



**LUZERNE COUNTY COUNCIL
CODE REVIEW COMMITTEE MEETING
Council Meeting Room
Luzerne County Courthouse
200 N. River Street
Wilkes-Barre, PA 18701
AND
Video/Teleconference via ZOOM
April 23, 2026**

4:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS/DELETIONS TO AGENDA

ADOPTION OF AGENDA

AGENDA ITEMS

1. Motion to approve the recorded minutes from the February 19, 2026 Meeting
2. Discussion regarding Updated Website Organizational Chart
3. Discussion and Determination of a Review of the Administrative Code by Code Review Committee for Presenting Recommended Changes/Updates to Full Council (Define Process)
4. Discussion on Government Study Commission Findings, Possible Proposed Amendments to Charter, and Process/Timeline for Compiling and Presenting to Full Council

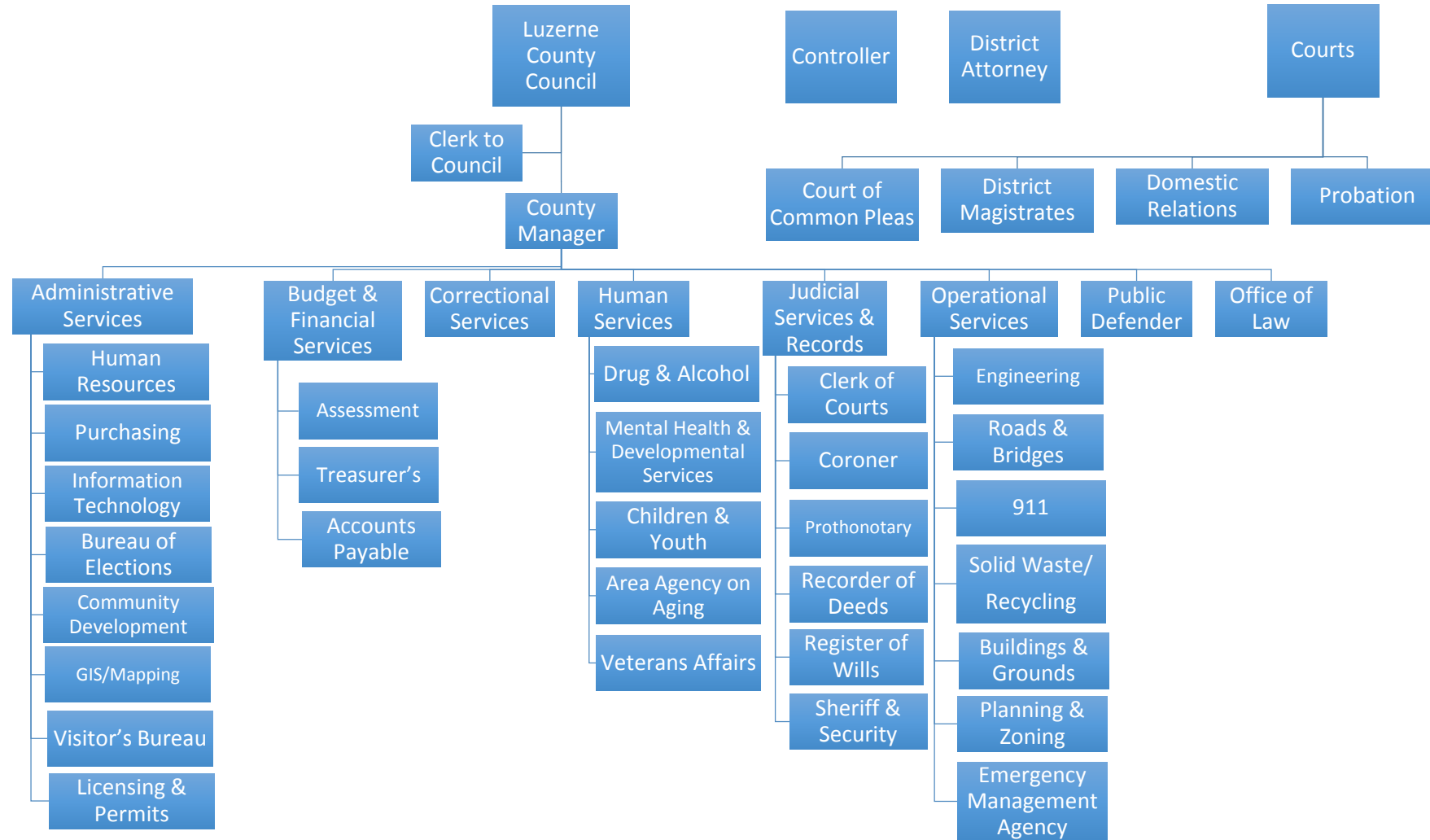
PUBLIC COMMENT

This is an opportunity for members of the public to address the Committee on any item within the subject matter jurisdiction of the Committee. Each speaker shall have three (3) minutes to address Council. Speakers may not yield or transfer their time to another speaker. Those attending virtually are asked to refer to the Public Meetings Online page of County's Website at <https://www.luzernecounty.org/1279/Public-Meetings-Online> for more information on how to participate in Public Comment via technology.

ADJOURNMENT

Luzerne County Government

People of Luzerne County





LUZERNE COUNTY ADMINISTRATIVE CODE

ADOPTED
June 19, 2012

Amended July 31, 2012
Amended January 21, 2014
Amended June 28, 2016
Amended June 8, 2021
Amended May 24, 2022
Amended August 23, 2022

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Preamble

The Administrative Code was intended by County Council and County Manager to be consistent with the Luzerne County Home Rule Charter and to make adequate and specific provisions pertaining to the operations of County Government. The matters addressed in the Administrative Code are set forth in the Table of Contents.

Although the Administrative Code will be useful to all persons involved and concerned in County Government, it is more than a guideline. It is an ordinance adopted by County Council and, therefore, is law. It can be amended but must always be in force so long as required by the Home Rule Charter for Luzerne County, Pennsylvania.

**ARTICLE I: ORGANIZATION AND STRUCTURE OF COUNTY
GOVERNMENT**

Section 1.01 – Short Title.

This Ordinance and all amendments hereto shall be known and may be cited as “The Administrative Code of Luzerne County.”

Section 1.02 – Purpose.

The purpose of this Administrative Code is to set forth details of the administration and operation of Luzerne County Government, consistent with the provisions of Luzerne County Home Rule Charter and all applicable laws of the Commonwealth of Pennsylvania.

Section 1.03 - Organizational Chart.

The organizational chart of the Luzerne County Government is hereby established by the Administrative Code and therefore is an outline of operational duties for each Division as outlined in Section 12.07 of the Luzerne County Home Rule Charter.

Section 1.04 – Definitions and Rules of Construction.

