

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; Mark R. Dingman, County Manager for Administration/Deputy 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; Salvatore Diaz, Chief of Budget and Finance.

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

### **PUBLIC COMMENT**

Christine Katsock, Wilkes-Barre, provided comment on the Voter Services and the Board of Elections roles and responsibilities. Ms. Katsock, citing Sections from the PA Consolidation Election Code, outlined the powers and duties of the Board, Voting Machines and Advertisement policies. She expressed her concerns over past inconsistencies and the most recent problem with proper advertisement regarding ballot positions picks for a Republican Committee race, which had to be redone. Ms. Katsock urged the Commissioners to begin monthly meetings of the Board of Elections and ensure policy procedures are followed by Voter Services citing the Board is the governing body of this Department. Commissioner Skrepenak requested Attorney James Blaum, County Solicitor provide comment. Atty. Blaum responded the representatives and employees of Voter Services are delegated to perform and carryout the duties of the Election Board and should follow procedures in place. Commissioner Skrepenak responded the Commissioners have been working to set all Boards and Authorities in motion and apologized for delay. Commissioner Vonderheid promised an Election Board meeting would be held as soon as possible.

Carl Goodwin requested Commissioner Skrepenak to define the term "Clothesline" used in football and referred to this action in how he believed the Commissioners treated him during a Commissioners' Meeting earlier in the year during Public Comment on the Harassment Policy. Mr. Goodwin urged the Commissioners to ensure the Row Officers and Union representatives are consulted when policies, such as the Harassment Policy, are considered for implementation. Mr. Goodwin also provided comment and questioned the Commissioners are their plans to address personnel and morale problems at the 911 Center. He also requested the Commissioners comment on their commitment to serving as full time Commissioners. Commissioner Skrepenak responded the Commissioners' office has been investigating the allegations at the 911 Center, noting that any action taken by this Board must be based on fact and not hearsay and would take the necessary actions after investigation is completed. Commissioner Skrepenak defending all three Commissioners commitment to the County cited the many late nights they have spent independently towards a more effective and better County for all residents.

Wil Toole, Pittston, provided comment on the Prison, requesting Commissioner Urban's comments on letters that were allegedly provided to the Commissioner by Warden Gene Fischi, pointing out ongoing concerns with security and the Prison's deficiencies. Commissioner Urban responded that he did not receive such letters and requested Mr. Fischi supply him with copies of those letters. He further added that the deficiencies highlighted after the most recent prison break, were from a study conducted by State Officials. Commissioner Urban expressed his concerns over not receiving written reports, stating the Warden's hand were tied, citing he has been a member of the Prison Board for over four years and that inadequacies such as the window in which the Hugo Selenski escape took place were not brought to the attention of the Prison Board. He further added the Warden did come to the Board about two years ago with a grievance that minimum manning was not being met. The Board took the action through Arbitration and it was ruled the County was required to hire the additional guards, and did hire

the additional guards to meet minimum manning. Commissioner Urban noted the he and the Warden spoke about the overcrowding in the Prison, citing a report from 1996 which stated there were over 100 state prisoners serving 2-5 years in the County Prison. As of last year there were 89 State prisoners in County Prison. He pointed out that he has been working with the County Commissioners Association, which this body is a member of, and they have a legislative fix that would to stop Common Pleas Judges from State sentenced prisoners to County prisons. Right now Judges have the discretion to place inmates sentenced to 2-5 years in the State or the County prison. He noted this issue was addressed at last week's Prison Board Executive Session, adding State Senate Bill 225, introduce by Senator Jane Earl, would limit Common Please Judges from pacing State sentenced inmates in County Prisons. Commissioner Urban urged the community to contact to their legislators and ask them to support Senate Bill 225. The Warden also came to the Prison Board, due to overcrowding and asked for more minimal offender facility space. Commissioner Urban requested James Brozena, County Engineer, for the status, and Mr. Brozena responded contracts were awarded and construction would begin April 1, 2004. When the minimal offender facility is completed the expansion would bring the occupancy up to 120. Commissioner Urban requested for a confirmation as to when the money for this project was put aside and Mr. Brozena responded it was about three years ago in the Bond Issue. Commissioner Urban then questioned the status of the Juvenile Detention Center, stressing the need for this body to make a decision on whether to rehab it or turn it into a Women's Detention Facility. Commissioner Urban emphasized there needs to be better coordination in government. He pointed out that he asked the State Legislature to change the makeup of the Prison Board to include the three Commissioners, the President Judge or a designee, the Controller, the Sheriff and the District Attorney, noting that under an 1868 law our Board is not structure that way. Commissioner Urban further added that quality workers would ensure proper security. The Commissioners then requested that Kimberli Weiland, the new Human Resource Officer, implement a new civil service hiring system for the Prison within 60 days.

