

January 5, 2005

On the above date immediately following the regularly scheduled Luzerne County Board of Commissioners meeting the Salary Board convened their 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, Human Services; Noelle Kovaleski, Valley Crest; Michael L. Morreale, Treasurer; Stephen L. Flood, Controller; James J. Brozena, County Engineer; William P. Burke, Director of Property and Supply,; Adrian F. Merolli, Director of Planning; Sandra J. Russell, Director of Community Development; Salvadore Diaz, Chief of Budget and Finance.

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

Commissioner Skrepenak requested a Motion to recess to Executive Session.

It was moved by Commissioner Urban, seconded by Mr. Flood.

“AYES” SKREPENAK, VONDERHEID, URBAN, FLOOD

Commissioner Skrepenak requested Samuel Guesto, Jr., County Manager for Legislation/Chief Clerk review the changes to the agenda items discussed during the Executive Session.

Mr. Guesto reviewed the changes listed under the Office of Community Development:
Under **CREATE**: 1) Creation Public Services Manager has been changed to \$45,000.00 per annum from \$47,000. 2) Addition of Deputy Fiscal Affairs/Systems at \$45,000.
Under **ELIMINATE**: 1) Position of Fiscal Manager at \$44,250.00 per year.
Mr. Guesto Added all positions will be effective March 1, 2005 with the exception of the two Housing Specialists listed with effective dates of April 30, 2005.

PUBLIC COMMENT

No Public Comment.

ANNOUNCEMENTS

Mr. Guesto announced the Salary Board held Executive Sessions at 2:30 PM on January 3, 2005 and at 11:30 AM on January 5, 2005 to discuss personnel issues.

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

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

LUZERNE COUNTY BUREAU OF ELECTIONS

COMPENSATION FOR CIVILIAN BOARD OF ELECTIONS at \$2,500.00 for the following 2003 Municipal Primary:

Brian L. Grove, Lane Hill Road, Tunkhannock - \$2,500.00

Commissioner Urban commented this position was necessary because he was running as a candidate and could not sit on the Board at the same time due to conflict of interest.

COMPENSATION FOR CIVILIAN BOARD OF ELECTIONS at \$2,500.00 for the following 2003 Municipal Election:

Joseph M. Cosgrove, Esquire, 160 Market Street, Pittston - \$2,500.00

Brian L. Grove, Lane Hill Road, Tunkhannock - \$2,500.00

Virginia Murtha Cowley, 1 Montgomery Avenue, West Pittston - \$2,500

Commissioner Urban commented this position was necessary because of the Home Rule Charter question on the Ballot citing that Commissioners could no sit on the Board at the same time due to conflict of interest.

COMMUNICATIONS (cont'd):

COMPENSATION FOR CIVILIAN BOARD OF ELECTIONS at Pro Rated amount/monthly at \$416.00 limited engagement:

Samuel Falcone, 490 South Main Street, Pittston - \$416.00/monthly

Commissioner Urban commented this position is necessary because the meetings are regarding the Reilly case and Commissioner Skrepenak has reclused himself citing a conflict of interest, Mr. Reilly is a relative.

Commissioner Skrepenak noted that although Mr. Grove is listed as a resident of Tunkhannock he was resident of Luzerne County at the time he served on the Board of Elections.

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

“AYES” SKREPENAK, VONDERHEID, URBAN, FLOOD

Request a Motion to approve the following Salary Board actions for Luzerne County Office of Community Development. **EFFECTIVE MARCH 1, 2005** unless otherwise noted.

LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT

<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
CREATE:		
FINANCIAL SUPERVISOR	3/1/2005	\$37,000.00 per annum
HOUSING MANAGER	3/1/2005	\$41,000.00 per annum
PUBLIC SERVICE MANAGER	3/1/2005	\$45,000.00 per annum
DEVELOPMENT ANALYST	3/1/2005	\$30,000.00 per annum
DEVELOPMENT ANALYST	3/1/2005	\$33,850.00 per annum
MUNICIPAL CLERK	3/1/2005	\$21,000.00 per annum
MUNICIPAL COORDINATOR	3/1/2005	\$35,000.00 per annum
MUNICIPAL PROJECTS MANAGER	3/1/2005	\$41,000.00 per annum
EXECUTIVE SECRETARY	3/1/2005	\$30,000 to \$35,000 per annum
DEPUTY FISCAL AFFAIRS/SYSTEMS	3/1/2005	\$45,000.00 per annum
ELIMINATE:		
CLERK TYPIST I	01/05/05	\$16,288.00 per annum
FISCAL TECHNICIAN	3/1/2005	\$30,550.00 per annum
HOUSING ANALYST	3/1/2005	\$31,850.00 per annum
REHABILITATION SPECIALIST	04/30/05	\$28,650.00 per annum
HOUSING SPECIALIST	01/05/05	\$21,000.00 per annum
HOUSING SPECIALIST	04/30/05	\$27,350.00 per annum
HOUSING MANAGER	3/1/2005	\$40,250.00 per annum
PROJECT SUPERVISOR	3/1/2005	\$34,850.00 per annum
FISCAL MANAGER	03/01/05	\$44,250.00 per annum

Mr. Flood questioned the salary range for the Executive Secretary citing that the normal range of starting salary for an Executive Secretary is \$25,000 and believes that to be the fair starting salary and requested it be change to \$25,000.00 prior to the vote.

James Blaum, County Solicitor, advised there is a motion on the floor must be amended voted on then voted on followed by a motion on the amended motion.

Commissioner Urban agreed with Mr. Flood and requested a motion to amend the Salary of Executive Secretary, effective March 1, 2005 that currently reads \$30,000 - \$35,000 per annum to \$25,000 per annum.

It was moved by Commissioner Urban, seconded by Flood.

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

COMMUNICATIONS (cont'd):

Request Motion to approve the Motion as originally presented.

It was moved by Commissioner Vonderheid, seconded by Skrepenak.

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

Commissioner Urban explained his opposition to this motion is solely based on fairness and equity to all County Employees.

Request a Motion to accept the original motion with the **EXCEPTION** of the position of **Executive Secretary at \$30,000 - \$35,000 per annum.**

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

“AYES” SKREPENAK, VONDERHEID, URBAN, FLOOD

Request a Motion that the Salary Board approve and ratify the following list of positions and salaries which are under the direction of the Court of Common Pleas of Luzerne County. EFFECTIVE JANUARY 1, 2005.

COURT ADMINISTRATION

<u>TITLE</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>AMOUNT</u>	<u>TOTAL</u>
OFFICE MANAGER	1	@	\$41,777.88	\$41,777.88
ADMIN VIDEO CONF	1	@	\$32,448.00	\$32,448.00
MGT INFO ANALYST	1	@	\$46,645.04	\$46,645.04
MASTER	1	@	\$50,295.48	\$50,295.48
SEC/STENO II	5	@	\$36,000.00	\$180,000.00
ADMIN ASST	1	@	\$38,871.62	\$38,871.62
COUNSEL TO CT	1	@	\$35,026.53	\$35,026.53
SECRETARY	1	@	\$41,825.00	\$41,825.00
COURT OFFICER	1	@	\$36,299.00	\$36,299.00
LAW CLERK	1	@	\$24,660.48	\$24,660.48
PFA COORDINATOR	1	@	\$30,825.60	\$30,825.60
ADMIN ASST	3	@	\$27,040.00	\$81,120.00
TIPSTAFF/SEC	2	@	\$24,498.24	\$48,996.48
TIPSTAFF/SEC	1	@	\$25,688.00	\$25,688.00
ADMIN CLERK	1	@	\$30,078.00	\$30,078.00
LAW CLERK	1	@	\$6,489.60	\$6,489.60
CONFLICT COUNSEL	12	@	\$24,660.48	\$295,925.76
EXEC SEC JUDGES	2	@	\$43,988.67	\$87,977.34
EXEC SEC JUDGES	8	@	\$41,825.47	\$334,603.76
TIPSTAFF	2	@	\$37,381.18	\$74,762.36
TIPSTAFF	8	@	\$36,299.00	\$290,392.00
SR LAW CLERK	2	@	\$37,189.73	\$74,379.46
SR LAW CLERK	8	@	\$36,108.13	\$288,865.04
LAW CLERK	9	@	\$22,762.27	\$204,860.43
				\$2,402,812.86

