
From: McGinley, Tim
Sent: Tuesday, April 30, 2019 2:08 PM
To: Luzerne County Council Members
Subject: FW: Final Foster Township Tax Collection Audit 2017
Attachments: foster twp tax audit 2017.pdf

FYI

From: Saxe, Wendy
Sent: Tuesday, April 30, 2019 12:52 PM
To: Pedri, David <David.Pedri@luzernecounty.org>; McGinley, Tim <Tim.McGinley@luzernecounty.org>
Cc: Bednar, Michelle <Michelle.Bednar@luzernecounty.org>; Majikes, Mark <Mark.Majikes@luzernecounty.org>; DeFluri, Nancy <Nancy.DeFluri@luzernecounty.org>
Subject: Final Foster Township Tax Collection Audit 2017

Good afternoon,

Attached please find the final 2017 Foster Township Tax Collection Interim Compliance Audit, for your review and for distribution to Council.

Feel free to call or email if you have any questions.

Thank you,

Wendy Saxe
Senior Auditor
Luzerne County Controller's Office
Phone: (570) 830-5149
Fax: (570) 825-5118

From: McGinley, Tim
Sent: Friday, April 26, 2019 10:10 AM
To: Luzerne County Council Members
Subject: FW: Generally Accepted Auditing Standards
Attachments: CLA letter to Council.pdf

FYI

From: Swetz, Brian
Sent: Thursday, April 25, 2019 3:16 PM
To: McGinley, Tim <Tim.McGinley@luzernecounty.org>
Subject: Generally Accepted Auditing Standards

Council Chair McGinley

Attached is a letter to Council regarding auditing standards. I don't know if this will be discussed at the committee meeting on April 30th but wanted to make sure you had a copy if it did come up. The letter refers to County Council and County Management so you should have received this as well.

Thanks

Brian Swetz
Division Head of Budget and Financial Services
Luzerne County
200 N. River Street
Wilkes-Barre, PA 18711
Office: 570-825-1545
Fax: 570-820-6362

From: lindamcclosky.houck@luzernecounty.org
Sent: Sunday, April 21, 2019 5:10 PM
To: McGinley, Tim
Subject: Re: [External] Audit Committee meeting

The 24th and the 30th are both fine if we can meet at 4pm.

I am not available on the 29th.

Thanks-

Linda Houck

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "McGinley, Tim" <Tim.McGinley@luzernecounty.org>
Date: 4/19/19 10:45 AM (GMT-05:00)
To: "Houck, Linda McClosky" <LindaMcClosky.Houck@luzernecounty.org>
Subject: FW: [External] Audit Committee meeting

From: McGinley, Tim
Sent: Thursday, April 11, 2019 8:40 PM
To: Vough, Matthew
Subject: Re: April 30th Opioid Forum

Thanks

From: Vough, Matthew
Sent: Thursday, April 11, 2019 4:42:05 PM
To: Luzerne County Council Members
Subject: April 30th Opioid Forum

Fellow Council Members,

I wanted to extend the invite to the Opioid Awareness Forum I am hosting in DuPont on April 30th.

It will be from 7-830PM and will be at the DuPont Municipal Building

600 Chestnut St, DuPont 18641

It will include a panel and the opportunity for the public to ask questions.

More details to follow but wanted to be sure you all had the invite.

Matt

Sent from my iPhone

From: McGinley, Tim
Sent: Thursday, April 11, 2019 8:40 PM
To: Vough, Matthew
Subject: Re: April 30th Opioid Forum

Thanks

From: Vough, Matthew
Sent: Thursday, April 11, 2019 4:42:05 PM
To: Luzerne County Council Members
Subject: April 30th Opioid Forum

Fellow Council Members,

I wanted to extend the invite to the Opioid Awareness Forum I am hosting in DuPont on April 30th.

It will be from 7-830PM and will be at the DuPont Municipal Building

600 Chestnut St, DuPont 18641

It will include a panel and the opportunity for the public to ask questions.