Ed Holleran, Director, Building and Grounds, commended the Commissioners, their staff and the employees of Luzerne County on their dedication, hard work and commitment. Mr. Holleran urged the citizens of the County to recognize the accomplishment and give the Commissioners a chance to achieve their goals and the goals of the County.

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

Request a motion to approve ratify and confirm payment of the following vouchers:  
Wachovia Bank, Vouchers 403043gf-403429GF  
County General Fund for 2004

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

PNC Bank, Vouchers 400159LF – 400172IF  
Liquid Fuels for 2004

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepentak.  
**“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. 03102004** attached dated March 10, 2004 and **Resolution No. 03172004** attached dated March 17, 2004)

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

Request a Motion to adopt a Resolution on behalf of the Luzerne County Commissioners and the all residents of our County humbly thanking and applauding the volunteers of the **Luzerne/Wyoming Counties Chapter of the Pennsylvania Association of School Retirees** for their amazing spirit and caring contributions to our community, dated March 17, 2004.

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

March 17, 2004

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

Request a Motion to adopt a Resolution designating March 31<sup>st</sup>, 2004 as **“C.A.S.U.A.L. Day”** in Luzerne County, asking all County residents to take part and urge residents of Luzerne County and all of Northeastern Pennsylvania to be screened for early detection of colon cancer, dated March 17, 2004.

**COMMUNICATIONS: (cont.)**

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

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

Request a Motion to adopt Resolution pertaining to the **Luzerne County District Attorney’s Office** agreement that while receiving any funds from the Commonwealth of Pennsylvania pursuant to the **Municipal Police Officers’ Education and Training Act, Act 120 of 1974**; the Luzerne County District Attorney’s Office shall adhere to the rules, regulations and training standards established by the Municipal Police Officers’ Education and Training Commission, dated March 17, 2004.

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

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

Request a Motion to authorize the transfer of \$45,385.59 from the 2003 Capital Projects Bond Issue Series A for items identified on Schedule “A” of Requisition 2003A-11 that is attached.

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

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

Request a Motion to authorize the transfer of \$117,921.41 from the 2003 Capital Projects Bond Issue Series A for items identified on Schedule “A” of Requisition 2003B-6 that is attached.

Commissioner Urban requested an update of the Microfilm Services. Anthony Alu, Director, Assessors Office, reported the process is approximately fifty percent complete.

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

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

Request a Motion to authorize the transfer of \$110,676.65 from the 2003 Capital Projects Bond Issue Series A for items identified on Schedule “A” of Requisition 2002-24 that is attached.

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak for all items listed on Schedule “A” of Requisition 2002-24 that is attached with the exception of Item 12, Strach & Associates (Attachment L) in the amount of \$18,627.60 (Invoice #2, Juvenile Detention Center).

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

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak for Item 12, Strach & Associates (Attachment L) in the amount of \$18,627.60 (Invoice #2, Juvenile Detention Center) listed on Schedule “A” of Requisition 2002-24 that is attached.

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

Request a Motion to approve the following General Fund Budget Transfer:

<b>FROM:</b>		<b>AMOUNT</b>
10-4184-113-03	Courts – Juror Costs	\$200
<b>TO:</b>		<b>AMOUNT</b>
10-4188-215-00	Jury Commissioners – Assn. Dues	\$200

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

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

Request a Motion to approve the following General Fund Budget Transfer:

<b>FROM:</b>		<b>AMOUNT</b>
10-4115-111-00	Personnel/Budget – Salaries	\$56,539
<b>TO:</b>		<b>AMOUNT</b>
10-4110-111-03	Commissioners – Salaries/Clerks	\$56,539

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

**COMMUNICATIONS: (cont.)**

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

Request a Motion to accept the resignation of Wilmer Good as Tax Collector for Sugarloaf Township effective March 9, 2004 and appoint Edward W. Drum as Tax Collector for Sugarloaf Township effective March 9, 2004.

