may be offered by the County. He believed this partnership would close that gap. A recommendation from the audience was made that possible youth groups in the School Districts and other volunteer community groups may be able to assist in the distribution of flags to the cemeteries. Veterans commended Mr. Marranca and the staff of Veterans' Affairs citing exemplary service, going above and beyond to serve the Veterans of Luzerne County. The Veterans thanked the Commissioners for their consideration and the reinstatement of several individuals to the staff of the Veterans' Affairs Office. The following Veterans posed questions or provided comments during this session: George Kiernan, Vice Commander of Korean Veterans; Jack Joseph, Army/Air Force Veteran; Nino Sartini, Air Force Retired; Bob Alper, Korean war Veteran; Jim Wolf, Korean War Veteran; Ray Howell, brother of Veteran; James Best, Veteran; James Begley, Veteran, Andy Chimnock, Korean War Veteran; Frank Crest, Gulf War Veteran; and Lee Baker, Veteran.

The Commissioners thanked Mr. Loftus-Vergari and Mr. Marranca for their thorough and informative presentation.

Mr. Kiernan, addressing Commissioner Urban, questioning him in regards to his service as a Colonel and Korean War Veteran and why he allowed this to happen to the Veterans' Affairs Office citing a newspaper article. Commissioner Urban responded that yes he did serve four tours in Korea and in response to the latter question, he was out of the area and it wasn't until last Friday that he became aware of a meeting with the Veterans through the media, noting he was not invited, interjected himself into that meeting. The Commissioner further commented through a recommendation from Mr. Sartini, he visited the Veterans' Affairs Office and met with Genevieve to discuss what the proposed cuts would do to the services of that office, in the hour that he was present he noted the amount of individuals who visited during his time there. The Commissioner returned to his office and met with Mr. Samuel Guesto, Chief Clerk, and requested the cuts to the Veteran's Affairs Office be reevaluated; Commissioner Skrepenak was also in the building at that time and agreed with the recommendation. Mr. Kiernan questioned why so many individuals were taken out of Veterans' Affairs office. Commissioner Urban responded a team of four members was assembled by this Board of Commissioners to evaluate every function of the entire County. The team brought their initial recommendations to the Board and those recommendations would be finalized by August 1, 2004. Adding, some of those decisions, not only in Veterans' Affairs but in other offices, that were brought to us by that team of four have been reversed and this is one of them after further review of the Board. The Veterans were not singled out by any of the Commissioners and never would be. The Commissioner added he believed after the presentation today, an increase of services to Veterans, particularly widows, from the standpoint that they will also be informed of programs such as PACE, Meals on Wheels, Rent Rebates, In Home Care and a whole host of other benefits that people are entitled to that maybe they are not getting. That is the coordinated effort with the Area Agency on Aging and Veterans' Affairs.

Commissioner Skrepenak commented referring to Commissioner Urban's comments, that when the Commissioners went through this process it was a process to save the County money and ultimately save the taxpayers their tax dollars. Adding, when the recommendation was made we, the Commissioners and the committee, did not believe there would ever be an interruption of services. Since then we have learned otherwise and made the adjustments. He believes, as Commissioner Urban, that this plan will provide a better service.

PUBLIC COMMENT: (cont.)

Commissioner Skrepenak stressed it was never the intention to interrupt service or dishonor the veterans stating, "we sit here today and serve because of what you fine men and women have sacrificed for us and we thank you. From the bottom of my heart I thank you. We will continue to strive every chance we get to improve the services".

Mr. Sartini, welcomed and thank the Veterans in attendance, noting that they represent over 40,000 veterans in Luzerne County. He commended Bill Gray for his service to the Veterans at the Veterans' Hospital and Sam Marranta at Veterans' Affairs. Mr. Sartini clarified that, contrary to the newspapers, he was not the one who organized the meeting of the Veterans, he was invited to attend and provide input. Commissioner Vonderheid responded that the meeting was coordinated by him not to exclude his peers but to obtain information. Mr. Sartini noted that top management of the County was present for the meeting and that Commissioner Urban was also present at the meeting. Commissioner Urban responded Commissioner Vonderheid coordinated the meeting being referenced.

Commissioner Skrepenak, on behalf of the Commissioners, thanked the veterans' for attending and to be assured that they are being heard and it will be a continuing process to see how we can best serve the veterans of this area and how that fits into County government. .

Ed Kastitus, referring to a comment made at the last meeting that financial problems were inherited commented that those who were elected were aware of the problems that existed and made promises that they would resolve the financial difficulties the County faced. Mr. Kastitus, referring to newspaper articles, questioned the protocol of providing raises, noting some were significantly higher than the normal. Mr. Kastitus also commented on the hiring practices, the positions that were created, personnel that were moved to the Courts at the end of 2003, the pension, and Valley Crest.