More details to follow but wanted to be sure you all had the invite.

Matt

Sent from my iPhone

From: Houck, Linda McClosky
Sent: Thursday, April 11, 2019 12:15 PM
To: McGinley, Tim; Luzerne County Council Members; Lawrence, Sharon
Subject: Fwd: Lobbyist Vendor contract on April 24 agenda

Pardon my error- April 23 meeting.

Linda Houck

----- Original message -----

From: "Houck, Linda McClosky" <LindaMcClosky.Houck@luzernecounty.org>
Date: 4/11/19 10:49 AM (GMT-05:00)
To: "McGinley, Tim" <Tim.McGinley@luzernecounty.org>, Luzerne County Council Members <LCCM@luzernecounty.org>
Cc: "Lawrence, Sharon" <Sharon.Lawrence@luzernecounty.org>
Subject: Lobbyist Vendor contract on April 24 agenda

Mr. McGinley,

I ask that the legislation regarding the contract proposed by the County Manager to hire a lobbyist **NOT** be placed on the Voting session agenda for April 24. If it is to be discussed at all, please place it on the work session agenda.

Although I am opposed to the concept behind this proposal, I do not ask for its deferral to work session agenda because of my opposition.

Council should not be asked to vote on this matter because the procedure followed by the Manager to select the vendor is in violation of the requirements of the Luzerne County Home Rule Charter and the Luzerne County Administrative Code.

As I noted at the April 9 meeting, Section 6.09 D of the Luzerne County Home Rule Charter requires the Administrative Code to include the following terms in Purchasing and Acquisition procedures:

*Competitive bidding shall not be required for: contracts with other governmental entities; purchases and acquisitions from state contracts under the Local Piggyback Purchasing Program and purchases and acquisitions involving similar cooperative public sector arrangements; contracts for emergency repairs or services involving the health and safety of County employees or the public; contracts for professional or unique services except insurance coverage which shall be subject to competitive bidding; contracts for the purchase of services, materials, or supplies available from only one vendor; and contracts relating to the acquisition or use of real property. However, **there shall be procedures for seeking Requests For Proposals (RFPs) for professional or unique services costing in excess of the minimum level required for competitive bidding. These procedures shall include, but shall not be limited to,***

requirements for advertisement and publication, posting for public inspection in the office of the administrative unit responsible for the administration of the County purchasing and acquisition system and on the County website and/or other electronic medium of planned purchases and acquisitions containing an accurate and specific description of the services or items sought together with necessary technical requirements, and definitions, conditions, terms, rules, and regulations necessary and desirable for an efficient and effective purchasing and acquisition system.

The LC Administrative Code, in turn, requires the purchasing and acquisition procedures to comply with Section 6.09 of the Charter, thus confirming the Charter language regarding these requirements.

In discussion on April 9, the Manager confirmed to Council during the work session that NO RFP had been issued for lobbyist services and also that the amount of the contract is in excess of the \$25,000 minimum level.

Because Management did not comply with Charter and Administrative Code requirements in identifying the vendor named in this proposal, Council should not vote on this proposal. If the Manager wants to pursue this, he should be directed to follow the appropriate process outlined in the Charter for such a contract. He does not have the authority to ignore Charter and Administrative Code requirements - nor does Council.

If Council votes on ANYTHING regarding this matter on April 24, it should be a simple vote on whether we are in favor of the hiring of a lobbyist to court favor with the very individuals who are elected to represent the same people that we represent.

Thank you for your consideration of this.

Linda Houck

From: lindamcclosky.houck@luzernecounty.org
Sent: Thursday, April 11, 2019 12:15 PM
To: McGinley, Tim; Luzerne County Council Members; Lawrence, Sharon
Subject: Fwd: Lobbyist Vendor contract on April 24 agenda

Pardon my error- April 23 meeting.