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

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

Request a Motion to forgive **Luzerne Conservation District’s 2002 County Real Estate Tax** due on their property located on Middle Road and Young Street, Shavertown (Jackson Township), PA 18708, **PIN: J9S1 – 001-044**. The Luzerne County Board of Assessment Appeals has granted tax-exempt status for the year 2003 and forward.

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

**“AYES” SKREPENAK, VONDERHEID “ABSTAIN” URBAN** due to serving as a member of the Luzerne Conservation District Board.

Request a Motion to terminate Anthony Drier, Social Worker, from Valley Crest Nursing Home effective March 18, 2004.

Commissioner Skrepenak requested confirmation that a fair and formal process was followed for the above recommendation. Mark Dingman confirmed proper procedures were followed.

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

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

Request a Motion directing special counsel to the Luzerne County Board of Commissioners immediately take all steps necessary to discontinue **Civil Action #7972-C of 2003** currently pending before the **Commonwealth Court of Pennsylvania at 2833 CD 2003**.

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

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

Request a Motion to adopt a Resolution amending the fee schedule for the Luzerne County **Uniform Parcel Identifier System** under the operation of the Luzerne County Board of Assessment. Amended fee schedule would be implemented as of April 1, 2004.

Commissioner Urban questioned if this item was budgeted and what amount of revenue would be generated. Mr. Alu responded it was included in the budget and approximately \$500,000 would be generated.

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

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

Request a Motion to adopt **Resolution 03172004B** in support of an initiative seeking property reassessment for property owners in the city of Hazleton and Township of Hazle affected by the gasoline spill referred to as the **“Tranguch” Spill**, dated March 17, 2004.

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

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

**TREASURER’S OFFICE – MICHAEL L. MORREALE, TREASURER**

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

**LUZERNE COUNTY TREASURER’S OFFICE  
FINANCIAL STATEMENT  
March 17, 2004**

**WACHOVIA BANK**

General Fund.....	5,160,380.64
School, Road & Institution District.....	86,717.74
Real Estate Tax Sale Account .....	178,560.54
Self Insured Workers Compensation Fund.....	81,074.52
Court of Common Pleas - Domestic Relations IV-D Fund .....	594,731.53
Patients’ Personal Fund Account .....	111,550.57
911 Construction Fund.....	792,605.76
911 Operational Fund.....	20,005.77

**PNC BANK, NORTHEAST, PA.**

**Luzerne County Fiscal Agencies:**

Office for the Aging .....	\$ 1,441,682.30
Children & Youth Department.....	924,549.87
Mental Health/Mental Retardation.....	29,668.93
Drug & Alcohol Program.....	9,918.09
Office of Human Services.....	38,283.22
Human Services Agencies/Transportation Department.....	32,568.86
Liquid Fuels Tax Fund .....	112,047.54
Luzerne County GWBIF Escrow Account.....	27,243.64
1997 Series Parking & Office Relocation Fund .....	10,694.34

**CITIZENS BANK**

Adult Probation Special Account .....	\$ 437,418.44
Luzerne County Bridges.....	10,718.78
Hazardous Material Emergency Response Account .....	83,520.68
EMA Radiation Emergency Response Fund.....	26,642.13

**FIRST NATIONAL COMMUNITY BANK**

Luzerne County Convention and Visitors Bureau .....	\$ 85,266.07
Luzerne County Agencies Account .....	806,540.35
Luzerne County Solid Waste Recycle Account .....	28,491.71
Luzerne County Property Tax Collection .....	9,229.78

**FIDELITY DEPOSIT & DISCOUNT BANK**

Wyoming Valley Airport Account.....	\$ 6,967.09
Adult Probation/Offenders Supervision Fund .....	30,464.67
Tri-County Airport Feasibility Study .....	111,421.99
Luzerne County 2002 Capital Projects.....	6,199.55
Workman’s’ Compensation Insurance Reserve Account .....	116,642.77
Luzerne County 2003 Capital Projects.....	57,302.08

