

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; Rose S. Tucker and Stephen A. Urban, Commissioners; Samuel T. Guesto, County Manager for Legislation/Chief Clerk; James Blaum, County Solicitor; Salvadore Diaz, Chief of Budget and Finance.; Michael Morreale; Treasurer; Maryanne Petrilla, Controller; Doug Richards, Director Human Resources; Joseph DeVizia, Director of Human Services; Andrew Reilly, Director of Community Development; and Gregory Hunsinger, Director of Purchasing, Joe Gibbons, Engineer, Adrian Merolli, Director Planning; Doug Pape, Interim Director Luzerne/Wyoming Transportation; Paul McGarry, Directory Probation Services.

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 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 sign in.

**BID OPENINGS**

No bid openings.

**ANNOUNCEMENTS:..... Samuel T. Guesto, Jr.**  
County Manager /Chief Clerk

Samuel T. Guesto, Jr, County Manager/Chief Clerk announced the Luzerne County 9-1-1 Center Review and Assessment and introduced Larry Bickford and Dane Merryman of L. Robert Kimball & Associates who gave an overview of the results. (See attached).

**RECOGNITIONS:..... Kathy Bozinski**  
Public Information Officer

No recognitions.

**PUBLIC COMMENT**

No public comment.

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

**Minutes**

**MOTION**

Request a motion to approve the minutes of the Commissioner’s Meeting held on August 29, 2007.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**Vouchers**

**MOTION**

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

Wachovia Bank, Vouchers 455219GF – 455939GF  
County General Fund for 2007

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

**“AYES” SKREPENAK, TUCKER, “ABSTAIN” URBAN**

PNC Bank, Vouchers 520086LF – 502136LF  
Liquid Fuels Fund for 2007

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

**“AYES” SKREPENAK, TUCKER, URBAN**

Wachovia Bank, Vouchers 400286WC – 400289WC  
Worker’s Compensation for 2007

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

**“AYES” SKREPENAK, TUCKER, “ABSTAIN” URBAN**

**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING STATE OF EMERGENCY EVENTS AND THEIR DATES AS LISTED:**

**Hazleton and Hazle Township**

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 DATED OCTOBER 24, 2007; OCTOBER 31, 2007; NOVEMBER 7, 2007 AND NOVEMBER 14, 2007.

**Luzerne County State of Emergency - Bridges**

Request a motion to adopt a Resolution declaring the existence of a state of emergency in the County of Luzerne relating to all County – owned bridges. Resolution dated: October 24, 2007; October 31, 2007; November 7, 2007 and November 14, 2007.

### **Luzerne County State of Emergency –Flooding**

Request a motion of the Luzerne County Board of Commissioners to approve/ratify continuing the State of Emergency from June 26<sup>th</sup>, 2006 due to flash flooding and flooding from the Susquehanna River. This motion is for the weeks of November 19, 2007, November 26, 2007, December 3, 2007, December 10, 2007, December 17, 2007, December 24, 2007, and December 31, 2007.

### **Luzerne County State of Emergency – Flash Flooding**

Request a motion of the Luzerne County Board of Commissioners to approve/ratify continuing the State of Emergency from November 16<sup>TH</sup>, 2006 due to flash flooding. This motion is for the weeks of November 19, 2007, November 26, 2007, December 3, 2007, December 10, 2007, December 17, 2007, December 24, 2007, and December 31, 2007.

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

### **MOTION**

#### **Lioness Properties - Hazleton**

Request a motion to enter into a lease agreement between the County of Luzerne (Children & Youth Services) and Lioness Properties, L.L.C. for a portion of the premises situated at 10 West Chestnut Street, Hazleton, Luzerne County, Pennsylvania described as Units 8 and 9 containing approximately 2326 square feet of space to be effective October 1, 2007 for a term of one year with a tenant option to renew same for two (2) separate and successive one (1) year terms with rent to be fixed at \$13.00 per square foot for a total annual rental of \$30,238 to be paid in monthly installments of \$2,510.83.

Commissioner Skrepinak questioned if this is a current lease being renewed. Mr. Guesto stated yes.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepinak.  
**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

### **MOTION**

#### **No Tobacco Policy**

Request a Motion to adopt a Resolution amending the Luzerne County Personnel Policy extending the “no tobacco” use areas with regard to county buildings to: a) the entire cafeteria at the Luzerne County Courthouse, and b) a distance of twenty (20’) feet from any part of county buildings whether owned or leased by Luzerne County, effective January 1, 2008.

Commissioner Tucker explained that this motion is a result of hearing from quite a number of employees, some threw the suggestions box outside the commissioners’ office, and after speaking with health officials it was determined that this policy would be in the best interest of employees and visitors to the courthouse.

Commissioner Urban complemented Commissioner Tucker for bringing this matter to attention. He stated many people over the years have complained about the cafeteria. He also stated that he wished this was done before the election.

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**Agreement of Sale with Bold Gold Media WBS**

Request a motion to enter into an Agreement of Sale with Bold Gold Media WBS, LP for the sale of 3.39 acres of real estate in Plains, Luzerne County, Pennsylvania for a consideration of \$322,000, which agreement is subject to approval of the County Solicitor.

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**Agreement of Sale with Valley Crest Nursing, Inc.**

Request a motion to enter into an Agreement of Sale with Valley Crest Nursing, Inc. for the sale of a minimum of 8.2 acres of real estate in Plains, Luzerne County, Pennsylvania for a consideration of \$95,000 per acre (\$779,000 minimum consideration), which agreement is subject to approval of the County Solicitor.

There was discussion between Commissioner Urban and Solicitor Jim Blaum as to the conditions and time frame of this agreement.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**Board of Assessment Appeals Office – Tax Forgiveness**

Request a motion to forgive Sugar Notch Borough for real estate taxes for the years 2000, 2001, 2002, 2003, 2004, 2005, 2006 on property located at 223 Chestnut Street. Pin # 60-J9SW1-007-006, Plate # 60-1-306-3. Property was placed in tax exempt status as per Court of Commonwealth order granting exempt status to municipalities.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**Board of Assessment Appeals Extension Contract**

Request a motion to enter into an extension contract in the amount of \$78,145.00 with the IAAO (International Association of Assessment Offices). This contract will provide assessment consulting services for the remainder of the project including participation on the Executive Council and appropriate ratio studies to confirm that values are within acceptable standards.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

MOTION

**Assessment Appeals Office/ Tax Refunds**

Request a motion to approve the following refunds through the Assessment Appeals Office:

John & Lorraine Sokolowski, Franklin Street, W-B City	\$109.09
Center City Associates, Pine Street, Hazleton	\$12,580.38
Anthracite Apts. Formally South Mills Assoc. N. Main St. Pittston	\$12,973.78
TOTAL AMOUNT OF REFUNDS-----	\$25,663.25

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**Request for Proposal (RFP) – Advertising**

Request a motion to approve the advertising of an RFP for all county related advertising services.