Howard Stanton, Msgt., Retired, and also a retired correction officer provided comment on the Prison, referring to his career as a correction officer, recommended the prisoners pay for their meals and their care. Commissioner Skrepenak responded the inmates are assessed \$10 per day. Commissioner Urban responded a \$50 processing fee, also was implemented this year, when the inmate enters the jail. Adding a collection agency has been assigned to go after back monies that are owed and try and recoup those monies.

A veteran recommended periodic meetings be held with the Veterans to address their concerns with the three Commissioners. Commissioner Skrepenak agreed this was a valid point and the Commissioners would be in favor of meeting with a representation of the Veterans and promised to start the process of making it happen. Commissioner Urban agreed and that is would be added as item six on the Commissioners' task list and requested Mr. Guesto coordinate meetings as often as the Veterans see needed to sit down with the Board of Commissioners.

Christine Katsock, Wilkes-Barre, referring to the appointment of Timothy Henry under Human Services, questioned if this was the same attorney who is a full time solicitor for Wilkes-Barre City, and if so, what is the time commitment for this position and would there be a conflict since his paid position with the City is full time employment. Mr. Loftus-Vergari responded this position is for the Area Agency on Aging, entails if the case requires attorney, independent council, it is billed by an hourly rate, and it is a time tracked. The position is required to provide court representation. Mr. Loftus-Vergari assured Mr. Katsock the matter would be looked into.

Mr. Goodwin, requested confirmation of how many positions would be restored to the Veteran's Affairs Office. Commissioner Skrepenak responded three positions would be restored. Mr. Goodwin, citing an article in the newspaper, it has been recorded there are 309 positions in the Court System and that one position has been offered yet fourteen had been created at the end of last year. Commissioner Skrepenak responded the Court has been cooperating and has issued a hiring freeze and that he believes there are three or four vacancies the court will not fill. The Commissioner also said he has the President Judge's word he will meet with himself, Mr. Guesto and Mr. Diaz to analyze any positions which may need to be filled and the necessity of each as well as other savings the Courts may be able to contribute to.

PUBLIC COMMENT: (cont.)

As to the positions, which were created, the Commissioner responded that these positions are being evaluated; citing one particular position the Commissioner himself investigated, which was created for the Central Court Administrator, is a position that should save the Court System money. Mr. Goodwin questioned whether the restoration of the positions would require Salary Board action and if there is a Salary Board meeting scheduled. Commissioner Skrepenak responded the Salary Board usually meets immediately following the Commissioners Meeting and that no items have been submitted for Salary Board Action. On the question of whether the restoration of positions required Salary Board Action, Atty. Blaum responded that it was not his belief that positions were eliminated and if the positions are just being filled there is no action required by the Salary Board.

Stephen Flood, Controller, provided comment, citing his six years as an military policeman and also a card carrying member of the American Legion for last eighteen years, responding to accusations made, defended Commissioner Urban's commitment to the Veterans, adding that he believed what happened over the last two weeks with the meetings and decisions was some type snafu. D Mr. Flood state both he and Commissioner Urban are, and have always been, 100% for the veterans and neither would doing anything against or allow anything to happen to the veterans or their benefits. Mr. Flood commented on the budget shortfall stating he was here for two years combating the previous majority commissioners, meeting after meeting, reporting the county was \$4 to \$5 million in debt and being told there was actually a surplus of the same amount. He cited the following problems which he believed have contributed to the shortfall: Valley Crest at \$2.5 million, a SWAP process of about \$8 million, the Courts which he promised he would continue to address and bring out more information, the Juvenile Detention Center a major, emphasizing major, problem costing the County \$2.5 to \$3 million a year, adding these items comes to approximately \$13 million. Mr. Flood referred to a promise to the Commissioners after the last meeting, announced the Controller's Office had proposed cost saving initiatives they would be forwarding to the Commissioners today that if enacted, would be a proposed \$762,000 annual savings to the County. He provided the following overview of some of the proposed measures: appraisals done on all County buildings - \$100,000 savings; suspend window cleaning services, although we have a bid out on that today, - \$850 savings; cancel newspaper subscriptions - \$4,000 savings; require Health Insurance Co-Pays from all County employees - \$25,000 savings; eliminate longevity pay for all county employees - \$227,000 savings; move the Tourism Office on Public Square - \$19,000/year; and seek quotes for such items as cartridges for desktop inkjet printers, noting William Burke, Director, Property and Supply is doing a wonderful job, but this something that may cut further costs. Mr. Flood reiterated his and his staff's commitment to continue to strive to find further cost saving initiatives and provided their recommendations to the Commissioners for your review and enactment.