**LUZERNE COUNTY TREASURER’S OFFICE  
CERTIFICATES OF DEPOSIT  
MARCH 1, 2004**

School, Road & Institute	\$ 1,995,000.00
Court of Common Pleas – Domestic Relations IV- D – Fund	\$ 600,000.00
911 Construction Fund	\$ 2,025,000.00
<b>Luzerne County Fiscal Agencies:</b>	
Mental Health/Mental Retardation	\$ 6,750,000.00
Drug & Alcohol Program	\$ 830,000.00
Office of Human Services	\$ 615,000.00
Transportation Department	\$ 1,023,000.00

Liquid Fuels Tax Fund	\$ 400,000.00
Adult Probation Special Account	\$ 1,100,000.00
Hazardous Material Emergency Response Account	\$ 190,000.00
Luzerne County Agencies Account	\$ 670,000.00
Luzerne County Solid Waste Recycle Account	\$ 455,900.00
Total	\$ 6,653,900.00

It was moved by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“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. 400184TR to 400230TR inclusive in the amount of **\$1,624,033.93**
- Patients; Personal Fund:**  
Voucher No. 400073PP to 400099PP inclusive in the amount of **\$13,814.38**
- Bureau for the Aging:**  
Voucher No. 400780AG to 400991AG inclusive in the amount of **\$357,507.11**
- Children and Youth:**  
Voucher No. 401238CY to 401388CY inclusive in the amount of **\$305,862.43**
- Mental Health/Mental Retardation:**  
Voucher No. 400391MM to 400523MM inclusive in the amount of **\$2,686,234.92**
- Human Services:**  
Voucher No. 400085HS to 400103HS inclusive in the amount of **\$1,096,583.00**
- Drug and Alcohol:**  
Voucher No. 400101DA to 4001112DA inclusive in the amount of **\$1,714,595.02**

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

- \$346,293.67 Community Development Block Grant Program
- \$18,513.28 Business Development Loan Program
- \$10,590.50 Emergency Shelter Grant Program
- \$26,590.50 HOME Investment Partnership Program

It was moved by Commissioner Vonderheid, 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 March.

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

Request a Motion to Ratify and Confirm the payment of **\$490,000.00** to the **Luzerne County Community College**, 1333 Prospect St., Nanticoke, PA. This is the County’s March 2004 appropriation.

It was moved by Commissioner Vonderheid, 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:

**Voter Services Department:**

Delivery & Re-Delivery of Voting Machines

**CONTROLLER'S: (cont.)**

1. Matheson Transfer	\$30,000.00	Cash Ck
2. Hines Sales & Service	\$2,578.40	Cash Ck
3. AAA Moving & Storage	\$28,850.00	Cash Ck
4. Robert Ustonofski	\$5,280.00	Cash Ck

**Valley Crest Nursing Home:**

Meat

1. D.W. Richards Sons	\$20,377.50	Bid Bond
2. Mivila Foods	\$35,556.95	Bid Bond
3. Schiffs Food Service	\$29,939.50	Bid Bond
4. Keyco Dist., Inc.	Units	Bid Bond

Groceries & Non-Perishables

1. Keyco Dist., Inc.	Units	Bid Bond
2. D.W. Richards Sons	\$26,622.40	Bid Bond
3. Herr Foods	\$609.00	Cash Ck
4. Holt Distributing	\$6,139.00	Cash Ck
5. Sysco Food Services	\$103,717.33	Bid Bond
6. Mivila Foods	Units	Bid Bond
7. Lance Inc.	Units	Bid Bond
8. Schiffs Food Service	\$44,670.79	Bid Bond
9. Karetas Food Inc.	Units	Bid Bond

Frozen Foods

1. Keyco Dist., Inc.	Units	Bid Bond
2. Sysco Food Services	\$43,245.55	Bid Bond
3. Mivila Foods	\$38,949.60	Bid Bond
4. Schiffs Food Service	\$29,194.32	Bid Bond
5. Karetas Food Inc.	Units	Bid Bond

Dairy Products

1. Keyco Dist., Inc.	Units	Bid Bond
2. Mivila Foods	\$15,968.10	Bid Bond

Beverages

1. Keyco Dist., Inc.	Units	Bid Bond
2. Karetas Food Inc.	\$40,610.40	Bid Bond
3. Sysco Food Service	\$34,521.40	Bid Bond
4. Mivila Foods	\$37,985.45	Bid Bond
5. Schiffs Food Service	\$26,988.39	Bid Bond

