

January 28, 2008

On the above date at 11:00 A.M., the Luzerne County Board of Commissioners convened a salary board meeting with the following present: Maryanne Petrilla, Chairman; Gregory Skrepenak, Commissioner; Stephen Urban, Commissioner; Samuel T. Guesto, County Manager for Legislation/Chief Clerk; James Blaum, County Solicitor; Salvadore Diaz, Chief of Budget and Finance; Anthony J. Martinelli, Acting Controller; Alan Pugh, 9-1-1 Director; Doug Pape, Transportation; Joseph O'Brien, Recorder of Deeds; Jill Moran, Prothonotary; Richard Wren, Director, Veterans Affairs; Robert Reilly, Clerk of Courts.

**ANNOUNCEMENTS:**

No Announcements

Samuel T. Guesto, Jr.

County Manager/Chief Clerk

**PUBLIC COMMENT:**

Clerk of Courts, Robert Reilly informed the board that he was requesting the creation of a Clerk I position in his office. Mr. Reilly explained that the Supreme Court had determined that all notices to defendants for appeals must now be sent by the Clerk of Courts Office. Commissioner Petrilla questioned if this would generate any type of revenue for his office. Mr. Reilly responded that his office currently gets revenue for the filing of these appeals. Commissioner Petrilla asked Mr. Reilly if any adjustment could be made to his budget to support this request. Mr. Reilly responded that he would hold off filling an open position until June.

**COMMUNICATIONS:**

Samuel T. Guesto, Jr.

County Manager/Chief Clerk

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

**LUZERNE COUNTY 911:**

**Create the following positions effective February 22, 2008:**

One (1) Data Mapping Specialist at an annual salary of \$29,500.

One (1) QA Policy/Policy & Records Manager at a salary range of \$35,000 to \$50,000.

One (1) Technical Support Supervisor at a salary range of \$35,000-\$50,000.

**Eliminate the following positions effective February 22, 2008.**

One (1) Data Control Specialist at an annual salary of \$23,346.

One (1) QA Officer/Policy & Records Manager at an annual salary of \$48,000

One (1) Technical Support Supervisor at an annual salary of \$37,131.

Commissioner Petrilla requested that Mr. Pugh justify the reasoning for his requests and whether his budget would be able to support them. Mr. Pugh stated that they would be creating the position of a Data Mapping Specialist and eliminating the Data Control Specialist. Mr. Pugh stated that instead of asking for the creation of a new position they were looking to change an existing position. Mr. Pugh stated that the other two requests were to establish salary ranges for current positions that were funded.

It was moved by Controller Martinelli, seconded by Commissioner Petrilla  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

**TRANSPORTATION:**

**Create the following positions effective January 28, 2008:**

Three (3) Full Time Driver Positions at an annual salary of \$19,500.

Doug Pape stated that they were looking for three full time driver positions for their Drums, Dallas, and Forty Fort garages. Mr. Pape stated that these salaries would not come from the General Fund budget, but from the Transportation Department's budget. Mr. Pape also stated that he would be looking into grant monies to cover these salaries.

It was moved by Commissioner Urban, seconded by Controller Martinelli  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

**RECORDER OF DEEDS:**

**Create the following positions effective February 22, 2008:**

One (1) Account Executive Position at a salary range of \$30,000 to \$40,000.

**Eliminate the following positions effective February 22, 2008:**

One (1) Administrative Assistant Position at an annual salary of \$24,000.

Recorder of Deeds O'Brien stated that he was looking to create the position of an Account Executive, at an annual salary of \$34,000. Commissioner Petrilla commented that it would be a salary range of \$30,000 to \$40,000. Mr. O'Brien stated that the creation of this position would put another safeguard in place in the Recorder of Deeds Office. James Blaum questioned if this position was going to be filled by the person currently holding the Administrative Assistant position. If so, Mr. Blaum recommended that the hire date be as of February 22, 2008. Commissioner Urban stated that it was not necessary because a Row Officer has the ability to hire/fire. Mr. O'Brien stated the salary would be effective as of today's date.

It was moved by Recorder of Deeds O'Brien, seconded by Stephen Urban  
**“AYES” O'BRIEN, PETRILLA, SKREPENAK, URBAN, MARTINELLI**

**PROTHONOTARY'S OFFICE:**

**Create the following positions effective January 28, 2008:**

One (1) Bookkeeper Position at an annual salary of \$21,500.

**Eliminate the following positions effective January 28, 2008:**

One (1) Clerk I Position at an annual salary of \$19,500

Prothonotary Moran stated that she was eliminating the position of a Clerk I and creating the position of a bookkeeper. Ms. Moran stated that this action would be an added safeguard in her office as recommended by the auditors. Ms. Moran stated that that the \$2,000 difference would be absorbed by reducing that amount from another line item in her budget.

It was moved by Prothonotary Moran, seconded by Stephen Urban  
**“AYES” MORAN, PETRILLA, SKREPENAK, URBAN, MARTINELLI**

**VETERAN AFFAIRS:**

**Create the following positions effective February 22, 2008:**

One (1) Clerk I Position at an annual salary of \$18,500.  
One (1) Clerk Typist II Position at an annual salary of \$19,500.

**Eliminate the following positions effective February 22, 2008:**

One (1) Clerk Typist I Position at an annual salary of \$18,500.

Mr. Wren stated that he was requesting to increase his staff due to an increase in clientele base, which has doubled. Mr. Wren stated that changes in state regulations along with the Persian Gulf bonus due in February, justifies the additional workload.

Mr. Wren ended by thanking Sam Guesto for all his assistance in modernizing the Veterans Affairs Office.

It was moved by Commissioner Skrepenak, seconded by Stephen Urban  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

**COMMISSIONERS/ADMINISTRATIVE:**

**Create the following positions effective February 22, 2008:**

Three (3) Executive Secretary Positions at a salary range of \$25,000 to \$40,000.  
One (1) Communications Director Position at a salary range of \$40,000 to \$55,000.  
One (1) Benefits Coordinator Position at a salary range of \$30,000 to \$45,000.

**Eliminate the following positions effective February 22, 2008:**

Two (2) Executive Secretary Positions at a salary of \$31,146  
One (1) Executive Secretary Position at a salary of \$27,295  
One (1) Public Information Officer Position at a salary range of \$40,000 to \$55,000.  
One (1) Benefits Coordinator Position at an annual salary of \$25,000 to \$35,000.

Commissioner Petrilla stated that they needed to keep the title of the position as an Executive Secretary because a salary range is already in place for the Executive Assistant position. Commissioner Petrilla also stated that a salary range was being created for the Benefits Coordinator position.

It was moved by Commissioner Urban, seconded by Commissioner Petrilla  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

Commissioner Petrilla entertained the motion to go off of the agenda.

It was moved by Commissioner Skrepenak, seconded by Commissioner Petrilla  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

**PUBLIC COMMENT:**

None

**CLERK OF COURTS:**

**Create the following position effective June 1, 2008:**

One (1) Clerk I at an annual salary of \$19,500.

It was moved by Controller Martinelli, seconded by Commissioner Skrepenak  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

A motion was entertained to adjourn the salary board meeting.

It was moved by Commissioner Skrepenak, seconded by Controller Martinelli  
**“AYES” PETRILLA, SKREPENAK, URBAN, MARTINELLI**

Respectively submitted,

A handwritten signature in cursive script that reads "Jennifer Thomas". The signature is written in black ink and is positioned above a horizontal line.

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Jennifer Thomas, Recording Secretary