Commissioner Skrepenak thanked everyone for his or her comments.

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

Samuel Guesto announced the Board of Commissioners held an Executive Session on July 19, 2004 at 2:30 PM to discuss Personnel Issues. Also the 2nd Quarter update on the 2004 Budget is now available for review in Salvadore "Sam" Diaz, Chief of Budget and Finance's office.

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

Wachovia Bank, Vouchers 408188GF-408744GF
County General Fund for 2004

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.
"AYES" SKREPENAK, VONDERHEID "ABSTAIN" URBAN

COMMUNICATIONS: (cont.)

PNC Bank, Vouchers 400419LF – 400456LF
Liquid Fuels for 2004

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

Wachovia Bank, Vouchers 400047WC-400050WC
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. 007142004** attached dated July 14, 2004 and **Resolution No. 07212004** attached dated July 21, 2004).

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

Kathy Bozinski, introduced Mr. John Charles, retiring after 30 years of service with the Recreation Department, presented the Resolution for approval.

Request a Motion to adopt a Resolution to Mr. John Charles, on his retirement, do hereby honor, applaud, and congratulate John Charles, thank him for the immense contribution he has made to the lives of the residents of Luzerne County and all those who visit here, and wish John Charles the best of luck, health, happiness and enjoyment on his retirement from public service.

Joe Loftus-Vergari, Director, Human Services and Jim Gallagher, Director, Mental Health/Mental Retardation reflected on the Mr. Charles tireless efforts and dedication throughout his thirty years of service to the County noting his work to ensure that all residents of Luzerne County would enjoy the benefits that recreation can bring, in particular, the mentally challenged residents of Luzerne County and their families, for whom he advocated, and created special and unique recreational opportunities to enhance their quality of life.

One his major accomplishments was the development of the Forty Fort Recreation Complex. Jim Brozena, County Engineer, commented on Mr. Charles and his commitment to creating a recreation complex that afforded opportunities to the entire County. To ensure no one will forget your efforts and contributions to the Luzerne County community announce the main access road to the Forty Fort Recreation Complex is hereby the official name John Charles Drive and presented Mr. Charles with a replica street sign bearing this designation.

Mr. Charles thanked those who were instrumental for the success of the Recreation Complex sine the inception of the idea including Rose Tucker and Frank Crossin, former County Commissioners; Jim Philips, Forty Fort Commissioner, the Road and Bridge Department, Building and Grounds and the prisoners of the Correctional Facility who were utilized to contribute this project.

Commissioner Skrepenak thanked Mr. Charles for his years of service and contributions to the County, noting he had the privilege of working for Mr. Charles many years ago.

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

Request a Motion to approve a General Fund Budget Transfer of **\$3,938** from **Security – Salaries to Sheriff – Salaries/Per Diem**

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

COMMUNICATIONS: (cont.)

Request a Motion approving the following **Bonds of Luzerne County Industrial Development Authority:**

Tax Exempt Private Activity Bonds issues by the Luzerne County Industrial Development Authority on behalf of Pennsylvania – American Water Company in an aggregate amount of **no more than \$19,000** and Tax Exempt Private Activity Bonds issues by the Luzerne County Industrial Development Authority in an aggregate amount of **no more than \$30,000**. The proceeds of the Bonds will be used to refund previously issued bonds.

Luzerne County does not guarantee nor does it have any liability in the issuance of the Authority Bonds.

Bill Malos, Pennsylvania-American Water Company, provided details that these bonds were originally taken out for construction of the water treatment plant, originally PG&W Water Company and PA-American assumed the debt when they took over. In a period of 4 to 6 weeks go to the open market and refinance at a lower rate and would hope to keep future increases down.

Commissioner Urban questioned the one bond was from 1982, refinanced in 1989 and again in 1993. What was the original term of this bond, as it is now 22 years since the principal taken out, what was the original amount why was the balance not taken down? Has any of the principal been paid off? Is Pennsylvania-American Water owned by a foreign company? Mr. Malos acknowledged the company is owned by a Germany company but did not have the answers to the other questions posed by the Commissioner. Commissioner Urban noted without answers to these questions he would have to abstain from the vote.

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

Request a Motion to approve payment of **\$13,600.00** to **ACS** for services in regards to the Accounts Payable System.

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

Request a Motion to approve the advertising of an **RFP** for **Sheriff Sale Properties**.

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

Request a Motion to **Tax Outdoor Advertising Structures and Minerals** for the year 2004 and forward.

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

Request a Motion to approve **Zavada and Associates** as **Auditor** of the **Workers Compensation Fund** at a contract rate **not to exceed \$7,500**.