Commissioner Urban requested a copy of the RFP before it is advertised. Mr. Guesto stated he will forward a copy to him and would be happy to hear any input from Commissioner Urban.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**2003 Capital Projects Bond Issue – 2003D-25 (Appendix Page 27 thru 29)**

REQUEST A MOTION TO AUTHORIZE THE TRANSFER OF \$1,956,382.12 FROM THE 2003 CAPITAL PROJECTS BOND ISSUE SERIES D FOR ITEMS IDENTIFIED ON SCHEDULE “A” OF REQUISITION 2003D-25 .

Commissioner Urban voted “NAY” for item 3#: 1,4,5,15 stating he believes it is in violation of state law. All other motions were approved unanimously by the following vote:

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

**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**2008 Tax Anticipation Note (“TAN”) - RFP**

Request a motion to advertise a request for proposal for Luzerne County’s Tax Revenue Anticipation Note on borrowing for the year 2008 in an amount not to exceed \$20,000,000.

Commissioner Urban stated he is not voting for this motion because he hasn’t received any justification on why there will be an increase in expenses in the first couple of months of the year.

Mr. Diaz explained that we are taking a different approach to the TAN. A review and analysis will determine the amount of TAN in the first 3 months.

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

**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

MOTION

**Bond Counsel**

Request a motion to retain Stevens & Lee as Bond Counsel in connection with the County’s 2007 debt issuance.

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

**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

MOTION

**Underwriters**

Request a motion to retain PNC Capital Markets and RBC Capital Markets in connection with the County’s 2007 debt issuance.

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

**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

MOTION

### **Paying Agent/Trustee**

Request a motion to retain Community Bank & Trust, Fidelity Deposit & Discount Bank and M&T Bank as the Paying Agent/Trustees in connection with the County's 2007 debt issuance.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

### **MOTION**

### **RFP - Time Management System**

Request a motion to advertise an RFP for a County Wide Time Management System.

It was moved by Commissioner Urban, seconded by Commissioner Tucker.  
**“AYES” SKREPENAK, TUCKER, URBAN**

### **MOTION**

### **Local Share Account Application**

Request a motion of the Luzerne County Board of Commissioners supporting an application that the City of Wilkes-Barre will be submitting on behalf of the Cities of Hazleton, Pittston and Nanticoke to the Pennsylvania Department of Community and Economic Development (PA DCED), effective November 14, 2007, in regards to the Local Share Account funds. The City's Single Application for Assistance is requesting funding in the amount of \$1,500,000, which will be matched by County dollars not to exceed \$1,500,000. These funds will be used to implement an Automated Records Management system throughout Luzerne County.

Commissioner Skrepenak questioned if these cities have passed their ordinances in respect to this application. Mr. Guesto stated they are in the process right now and the application will be submitted as one application with Wilkes-Barre being the lead entity in this local municipality regional effort.

Commissioner Urban stated his support for this motion and his disapproval of being excluded from the press conference regarding such an important issue. He also stated he is unhappy with Kathy Bozinski's performance as a county representative.

Kathy Bozinski stated to Commissioner Urban that Commissioner Skrepenak asked her to set up a news conference, which she did.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

### **MOTION**

### **Allied Services/Northeastern PA Hospital & Ed. Auth. Financing**

REQUEST A MOTION TO ADOPT A RESOLUTION OF THE COUNTY OF LUZERNE, PENNSYLVANIA, DESIGNATING THE CHAIRMAN, THE VICE CHAIRMAN OR ANY OTHER MEMBER OF THE BOARD OF COMMISSIONERS OF THE COUNTY, AS THE PERSON TO ACT ON BEHALF OF THE COUNTY AS THE "APPLICABLE ELECTED REPRESENTATIVE" WITHIN THE MEANING OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, REGARDING THE FINANCING BY THE NORTHEASTERN PENNSYLVANIA HOSPITAL AND EDUCATION AUTHORITY OF A PROJECT FOR THE BENEFIT OF THE JOHN HEINZ INSTITUTE OF REHABILITATION MEDICINE AND ALLIED SERVICES PERSONAL CARE, INC.; AUTHORIZING SUCH PERSONS TO TAKE CERTAIN ACTIONS ON BEHALF OF THE COUNTY AS SUCH "APPLICABLE ELECTED REPRESENTATIVE"; AND AUTHORIZING OTHER NECESSARY AND APPROPRIATE ACTION.

Commissioner Urban questioned if Commissioners Skrepenak can vote and sign of these resolutions because of his employment with Allied.

Solicitor Jim Blaum stated if the association is being publicly identified there is no problem with Commissioner Skrepenak voting and signing. He would recommend that Commissioner Skrepenak abstain unless there it is necessary to break a tie.

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

**“ABSTAIN” SKREPENAK, “AYES” TUCKER, URBAN**

MOTION

**Northeastern PA Hospital & Ed. Auth./ Wyoming Valley Children’s Association Financing**

REQUEST A MOTION TO ADOPT A RESOLUTION OF THE COUNTY OF LUZERNE, PENNSYLVANIA, DESIGNATING THE CHAIRMAN, THE VICE CHAIRMAN OR ANY OTHER MEMBER OF THE BOARD OF COMMISSIONERS OF THE COUNTY, AS THE PERSON TO ACT ON BEHALF OF THE COUNTY AS THE "APPLICABLE ELECTED REPRESENTATIVE" WITHIN THE MEANING OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, REGARDING THE FINANCING BY THE NORTHEASTERN PENNSYLVANIA HOSPITAL AND EDUCATION AUTHORITY OF A PROJECT FOR THE BENEFIT OF THE WYOMING VALLEY CRIPPLED CHILDRENS’ ASSOCIATION D/B/A WYOMING VALLEY CHILDREN’S ASSOCIATION; AUTHORIZING SUCH PERSONS TO TAKE CERTAIN ACTIONS ON BEHALF OF THE COUNTY AS SUCH "APPLICABLE ELECTED REPRESENTATIVE"; AND AUTHORIZING OTHER NECESSARY AND APPROPRIATE ACTION.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