Whenever used in this Code, local laws, ordinances, legalizing acts or resolutions, unless otherwise expressly stated or required by subject matter or context, words will have the following definitions:

- A. **County** shall mean the County of Luzerne;
- B. **Charter** shall mean the Home Rule Charter of the County and all amendments thereto;
- C. **Administrative Code and Code** shall mean this Administrative Code adopted by and for the County of Luzerne and all amendments hereto;
- D. **County Council** shall mean the elective legislative body of Luzerne County as provided for in the Charter;
- E. **County Manager** shall mean the County Manager appointed by the County Council pursuant to the Luzerne County Charter;
- F. **County funds** shall mean all monies collected by any office or Division of the County Government;
- G. **Administrative Service** shall mean Divisions under and directly reportable to the County Manager;

- H. **Adoption or enactment of an ordinance or resolution** occurs when an ordinance or resolution is lawfully passed by County Council, or when a majority of those voting on an ordinance proposed by an initiative petition cast votes in the affirmative and the results are certified by the Board of Elections and Registration. However, if this Charter requires County Council to submit an ordinance or resolution to the County Manager for his/her review, then adoption or enactment does not occur until the expiration of the time allowed for the County Manager to request in writing that County Council reconsider its action as provided for in Section 2.12 B. of this Charter, or, if reconsideration is requested, Council confirms its original action as provided for in Section 2.12 D. of this Charter;
- I. **Applicable law and applicable laws** shall refer to those laws of the Federal Government and/or the Commonwealth of Pennsylvania that the County is required to observe and adhere to in the exercise of its home rule powers;
- J. **Clerk of County Council and Office of Clerk of County Council** shall mean the position/office responsible for recording and filing the proceedings and papers of County Council, attesting to all official actions of County Council, and possessing related powers and duties;
- K. **County employee and County employment** shall mean any individual who has been hired by or is employed by Luzerne County in any capacity and to whom a salary, compensation, stipend, or emolument is paid;
- L. **Current members of County Council** shall mean those holding seats on County Council that are not vacant;
- M. **Days** shall mean calendar days unless business days are specifically referenced. A calendar day is any day including a Saturday, Sunday, and legal County holiday. If action is required on a calendar day that is not a County business day, action shall be required by the next business day, which shall mean any day not a Saturday, Sunday, or a legal County holiday;
- N. **Elected or elective County office and elected or elective County official** shall mean the members of Luzerne County Council, the Controller, and the District Attorney;
- O. **Elected or elective public office and elected or elective public official** shall mean any federal, state, county, municipal, or school district position that is elective;
- P. **Home Rule Charter and Optional Plans Law** shall mean the Act of April 13, 1972, as amended, or successor law;
- Q. **Immediate Family** shall mean parent, spouse, child, brother, or sister;
- R. **Luzerne County Court of Common Pleas, Court of Common Pleas of Luzerne County, Court of Common Pleas, and Court** shall mean the Court of Common Pleas of the 11th Judicial District of the Commonwealth of Pennsylvania, presently coterminous with Luzerne County;

- S. **Members of Council whose presence at the meeting is recorded and who are eligible to vote** shall mean those in attendance at a meeting of County Council or lawfully participating in a meeting of County Council via telephonic, electronic, and/or other permitted devices and who are not prevented from voting by the State Ethics Act, by the County Accountability, Conduct, and Ethics Code, or by any other prohibition in this Charter or applicable law;
- T. **Public hearing** shall mean a special meeting at which time there will be only one order of business, and at which the public shall be permitted to speak on the subject specified. For required public hearings, public notice must be given as provided for in this Charter, the Administrative Code, or applicable law;
- U. **Public office, public official, public employee, and public employment** shall mean any paid or unpaid Federal, State, County, Municipal, or School District position that is not elective;
- V. **Registered voter** shall mean a person who is lawfully registered and eligible to vote in Luzerne County having met the residency, registration, and other requirements as set forth in applicable law;
- W. **Technical codes** are standard or nationally recognized codes or technical rules, regulations, or specifications, such as building, electrical, health, and safety codes, etc.;
- X. **Family member** shall mean: Parent; step-parent; spouse or domestic partner; spouse's or domestic partner's parent or step-parent; child; step-child; brother; step-brother; brother-in-law; sister; step-sister; sister-in-law; cousin; aunt; uncle; grandchild; and grandparent;
- Y. **Domestic Partner** shall mean a person in a stable relationship between two (2) individuals, where both:
1. Are at least 18 years old; and
 2. Are not related to the other domestic partner by marriage or blood, within the degree of consanguinity defined by PA law;
- and where evidence of a stable and committed relationship exists through one or more of the following:
1. Financial interdependence for a period of no less than one (1) year; and/or
 2. Sharing of at least one residence; and/or
 3. Other credible evidence of such relationship.

All words and phrases in this Code are used according to their accepted and ordinary meaning except where another meaning is specifically indicated. Words used in the singular number shall extend to and include the plural number, and words used in the plural number shall extend to include the singular number.

ARTICLE II: LEGISLATIVE BRANCH

Section 2.01 -The Luzerne County Council.

- A. The legislative powers of the County shall be vested in an elective body which shall be known as the Luzerne County Council. The Luzerne County Council shall have and exercise all powers and perform any functions not denied it by the Constitution of Pennsylvania, by the Charter, this Code, or by the General Assembly at any time. These shall include, but shall not be limited to, all powers and functions now, or hereinafter, conferred or imposed upon it by the Constitution and laws of the Commonwealth of Pennsylvania, the Charter, and this Code, together with the rights, privileges, functions, and powers necessarily implied or incidental thereto.
- B. Luzerne County Council shall exercise all authority and responsibilities vested in it per Article II of the Luzerne County Charter.

Section 2.02 -Organization and Rules of Procedure.

- A. The Council shall be organized by its own set of by-laws, procedures, and policies to conduct its affairs provided they are not inconsistent with the provisions, spirit, and purpose of the Charter.as stated in Article II, Sections 2.07, 2.08, and 2.09 of the Charter and applicable law.
- B. The Council shall adopt and amend its own set of bylaws as needed, and any adoption of bylaws, policies, or procedures shall be done by a duly seconded Motion and approval of at least a majority of current County Council Members. While no attempt should be made by the Council to alter daily operational policy, Division Heads shall cooperate with the County Council in obtaining information as requested, subject to the provisions of Section 2.17 of the Charter.
- C. Council members are expected to devote their time to the performance of the duties of their office and to not neglect any official duty or knowingly or willfully fail or refuse to perform any official act or duty which is their duty by law to perform with respect to the office of Council.

Section 2.03 -Meetings.

- A. Meetings shall be held in accordance with Article II of the Luzerne County Charter.
 - 1. County Council may develop further policies and by-laws regarding the operation of its meetings, provided such policies and by-laws are not inconsistent with Article II of the Luzerne County Charter.