Linda Houck

----- Original message -----

From: "Houck, Linda McClosky" <LindaMcClosky.Houck@luzernecounty.org>
Date: 4/11/19 10:49 AM (GMT-05:00)
To: "McGinley, Tim" <Tim.McGinley@luzernecounty.org>, Luzerne County Council Members <LCCM@luzernecounty.org>
Cc: "Lawrence, Sharon" <Sharon.Lawrence@luzernecounty.org>
Subject: Lobbyist Vendor contract on April 24 agenda

From: Houck, Linda McClosky
Sent: Thursday, April 11, 2019 10:49 AM
To: McGinley, Tim; Luzerne County Council Members
Cc: Lawrence, Sharon
Subject: Lobbyist Vendor contract on April 24 agenda

Mr. McGinley,

I ask that the legislation regarding the contract proposed by the County Manager to hire a lobbyist **NOT** be placed on the Voting session agenda for April 24. If it is to be discussed at all, please place it on the work session agenda.

Although I am opposed to the concept behind this proposal, I do not ask for its deferral to work session agenda because of my opposition.

Council should not be asked to vote on this matter because the procedure followed by the Manager to select the vendor is in violation of the requirements of the Luzerne County Home Rule Charter and the Luzerne County Administrative Code.

As I noted at the April 9 meeting, Section 6.09 D of the Luzerne County Home Rule Charter requires the Administrative Code to include the following terms in Purchasing and Acquisition procedures:

*Competitive bidding shall not be required for: contracts with other governmental entities; purchases and acquisitions from state contracts under the Local Piggyback Purchasing Program and purchases and acquisitions involving similar cooperative public sector arrangements; contracts for emergency repairs or services involving the health and safety of County employees or the public; contracts for professional or unique services except insurance coverage which shall be subject to competitive bidding; contracts for the purchase of services, materials, or supplies available from only one vendor; and contracts relating to the acquisition or use of real property. However, **there shall be procedures for seeking Requests For Proposals (RFPs) for professional or unique services costing in excess of the minimum level required for competitive bidding. These procedures shall include, but shall not be limited to, requirements for advertisement and publication, posting for public inspection in the office of the administrative unit responsible for the administration of the County purchasing and acquisition system and on the County website and/or other electronic medium of planned purchases and acquisitions containing an accurate and specific description of the services or items sought together with necessary technical requirements, and definitions, conditions, terms, rules, and regulations necessary and desirable for an efficient and effective purchasing and acquisition system.***

The LC Administrative Code, in turn, requires the purchasing and acquisition procedures to comply with Section 6.09 of the Charter, thus confirming the Charter language regarding these requirements.

In discussion on April 9, the Manager confirmed to Council during the work session that NO RFP had been issued for lobbyist services and also that the amount of the contract is in excess of the \$25,000 minimum level.

Because Management did not comply with Charter and Administrative Code requirements in identifying the vendor named in this proposal, Council should not vote on this proposal. If the Manager wants to pursue this, he should be directed to follow the appropriate process outlined in the Charter for such a contract. He does not have the authority to ignore Charter and Administrative Code requirements - nor does Council.

If Council votes on ANYTHING regarding this matter on April 24, it should be a simple vote on whether we are in favor of the hiring of a lobbyist to court favor with the very individuals who are elected to represent the same people that we represent.

Thank you for your consideration of this.

Linda Houck

From: McGinley, Tim
Sent: Tuesday, April 02, 2019 11:36 AM
To: Vough, Matthew
Subject: RE: Riverfest - duryea/pittston

Matt,

I am aware of this request. The clean up will happen prior to the event. It will not be last minute.

Tim

-----Original Message-----

From: Vough, Matthew
Sent: Tuesday, April 02, 2019 11:34 AM
To: McGinley, Tim <Tim.McGinley@luzernecounty.org>
Subject: Riverfest - duryea/pittston

Hey Tim,

I met with someone from the Riverfest team last night. They are looking for the county to help clear the debris on the trail. (I believe we helped last year but it was last minute). They are looking to get this done before hand. Can you help me with this request?

Sent from my iPhone