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

Request a Motion to approve **Zavada and Associates** as **Auditor** of the **Liquid Fuels Fund** at a contract rate **not to exceed \$7,500**.

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

COMMUNICATIONS: (cont.)

Request a Motion to approve **Zavada and Associates** as **Auditor** of the **Retirement Fund** at a contract rate **not to exceed \$7,500**.

Commissioner Urban responding to a question posed by Stephen Flood, Controller, confirmed this is an independent audit, performed annually and assists in the determination of annual contribution to the funds based on the value of the funds and the expenditures as of December 31st.

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

“AYES” SKREPENAK, VONDERHEID, URBAN

Request a Motion to renew **Pesticide/Herbicide Liability Insurance** excluding Terrorism Coverage, **effective July 27, 2004** with **Western World Insurance Company** at a total **premium of \$3,132.90**, with liability limits of \$1,000,000.00 per aggregate with a \$250 deductible per claim.

Attorney James Blaum, Solicitor, confirmed, per Commissioner Urban’s request, that the policy was advertised and quotes were received.

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

“AYES” SKREPENAK, VONDERHEID, URBAN

Request a Motion to approve the following **Restructuring of Workforce Veterans Affairs Office**:

1. Reinstate Clerk Typist I and Clerk Typist II positions in the Luzerne County Veterans Affairs office.
2. Reinstate one (1) labor position.
3. The Recorder of Deeds Officer will take over the tracking of Veterans records and electronic database that will be accessible to Veterans will be developed making records easier to retrieve.
4. Relocate the Luzerne County Veterans Affairs Office.
5. Establish a cross-training program with Department of Aging and other Veterans Groups that will provide Veterans and their survivors with a wide array of services including the various Veterans Benefits at a single location.
6. Director of Veterans Affairs will establish dedicated weekly office hours in Hazleton where he will be available.
7. Director of Veterans Affairs will periodically inspect all flags and veterans’ monuments and report conditions to County Commissioners.
8. Coordination of meetings between the Commissioners and Veterans organizations.

This motion is to ensure that the services, which the Veterans of Luzerne County have earned and deserved, continue to be provided by Luzerne County.

Commissioner Skrepenak, because the eighth point was added, requested if there was any public comment.

There was no Public Comment.

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

“AYES” SKREPENAK, VONDERHEID, URBAN

COMMUNICATIONS: (cont.)

Request a Motion to approve the following **Restructuring of Workforce Adjustment:**

As stated Luzerne County's 'right-sizing effort is an on-going process that will continue for an indefinite period of time into the future. This effort, which will be intensified during the preparation of the County's 2005 budget, will adjust the workforce as required and deemed necessary by the Luzerne County Board of Commissioners. After reviewing the recent steps taken by the Commissioners and based on discussions with various department heads. This motion proposes the following adjustments:

1. Based on the caseload in the Public Defenders Office and a discussion with the Chief Public Defender a request that the two (2) Assistant Public Defender positions be reinstated. In turn, one (1) Clerk/Stenographer will be furloughed.

Commissioner Urban commented he believed that the Commissioners needed to make concerted effort to talk with the Public Defender and put in more full time Public Defenders and less Part Time Defenders. That will provide the services to the clients and help lower the costs. We are still facing the \$15 million shortfall at the end of the year and have to do what is right. He does not believe that the lay off of a clerk, who answers the phone all day long as the first line of defense handling the clients and bringing back two part time lawyers, not knowing what type of cases they will handle or the magnitude of those case. He also noted his concern that no fee is assessed for these services provided.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.
"AYES" SKREPENAK, VONDERHEID "NAYES" URBAN

2. After a review of the 2004 Budget for the Road & Bridge Department it was discovered that there are currently six (6) funded but vacant positions within this department. During the initial review the Committee believed these positions had been unfounded for 2004. The Committee is requesting that the five (5) job furloughs within the District Road Crew be rescinded and the six (6) vacancies remain unfilled.

In addition, after discussion with the Department Head we are requesting that the furlough of the Road and Bridge Supervisor for District 3-5 be rescinded. This reinstatement has several benefits including adequate supervision and inspection of the County's 138 miles of county road and ensuring that productivity is maintained and that projects are completed in a timely and cost effective manner.

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

3. Through a review of office needs and a discussion with the Department Head, it has been discovered that to preserve the presence that has been established by Luzerne County government in southern Luzerne County and to ensure that there is no reduction in services to residents in this area a request that the recently furloughed position of Assistant Operations Director in the Assessors Office be reinstated. This position is located in the Hazleton Annex.