- B. Citizen comment at all Council Meetings shall conform with Section 11.07 of the Luzerne County Charter – Citizens’ Right to be Heard.
- C. Failure to include an item as part of the posted agenda, which shall include any agenda topic or materials referenced in the agenda, shall not preclude County Council from taking action on that item at the meeting.
 - 1. Council retains the right to add items to the agenda so long as citizens have an opportunity to provide comment on any newly added agenda item.

Section 2.04 – Staff.

- A. The County Council may authorize and appoint personnel as needed as stated in Article II, Section 2.09 (a) 7 of the Charter.
- B. The Clerk of County Council shall retain and perform all duties as established under Article II of the Luzerne County Charter, the Administrative Code, other ordinance, resolution, or motion of County Council, request from the Chair of County Council, or applicable law.

Section 2.05 - Quorum.

- A. A quorum must be present to take action as established in Article II, Section 2.06, of the Charter.
- B. Any member of County Council can participate in any meeting of County Council via telephone and shall be included as part of the quorum.
- C. No provisions are expressed or implied to allow for proxy voting by any member of County Council. Such practice is forbidden by the Administrative Code.

Section 2.06 – State of Emergency.

The County Manager may declare a state of emergency whenever there is an immediate threat to life and/or property in Luzerne County and, in the absence of a quorum of County Council, to take appropriate action to meet the declared emergency, including action of a legislative nature.

Section 2.07 - Filling Vacancies in Elected Offices.

- A. County Council shall fill vacancies in elected offices pursuant to Section 11.05

and 11.06 of the Luzerne County Charter.

- B. Upon notification of a vacancy in elected offices, County Council shall seek applications by placing a notice in at least one newspaper of general circulation by distributing a notice to all relevant professional organizations, by publication on the County website, and by complying with the process in Section 7.05 of the Luzerne County Charter.
- C. The aforesaid advertisement notice shall include a statement of the qualifications enumerated by the Charter and a date for applications to be received by County Council.

Section 2.08 - County Council Investigations and Inquiries.

- A. The County Council shall have the power by resolution adopted by a simple majority of the seated members to authorize inquiries and investigations to be conducted by the entire body or by any of its committees in aid of its legislative powers.
- B. The County Council shall have the power to issue subpoenas to compel the attendance of witnesses and the production of documents and other evidence at any meeting of County Council or any of its committees. All subpoenas shall be issued in the name of the County and shall be signed by Chair of County Council or the chair of the applicable committee.
- C. The Chair of County Council, the chair of any of its committees, or the County Council Clerk shall have the power to administer oaths to witnesses.
- D. All inquiries and investigations conducted by County Council or any of its committees shall be open to the public unless otherwise provided by applicable law or unless a majority of County Council or its committee conducting the inquiry or investigation determines that an executive session is required.
- E. Any witness or other person appearing before County Council or any of its committees may be represented by legal counsel. Any person whose actions or conduct is the subject of any inquiry or investigation shall be given the opportunity to appear before County Council or any of its committees with or without legal counsel to respond to charges or criticisms made during the inquiry or investigation.
- F. The conduct of proceedings at County Council inquiries and investigations shall be subject to such rules as the majority of County Council members may prescribe. Any and all costs associated with any County Council inquiry or investigation shall be paid from the annual operating budget appropriation provided for County Council's per meeting stipends, expenses, total staff compensation and office expenses as provided in this Code or Charter.

Section 2.09 - Formation of Committees and Commissions.

- A. County Council may, upon a majority vote of its members, at any time provide for standing and ad hoc committees and/or commissions to assist with the carrying out of its functions. Following the organization of County Council, the election of a Chair and Vice Chair of County Council, and the establishment of committees/commissions of Council, the Chair of Council shall promptly appoint the members and chair of each committee/commission. All members of County Council may attend and participate in committee/commission meetings, but only committee/commission members shall be permitted to vote.
- B. All committees established by Council shall, thereafter, report to the Council at the regular stated meetings of Council.
- C. Each approved committee/commission shall have the option to invite Luzerne County Citizens or groups to work with the committee/commission in carrying out its functions, which includes, but is not limited to, drafting, research, analysis, and/or any other functions necessary for the committee/commission to conduct its affairs. However, only committee/commission members shall be permitted to vote.

Section 2.10 - Luzerne County Authorities, Boards and Commissions.

- A. Authorities, Boards and Commissions shall be created or maintained by Luzerne County government according to Article VIII, Section 8.01 and other specific provisions of the Charter.
- B. The term of office of each member shall be mandated by existing State or local law or as defined in the By-laws of each Authority, Board or Commission. In any future creation of an authority, board or commission, the term of office of each member shall be four (4) years, with staggered appointments, and members may be reappointed for additional terms of office.
- C. For purposes of coordination, all authorities, boards and commissions shall work in close cooperation with such departments in County government as are appropriate to the nature of their respective missions. The coordination shall exist for clerical services, reporting, budgeting, personnel, purchasing, data processing, and other administrative services that may be necessary.
- D. County Council shall approve and make readily available current Policies and Procedures that shall be binding for County Authorities, Boards, and Commissions. The Policies and Procedures shall define parameters of operation, including but not limited to identification of Council liaison, procedure for declaration and filling of vacancies, standard practices, and public access to information of public record. Council shall revise the Policies and Procedures as necessary by affirmative vote of

at least a majority of Council, and such revisions shall be readily provided to Chairs of each Authority, Board and Commission.

E. Council shall maintain an active oversight of the activities and operations of all County Authorities, Boards, and Commissions.

F. **Boards and Commissions**

The following Boards and Commissions shall include members appointed by Council in accordance with Article VIII of the Luzerne County Home Rule Charter. The by-laws of each Board and Commission shall conform to the Home Rule Charter and to the Policies and Procedures approved by Council. Council shall create or abolish such Boards and Commissions as it deems necessary, within the provisions of the Luzerne County Home Rule Charter.

1. Accountability, Conduct, and Ethics Commission
2. Advisory Council on Aging
3. Agricultural (Farmland) Preservation Board
4. Board of Elections and Registration
5. Board of Tax Assessment Appeals
6. Children and Youth Advisory Board
7. Commission for Women
8. Convention and Visitors Bureau
9. Luzerne County Diversity Commission
10. Forty Fort Airport Advisory Board
11. Luzerne County Community College Board of Trustees
12. Luzerne County Conservation District
13. Luzerne County Human Services Advisory Board
14. Luzerne County Planning Commission
15. Luzerne County Retirement Board
16. Luzerne/Lackawanna Counties Joint Airport Board
17. Luzerne/Wyoming Counties Drug and Alcohol Executive Commission
18. Luzerne/Wyoming Counties Mental Health and Development Advisory Board
19. Municipal Cooperation Commission
20. Recreational Facilities Advisory Board

21. Workforce Investment Board
22. Zoning Hearing Board

G. Authorities

The following Authorities shall include members appointed by Council in accordance with Article VIII of the Luzerne County Home Rule Charter. The by-laws of each Authority shall conform to the Home Rule Charter and to the Policies and Procedures approved by Council.