Bread

1. Stroehmann Bakeries	\$6,220.00	Bid Bond
2. Butter Krust Baking Co.	\$7,314.60	Bid Bond
3. Nardone Bros. Baking Co.	<b>No Bid</b>	

Seafood

1. Keyco Dist., Inc.	Units	Bid Bond
2. Sysco Food Service	\$11,003.00	Bid Bond
3. Schiffs Food Service	\$8,132.50	Bid Bond
4. Karetas Food Inc.	\$5,333.40	Bid Bond
5. Mivila Foods	\$7,763.00	Bid Bond



**CONTROLLER’S: (cont.)**

Hi Protein Supplements

1. Keyco Dist., Inc.	Units	Bid Bond
2. Schiffs Food Service	\$45,595.15	Bid Bond
3. Karetas Food Inc.	\$56,069.00	Bid Bond

Ice Cream

1. Jack & Jill Ice Cream	\$5,393.39	Bid Bond
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Central Supply

1. Druzak Medical Inc.	\$95,332.25	Bid Bond
2. Xpedx	\$100,608.16	Bid Bond
3. Dailey Resources LTD	\$13,992.50	Cash Ck
4. Mercy Surgical Dressing Grp.	\$1,134.42	Bid Bond
5. Medline Industries Inc.	\$50,660.00	Bid Bond

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 PERSONNEL ACTIONS:**

**AGING:**

The Resignation of Patricia Veet, Clerk 2 (ps# 10-G140-L0012-0007) effective March 18, 2004.

The Resignation of Gloria Connors, Alternate Food Service Worker 1 (ps# 10-G140-L1031-9016) effective February 27, 2004.

The Resignation of Ellen Saunders, Alternate Food Service Worker 1 (ps# 10-G140-L1031-9003) effective March 1, 2004.

The Appointment of the following Alternate Food Service Worker 1’s at an hourly rate of \$8.65 effective March 2, 2004:

- (ps# 10-G140-L1031-9001) John Tierney, Wilkes-Barre
- (ps# 10-G140-L1031-9009) Mary Ann Kosmach, Nanticoke
- (ps# 10-G140-L1031-9010) Dorothy Evans, Plains
- (ps# 10-G140-L1031-9012) Patricia McClellan, Freeland

A Return from Family Medical Leave of Absence for Mary Lou Perez, Aging Case Aide 2 (ps# 10-G140-L0609-0004) effective March 2, 2004.

A Family Medical Leave of Absence for Andrea Dougherty, Aging Care Manager 2 (ps# 10-G140-L0635-0032) effective February 25, 2004.

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

**HUMAN SERVICE: (cont.)**

**HUMAN SERVICES:**

An Amendment to the 2003 Compensation Plans for the following agencies, effective January 1, 2003 through December 31, 2003:

- Area Agency on Aging for Luzerne/Wyoming Counties
- Luzerne County Children & Youth Services
- Luzerne-Wyoming Counties Drug & Alcohol Program
- Luzerne-Wyoming Counties Mental Health/Mental Retardation Program

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

**CHILDREN & YOUTH:**

A Correction in Salary for Diane Simmers, Social Services Aide 2 (ps# 21-Y740-L0621-0001) at an annual salary of \$18,280 effective December 23, 2003.

A Family Medical Leave of Absence for Jennifer Yarnal, Caseworker 2 (ps# 21-Y740-L0624-0030) effective March 1, 2004.

A Family Medical Leave of Absence for Gerard Muth, Fiscal Operations Officer 3 (ps# 21-Y740-L0317-0001) effective March 8, 2004.

A Family Medical Leave of Absence for LeDonne Kelly, Caseworker 2 (ps# 21-Y740-L0624-0059) effective November 7, 2003 through November 21, 2003.

A Return from Family Medical Leave of Absence for Randolph Rawlins, Social Services Aide 3 (ps# 21-Y740-L0622-0007) effective March 19, 2004.

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

**MENTAL HEALTH/MENTAL RETARDATION:**

A Family Medical Leave of Absence for Raymond Raykovitz, Mental Health Program Specialist 1 (ps# 21-M440-L0751-0002) effective March 9, 2004.

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

**TRANSPORTATION:**

The Resignation of Francis Hall, Part Time Driver (ps# 88-LWCTD-9202-0090) effective February 26, 2004.