Commissioner Urban commented that during Executive Session it was brought up that this person was needed for Reassessment. The County hired a private company to conduct the reassessment so it would be done fairly, accurately and without interference from any County employee. With that, he cannot see the rational or justification why this position needs to be reinstated.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.
"AYES" SKREPENAK, VONDERHEID "NAYES" URBAN

COMMUNICATIONS: (cont.)

4. The Luzerne County Engineering Department is responsible for the review and approval of sub-division plans throughout Luzerne County. Their review, which must be completed by a licensed professional engineer (PE) and approved by a recorded PE, must be completed before a sub-division can be seconded, placed on the County's tax roles, and lots within the parcel sold.

Through July 8, 2004 this review has generated \$107,000 for the County's General Fund. The loss of a PE from this department will overburden this process resulting in slower processing of requests and the generation of less revenue both through processing fees and properties on the tax roles.

Based on this and a discussion with the Department Head there is a request that the furlough of the Engineer from the Engineering Department be rescinded.

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

5. The Luzerne County Planning and Zoning Office is responsible for development within Luzerne County and for ensuring that this development meets standards established by the County, State and Federal Governments based on discussions with the Department Head and in order to ensure that development within the County continues, a request to rescind the motion that was made to leave the positions of Zoning Enforcement Officer and Planner within the Planning and Zoning Office is requested. The positions within this department are 20% County funded.

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

Commissioner Skrepenak commented, reflecting on earlier comments during Public Comment, this is a continual process and we have to continue to seek out cost saving measures. In addition decisions that are made have to be both practical and sensible. Public defenders, his understanding is that they are dealing with murders and rape cases and the people they are defending cannot afford representation. In reference to the Hazleton position, the Commissioner made a personal commitment and campaign commitment to keep lower Luzerne County a part of County government, receiving numerous calls that the actions are eliminating them from the County, which is no intent of his or he believe of this Board. The Commissioner added this Board needs to ensure that Lower Luzerne County has that representation and it is his belief that this position provides a service to those individuals.

Commissioner Urban concurred with Commissioner Screener's comments, acknowledging he also has made a commitment to the Hazleton community, but he did not see the justification of this particular position when facing the \$15 million shortfall.

Request a Motion to go off the agenda.

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

Jim Brozena, County Engineer, these are the standard payments presented every month that were not submitted in time to be included on today's agenda.

There was no Public Comment.

Request a Motion to authorize the transfer of **\$284,234.70** from the **2003 Capital Projects Bond Issue Series A** for items identified on **Schedule "A" of Requisition 2003B-10** that is attached.

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

COMMUNICATIONS: (cont.)

Request a Motion to authorize the transfer of **\$22,123** from the **2003 Capital Projects Bond Issue Series A** for items identified on **Schedule "A" of Requisition 2003A-15** that is attached.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepinak.
"AYES" SKREPENAK, VONDERHEID, URBAN

Request a Motion to authorize the transfer of **\$193,135.01** from the **2002 Capital Projects Bond Issue Series A** for items identified on **Schedule "A" of Requisition 2002-28** that is attached.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepinak.
"AYES" SKREPENAK, VONDERHEID, URBAN

Return to the Agenda.

TREASURER'S OFFICE

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

**LUZERNE COUNTY TREASURER'S OFFICE
FINANCIAL STATEMENT
July 21, 2004**

WACHOVIA BANK

General Fund	3,036,171.20
School, Road & Institution District	113,332.81
Real Estate Tax Sale Account	1,153,137.81
Self Insured Workers Compensation Fund.....	268,867.08
Court of Common Pleas - Domestic Relations IV-D Fund	799,964.54
Patients' Personal Fund Account	100,149.81
911 Construction Fund	34,224.57
911 Operational Fund.....	115,233.43

PNC BANK, NORTHEAST, PA.

Luzerne County Fiscal Agencies:

Office for the Aging.....	\$ 300,432.45
Children & Youth Department	1,680,761.53
Mental Health/Mental Retardation.....	26,506.81
Drug & Alcohol Program	14,144.92
Office of Human Services.....	15,086.20
Human Services Agencies/Transportation Department	16,262.54
Liquid Fuels Tax Fund	66,424.35
Luzerne County GWBIF Escrow Account	27,261.66
1997 Series Parking & Office Relocation Fund.....	10,445.34

CITIZENS BANK

Adult Probation Special Account.....	\$ 774,982.79
Luzerne County Bridges.....	10,756.04
Hazardous Material Emergency Response Account.....	66,897.05
EMA Radiation Emergency Response Fund.....	11,063.06

FIRST NATIONAL COMMUNITY BANK

Luzerne County Convention and Visitors Bureau.....	\$ 58,048.10
Luzerne County Agencies Account	1,385,917.90
Luzerne County Solid Waste Recycle Account	194,973.85
Luzerne County Property Tax Collection	219,675.05

TREASURERS: (cont.)