1. Luzerne County Convention Center Authority
2. Luzerne County Flood Protection Authority/Levee Mitigation Board
3. Luzerne County Housing Authority
4. Luzerne County Industrial Development Authority
5. Luzerne County Redevelopment Authority
6. Luzerne County Transportation Authority
7. Northeastern Pennsylvania Hospital and Education Authority

Council shall establish or abolish such Authorities as it deems necessary in accordance with the Municipal Authority Act of 1948.

ARTICLE III: EXECUTIVE BRANCH

Section 3.01 - County Manager.

There shall be a County Manager who shall be appointed by the County Council and who shall be responsible for the faithful and efficient performance of all administrative functions of the County.

Section 3.02 – Responsibilities of the County Manager.

- A. The Home Rule Charter vests the executive power and day-to-day decision-making authority for Luzerne County in an appointed full time professional County Manager, hired to serve the County Council and the Community. He/she shall bring to the local government the benefits of his/her training and experience in administering municipal or county projects and programs.
- B. The County Manager shall prepare County budgets for the County Council's consideration; recruit, hire, terminate, and supervise County staff; serve as the Council's chief advisor; and carry out the Council's policies. County Council members and residents rely on the County Manager to provide complete and objective information about local operations, to discuss the pros and cons of alternatives, and to offer an assessment of the long-term consequences of their decisions.
- C. The County Manager is appointed by the County Council pursuant to Section 4.02 of the Charter, leaving ultimate control in the hands of the people through their elected representatives. Powers and duties are set forth in Section 4.07 of the Charter, including but not limited to the ability to request in writing that the County Council reconsider ordinances or resolutions pursuant to Section 2.12 of the Charter.

Section 3.03 - Powers and Duties of the Manager.

- A. Pursuant to Article IV, Section 4.07 of the Charter, the County Manager shall have and exercise all powers and duties granted by the Charter, this Code, and all other applicable County, State, and Federal Laws.
- B. The County Manager shall serve as the head of the Executive Branch of government for the County. The County Manager is responsible for the administration of all County operations placed in his or her charge by the Home Rule Charter, the Administrative Code and other County ordinances and/or resolutions. The County Manager directs the County's organizational, operational, management, budget, and administrative operations and activities and provides oversight for all Division Heads in the County. The position plans, directs, and controls the operations and activities of all County employees who report through to this position.
- C. The County Manager has the power to make provisions for any administrative matters relating to County government not otherwise provided for, including but

not limited to those desirable for the smooth, orderly, and seamless transition to the government structure provided for in the Charter.

- D. The County Manager shall have the authority, subject to confirmation by the affirmative vote of at least a majority of the County Council in office, to appoint competent qualified members of Agencies, and the heads of all Divisions, Offices, and Bureaus in the administrative service; and shall have the power to dismiss, suspend and discipline, in accordance with the Personnel Code, all officers and employees under his or her supervision. Subject to confirmation by the County Council as aforesaid, with respect to heads of Offices and Bureaus in the administrative service, the authority to appoint and remove subordinates serving under division heads in the administrative service may be delegated to the division heads subject to the personnel provisions of the Personnel Code.
- E. If any Division Head under the supervision of the County Manager is absent due to illness or disability, the County Manager shall designate him or herself or some other employee to perform the duties of the position.
- F. The County Manager shall have the authority to assign new functions to the divisions in the administrative service.
- G. The County Manager shall have the ability to undertake performance audits or request performance audits by the Controller's Office.
- H. The County Manager shall meet with the County Council on a regular basis to brief the Council Members on the status of the County.
- I. The County Manager, if possible, shall notify the Chairman of the County Council before declaring a State of Emergency.
- J. The County Manager shall report his or her declaration of a State of Emergency and proposed resulting action in writing to the County Council within twenty-four (24) hours of his declaration of a State of Emergency. In the event that a State of Emergency is declared over a holiday or weekend, the County Manager's written report must be submitted by 4 p.m. of the next business day.

Section 3.04 - Administrative Policy and Procedures.

- A. The County Manager has a wide range of authority to run the organization within codes, ordinances and resolutions adopted by the Council. He/she prepares rules and procedures for the day-to-day management of the organization consistent with the provisions, spirit, and purpose of the Charter. Each appointed Division Head and elected official shall perform all duties required by the office or department by the Constitution of the Commonwealth of Pennsylvania, the Charter, this Code, and Ordinances of Luzerne County.
- B. All elected officials, the County Manager, the Division Heads, and the judiciary shall ensure that each county employee within their respective lines of supervision has a complete, accurate and current position description for the position in which he or she serves. Such position descriptions shall set forth the duties,

responsibilities, and qualifications for each position. The position description shall provide the basis for the development of an objective performance appraisal system requiring an annual written performance appraisal for each county employee.

- C. The County Manager, through the Division Heads, shall be accountable for the development of uniform policies, procedures, and regulations which shall broadly include, but not be limited to, the following:
 - 1. Human Resources
 - 2. Financial Management
 - 3. Risk Management, Health and Safety
 - 4. Information Systems and Communication Technologies
 - 5. Capital Improvement Projects and Long Range Planning
 - 6. Records Management
 - 7. Transportation and County Vehicles
 - 8. Emergency Planning and Management
 - 9. Facility Security, Management and Operations
 - 10. Human Services
 - 11. Procurement, Inventory Control and Physical Asset Management
- D. Each elected official and the County Manager shall keep informed as to the most recent practices, regulations, and procedures in their particular field and shall implement, to the extent possible, such new practices as appear beneficial and relevant to the overall operation of the County and to the residents of the County.
- E. Each Division Head in the Administrative Service shall prepare an annual report in a form prescribed by the County Manager. The County Manager may direct the preparation of additional reports by Division Heads as he/she deems necessary.
- F. Each elected official and County employee shall be responsible for the proper care of all County property and equipment under his/her control.
- G. Elected officials and County employees shall abide by the prescribed financial and purchasing procedures as outlined in this Code and by the procedures outlined in the Personnel Code.

Section 3.05 - Judicial Liaison.

- A. The County Manager shall act as the lead representative of the County Council in all dealings with the Judiciary, including, but not limited to, negotiations, budgetary

considerations, policy implementation and discussion, and other topics necessary to ensure an effective and efficient working relationship between the County and the Judiciary.

- B. The County Manager may request the presence of the Chair of County Council and the Chair's designee(s) in such dealings with the Judiciary where warranted, but the County Manager shall still act as the lead representative in such affairs.