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

**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>
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**AREA AGENCY ON AGING:**

Andres Yakupcin & Co.	Auditing Services for 2002/2003 FY	1/1/04-6/30/04	\$47,709
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**HUMAN SERVICE: (cont.)**

Andres Yakupcin & Co. Auditing Services for “ “ \$3,550  
 Hazleton Sr. Center

**CHILDREN & YOUTH:**

Andres Yakupcin & Co. 2003 Auditing Services 1/1/04-12/31/04 \$23,615.82

Commissioner Urban questioned if contracts were competitively bid. Joe Loftus-Vergari confirmed Area Agency on Aging was and Children & Youth contract can be after April 15, 2004.

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:**

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>	<u>FROM</u>	<u>RATE</u>	<u>TO</u>
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**AREA AGENCY ON AGING:**

Comfort Keepers	Personal Care	7/1/03-6/30/04	\$10,500	\$25,500	
Caregiver’s America	Personal Care	“ “	\$24,000	\$39,000	

**CHILDREN & YOUTH:**

United Children’s Home	Group Home	7/1/03-12/31/03	\$103.00/day	
		1/1/04-6/30/04		\$106.00/day

**MENTAL HEALTH/MENTAL RETARDATION:**

Woods Services	MR V/R & Residential	7/1/03-6/30/04	\$125,058	\$121,940
	MR Res. Rate	2/6/03-6/30/04	\$287.00/day	\$268.00/day
UCP of Luzerne Cty.	MR ADT Svs.	7/1/02-6/30/03	\$491,737	\$491,357
Luz-Wyo Counties Transportation	MH Partial, MH/MR Voc. Rehab, MR P/FDS Waiver	“ “	\$595,000	\$631,199

It was moved for all Contract Amendments with the exception of the United Children’s Home by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID, URBAN**

It was moved for the Contract Amendment of the United Children’s Home by Commissioner Vonderheid, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, VONDERHEID “ABSTAIN” URBAN** due to serving as a member of the United Children’s Home Board.

<u>PROVIDER</u>	<u>SERVICES</u>	<u>TERM</u>	<u>FROM</u>	<u>RATE</u>	<u>TO</u>
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**MENTAL HEALTH/MENTAL RETARDATION: (Cont.)**

Fritzingertown Sr. Living	MR ADT Svs.	7/1/02-6/30/03	\$27,057	\$15,375
Cori’s Place, Inc.	MR ADT Svs.	“ “	\$20,000	\$27,000

**HUMAN SERVICE: (cont.)**

United Rehabilitation Services	MH/MR CE, V/R, & MR ADT	“	“	\$2,236,390	\$2,781,554
ReDCO Group	MR ADT Svs.	“	“	\$438,568	\$463,762
Danville Child Development	MR Early Intervention Svs.	“	“	\$13,000	\$15,725
Early Intervention Professionals	MR Early Intervention Svs.	“	“	\$166,000	\$230,167

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

**TRANSPORTATION:**

Adopt a Resolution authorizing the Chairman of the Board of Luzerne County Commissioners to approve, by single signature, the execution of any and all Grant Agreements submitted to the Pennsylvania Department of Transportation and attested by the County Manager for Legislation/Chief Clerk.

Commissioner Urban requested copies of the documents be provided to the Board.

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

Adopt a Resolution authorizing the submission of the 2004/2005 Shared Ride Transportation Program Grant Application to the Pennsylvania Department of Transportation, Bureau of Public Transportation, and Lottery Transportation Division for the approximate amount of \$645,480.

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

**A MOTION TO APPROVE/RATIFY THE FOLLOWING TRAININGS AT A TOTAL COST OF APPROXIMATELY \$2,062:**

<u>ATTENDEE</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>APPROX. DATE</u>	<u>COST</u>
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**AREA AGENCY ON AGING:**

Carole Lewis	P4A Leadership Conference	State College	4/5-4/7/04	\$310
Carole Lewis	House Approp. Sub-Comm. on Labor & HHS	Washington, DC	3/16-3/17/04	\$250
Marianne Infantino	Nutrition Conf.	State College	4/6-4/7/04	\$235

<u>ATTENDEE</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>APPROX. COST</u>
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**AREA AGENCY ON AGING: (Cont.)**