MOTION

**General Obligation Bonds**

REQUEST A MOTION AUTHORIZING THE ENACTMENT BY THE BOARD OF COMMISSIONERS OF AN ORDINANCE OF THE COUNTY OF LUZERNE, PENNSYLVANIA, AUTHORIZING THE ISSUANCE OF AND CERTAIN ACTIONS TO BE TAKEN AND APPROVING EXECUTION OF DOCUMENTATION IN CONNECTION WITH THE ISSUANCE OF ITS GENERAL OBLIGATION BONDS, SERIES A AND B OF 2007 IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$73,665,000 AND THE INCURRENCE OF THE DEBT ASSOCIATED THEREWITH FOR THE PURPOSES OF FUNDING A PROJECT CONSISTING OF (1) PLANNING, DESIGNING, ACQUIRING, CONSTRUCTING, INSTALLING, FURNISHING AND EQUIPPING OF ADDITIONS, IMPROVEMENTS AND RENOVATIONS TO EXISTING BUILDINGS AND FACILITIES OF THE COUNTY AND THE LUZERNE COUNTY COMMUNITY COLLEGE; (2) ADDITIONAL CAPITAL PROJECTS OF THE COUNTY TO THE EXTENT APPROVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY; (3) CAPITALIZING INTEREST ON THE BONDS; AND (4) PAYING THE COSTS AND EXPENSES OF ISSUANCE OF THE BONDS, ALL AS MORE FULLY DESCRIBED IN THE ORDINANCE.

Sam Diaz gave an explanation on this ordinance and the ordinance that follows. There was a discussion regarding the insurers and Commissioner Urban stated that he will favor the LCCC portion of this ordinance only.

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

**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**



MOTION

**LCIDA Guaranty**

REQUEST A MOTION AUTHORIZING THE ENACTMENT BY THE BOARD OF COMMISSIONERS OF AN ORDINANCE OF THE COUNTY OF LUZERNE, PENNSYLVANIA, AUTHORIZING THE LEASE OF CERTAIN REAL PROPERTY TO THE LUZERNE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY PURSUANT TO A LEASE AGREEMENT; DECLARING THE GUARANTY OF SAID AUTHORITY'S GUARANTEED LEASE REVENUE BONDS TO BE A PROJECT OF THE COUNTY FOR WHICH LEASE RENTAL DEBT IS TO BE INCURRED BY THE COUNTY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$19,875,000 IN RESPECT OF SAID PROJECT, SUCH DEBT TO BE EVIDENCED BY THE COUNTY'S SUBLEASE AND GUARANTY AGREEMENT WITH RESPECT TO SAID BONDS; AUTHORIZING THE PROPER OFFICERS OF THE COUNTY TO TAKE ALL REQUIRED, NECESSARY OR DESIRABLE RELATED ACTION IN CONNECTION WITH SUCH PROJECT AND THE EXECUTION AND DELIVERY OF THE LEASE AGREEMENT AND THE SUBLEASE AND GUARANTY AGREEMENT.

Commissioner Urban questioned what building, what asset will be used. Sam Diaz responded Moon Lake.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**"AYES" SKREPENAK, TUCKER, "NAY" URBAN**

**END OF COMMUNICATIONS**

TREASURER'S OFFICE – MICHAEL L. MORREALE

FINANCIAL STATEMENT

Request a motion to accept the following Financial Statement:

WACHOVIA BANK

General Fund.....	\$3,648,204.52
School, Road & Institution District.....	1,273,825.55
Real Estate Tax Sale Account .....	1,934,636.58
Self Insured Workers Compensation Fund.....	21,159.02
Domestic Relations IV-D Fund .....	546,397.44
Patients' Personal Fund Account .....	7,543.23
911 Construction Fund.....	139,245.82
911 Operational Fund.....	339,836.83

PNC BANK

Transportation Department.....	\$124,205.44
Office for the Aging .....	909,547.37
Children & Youth Services.....	908,438.95
Mental Health/Mental Retardation.....	164,927.25
Office of Human Services.....	24,258.79
Drug & Alcohol Program.....	93,561.81
Liquid Fuels Tax Fund .....	389,162.40
Luzerne County GWBIF Escrow Account.....	27,560.11

CITIZENS BANK

Adult Probation Special Account .....	\$336,417.26
Luzerne County Bridges.....	101,038.48
Hazardous Material Emergency Response Account .....	72,253.75
EMA Radiation Emergency Response Fund.....	20,076.10

FIRST NATIONAL COMMUNITY BANK

Luzerne County Convention and Visitors Bureau .....	\$25,213.22
Luzerne County Agencies Account .....	1,266,644.34
Luzerne County Solid Waste Recycle Account .....	129,378.32
Luzerne County Property Tax Collection .....	958,890.18

FIDELITY DEPOSIT & DISCOUNT BANK

Wyoming Valley Airport Account.....	\$32,150.74
Adult Probation/Offenders Supervision Fund .....	0.00
Tri-County Airport Feasibility Study .....	2,553.79
Luzerne County 2002 Capital Projects.....	48,767.02
Luzerne County 2003 Capital Projects .....	174,590.98
Luzerne County 2003 D Capital Projects .....	253,220.75

MICHAEL L. MORREALE  
Luzerne County Treasurer

**LUZERNE COUNTY TREASURER'S OFFICE**

**CERTIFICATES OF DEPOSIT**

<b>General Fund</b>	<b>\$13,000,000.00</b>
<b>Domestic Relations IV-D Fund</b>	<b>\$2,485,000.00</b>
<b>911 Construction Fund</b>	<b>\$1,400,000.00</b>
<b>Transportation Department</b>	<b>\$750,000.00</b>
<b>Children &amp; Youth Services</b>	<b>\$500,000.00</b>
<b>Mental Health/Mental Retardation</b>	<b>\$15,425,000.00</b>
<b>Office of Human Services</b>	<b>\$280,000.00</b>
<b>Drug &amp; Alcohol Program</b>	<b>\$480,000.00</b>
<b>Adult Probation Special Account</b>	<b>\$1,750,000.00</b>
<b>Hazardous Material Emergency Response Account</b>	<b>\$160,000.00</b>
<b>Solid Waste Recycle Account</b>	<b>\$700,000.00</b>
<b>Luzerne County Agencies Account</b>	<b><u>\$2,075,000.00</u></b>
<b>Total:</b>	<b>\$39,005,000.00</b>

MICHAEL L. MORREALE  
Luzerne County Treasurer

It was moved by Commissioner Tucker, seconded by Commissioner Skrepnak.  
“AYES” SKREPENAK, TUCKER, URBAN

**CONTROLLERS REPORT- MARYANNE PETRILLA**

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

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

- \$88,677.20 Community Development Block Grant Program
- \$3,050.00 Emergency Shelter Grant Program
- \$70,497.00 HOME Investment Partnership Program
- \$156,506.40 Business Development Loan Program

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

2. Request a motion to ratify and confirm the payment of **\$14,885.00** to the Penn State Cooperative Extension, 16 Luzerne Ave., Suite 200, West Pittston, PA. This is the County’s appropriation for the month of November 2007.