Section 3.06- Court-Related Services.

- A. To the extent it is not in conflict with the rule-making power of the judiciary, the judicial branch shall comply with all budgetary requirements, financial controls, personnel remuneration procedures and purchasing provisions as shall all other areas of County government as set forth in the Charter and this Code.
- B. The Judiciary may fill for a period of not in excess of ninety (90) days any vacancy among the personnel presently or hereafter employed or appointed by the Court of Common Pleas of Luzerne County, or any member thereof, at a salary or wage not in excess of that which was paid to the person who had previously occupied the vacated post. Notice of the temporary appointment, compensation, and job description shall be referred to the County Manager within thirty (30) days following the first day of employment. Within thirty (30) days following such referral, the County Manager shall review and approve and/or adjust the compensation and notify the Judiciary of its action. In the absence of any action by the County Manager as aforesaid, the compensation fixed by the Judiciary shall be deemed approved.

Section 3.07 - Cooperation among Organizational Units.

- A. Fostering a collaborative and cooperative work environment is essential for the success of the Home Rule Charter and government operations. The County Manager and Council shall jointly establish a long-term vision and mission statement for Luzerne County government. This vision shall translate into common goals and objectives that shall be included in division heads' performance plans in accordance with the personnel code, policy, and procedures.
- B. The County Manager or designee shall develop a tailored training and development program for each division head designed to reinforce organizational cooperation and stronger leadership skills.
- C. Cooperation between and among organizational units shall be a consideration factor for determining employee promotion potential.

ARTICLE IV: DEPARTMENTAL ORGANIZATIONS

Section 4.01 - Offices Headed By Elected Officials.

A. General Provisions

1. There shall be those elected officials as established by the Charter, Article III.
2. The elective officials of Luzerne County shall include a Controller, who shall serve as an independent watchdog over County fiscal and management activities, and a District Attorney, who shall serve as the County's chief prosecuting authority. Both the Controller and District Attorney shall devote full-time to their offices and shall have no other employment.
3. Elected officials who head the elected offices shall abide by the prescribed financial Procedures as outlined in this Administrative Code, the Purchasing Policy and Procedures as outlined in this Administrative Code, and by the procedures outlined in the Personnel Code.

B. Office of the County Controller

The Office of the Controller shall have and exercise all powers and duties stated in Section 3.08 of the Luzerne County Home Rule Charter.

C. Office of the District Attorney

The Office of the District Attorney shall have and exercise all powers and duties stated in Section 3.09 of the Luzerne County Home Rule Charter.

ARTICLE V: DIVISIONAL ORGANIZATIONS

Section 5.01 – Divisions Outlined By Luzerne County Charter.

Per the Luzerne County Charter, the following eight (8) divisions/offices are administered by Division Heads appointed by the County Manager:

Division of Administrative Services

Division of Budget and Financial Services

Division of Correctional Services

Division of Human Services

Division of Judicial Services/Records

Division of Operational Services

Office of Public Defender

Office of Law/County Solicitor

ARTICLE VI: OFFICE AND DIVISIONAL RESPONSIBILITIES

Section 6.01 – Division of Administrative Services.

A. Function of the Division

The Division of Administrative Services shall oversee human resources, purchasing and acquisition activities, information technology and data management services, registration of voters and conduct of elections, issuance of appropriate licenses and permits, maintenance of appropriate records, grant writing, community development, tourist promotion and any other powers, duties, programs, services or functions that may be assigned by the County Charter or the Administrative Code.

B. Division Head

The Division of Administrative Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

C. Responsibilities of the Division

The Division of Administrative Services shall have the responsibility to:

1. Maintain the County personnel system;
2. Conduct purchasing and acquisition activities subject to Section 6.09 of the Home Rule Charter;
3. Provide information technology, information security, website management, and other data management service for all County departments, offices, and agencies, including hardware and software acquisition;
4. Manage requirements or requests for the Board of Elections and Voter Registration;
5. Oversee and administer a system for the issuance of appropriate licenses and permits, including those issued on behalf of the Commonwealth of Pennsylvania as may have been in the past conferred by applicable law upon the County Treasurer;
6. Maintain necessary records as required by law;
7. Support grant-writing activities;
8. Manage community development programs;
9. Direct tourism promotion efforts;
10. Perform any other powers, duties, programs, services, or functions that may be assigned by the Administrative Code or the County Manager.

D. Organization of the Division

The Division of Administrative Services shall organized as follows:

1. Division Head
2. Human Resources Department
3. Purchasing and Acquisition
4. Information Technology
5. Bureau of Elections and Voter Registration
6. Bureau of Licenses and Permits
7. Luzerne County Convention and Visitor Bureau

8. Office of Community Development
9. GIS and Mapping Department

E. Responsibilities of the Departments

1. **The Human Resources Department** shall maintain the County personnel system and shall follow the provisions of Article VII: Personnel System of the Luzerne County Home Rule Charter and the Luzerne County Personnel Code and Policy.

A. Function of Department

The Department of Human Resources shall be responsible for administering personnel services to the County Manager, the elected offices, the Courts, and other units as may be provided by law or agreement, and shall exercise general supervision over the personnel program of the County.

B. Department Head

The Department of Human Resources shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

C. Responsibilities of the Department

- i. Direct all administrative and technical activities and all provisions for personnel actions in this ordinance and personnel rules;
- ii. Recruit and examine applicants for employment;
- iii. Provide methods for determining the merit and qualifications of candidates for appointment or promotion;
- iv. Certify which applicants are qualified and are eligible for employment;
- v. Develop and maintain a compensation plan;
- vi. Develop and maintain a position classification plan;
- vii. Develop and implement a performance evaluation system;
- viii. Establish a system for reduction in force, lay-offs, demotions, transfers, and promotions;
- ix. Establish a system for discipline, grievance hearings, and appeals for all employees not covered by an employee contract;
- x. Establish a system for the receipt, acknowledgment, and recording of suggestions of employees for improving County government;
- xi. Establish procedures for maintaining attendance and leave records and actions based on these records;
- xii. Develop training programs in cooperation with directors and elected officials;
- xiii. Promote employee activity programs;
- xiv. Maintain all employee personnel records;
- xv. Prepare and recommend revisions and amendments to the Personnel Code;
- xvi. Develop and foster programs for the improvement of the employees' safety, health, and welfare;
- xvii. Certify Personnel Change and Payroll Authorization Forms;
- xviii. Conduct contract negotiations;
- xix. Review, evaluate, and report compliance or noncompliance with the Personnel Code and collective bargaining agreements;

- xx. Develop and administer employee benefit and insurance programs;
- xxi. Develop policies and procedures governing relationships with employee organizations;
- xxii. Develop policies and procedures governing persons holding provisional, probationary, or temporary appointments;
- xxiii. Submit to the County Council a quarterly statistical review of County employment;
- xxiv. Perform the duties and exercise the powers as prescribed by law for the various federal programs;
- xxv. Prepare and update Affirmative Action Plans for Luzerne County and insure compliance with Equal Employment Opportunities legislation;
- xxvi. Advise officials of any changes of legislation regarding Equal Employment Opportunities (minorities, status of women, etc.); and
- xxvii. Perform such other duties as may be assigned or delegated by the County Manager.