FIDELITY DEPOSIT & DISCOUNT BANK

Wyoming Valley Airport Account.....	\$ 46.56
Adult Probation/Offenders Supervision Fund	32,068.96
Tri-County Airport Feasibility Study	82,637.18
Luzerne County 2002 Capital Projects	161,497.88
Workmans' Compensation Insurance Reserve Account	342.78
Luzerne County 2003 Capital Projects	36,536.49

**LUZERNE COUNTY TREASURER'S OFFICE
CERTIFICATES OF DEPOSIT
July 16, 2004**

General Fund	\$29,000,000.00
School, Road & Institution District	\$6,475,000.00
Self Insured Workers Compensation Fund	\$1,015,000.00
Court of Common Pleas - Domestic Relations IV-D Fund	\$600,000.00
911 Construction Fund	\$1,950,000.00
 Luzerne County Fiscal Agencies:	
Mental Health/Mental Retardation	\$925,000.00
Drug & Alcohol Program	\$600,000.00
Office of Human Services	\$395,000.00
Transportation Department	\$807,920.00
 Liquid Fuels Tax Fund	 \$790,000.00
Adult Probation Special Account	\$1,100,000.00
Hazardous Material Emergency Response Account	\$190,000.00
Luzerne County Agencies Account	\$1,095,000.00
Luzerne County Solid Waste Recycle Account	\$332,400.00
Total	\$45,275,320.00

Request a Motion to Accept the Treasurer's report as presented.

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

“AYES” SKREPENAK, VONDERHEID, URBAN

CONTROLLER'S OFFICE – STEPHEN L. FLOOD, CONTROLLER

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

Transportation Department:	
Voucher No. 400540TR to 400592TR inclusive	in the amount of \$1,054,669.04
Patients; Personal Fund:	
Voucher No. 400234PP to 400241PP inclusive	in the amount of \$1,669.66
Bureau for the Aging:	
Voucher No. 402479AG to 402599AG inclusive	in the amount of \$394,771.25
Children and Youth:	
Voucher No. 403946CY to 404499CY inclusive	in the amount of \$3,798,450.25
Mental Health/Mental Retardation:	
Voucher No. 400964MM to 401085MM inclusive	in the amount of \$1,673,792.94

CONTROLLERS: (cont.)

Human Services:

Voucher No. 401300HS to 401407HS inclusive in the amount of **\$859,935.11**

Drug and Alcohol:

Voucher No. 400321DA to 400329DA inclusive in the amount of **\$1,218,380.63**

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

“AYES” SKREPENAK, VONDERHEID, URBAN

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

\$188,576.68 Community Development Block Grant Program

\$3,994.32 Emergency Shelter Grant Program

\$7,060.00 HOME Investment Partnership Program

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

“AYES” SKREPENAK, VONDERHEID, URBAN

Request a Motion to ratify and confirm the payment of \$13,173.58 to the Penn State Cooperative Extension, 16 Luzerne Ave, Suite 200, West Pittston, PA. This is the County’s appropriation for the month of July.

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

“AYES” SKREPENAK, VONDERHEID, URBAN

Request a Motion to ratify and confirm the payment of \$490,000 to the Luzerne County Community College, 1333 Prospect St., Nanticoke, PA. This is the County’s appropriation for the month of July.

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

“AYES” SKREPENAK, VONDERHEID, URBAN

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

Luzerne County Property & Supply:

Window Cleaning

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

“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:

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>	<u>RATE</u>
------------------------	------------------------	--------------------	--------------------

AREA AGENCY ON AGING:

Education & Training Ctr.	Computer Training	7/1/04-6/30/05	\$20,000
Legal Services of Luzerne Cty.	Legal Services Ombudsman	“ “	\$76,000 \$49,000

HUMAN SERVICES: (cont.)

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>	<u>RATE</u>
------------------------	------------------------	--------------------	--------------------

AREA AGENCY ON AGING: (Cont.)