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

3. Request a motion to ratify and confirm the payment of **\$518,335.00** to the Luzerne County Community College, 1333 Prospect St., Nanticoke, PA. This is the County’s November 2007 appropriation.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

Bids opened on October 24, 2007:

**Luzerne County Road & Bridge:**

Sodium Chloride

Bids opened on November 5, 2007:

**Engineers Office:**

Kingston Borough/Swoyersville Borough storm water pump station improvement project

**Luzerne County Court House:**

Stationary, File Cabinets, Drinking Water, Toner Cartridges

**Prothonotary:**

File Folders

**Moon Lake:**

Junk Vehicles

**Transportation Department:**

Six (6) Vehicles for Sale

Bids opened on November 13, 2007:

**Office of Human Services:**

Janitorial Service

Request a motion to accept all remaining bids for tabulation subject to final review by the county solicitor.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

Request a motion to confirm the following:

Transportation Department:

Voucher No. 533305 to 533389 inclusive in the amount of \$1,108,522.25

Bureau for the Aging:

Voucher No. 715105 to 715567 inclusive in the amount of \$1,173,072.68

Children and Youth:

Voucher No. 727593 to 728434 inclusive in the amount of \$6,026,200.35

Mental Health / Mental Retardation:

Voucher No. 742185 to 742341 inclusive in the amount of \$19,464,025.19

Human Services:

Voucher No. 750397 to 750437 inclusive in the amount of \$2,133,562.32

Drug and Alcohol:

Voucher No. 760683 to 760724 inclusive in the amount of \$1,428,879.38

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

Maryanne Petrilla, Controller

END OF CONTROLLERS REPORT

**DEPARTMENT HEAD REPORTS**

**HUMAN SERVICES – JOSEPH DEVIZIA, DIRECTOR**

**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING CONTRACTS FOR THE PROVIDERS, SERVICES, TERMS, AND RATES SPECIFIED:**

<b><u>PROVIDER</u></b>	<b><u>SERVICE</u></b>	<b><u>TERM</u></b>	<b><u>RATE/ CONTRACT/CAP</u></b>
<b><u>CHILDREN &amp; YOUTH:</u></b>			
Volunteers of America	Supervised Independent Living	10/1/07-6/30/08	\$129.00/day
<b><u>DRUG &amp; ALCOHOL:</u></b>			
Choices	Outpatient	7/1/07-6/30/08	IOP \$ 35.00/Unit \$4,000.00/Cap
<b><u>TRANSPORTATION:</u></b>			
MTR Transportation	Transportation Services	10/1/07-6/30/08	\$72 one way Hazleton Area to Geisinger Danville

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, TUCKER, URBAN

**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING CONTRACT AMENDMENTS FOR THE PROVIDERS, SERVICES, TERMS, AND RATES SPECIFIED:**

<b><u>PROVIDER</u></b>	<b><u>SERVICE</u></b>	<b><u>TERM</u></b>	<b><u>RATE FROM</u></b>	<b><u>TO</u></b>
<b><u>AREA AGENCY ON AGING:</u></b>				
Independent Life Services	Personal Care	7/1/07-6/30/08	\$23,000	\$55,400
Comfort Keepers Mountaintop	Personal Care	" "	\$2,500	\$6,200
Medscope	PERS	" "	\$10,000	\$22,200
<b><u>MENTAL HEALTH/MENTAL RETARDATION:</u></b>				
Community \$6,243,940	MH Comm. Srvs.,	7/1/06-6/30/07	\$5,493,115	
Counseling Services	CM, OP, Day Treatmt., CE, Soc. Rehab., Crisis, Res., RC, Adm. Mangmt., Emergency, MR Comm. Habilitation & P/FDS Wv.			
Northeast \$3,219,816	Comm. Srvs., ICM,	" "	\$2,267,748	
Counseling Services	OP, Day Treatmt., Crisis, CE, Soc. Rehab., RC, Adm. Mangmt. &			

Emergency

<u>PROVIDER</u>	<u>SERVICE</u>	<u>TERM</u>	<u>RATE</u>	
			<u>FROM</u>	<u>TO</u>
<b><u>MENTAL HEALTH/MENTAL RETARDATION: (Continued)</u></b>				
Children's Service \$1,396,713 Center	Comm. Srvs., ICM  OP, Day Treatment., Crisis, RC, FB, Adm. Mgmt., & Emergency	" "	\$1,166,479	
CCS-First Hospital \$434,018	Inpatient Srvs. &  Physician Rounds	" "	\$352,000	
Comm. Residential \$326,680 Unit	Housing Support	7/1/06-6/30/07	\$250,000	
The Advocacy \$109,139 Alliance	Comm. Srvs., &  Family Support	" "	\$111,000	
Conyngham Care \$507,798 Center	Housing Support	" "	\$350,000	
NE Comm. Crisis \$157,480 Unit	Crisis Srvs.	" "	\$75,000	
Keystone Community Resources	Comm. Habilit. & Residential Srvs.	7/1/07-6/30/08	\$98,552	\$83,816
ARC of Luzerne Cty. \$135,485	Employ. Srvs.,  Core Indicator & IMP Survey	" "	\$133,346	
AVP Transport, Inc.	Transport Srvs.	" "	\$41,100	\$44,500
Keystone Garden \$1.88/Qtr Hr. Estates	Respite - 8 Hrs Care  Up to 12 Hrs Care	" "	\$55.00/day  \$90.00/day	
Liberty Place ADS	Comm. Habilit. & Transport Srvs.	" "	\$11,750	\$15,312

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
"AYES" SKREPENAK, TUCKER, URBAN