2. **The Purchasing and Acquisition Department** shall carry out the responsibilities as outlined in the Luzerne County Home Rule Charter Section 6.09: Purchasing and Acquisition Procedures, Section 8.06 of this Administrative Code, and the Luzerne County Purchasing Policy.

A. **Function of the Department**

The Purchasing and Acquisition Department is responsible to purchase or contract for all materials, supplies, equipment, and contractual services for all County departments, office, and agencies in accordance with the Luzerne County Home Rule Charter, detailing competitive monetary limits and methods of source selection.

B. **Department Head**

The Department of Purchasing and Acquisition shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

C. **Responsibilities of Department**

1. Review all requisitions for the purchase of materials, supplies, equipment, and services, in terms of quality, cost, and availability of budgeted funds to cover the purchase.
2. Prepare in cooperation with user agencies standard specifications for materials, supplies, equipment and services, not exempted from this Code, that are common to various County agencies.
3. Place orders for all supplies, materials, equipment and services, either by the issuance of a Purchase Order, or by any other generally accepted procedure.
4. Enforce all regulations and procedures concerning purchasing.
5. Procure for the County the highest quality of commodities and services that meet the users' needs at the least expense.
6. Endeavor to obtain as full and open competition as possible.
7. Purchase as many items as feasible in bulk to take full advantage of discounts.
8. Keep informed of current developments in the field of purchasing including prices and market development.

9. Keep accurate and up to date records of all verbal and written solicitations and bids so that they are available for public inspection.
10. Formulate and submit for approval to the County Council and Manager modifications or additions to purchasing regulations and procedures as deemed necessary.
11. Establish and administer a system of service and maintenance for office equipment as required.
12. Establish and either maintain a storeroom of office supplies which are commonly required by each department and agency within the County, or contract for such materials as may be in the best interest of the County.
13. Recommend to the County Manager or his/her designee, disqualifications of vendors who default on their quotations.
14. Develop and maintain a purchasing manual for distribution to user agencies which specifically outlines all appropriate procedures. This manual shall be subject to the approval of the County Manager and County Council prior to printing and distribution and shall be amended as needed.
15. Review and revise requisitions and estimates of products needed and amounts designated by the user agencies.
16. Make awards to the vendor who meets the specifications for the items or services to be purchased at the most economical cost while maintaining an acceptable level of quality and meeting the best interests of the County.
17. Maintain a list of all awarded contracts which states who received the bid, the award date and the price. This list shall be made available for review upon request.
18. Maintain documentation in the bid file whenever an award to other than the lowest cost bidder is given involving any publicly offered formal bid.
19. In conjunction with the Office of Information Technology, develop and maintain an Internet web page to include purchasing related information which may be of interest to County residents and vendors.

Excluded from the purchase or contract authority of the County Purchasing Agent are the following items:

1. Insurance
2. Utilities
3. Association dues
4. Books, magazines, periodicals and subscriptions
5. Travel expenses
6. Training expenses
7. Civic expenses and charitable contributions (grants)
8. Business meeting expenses
9. Meal Expenses
10. Advertising Expenses
11. Items or services purchased by the Office of the District Attorney with monies obtained through forfeiture.
12. Services of members of the medical or legal profession, registered architects, engineers, certified public accountants, or other personal services involving professional expertise including, without limitation,

management services involving the outsourcing of a county function and staffing for it.

3. **The Information Technology Department** shall maintain the County Information Technology System and shall provide information technology, website maintenance, information security, and other data management services, including hardware and software acquisition, for all County departments and offices, as well as for agencies as necessary.

A. **Function of Department**

The Department of Information Technology shall be responsible for administering technology services to the County. The Department shall maintain the County Information Technology System and shall provide information technology, website maintenance, information security, and other data management services, including hardware and software acquisition, for all County departments, offices, and agencies.

B. **Department Head**

The Department of Information Technology shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

C. **Responsibilities of the Department**

- a. Strategic Planning:
 - i. Set standards for the computing environment;
 - ii. Propose policy and procedure regarding the computing environment;
 - iii. Develop strategic plans to improve use of technology throughout the County;
 - iv. Regularly meet with other County departments, offices, and agencies regarding ways to leverage information technology systems to improve efficiency and public service;
 - v. Maintain the IT Continuity of Operations, Disaster Recovery, and Incident Response plans.
- b. Management
 - i. Provide monthly status reports to the Division Head of Administrative Services including cybersecurity posture, help desk performance, and infrastructure projects and issues;
 - ii. Manage the technical and contracting aspects of the County websites;
 - iii. Manage department vendors and contracts;
- c. Technology Acquisition:
 - i. Recommend, specify and acquire hardware, software, and other electronic devices such as telephones, cellphones and tablets;
 - ii. Maintain inventory of hardware, software, and other electronic devices, including an annual physical inventory;
- d. Information Systems Security:
 - i. Manage the cybersecurity posture of the County's computing systems;
 - ii. Deliver annual cybersecurity training to all employees;
 - iii. Maintain automated systems to protect County systems and users from malware, intrusions, and scams;
 - iv. Monitor, review and respond to network/computer intrusions and security incidents of all types;

- v. Perform periodic evaluations of automated security systems to ensure effectiveness and adequacy;
- vi. Manage employee access to County computing systems;
- vii. Manage vendor access to County computing systems;
- viii. Perform and secure system and data backups;
- ix. Perform periodic tests of the systems including backups and firewalls;
- x. Perform regular reviews of compliance and overall security posture and implement corrections;
- e. Server Administration
 - i. Manage all on-premise servers;
 - ii. Upgrade the operating systems of all servers prior to obsolescence;
 - iii. Provide local/on-site support for vendor managed systems;
 - iv. Perform application version upgrades;
 - v. Provide break/fix service for all server-side applications
 - vi. Provide capacity planning for all systems;
 - vii. Provide patch management for all servers
- f. Endpoint Administration
 - i. Manage all end user workstations and other devices;
 - ii. Upgrade the operating systems of all workstations prior to obsolescence
 - iii. Provide patch management for all workstations
 - iv. Perform application version upgrades
 - v. Manage mobile devices such as cell phones and tablets;
- g. Network Administration:
 - i. Manage the local, metropolitan and wide area networking systems;
 - ii. Manage remote office and teleworker VPNs
 - iii. Replace networking equipment prior to obsolescence
 - iv. Provide patch management for all networking equipment
- h. Data Management
 - i. Maintain application databases
 - ii. Provide eDiscovery and Right-To-Know data extractions;
 - iii. Provide data mining and other management information extractions;
- i. Specific System Administration
 - i. Manage the e-mail system;
 - ii. Maintain the phone systems and process adds/changes;
 - iii. Provide Election Night Reporting support to the Bureau of Elections;
- j. Training
 - i. Provide end user application training on office productivity software, website content management, and core processing systems;
 - ii. Ensure adequate training of department staff on new technologies, upgraded systems, and cyber-threats;
- k. Service Desk
 - i. Provide break/fix service for all users and endpoints
 - ii. Provide end user applications support;
 - iii. Provide a knowledge base regarding IT issues;