Colleen Jones	Prime Time Health Conference	State College	4/21-4/22/04	\$93
Connie Andrews	How to Handle People With Tact	Wilkes-Barre	4/26/04	\$195

**HUMAN SERVICE: (cont.)**

**CHILDREN & YOUTH:**

Maureen Taroli Ann Marie Black Susan Martin Peggy Peterson	Autism Spectrum Disorders	Scranton	3/22/04	\$300
Mary Ann Rambus Jennifer Hudock Rebecca Payne	Anger Control Made Easy	Dunmore	4/19/04	\$396
Theresa Andrasi	Solutions for the Treatment Resistant Client	Scranton	3/18/04	\$116

**MENTAL HEALTH/MENTAL RETARDATION:**

Paulette Zerfoss	Helping Tools for People with Mental Retardation	Scranton	3/31/04	\$40
Gina Galli	MH/MR PAAP Committee Meeting	Hershey	3/16/04	\$12

**OFFICE OF HUMAN SERVICES:**

Joe Loftus-Vergari	Recent Developments in the Treatment of PTSD and Complex Psychological Trauma	Mt. Gretna, PA	3/19/04	\$115
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Mr. Loftus-Vergari requested the training of Carole Lewis for the Hose Approp. Sub-Comm. On Labor & HHS, Washington, DC, 3/16-3/17/04 in the amount of \$250 removed from the agenda as inclement weather prevented the attendance of Ms. Lewis. The amended total cost of Trainings to be Approved/Ratified is approximately \$1,812.

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

**VALLEY CREST – JAMES MILLER, ADMINISTRATOR**

**SEPARATIONS**

Request a Motion to approve the following separations at Valley Crest:

Kelly Smith 515 Perry Street Nanticoke, Penna.	CNA-3-11	Effective 3/20/04 Resignation
Catherine Brunetti 27 Stonehedge Circle Mountaintop, Penna.	RNAC	Effective 2/16/04 Did Not Accept Position
Jill Giunta 140 Idetown Road Dallas, Penna.	Speech Therapist	Effective 4/03/04 Resignation

**VALLEY CREST: (cont.)**

Kathryn Brennan 200 Rock Street Hughestown Pittston, Penna.	Personal Care	Effective 3/10/04 Resignation
John J. Zack 122 Lincoln St. Exeter, Penna.	Social Service Caseworker	Effective 3/10/04 Resignation

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

**PERSONNEL ACTION**

Request a Motion to approve the following separations at Valley Crest:

Joann Lorah Box 253 Lattimer, Penna.	LPN-7-3	Effective 4/03/04 Returned a 12 Week FMLA
Barbara Franchella 141 William St. Plains, Penna.	Restorative Nursing	Effective 3/01/04 Requesting an 12 Week FMLA
Frances Moran 216 Elm Street Dupont, Penna.	Dietary Supervisor	Effective 3/15/04 Transferred to Dietary Manager

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

**SEMINARS:**

Request a Motion to approve the following seminars for Valley Crest Employees:

Request approval for Terry Fischi, RNAC, to attend a three (3) day conference in New Jersey on April 12, 13, 14, 2004. Cost of Seminar \$400.00, plus mileage (approximately 500 miles) and expenses. Costs not to exceed \$900.00.

Request approval for Cynthia Kowalski, RN, and Rachel McHugh, LPN, to attend a one (1) day conference in Wilkes-Barre, PA. on April 28, 2004. Total Cost: \$60.00

Request approval for Mary Ann Janoski, Activity Director, to attend a one (1) day conference in Scranton, Penna. on march 23, 2004. Total Cost: \$139.00

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

**ENGINEERING DEPARTMENT – JAMES J. BROZENA, COUNTY ENGINEER**

Request a Motion for permission to advertise for General Construction and Mechanical Construction contracts for ADA Improvements at various County facilities.

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

Request a Motion for permission to advertise for the Electrical Vault Contract at the Wyoming Valley Airport.

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

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

Request a Motion to authorize the proper officials to execute change Order No. 1 – Final with Alenza, Hazleton in the deduct amount of (\$4,984.36) for general use herbicide materials for the Road & Bridge Department.

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

Request a Motion to adopt a Resolution to perform County bridge inspections (for Calendar Year 2004) in accordance with the Pennsylvania Department of transportation Standards. (See attached).