Lawrence Meier & Associates	Domiciliary Care Home Inspections	“ “	\$5,000
North Penn Legal Services	Legal Services	“ “	\$11,500
Penn State Wilkes-Barre	Computer Training	“ “	\$4,180
Personal Care Home Health	Bridge/waiver Personal Care	“ “	\$3,500
Personal Care Home Health	Bridge/Waiver Home Health	“ “	\$3,500
Comfort Keepers - Mountaintop	Bridge/Waiver Personal Care	7/1/04-6/30/05	\$3,500
Comfort Keepers - Hazleton	Block Grant Personal Care	“ “	\$3,500
Joseph Van Jura, Esq.	Legal – Guardianship & Services	“ “	\$7,500
Timothy Henry, Esq.	Legal – Guardianship & Services	“ “	\$7,500

Ratified Contract:

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>	<u>RATE</u>	
			<u>FROM</u>	<u>TO</u>
Comfort Keepers	Bridge Personal Care	71/04-6/30/05	\$3,000	\$18,000

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>	<u>RATE</u>
------------------------	------------------------	--------------------	--------------------

CHILDREN & YOUTH:

Ken-Crest Services	Residential Hospitalization	6/10/04-6/30/04	\$175.64/day \$637.00/day
--------------------	-----------------------------	-----------------	------------------------------

DRUG & ALCOHOL:

Magdaline House	Halfway House (Female)	7/1/04-6/30/05	\$80/day
Catholic Social Services	Outpatient (Wyoming Co.)	“ “	\$133,548.00
Wyoming County District Attorney Office	Tobacco Enforcement	7/1/04-4/30/05	\$6,000.00

TRANSPORTATION:

Luzerne County Children & Youth Services	Transportation Services	7/1/04-6/30/05	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip
Community Counseling/Behavioral Health Services	Transportation Services	7/1/04-6/30/05	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip

HUMAN SERVICES: (cont.)

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>		<u>RATE</u>
<u>TRANSPORTATION: (Cont.)</u>				
Children’s Service Center	Transportation Services	“	“	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip
Luzerne County Transportation Authority	Transportation Services	“	“	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip
Luzerne County Workforce Investment Development Agency	Transportation Services	“	“	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip
Northeast Counseling Services	Transportation Services	“	“	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip
Northeast Foster Care	Transportation Services	“	“	\$9.65 less than 5 air miles \$11.85 greater than 5 air miles \$14.95 individual trip
Keyser Van and Ambulance	Transportation Services	“	“	\$20 – first 20 miles \$5 – each additional 5 miles
K-Cab/MTR Transportation	Transportation Services	“	“	\$36.00/passenger trip
Community Counseling/ Behavioral Health Services	Transportation Services	“	“	\$8.05/passenger trip
Children’s Service Center	Transportation Services	7/1/04-6/30/05		\$8.05/passenger trip
Northeast Counseling Services	Transportation Services	“	“	\$8.05/passenger trip
Volunteers of America/Dial-A-Driver	Transportation Services	“	“	\$8.05/passenger trip
Department of Public Welfare	Medical Assistance Transportation Program Grant Allocation Agreement	“	“	\$1,025,041

Commissioner Urban citing the Home Rule Charter that was passed by the City of Wilkes-Barre, he believe they are only suppose to have one full time solicitor but they have two. Now we find out one of their full time attorney’s is applying for work with the County. He applaud Ms. Katsock for bringing this to the attention of the Board of Commissioners. He noted maybe if this attorney would work full time for the City as he is being paid, the City would not need two attorneys. Commissioner Urban, therefore, could not support the hiring of Attorney Henry and believed another attorney could be retained to provide the proposed services. Commissioner Skrepenak requested Mr. Loftus-Vergari explain the selection process.

HUMAN SERVICES: (cont.)

Mr. Loftus-Vergari explained the position is advertised, interviews are performed and they hire the attorneys that are required.

Commissioner Urban approved all contracts with the exception of Timothy Henry, Esq., which Commissioner Urban voted no.

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

VALLEY CREST – JAMES MILLER, ADMINISTRATOR

Jim Miller reported he had no business today but commented the shortfall reported for the second quarter are 30% less than the projections that were made in the first quarter and are continuing control expenses and maximize revenues. Commissioner Vonderheid questioned what the total number of job cuts since January 1, 2004. Mr. Miller responded a total of fifty-three (53) job cuts. Commissioner Urban questioned the current staff number and census at Valley Crest. Mr. Miller responded the current staff is 197 employees and the current census is 197. Commissioner Urban questioned when a contractor would be on board to evaluate the staffing needs and facility and where cost cuts could be made and increase the residency. He noted Mark Dingman was going to accomplish the hiring of contractor prior to his departure but to date it has not been accomplished. Commissioner Urban also commented on the need to sit down and review the current union contract and the revisions including the free meals that are provided.

ENGINEERING DEPARTMENT – JAMES J. BROZENA, COUNTY ENGINEER

ROAD AND BRIDGE DEPARTMENT – JOHN J. GLUSHEFSKI, DIRECTOR

No Agenda.

PROPERTY AND SUPPLY – WILLIAM P. BURKE, DIRECTOR

Request a Motion for permission to advertise the following for:

Luzerne/Wyoming Counties Transportation Department:

Three (3) Raised-Roof Wheelchair Accessible Vans.