**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING AGREEMENT:**

**CHILDREN & YOUTH:**

An Agreement between the County of Luzerne, the University of Pittsburgh, and the following Luzerne County Children & Youth Services' employee to participate in the Child Welfare Education for Leadership (CWEL) Program:

Commissioners Meeting 11/14/07

Recording Secretary: Nancy Kelly

Tanya Jolley

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING REPORTS FOR:**

**MENTAL HEALTH/MENTAL RETARDATION:**

Request a motion to approve the Annual County Income and Expenditures Report for Mental Health Services, Fiscal Year 2006-2007, submitted to the Department of Public Welfare (DPW), Bureau of Financial Operations.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

Request a motion to approve the Annual County Income and Expenditures Report for Early Intervention Services, Fiscal Year 2006-2007, submitted to the Department of Public Welfare (DPW) Bureau of Financial Operations.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**ENGINEER’S OFFICE – JOSEPH GIBBONS, ENGINEER**

**MOTION**

Request a motion to authorize the proper officials to ratify the award of the Toby Creek Impoundment Basin June, 2006 Flood Cleaning and Basin Restoration Project to Brdaric Excavating, Inc. in the amount of \$198,740.00.

There was discussion on the funding for this project and other FEMA projects with Mr. Gibbons stating they are in the process of amending work orders and filing appeals for any incurred monies.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**MOTION**

Request a motion to authorize the proper officials to adopt a resolution to designate the Luzerne County Engineer as Luzerne County’s agent for purposes of executing all required forms and documents required by FEMA to obtain financial assistance as a result of the June, 2006 and November, 2006 flood events.

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

**“AYES” SKREPENAK, TUCKER, URBAN**



**PURCHASING DEPARTMENT-GREGORY HUNSINGER, DIRECTOR**

**MOTION**

REQUEST A MOTION TO AMEND THE CONTRACT WITH WEST SIDE WINDOW CLEANING FROM \$13,440.00 TO \$15,480.00.

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

**“AYES” SKREPENAK, TUCKER, “NAY” URBAN**

**MOTION**

**REQUEST A MOTION TO ADVERTISE FOR BIDS:**

**LUZERNE COUNTY CHILDREN & YOUTH:**

15 FIREPROOF 4-DRAWER LETTER SIZE FILING CABINETS FOR ADOPTION FILES

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**MOTION**

REQUEST A MOTION TO REJECT ALL BIDS FOR THE SIX (6) VEHICLES FOR SALE FOR THE LUZERNE/WYOMING COUNTIES TRANSPORTATION DEPARTMENT DUE TO FAILURE TO MEET MINIMUM BID REQUIREMENT.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**MOTION**

REQUEST A MOTION TO RE –BID THE SIX (6) VEHICLES FOR SALE FOR THE LUZERNE/ WYOMING COUNTIES TRANSPORTATION DEPARTMENT.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**MOTION**

**REQUEST A MOTION TO APPROVE THE FOLLOWING CONTRACTS FOR THE PROVIDERS FOR SERVICE SPECIFIED:**

**ROAD & BRIDGE DEPARTMENT: SODIUM CHLORIDE (BULK)**

CARGIL, INC.	DISTRICT #1 MUHLENBERG	\$43.78 PER TON
24950 COUNTRY CLUB BLVD.	#2 DALLAS	43.78 PER TON
SUITE 450	#3 MOUNTAIN TOP	43.78 PER TON
NORTH OLMSTED, OH 44070	#4 DORRANCE	43.78 PER TON
	#5 DRUMS	43.78 PER TON

**MOON LAKE: JUNK VEHICLES**

**SUCCESSFUL BIDDER:**

ORVALS TOWING

TOTAL BID \$ 850.00

85 – 89 GARDEN DRIVE

HUNLOCK CREEK, PA 18621

**UNSUCCESSFUL BIDDER**

ALAN J. NICE, SR.

TOTAL BID \$ 745.00

**UNSUCCESSFUL BIDDER:**  
**PROTHONOTARY: FILE FOLDERS**

ONE POINT  
101 POPLAR STREET  
SCRANTON, PA 18509

TOTAL BID \$21,900.00

**COURT HOUSE: FILE CABINETS**

ONE POINT  
101 POPLAR STREET  
SCRANTON, PA 18509

TOTAL BID \$40,382.00

**UNSUCCESSFUL BIDDER:**  
**PHILLIPS SUPPLY CO.**

TOTAL BID \$44,063.61

**COURT HOUSE: STATIONARY**

ACUMARK INC.  
702 EXETER AVENUE  
WEST PITTSBURGH, PA

TOTAL BID \$32,541.63

**COURT HOUSE: TONER CARTRIDGES**

AUTOMATION AIDES  
420 BABYLON ROAD  
SUITE B  
HORSHAM, PA 19044

TOTAL BID \$10,700.00

**UNSUCCESSFUL BIDDERS:**  
**OFFICE DEPOT**  
**CARTRIDGE WORLD**

TOTAL BID \$18,625.00  
11,275.00

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

**COMMUNITY DEVELOPMENT – ANDY REILLY, DIRECTOR**

**MOTION**

Request a motion approving the following demolition grants under the Municipal Spot Slum and Blight Clearance Program:

223 Chestnut Street, Sugar Notch Borough

It was moved by Commissioner Urban, seconded by Commissioner Tucker.  
**“AYES” SKREPENAK, TUCKER, URBAN**

**MOTION**

Request a motion approving the following activities through the County’s Economic Development Programs:

RITTENHOUSE ENTERTAINMENT, INC. - \$400,000 loan to assist in financing an \$837,000 project for a new restaurant at 105 North Main Street in downtown Wilkes-Barre. County funds will be utilized for professional/financial fess and machinery and equipment.

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

**MOTION**

A CUP OF HEAVEN, LLC. - \$30,000 loan through the Innovation Program to assist in financing a \$496,000 project for a start-up business at 174 Spring Street, Wilkes-Barre City. County funds will be utilized for construction costs.

It was moved by Commissioner Tucker, seconded by Commissioner Urban.  
**“AYES” SKREPENAK, TUCKER, URBAN**

**PLANNING COMMISSION – ADRIAN MEROLLI, DIRECTOR**

**MOTION**

1. Request a motion to approve and execute Amendment No. 1 to the Consultant Agreement between the County of Luzerne and the Urban Research & Development Corporation regarding the Open Space & Recreation Feasibility Study. This Amendment will increase the original agreement by \$ 21,800 and is necessitated by additional work activities to perform the economic impact analysis section of the Study. This additional cost will be funded by the Luzerne County Office of Community Development which is also funding the original agreement.