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

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

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

**Clerk of Courts:**

This is a State Contract:

“Lease” KODAK 3000 DSV Reader/Printer - 48 months @ \$1.00 Buyout

Comprehensive Microfilm Services	\$23,250.00	
PO Box 1085	\$ 5,000.00	STATE GRANT
Wilkes-Barre, PA 18703	<u>\$ 5,000.00</u>	AUTOMATION ACCT.
<b>TOTAL BALANCE</b>	<b>\$13,250.00</b>	

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

Request a Motion for permission to Advertise the following for:

Valley Crest:  
Window Cleaning

Recreation Department  
2 Buses for the Summer Camp Program for MH/MR (Moon Lake)

Luzerne County Convention & Visitors Bureau:  
2004 – Luzerne County Visitors Guide – (Spring/Summer Version)

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

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

Request a Motion for approval of a letter agreement between the County of Luzerne and Van Fleet appraisal to provide appraisal services to the County’s Agricultural Land Preservation Program for 2004 at a cost of \$1200 per appraisal. This cost is State reimbursable at the 100% level. (See attached letter agreement).

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

Request a Motion for approval of a letter agreement between the County of Luzerne and Lawyers Land Abstract to provide title insurance services to the County’s Agricultural Land

**PLANNING: (cont.)**

Preservation Program for 2004 using the Pennsylvania required rates. This cost is reimbursable at the 100% level.

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

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

Request a Motion for approval between the County of Luzerne and J.T.B. Land Surveying and Engineering to provide surveying services to the County’s Agricultural Land Preservation Program for 2004 at the listed staff rates and capped at \$6,500 per survey. This cost is reimbursable by the State at the 100% level.

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

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

Request a Motion for approval of a Memorandum of Agreement (MOA) between the County of Luzerne and the Northeastern Pennsylvania alliance (NEPA) to provide funding assistance for the work activities of the Focus 81 Committee. The agreement will allow the pass-through of Federal and State funding in an amount, not to exceed \$36,800, ending June 30, 2005.

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 Personnel actions:

**RESIGNATION:**

**LUZERNE COUNTY 9-1-1:**

JOHN STACHOKUS, 31 NORTH GRANT STREET, WILKES-BARRE,  
TELECOMMUNICATOR. EFFECTIVE MARCH 10, 2004.

It was moved by Commissioner Urban, seconded by Commissioner Skrepenak

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

Commissioner Skrepenak introduced Kimberli Weiland, Human Resources Office, Salvadore Diaz, Chief of Budget and Finance and Michelle Sparich, Grant Writer.

**MEDIA**

Debbie Higgins, Citizens Voice, questioned who is fiscally responsible for the eighty-nine state prisoners housed at the County Prison. Commissioner Urban responded that the sentences are at the Courts discretion whether they are remanded to the County or State Prisons and there is no funding in place for the State to compensate the County for those prisoners. He further added he would like to meet with the Chairman of the Prison Board to discuss Rehabilitation Programs. Commissioner Skrepenak concurred and added that those prisoners who qualify for the State Prison system but are remanded tot the County are usually County residents and their term may be no more than five years for this type of sentencing. He further added the importance of implementation of such programs as the Drug and Alcohol Rehabilitation in an effort to curb criminal activity.

Jennifer Learn-Andes requested verification on whether the Termination of the Valley Crest positions were funded under the 2004 Budget. Commissioner Skrepenak responded they were not funded positions.



**COMMISSIONER'S COMMENTS**

Commissioner Urban commented on his continuing commitment to fair hiring and trade practices. In reference to the Prison, he encouraged there be no discriminating factors for scheduling practices and assigning shifts. He recommended a meeting with Union representatives to discuss this issue further.

Commissioner Vonderheid, on behalf of the Commissioners, apologized to the public for the Election Board scheduling delay and their commitment to continue to improve communications.

Commissioner Skrepenak commended the Department Heads and Row Officers for their continued commitment to this County. The Commissioner provided comment on his recent visit to Moon Lake and commended Cliff Madrak on his efforts.

A Motion was entertained to adjourn the Commissioners' Meeting.

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

**"AYES" SKREPENAK, VONDERHEID, URBAN**

Respectfully,

  
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Patricia Wilk, Recording Secretary