Road and Bridge Department:

#2 Fuel Oil

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

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

Valley Crest Nursing Home:

Medical Oxygen:

Dailey Resources 1213 Wheeler Avenue Dunmore, PA 18512	Unit Price \$4.80 Each 30 Per Week	Total Bid: <u>\$7,488.00</u>
--	---------------------------------------	------------------------------

<u>Unsuccessful Bidders:</u>	Eastern Welding	\$12,480.00
	MG Industries	\$ 9,968.40

PROPERTY AND SUPPLY: (cont.)

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

PLANNING COMMISSION – ADRIAN F. MEROLLI, DIRECTOR

No Agenda.

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 Personnel actions:

**REQUEST A MOTION TO APPROVE THE FOLLOWING APPOINTMENTS AT
MENTAL HEALTH/MENTAL RETARDATION:**

Barbara Rygelski, Harvey’s Lake, as a Clerk Typist 2 (ps# 21-M440-L0032-0009) at an annual salary of \$20,072 effective July 23, 2004.

VALLEY CREST NURSING HOME:

Karen Campasino 87 Heather Highlands Pittston, Penna.	RN-Supervisor Per Diem	Effective 7/12/04 \$21.37/Hour
Shannon Evans 112 Rees Street Wilkes-Barre, Penna.	CNA-3-11	Effective 7/12/04 \$19,848.00
Kimberly Goss 89 Cist Street Hanover Township, Penna.	CNA-3-11	Effective 7/12/04 \$19,848.00
Diane Allen 141 Brown Street Ashley, Penna.	Switchboard Operator Per Diem	Effective 7/19/04 \$8.29/Hour

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

**REQUEST A MOTION TO APPROVE THE FOLLOWING TRANSFERS AT
VALLEY CREST NURSING HOME:**

Deborah Chikey 602 North Main Street Plains, Penna.	CNA-7-3	Eff. 6/14/04-Transferred to Restorative Nursing
---	---------	--

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

**REQUEST A MOTION TO APPROVE THE FOLLOWING RESIGNATIONS AT
TRANSPORTATION:**

Stanley Motyka, Part Time Driver (ps# 93-LCWTD-9202-0020) effective July 9, 2004.

PERSONNEL: (cont.)

VALLEY CREST NURSING HOME:

Patrick Murphy 601 4 th Avenue Scranton, Penna.	RN-Supervisor	Effective 6/19/04 Resignation
Bernard Svab 1497 Scott Street Wilkes-Barre, Penna.	RN-Supervisor	Effective 6/14/04 Resignation
Brenda Hann 214 Roaring Brook Drive Hunlock Creek, Penna.	RN-Supervisor	Effective 7/13/04 Resignation
Dianne Bartusek 295 East State Street Larksville, Penna.	Restorative Nursing	Effective 6/26/04 Resignation
Kenneth Chamberlain 66 Helen Street Plains, Penna.	CNA-3-11	Effective 7/2/04 Resignation
Roxanne Morgan 496 W. State Street Larksville, Penna.	Switchboard Operator Per Diem	Effective 7/18/04 Resignation
Michael Dougherty 35 Hartman Hill Road Shickshinny, Penna.	Transportation Director	Effective 7/30/04 Lay Off
Linda Borish 2B Beaver Court Wilkes-Barre Township, Penna.	Transportation Aide	Effective 7/30/04 Lay Off

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

REQUEST A MOTION TO APPROVE THE FOLLOWING LEAVE OF ABSENCE AT TAX CLAIM BUREAU:

A Family Medical Leave of Absence for Joan Ann Zapotocki, 744 N. Pennsylvania Avenue, Wilkes-Barre, with periodic days from July 19, 2004 up to December 31, 2004.

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

A MOTION TO APPROVE/RATIFY THE FOLLOWING TRAINING AT A TOTAL COST OF APPROXIMATELY \$330:

DRUG AND ALCOHOL:

APPROX

<u>ATTENDEE</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>COST</u>
Michael Donahue	PACDAA Quarterly Meeting	State College	7/21-7/23/04	\$330

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

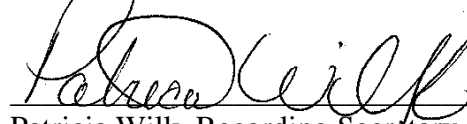
July 21, 2004

A Motion was entertained to adjourn the Commissioners' Meeting.

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

"AYES" SKREPENAK, VONDERHEID, URBAN

Respectfully,

A handwritten signature in cursive script, appearing to read "Patricia Wilk", written over a horizontal line.

Patricia Wilk, Recording Secretary