It was moved by Commissioner Urban, seconded by Commissioner Tucker.  
**“AYES” SKREPENAK, TUCKER, URBAN**

**LUZERNE COUNTY PROBATION SERVICES –PAUL MCGARRY, DIRECTOR OF HUMAN RESOUCES/PROBATION**

**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING CONTRACTS FOR THE PROVIDERS, SERVICES, TERMS AND RATES SPECIFIED:**

<u>PROVIDER</u>	<u>SERVICE</u>	<u>TERM</u>	<u>RATE/ CONTRACT/CAP</u>
ADELPHOI VILLAGE		07/01/07-06/30/08	
	GROUP HOME:		
	ACE-Male/Female		\$190.90/Day
	Intensive Supervision - Female		\$223.40/Day
	Intensive Supervision - Male		\$189.90/Day
	Substance Abuse - Male		\$189.90/Day
<u>PROVIDER</u>	<u>SERVICE</u>	<u>TERM</u>	<u>RATE/ CONTRACT/CAP</u>
	Sexual Offenses – Male		\$199.80/Day

Diagnostic Center – Male/Female	\$238.04/Day
Shelter Care	\$194.75/Day
Short Term Residential	\$194.75/Day
Detention	\$145.00/Day
Secure – Female	\$305.90/Day
Secure – Male	\$305.90/Day
SPECIALIZED INDEPENDENT LIVING:	
Male/Female	\$187.80/Day
RESIDENTIAL TREATMENT FACILITY:	
Susan’s	\$329.35/Day
Sweeney	\$261.94/Day
Northern Tier	\$287.27/Day
PARTIAL HOSPITALIZATION:	
Non MA Eligible	\$114.00/Day
FAMILIES WHO CARE:	
Treatment/Kinship – Male/Female	\$ 70.35/Day
Intensive Treatment – Male/Female	\$123.90/Day
Pregnant and Parenting Program	\$ 91.90/Day
Pregnant and Parenting 2 <sup>nd</sup> Child	\$ 69.45/Day
Shelter Care – Male/Female	\$194.75/Day
MULTISYSTEMIC THERAPY SERVICES	
Non MA Eligible	\$ 67.63/Day
ADDITIONAL SERVICES:	
Abel Interviews/Testing Only	\$250.00
Abel Assessments	\$600.00
Kinship Study	\$663.00
Psychiatric Evaluations	\$165.00/Hour
Polygraphs	\$350.00

APPALACHIAN YOUTH SERVICE

07/01/07-06/30/08

Specialized Residential Services	\$138.38/Day
High Risk Specialized Residential Services	\$149.91/Day
New Horizons Independent Living Skills	\$144.31/Day
Day Treatment	\$ 40.27/Day
Diagnostic Services	\$475.00/Day
Extra Ordinary Transportation	\$ 23.93/Hour
Family Counseling	\$ 31.21/Hour
Individual Out Patient Counseling	\$ 31.21/Hour

CATHOLIC SOCIAL SERVICES

WYOMING VALLEY OFFICE

01/01/08-12/31/08

Post-Trial Services	\$159,838/Year
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COLORADO BOYS RANCH

07/01/07-06/30/08

Residency & Treatment	\$368.84/Day
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COMMUNITY SERVICE

FOUNDATION

07/01/07-06/30/08

Day Treatment	\$ 58.85/Day
Foster Care	\$105.61/Day
Foster Care Nextstep Transitional Living	\$106.00/Day
Intensive Program	\$ 39.34/Day
Home and Community Conferencing	\$ 33.87/Day
	\$ 41.20/Day

**PROVIDER**

**SERVICE**

**TERM**

**RATE/**  
**CONTRACT/CAP**

CORNELL ABRAXAS GROUP, INC.

07/01/07-06/30/08

Commissioners Meeting 11/14/07

Recording Secretary: Nancy Kelly

	Cornell Abraxas I		
	Intensive Drug Sellers		\$171.36/Day
	Cornell Abraxas Center		
	For Adolescent Females		\$187.73/Day
	Cornell Abraxas II		
	Community Based		
	Intensive		\$147.75/Day
	Cornell Abraxas III		
	Community Based		
	Intensive		\$146.69/Day
	Leadership Development Center		
	Leadership Development		
	Center		\$151.65/Day
	Open Residential Fire		
	Setter/Sex Offender		\$293.55/Day
	Cornell Abraxas Youth Center		
	Fire Setter/Sex Offender		\$307.73/Day
	Shelter		\$219.30/Day
	Detention		\$219.30/Day
	Abraxas Academy:		
	Secure Habitual/Sex Offender		\$309.41/Day
	Erie Psycho Social Rehab. Unit		\$254.73/Day
	Erie Residential Mental Health		\$247.29/Day
FRIENDSHIP HOUSE		07/01/07-06/30/08	
	Residential Care		\$153.40/Day
	Foster Care		
	Level III		\$ 60.50/Day
	Level II		\$ 52.50/Day
	Level I		\$ 40.30/Day
	Mother III		\$ 60.50/Day
	Mother II		\$ 52.50/Day
	Mother I		\$ 40.30/Day
	Baby		\$ 23.00/Day
	Medical F/C		\$ 40.30/Day
	Caretaker		
	Level III		\$ 60.50/Day
	Level II		\$ 52.50/Day
	Level I		\$ 40.30/Day
	Mother		\$ 40.30/Day
	Baby		\$ 23.00/Day
HOLPEN VILLAGE, INC.		07/01/07-06/30/08	
	Room, Board and Services		\$165.00/Day
TIOGA COUNTY		07/01/07-06/30/08	
DEPT. OF HUMAN SERVICES			
	Secure Detention		\$181.00/Day
	Residential Treatment		\$167.50/Day
	GH		\$163.75/Day

Commissioner Skrepenak asked if these all would be renewals. Mr. McGarry responded yes, that all these contracts were prepared by the Office of Probation Services for outstanding contracts.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**END OF DEPARTMENT HEAD REPORTS**

**PERSONNEL**

**NOVEMBER 14, 2007**

**REQUEST A MOTION TO APPROVE THE FOLLOWING APPOINTMENTS AT:  
COMMUNITY DEVELOPMENT:**

Carol Wajda, Shavertown, Environmental Specialist, at an annual salary of \$28,000 effective October 1, 2007 to fill a vacancy.