D. Organization of the Department

- 1. IT Director
 - i. Help Desk Supervisor
 - a) Help Desk Staff
 - ii. Infrastructure Staff
 - iii. Indirect Reports

4. **The Luzerne County Bureau of Elections and Voter Registration** shall be responsible for the implementation of procedures and policy, as determined by the Board of Elections and Registration, for the registration of electors in the County and the orderly conduct of all elections conducted by the County, in conformity with federal and state laws and the Luzerne County Home Rule Charter.

A. **Function of the Department**

The Bureau of Elections shall be responsible for implementing the procedure and policy for the registration of electors in the County; and provide direct supervision over and implement all regulations promulgated by the Board of Elections and Registration for all elections conducted by the County, under the general direction of the Division Head of Administrative Services and the County Manager.

B. **Department Head**

The Bureau of Elections shall be headed by a Director who shall be appointed by the County Manager and shall be responsible to the Division Head of Administrative Services for the proper performance of the Department. The Director of the Bureau of Elections shall be required to attend all meetings of the Board of Elections and Registration.

C. **Responsibilities of the Department**

The Department of the Bureau of Elections shall have and exercise the powers and duties as prescribed by the Board of Elections and Registration and delegated to County administration as well as those responsibilities delegated by the County Manager, including the powers and duties to:

1. Publish such notices as required by the election law;
2. Send notices to persons, electors, candidates, and parties as decided by the Board or election law;
3. Provide and arrange for sworn employees to assist the Board of Elections in computing the return of votes;
4. Prepare and provide to the Board of Elections sufficient forms for tally and computation;
5. Arrange for a suitable place for the Board of Elections to receive and compute returns;
6. Cause to be prepared certificates of election;
7. Receive and review filing papers;
8. Receive, when applicable, fees required for filing of papers;
9. File copies of certified returns with the Secretary of State of the Commonwealth;
10. Receive petitions for recount and notify appropriate officers;
11. Receive cash or bonds for recounts;
12. Notify petitioners and/or arrange for the return of deposits or the forfeiture of deposits;
13. Identify suitable polling places and storage places and cost thereof and report the same to the Board;
14. Prepare rental arrangements for polling places;
15. File accepted and rejected petitions;
16. Notify petitioners whether petitions or filings are rejected or accepted;
17. Supervise the filing and maintenance of records and recording of the official acts of the Board;
18. Arrange, order, and obtain sufficient ballots;

19. Prepare and propose budget for election activities;
 20. Prepare and submit a report of election activities;
 21. Prepare and publish the election notices and advertisements;
 22. Supervise the processing and distribution of Board communications;
 23. Keep a record in permanent form of the Board proceedings;
 24. Register electors and keep a current list of registered voters in the County;
 25. When requested by the Board:
 - a. Investigate questions relating to registration;
 - b. Inspect and verify residency of registrants;
 - c. Notify the appropriate law enforcement officers of disturbances; and
 - d. Notify the District Attorney of violations of the act and possible fraudulent practices;
 26. Accept all complaints of reported irregularities and refer the same to the Board;
 27. Arrange a suitable place for the meeting of the Board;
 28. Secure, distribute, receive, and preserve street lists, registration cards, affidavits, vouchers, notices, etc.
 29. Observe and supervise inspection of all registration records;
 30. Approve or reject applications for registration and notify applicant of right to appeal to Board;
 31. Record incomplete and rejected applications;
 32. Maintain general and district registers;
 33. Issue removal notices;
 34. Transfer registrants;
 35. Record changes in party enrollment;
 36. Maintain street list;
 37. Verify registrations by mail check;
 38. Compare street list and registers;
 39. Accept petitions for the striking of a name on the register;
 40. Notify registrant of petition to strike his name from register;
 41. Deliver registers to Election Offices;
 42. Examine registers and report indications of fraud to the Board;
 43. Cancel registration for failure to vote, in conformity with election law;
 44. Preserve all canceled registration cards;
 45. Provide voting machines in sufficient number for the polling places and provide maintenance and repair to ensure that the same are in good working condition;
 46. Implement the policies and procedures of the Board for the use of voting machines for elections other than general, municipal, and primary elections;
 47. Maintain a written procedural manual for all operations of the Bureau;
 48. Provide current information to keep the Elections webpage up to date;
 49. Arrange and provide for recruitment and training of pollworkers and seasonal workers;
 50. Create a policy for pollworkers for attendance requirements and Election Day procedures;
 51. Provide for supervision of seasonal and temporary workers in the Bureau;
 52. Make campaign financial statements accessible via the County website; and
 53. Perform such other duties as may hereafter be conferred or imposed by the County Manager.
- D. Organization of the Department
1. Director
 - a. Deputy Director
 - b. Administrative Assistants

5. **The Office of Community Development** shall undertake the development of viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities that will lead to an improved quality of life for Luzerne County residents through the administration of community development grant programs.

A. Function of Office

The Office of Community Development shall be responsible for administering the Community Development Block Grant program (CDBG), the HOME Investment Partnership program (HOME), the Emergency Solutions Grant program (ESG), the Housing Trust Fund, as well as other federal and state grant programs as authorized.

B. Department Head

The Office of Community Development shall be headed by the Executive Director who shall be appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the Department.