DOMESTIC RELATIONS SECTION

<u>TITLE</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>SALARY</u>	<u>TOTAL</u>
DIRECTOR	1	@	\$71,527.00	\$71,527.00
DEPUTY DIRECTOR	1	@	\$59,768.00	\$59,768.00
FIRST ASSISTANT	1	@	\$55,702.00	\$55,702.00
SUPPORT SUPERVISOR	2	@	\$54,621.00	\$109,242.00
SUPPORT SUPERVISOR	1	@	\$51,900.00	\$51,900.00
PROB/ENF SUPERVISOR	1	@	\$54,621.00	\$54,621.00

COMMUNICATIONS (cont'd):**DOMESTIC RELATIONS SECTION (cont'd):**

<u>TITLE</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>SALARY</u>	<u>TOTAL</u>
ADMINISTRATIVE SECRETARY	1	@	\$38,263.00	\$38,263.00
IV-D COORDINATOR	1	@	\$40,924.00	\$40,924.00
PACSES COORDINATOR	1	@	\$38,263.00	\$38,263.00
MASTER IN SUPPORT	1	@	\$49,916.00	\$49,916.00
MASTER IN SUPPORT	1	@	\$36,504.00	\$36,504.00
OFFICE MANAGER	1	@	\$42,589.00	\$42,589.00
EXECUTIVE SECRETARY	1	@	\$30,285.00	\$30,285.00
STAFF ATTORNEY	1	@	\$27,939.00	\$27,939.00
SUPPORT OFFICER	11	@	\$50,491.00	\$555,401.00
SUPPORT OFFICER	1	@	\$46,044.00	\$46,044.00
SUPPORT OFFICER	2	@	\$43,147.00	\$86,294.00
SUPPORT OFFICER	2	@	\$41,672.00	\$83,344.00
SUPPORT OFFICER	1	@	\$40,191.00	\$40,191.00
SUPPORT OFFICER	1	@	\$38,745.00	\$38,745.00
PROB/ENF OFFICER	5	@	\$50,491.00	\$252,455.00
PROB/ENF OFFICER	1	@	\$37,226.00	\$37,226.00
CONFERENCE OFFICER	4	@	\$50,491.00	\$201,964.00
ADMINISTRATIVE AIDE	3	@	\$26,992.00	\$80,976.00
ADMINISTRATIVE AIDE	1	@	\$25,270.00	\$25,270.00
INTAKE SPECIALIST	1	@	\$30,179.00	\$30,179.00
INTAKE SPECIALIST	3	@	\$26,992.00	\$80,976.00
INTAKE SPECIALIST	1	@	\$25,270.00	\$25,270.00
RECORDING CLERK	2	@	\$26,992.00	\$53,984.00
CLERK TYPIST II	1	@	\$28,528.00	\$28,528.00
CLERK TYPIST II	4	@	\$27,791.00	\$111,164.00
CLERK TYPIST II	7	@	\$25,700.00	\$179,900.00
CLERK TYPIST II	1	@	\$24,202.00	\$24,202.00
CLERK I	1	@	\$24,623.00	\$24,623.00
RECEPTIONIST	1	@	\$24,263.00	\$24,263.00
RECEPTIONIST	<u>1</u>	@	\$23,115.00	<u>\$23,115.00</u>
	70			\$2,761,557.00
TOTAL POSITIONS	70			
TOTAL SALARIES			\$2,761,557.00	

COURT STENOGRAPHERS

<u>TITLE</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>AMOUNT</u>	<u>TOTAL</u>
CHIEF CT REPORTER	1	@	\$71,527.00	\$71,527.00
1ST ASSISTANT	1	@	\$59,767.00	\$59,767.00
COURT REPORTER	3	@	\$51,294.00	\$153,882.00
COURT REPORTER	3	@	\$50,594.00	\$151,782.00
COURT REPORTER	2	@	\$50,294.00	\$100,588.00
COURT REPORTER	1	@	\$41,600.00	\$41,600.00
COURT REPORTER	2	@	\$40,300.00	\$80,600.00
COURT REPORTER	2	@	\$40,000.00	<u>\$80,000.00</u>
				\$739,746.00

COMMUNICATIONS (cont'd):