**COMMISSIONERS OFFICE:**

Salvatore Mantione, Jr., Wilkes-Barre, Executive Administrative Assistant at an annual salary of \$27,500 effective November 16, 2007 to fill a vacancy.

**ENGINEER'S OFFICE:**

Christopher J. Belleman, P.E., Kingston, to the position of Assistant County Engineer (Engineer III) at an annual salary of \$56,000.00 effective November 13, 2007 to fill a vacancy.

Melvin Morris, EIT, Dallas, to the position of Civil Engineer (Engineer I) at an annual salary of \$40,000.00 effective October 29, 2007 to fill a vacancy.

**PUBLIC DEFENDER'S OFFICER:**

Anne Marie Janus, Larksville, Clerk Steno I/Receptionist at an annual salary of \$19,500 effective November 5, 2007 to fill a vacancy.

**AGING:**

Lisa Hensley, Pittston, as a Substitute Senior Center Manager 2 at an hourly rate of \$12.04 effective November 19, 2007.

**TRANSPORTATION:**

The Appointment of the following Part Time Drivers, at an hourly rate of \$8 effective October 30, 2007:

Ed Doknovitch, Nuangola  
Lou Uritz, Wilkes-Barre  
Robert Krashnak, Swoyersville  
Frank Storm, White Haven

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING RECLASSIFICATIONS AT:**

**AGING:**

Judith McAnally, to Administrative Assistant 1, at an annual salary of \$25,321 effective November 5, 2007.

Annette Grella, to Administrative Officer 1, at an annual salary of \$48,900 effective November 5, 2007.

Brenda Lispi, to Senior Center Services Director 3, at an annual salary of \$31,944 effective November 5, 2007.

The Completion of a Temporary Assignment for Rhonda Adams, Clerk Typist 3, at an annual salary of \$41,566 effective November 2, 2007.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING PAY ADJUSTMENTS AT:**

**TRANSPORTATION:**

A Pay Increase for Jeff Murphy, Part Time Driver, at an hourly rate of \$8.75 effective November 2, 2007.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING CHANGE OF STATUS AT:**

**AGING:**

A Change in Status from Substitute to Regular Full Time for Donna Ostrowski, Clerk 2, at an annual salary of \$19,552 effective November 19, 2007.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING CORRECTION AT:**

**CHILDREN & YOUTH:**

A Correction in Salary for Mark Malkemes, Casework Manager 2, at an annual salary of \$61,255 effective September 21, 2007.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

**REQUEST A MOTION TO APPROVE THE FOLLOWING SUSPENSIONS AT:**

**LUZERNE COUNTY 911:**

Jamie Balliet, Telecommunicator, a one day suspension Without pay effective September 10, 2007.

**ASSESSORS OFFICE:**

Lee Strubeck, Real Property Field Investigator, a one day suspension Without Pay effective October 1, 2007.

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

**“AYES” SKREPENAK, TUCKER, URBAN**

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

**PUBLIC DEFENDERS OFFICE:**

Francis Thomas Collis, Investigator, effective September 7, 2007.

**CHILDREN & YOUTH:**

Jean Agustini, Clerk 2, effective October 25, 2007.

Marissa Remus, Caseworker 2, effective October 26, 2007.

Phillip Cade, Caseworker 2, effective November 2, 2007.

**MENTAL HEALTH/MENTAL RETARDATION:**

Suzanne Kwiatkowski, Caseworker 2, effective October 24, 2007.  
Joseph Healey, Caseworker 2, effective October 26, 2007.  
Laura Lucas, Caseworker 2, effective October 26, 2007.

**TRANSPORTATION:**

John Lipski, Part Time Driver, effective September 14, 2007.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, TUCKER, URBAN

**REQUEST A MOTION TO APPROVE THE FOLLOWING LEAVE OF ABSENCE AT:**

**LUZERNE COUNTY 911:**

FMLA leave for Telecommunicator, Sherri Meeker, effective October 31, 2007 to November 24, 2007 with pay, and from November 27, 2007 to January 5, 2008 without pay.

FMLA leave with pay for Telecommunicator, Christopher Meeker, effective October 10, 2007 to December 17, 2007.

**CONVENTION AND VISITOR'S BUREAU:**

FMLA With Pay for Patricia Bonham, Fulfillment Coordinator, effective October 12, 2007 through November 16, 2007.

**CHIDREN & YOUTH:**

A Leave Without Pay for Lisa Kemzura, Caseworker 2, effective September 28, October 1 and 2, 2007.

FMLA for Lana Waichulis, Social Services Aide 3, effective October 3, 2007.

**HUMAN SERVICES:**

FMLA for Rozanne Ciavarella, Human Services Assistance Specialist, effective October 31, 2007.

**TRANSPORTATION:**

A Leave Without Pay for Richard Williams, Driver, effective October 26, and 29, 2007.

A Leave Without Pay for John Humko, Driver, effective October 12, 2007.

FMLA Without Pay for Rose Capristo, Scheduler, effective October 15, 22, and 23, 2007.

It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
“AYES” SKREPENAK, TUCKER, URBAN



**REQUEST A MOTION TO APPROVE/RATIFY THE FOLLOWING TRAININGS FOR:**

<u>ATTENDEE</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>APPROX. COST</u>
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**BOARD OF ASSESSMENT APPEALS:**

14 C.P.E.'S (Certified Pennsylvania Evaluators)	Northeast Chapter Assessors Association of Pennsylvania (NECAAP) Chapter	Pittston	12/14/07	\$350.00
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**AREA AGENCY ON AGING:**

Mary Beth Farrell	P4A	Hershey	11/29-11/30/07	\$678
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**CHILDREN & YOUTH:**

Rose Gallagher Renee Tessitore	Child Maltreatment	Wilkes-Barre	10/19/07	\$80
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Joanne Kogoy Judith Omerza Rodney Romonofski Marla Hunter Patricia Conklin Ellen Dymond Georgine Meyers Amy Kozar	Excel Basics	Wilkes-Barre	11/5/07	\$603
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Amy Kozar Maria Pavlick Mary Ann Rinaldi	Beyond the Basics (Excel)	Wilkes-Barre	11/6/07	\$252
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Frank Castano	Integrating Human Services at the County Level	Pittsburgh	11/5-11/6/07	\$623
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**COMMISSION FOR WOMEN:**