ORPHANS COURT

<u>TITLE</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>AMOUNT</u>	<u>TOTAL</u>
CONFLICT COUNSEL	1	@	\$9,735.00	\$9,735.00
MASTER	1	@	\$30,629.00	\$30,629.00
MASTER	1	@	\$20,891.00	\$20,891.00
GUARDIAN AD LITEM	1	@	\$45,968.00	\$45,968.00
ADMIN ASST	1	@	\$41,825.00	\$41,825.00
				\$149,048.00

MAGISTRATES

<u>TITLE</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>SALARY</u>	<u>TOTAL</u>
SENIOR SECRETARY	2	@	\$43,318.68	\$86,637.36
DEPUTY DIRECTOR	1	@	\$25,633.92	\$25,633.92
FIRST ASSISTANT	1	@	\$27,748.45	\$27,748.45
SUPPORT SUPERVISOR	3	@	\$29,139.39	\$87,418.17
SUPPORT SUPERVISOR	5	@	\$21,994.00	\$109,970.00
PROB/ENF SUPERVISOR	1	@	\$31,178.20	\$31,178.20
ADMINISTRATIVE SECRETARY	2	@	\$28,667.81	\$57,335.62
IV-D COORDINATOR	5	@	\$25,417.60	\$127,088.00
PACSES COORDINATOR	3	@	\$30,368.08	\$91,104.24
MASTER IN SUPPORT	2	@	\$22,821.76	\$45,643.52
MASTER IN SUPPORT	1	@	\$27,772.24	\$27,772.24
OFFICE MANAGER	5	@	\$24,498.24	\$122,491.20
EXECUTIVE SECRETARY	1	@	\$23,362.56	\$23,362.56
STAFF ATTORNEY	1	@	\$32,958.52	\$32,958.52
SUPPORT OFFICER	2	@	\$33,227.83	\$66,455.66
SUPPORT OFFICER	1	@	\$29,324.34	\$29,324.34
SUPPORT OFFICER	7	@	\$28,289.25	\$198,024.75
SUPPORT OFFICER	1	@	\$37,055.62	\$37,055.62
SUPPORT OFFICER	1	@	\$31,447.52	\$31,447.52
SUPPORT OFFICER	2	@	\$23,903.36	\$47,806.72
PROB/ENF OFFICER	1	@	\$33,937.36	\$33,937.36
PROB/ENF OFFICER	3	@	\$32,291.17	\$96,873.51
CONFERENCE OFFICER	1	@	\$24,660.48	\$24,660.48
ADMINISTRATIVE AIDE	1	@	\$32,053.22	\$32,053.22
ADMINISTRATIVE AIDE	1	@	\$31,501.60	\$31,501.60
INTAKE SPECIALIST	2	@	\$10,400.00	\$20,800.00
INTAKE SPECIALIST	1	@	\$35,000.00	\$35,000.00
INTAKE SPECIALIST	1	@	\$5,200.00	\$5,200.00
				\$1,586,482.78

CENTRAL COURT

ADMINISTRATOR	1	@	\$55,000.00	\$55,000.00
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DEPARTMENT OF PROBATION SERVICES

<u>MANAGEMENT POSTIONS</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>SALARY</u>	<u>TOTAL</u>
DIRECTOR	1	@	\$71,527.29	\$71,527.29
CHIEFS	2	@	\$71,527.29	\$143,054.58
DEPUTY CHIEFS	3	@	\$59,768.13	\$179,304.39
SUPERVISOR	1	@	\$55,214.60	\$55,214.60
SUPERVISORS	2	@	\$54,620.80	\$109,241.60
SUPERVISOR	1	@	\$48,549.00	\$48,549.00

COMMUNICATIONS (cont'd):**DEPARTMENT OF PROBATION SERVICES (con't)**

<u>MANAGEMENT POSTIONS</u>	<u># OF</u> <u>EMPLOYEES</u>		<u>SALARY</u>	<u>TOTAL</u>
SUPERVISOR	1	@	\$52,521.41	\$52,521.41
SUPERVISORS	4	@	\$51,376.00	\$205,504.00
SUPERVISOR	1	@	\$41,641.60	\$41,641.60
FISCAL OFFICER	1	@	\$51,219.77	\$51,219.77
OFFICE MANAGER	1	@	\$42,589.08	\$42,589.08
EXEC.SECRETARY	1	@	\$42,589.08	\$42,589.08
EXEC.SECRETARY	1	@	\$38,262.68	\$38,262.68
EXEC.SECRETARY	1	@	\$28,121.60	\$28,121.60
SECRETARY	1	@	\$30,825.60	\$30,825.60
ACCTS. PYABLE/RECEIVABLE	1	@	\$36,099.48	\$36,099.48
NET /ADMIN VIDEO COORDINATOR	1	@	\$35,152.00	\$35,152.00
SOLICITOR	1	@	\$18,928.00	\$18,928.00
ASST. SOLICITOR	1	@	\$16,244.00	\$16,244.00
 <u>UNION POSITIONS</u>				
PROBATION/PAROLE OFFICERS	38	@	\$50,491.10	\$1,918,661.80
PROBATION/PAROLE OFFICERS	8	@	\$46,044.46	\$368,355.68
PROBATION/PAROLE OFFICERS	9	@	\$44,599.69	\$401,397.21
PROBATION/PAROLE OFFICERS	6	@	\$43,146.72	\$258,880.32
PROBATION/PAROLE OFFICERS	5	@	\$41,671.53	\$208,357.65
PROBATION/PAROLE OFFICERS	5	@	\$40,190.94	\$200,954.70
PROBATION/PAROLE OFFICERS	6	@	\$38,744.54	\$232,467.24
PROBATION/PAROLE OFFICERS	1	@	\$37,226.04	\$37,226.04
CLERK III	2	@	\$27,960.00	\$55,920.00
CLERK III	9	@	\$26,992.00	\$242,928.00
CLERK III	3	@	\$26,131.00	\$78,393.00
CLERK TYPIST 1	1	@	\$31,737.00	\$31,737.00
CLERK TYPIST 1	1	@	\$29,025.00	\$29,025.00
CLERK TYPIST 1	11	@	\$24,623.00	\$270,853.00
CLERK TYPIST 1	3	@	\$23,869.00	\$71,607.00
CLERK TYPIST 1	<u>2</u>	@	\$23,115.00	<u>\$46,230.00</u>
	136			\$5,699,583.40

Atty. Blaum cited the Salary Board guidelines under County Code that whenever any positions are created, eliminated or salary adjustments are made to the Courts or respective Row Office, that entity will have a vote on the motion. Since these positions fall under the Courts jurisdiction, Judge Ciavarella is present to represent the Courts.

Commissioner Urban noted the positions were reviewed during the Executive Session and the majority of the proposed positions are the reauthorization of the positions that existed last year in the courts along with the addition of two new positions, a probation supervisor administration assistant in the Orphans' Court. After some analysis it was found that there was a court stenographer who has performed the duties of the administrative assistant in orphan's court. He stated he did not have a problem with creating an executive assistant as long as the stenographer position is eliminated; I do have a problem with adding another position. Another issue was addressed earlier during this meeting is the financial compensation. The second position, stating he had no problem approving the probation supervisor as long as a probation officer position is eliminated. Because of these issues I have cited I will not support this motion. Mr. Flood concurred with Commissioner Urban's comments.

Commissioner Skrepenak responded the position of administration assistant was a reclassification for an employee who has been performing outside the scope of their normal work duty. Secondly, referring to a request by the Sheriff's Department for more employees to generate revenue for the County, and believes that it what is happening her, the courts are taken

January 5, 2005

COMMUNICATIONS (cont'd):

it upon themselves to improve their collections but in the long run generate the funds necessary to pay not only for this employee but bring money back to the County. The Commissioner added he could not help what happened in previous administrations but believed the Courts have been very cooperative with everything this Board has asked of them including agreeing to a hiring freeze , no salary increases and the Court administration has promised to seek commissioner approval before filling vacant positions left by promotions or transfer.

It was moved by Commissioner Vonderheid, seconded by Skrepenak.

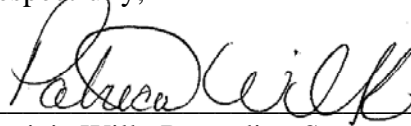
“AYES” SKREPENAK, VONDERHEID, CIAVARELLA “NAYES” URBAN, FLOOD

A Motion was entertained to adjourn the Salary Board Meeting.

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

“AYES” SKREPENAK, VONDERHEID, URBAN, FLOOD

Respectfully,

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

Patricia Wilk, Recording Secretary