Dawn Seidel	Nonprofit Summit	Nanticoke	11/6/07	\$35
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Dawn Seidel Carmen Kahia	PA Governors Conference	Philadelphia	11/8/07	\$135
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<u>ATTENDEE</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>APPROX. COST</u>
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**MENTAL HEALTH/MENTAL RETARDATION:**

Grace Bradshaw Daniel Hyzenski	Life Beyond High School	Wilkes-Barre	10/5/07	\$34
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Judy Kresky Marilee McDonough	Early Intervention Leadership Meeting Fall 2007	Penn State	11/23-11/24/07	\$112
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**OFFICE OF HUMAN SERVICES:**

William Anzalone	Which Way Out? The Sequential Intercept Model A Framework for Decriminalizing Mental Illness	Pittsburgh	11/14-11/16/07	\$940
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**TRANSPORTATION:**

Doug Pape	Hispanics in the Workforce	Wilkes-Barre	11/13/07	\$109
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It was moved by Commissioner Tucker, seconded by Commissioner Skrepenak.  
**“AYES” SKREPENAK, TUCKER, URBAN**

**END OF PERSONNEL**

**MOTION TO ADJOURN**

Request a motion to adjourn.

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

Respectfully,



\_\_\_\_\_  
Nancy Kelly, Recording Secretary

APPENDIX SHEET

2003 CAPITAL PROJECTS BOND ISSUE – 2003D-25.....27 - 29

**PUBLIC BRIEFING  
LUZERNE COUNTY 9-1-1 CENTER REVIEW AND ASSESSMENT  
NOVEMBER 15, 2007**

L. Robert Kimball & Associates initiated an assessment of the Luzerne County 9-1-1 Center on September 14, 2006, at the request of the County Commissions, the County Administrator, and Alan Pugh, Chief of the Department of Public Safety. The stated objective of the assessment, as described in the County's Request for Proposals, was to *"assure optimal public safety communications service by achieving efficiencies and improved effectiveness of emergency call processing and dispatch."*

Kimball conducted onsite observations and interviews; document reviews; and offsite interviews to collect the data required to evaluate the Center. Findings were compared to established industry standards and best practices.

The Kimball assessment addressed four components of the 9-1-1 Center: Technology; Infrastructure/Facility; Operations; and Accreditation Readiness. In our report, we addressed each component separately; however, our final analysis and assessment considered the findings in all areas as an aggregate evaluation, as the component parts of the Center are inter-related and impact on one another.

The establishment of the Luzerne County 9-1-1 Center in 1997 changed the way many County public safety agencies do business. The Center provides communications support for 214 agencies, police, fire, and emergency medical services, with a wide range of sizes and call volumes. Some agencies are full-time, paid departments; some are volunteer; and some are a combination. The agencies encounter every public safety issue possible, and the Center is virtually always the link between the citizens requesting assistance and the service providers.

- In the aggregate, our analysis indicates emergency responders' communications requirements are being met, and that the level of performance is continuously improving. While improvement is always possible in any operational environment, we found no indication of operational deficiency in the Luzerne County 9-1-1 Center.
- Also in the aggregate, our analysis indicates management personnel are heavily burdened by the need to support and maintain the technical infrastructure of the Center, requiring them to focus on operations, while limiting their ability to focus on administrative tasking. It is the operational focus which has provided the Center with the hardware, software applications, and other, supporting technical capabilities to ensure functional, effective emergency communications.
- The study identified several facility-related concerns, such as console furniture, HVAC efficiency, and proximity of electrical and humidification equipment. Staff is aware and addressing the concerns. Numerous concerns have been completely resolved since the review.
- The study addressed staff complement in two areas: Telecommunicator Staffing and Management Staffing. While the Kimball report recommends additional personnel in both areas, we acknowledge limited availability of a qualified candidate pool and funding are constraints to adding staff to the Center. We have suggested a combination of adding personnel and outsourcing where appropriate as one potential consideration for mitigating strained staffing conditions.
- The study found a large number of response protocols (more than 70), dictated by the service provider agencies, which over-complicates the process of receiving and dispatching calls for service. In bringing together more than 200 agencies under one Communications Center, industry best practices indicate a standardization of response protocols is desirable. Technology, in the

form of computer-aided dispatch, can mitigate the lack of uniformity to a degree; however, consistency becomes increasing important when multiple agency responses are required for incidents.

- The process of handling incoming requests for service, telephone, and radio is effective. The goal of 90% of calls to be answered in 10 seconds or less is achieved. The goal emanates from both the National Emergency Number Association (NENA) and the Association of Public Safety Communications Officials (APCO).
- There are function-specific positions for call-taking, police radio dispatch, fire radio dispatch, and supervision. The study observed when call-takers were on break or unavailable, supervisors or dispatchers had to fill-in during times of high call volume. This practice takes supervisors and dispatchers from their primary duties and is not efficient. It occurs as a result of short staffing.
- Training and quality assurance programs are well established, and meet all State mandated requirements.
- The attrition rate of Telecommunicators at the Center is 8.3%; the national average is 17%. The Northeastern (U.S.) estimated rate is 18%. Although the Luzerne County rate is much better than national and regional rates, efforts to fill and maintain a full complement are important in addressing efficiency and effectiveness of operations and morale.
- An assessment readiness review of the Center was conducted as a precursor to entering the Public Safety Communications Accreditation Program established by the Commission on Accreditation for Law Enforcement Agencies and APCO. The purpose of the review was to validate progress toward meeting accreditation requirements and to identify outstanding issues to be resolved in preparation for the program.
- Despite having not yet officially enrolled in the accreditation program at the time of the Kimball review, the study found compliance with 22% of mandatory standards and 16% of "other than mandatory standards." Additionally, 14 standards (11%) were determined to be Not Applicable, meaning the Center does not perform the related functions. Work toward the achievement of accreditation is continuing; progress is validated.

As indicated above, the study included interviews with staff and representatives of many of the agencies supported by the Center. Comments ranged from very favorable to mildly critical. Comments were provided separately to the County for information; however, we note comments were not validated or otherwise substantiated in the study, and are identified strictly as subjective statements made by the interviewees.

Finally, we note any assessment of an emergency communications center must be balanced and fully cognizant of the magnitude of the tasks performed. The Luzerne County 9-1-1 Center has successfully addressed many difficulties since inception. The management team continues to approach the mission with optimistic expectations. It is reasonable to anticipate continuing positive development and upgrades at the Center.

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