C. Responsibilities of the Department

1. Strategic Planning:
 - a. Develop the 5-year Consolidated Plan as required by HUD and approved by the County Manager that outlines community development priorities for Luzerne County;
 - b. Develop programs based on the Consolidated Plan priorities within and the federal guidelines of the funding sources;
 - c. Develop policies and procedures to effectively administer funding programs and monitor expenditures;
 - d. Regularly communicate with municipal officials, non-profit agencies, and economic development professionals regarding ways to effectively to improve the quality of life in Luzerne County through community development;
2. Management:
 - a. Provide monthly status reports to the Division Head of Administrative Services including updates on programs, projects, and issues;
 - b. Manage all programs and staff;
 - c. Manage department contracts;
3. Municipal Projects:
 - a. Administer CDBG funds in income eligible areas of the County's Borough's and Township's to public facilities and infrastructure in those communities;
 - b. Administer CDBG funds for the purpose of eliminating slum and blight throughout Luzerne County;
4. Housing:
 - a. Administer CDBG funds for the purpose of addressing emergency repairs to the homes of income eligible home owners;
 - b. Administer HOME and Housing Trust funds to assist income eligible homebuyers to purchase a home;
5. Public Services:
 - a. Administer CDBG funds to assist and preserve the County's human services network and social service programs;

- b. Administer ESG funds and work with service providers to help address the issue of homelessness in Luzerne County;
- 6. Economic Development
 - a. Provide funding to local economic development agencies for the purpose of creating and retaining jobs in Luzerne County;
 - b. Provide low-interest loans to for-profit businesses for job creation that principally benefits low/moderate income County residents;

D. Organization of the Department

- 1. Executive Director
 - a. Deputy/Fiscal Director
 - i. Fiscal Staff
 - b. Municipal Projects Manager
 - c. Housing Manager
 - d. Public Service Manager
 - b. Support staff

- 6. **The Luzerne County Convention and Visitors Bureau** works to foster economic development and to increase the number of visitors to Luzerne County utilizing a comprehensive marketing program including advertising, promotion, and excellent customer service.

A. Function of the Department

- i. Create and execute marketing campaigns, designed to attract visitors to Luzerne County and also to promote the use of the area’s attractions and assets to residents and visitors alike;
- ii. Consistently and positively promote Luzerne County as a great place to live, work , and play;
- iii. Work with local Chambers of Commerce to promote the area s a great place to do business;
- iv. To assist visitors and residents by providing information on attractions and events in Luzerne County, including: Theaters, Arenas, Hiking & Biking Trails, natural areas, historical areas, dining and refreshment establishments, etc.;
- v. To solicit and maintain a list of local partners from the recreation and tourism industry;
- vi. Maintain Visitors’ Bureau website;
- vii. Maintain social media presence;
- viii. Frequently communicate with members/partners regarding promotional opportunities;
- ix. Communicate with our database frequently regarding ongoing and upcoming events;
- x. Encourage meetings, conventions, and sporting events to come to Luzerne County;
- xi. Conduct regular meetings with the “Convention & Visitors Bureau Board” to inform them of the departments’ activities and finances, and discuss the marketing plans and activities of the Bureau.

B. Head of the Bureau

The head of the Bureau shall be the Executive Director, who is appointed by the County Manager and shall be responsible to the Administrative Services Division Head for the proper performance of the department.

C. **Responsibilities of the Bureau**

1. Marketing
 - a. Create, manage and execute a marketing plan designed to promote local attractions and businesses
 - b. Utilize various media outlets, both locally and out-of-the-area for advertising and promotion
 - c. Create a “Visitors Guide” and distribute, locally and regionally, through selected outlets so that information on area attractions and businesses is easily available to residents and potential visitors
 - d. Periodically create and distribute literature on county attractions
 - e. Create, manage, and regularly maintain a website dedicated to the Visitor’s Bureau for easy online access to residents and visitors that contains information on attractions and businesses, and also provides information on ongoing activities and events in Luzerne County
 - f. Utilize Social Media to promote area attractions and businesses, including, but not limited to: Facebook, Instagram, Google, etc
 - g. Maintain multiple databases of partners, visitors, and interested parties
 - h. Maintain and monitor a dedicated email account for visitor inquiries and requests.
2. Management
 - a. Provide monthly activity reports to Division Administrative Head
 - b. Provide regular updates in marketing, activities, and finances to Board members
 - c. Organize regular Board meetings
 - d. Create, submit, and manage annual budget
 - e. Approve invoices for payment
 - f. Approve department personnel time off requests, and approve bi-weekly submitted work schedule

D. **Organization of the Bureau**

1. Executive Director
 - a. Director of Sales and Marketing
 - b. Marketing and Membership Coordinator
 - c. Office Administrator

7. **The GIS/Mapping Department** shall be responsible for the administration, integrity, supervision, and operation of the Luzerne County GIS/Mapping Department and the proper performance of the office.

A. **Function of the Department**

The GIS/Mapping Department serves to provide professional Enterprise Geographic Information Services to both the general public and numerous internal departments within Luzerne County. The primary department function is to maintain the integrity, accuracy and availability of critical Enterprise Geographic Information Systems for use by both the County and the public.

B. **Head of the Department**

The GIS/Mapping Department shall be managed by a Director who shall be responsible to the Division Head of the Administrative Services Division for the proper performance of the department.

C. Responsibilities of the Department

The Enterprise Geographic Information Systems supports various critical county applications and services including (but not limited to):

- a) Management:
 - i. Provide monthly status reports to the Division Head of Administrative Services including department goals and milestones, department performance, and department infrastructure reports;
 - ii. Manage the technical and contracting aspects of the department web mapping portal and hosting capacities;
 - iii. Manage department vendors and contracts;
- b) GIS server administration
 - i. Manage all department specific servers;
 - ii. Upgrade the operating systems of all servers prior to obsolescence;
 - iii. Perform application version upgrades;
 - iv. Ensure optimal performance of department servers and data interoperability;
- c) Data Management:
 - i. Tax assessment property mapping & limited assessment database maintenance;
 - ii. Maintains web portal that supports various mapping configurations;
 - iii. Data mining and management;
- d) Project/Service Management:
 - i. Assist county departments and agencies with GIS/mapping needs;
 - ii. Supports counter terrorism taskforce as an asset (and as subject matter experts);
 - iii. Flood warning capabilities;
 - iv. Flood mitigation asset;
 - v. General EMA ad hoc uses;
 - vi. Information analysis (ad hoc analysis and query);
 - vii. Produce hardcopy products (maps, analysis results, wide-format, etc.);
 - viii. Maintains historic mapping and/or other geospatial data;
 - ix. E911 system data support/integration with 911 Data Department.

D. Organization of the Office

- a. Director
 - i. Senior GIS Analyst
- a. GIS Analysts

Section 6.02 – Division of Budget and Financial Services.

A. Function of the Division

The Division of Budget and Finance shall perform the function of administering the financial affairs of the County of Luzerne and each of its agencies, boards, commissions, departments, and offices. It will be responsible for the financial administration of the County Government, including the custody and disbursement of all County funds; the establishment and maintenance of the budgeting, accounting, and financial management systems; the assessment of real property; and any other powers, duties, programs, services, or functions that may be assigned by the Administrative Code.

The Division of Budget and Finance shall be responsible for all county budgeting and financial activities, including but not necessarily limited to the following county departments, functions, and services: budget; tax claim; grant writing; property assessment; and any other related budgetary and financial services or functions, as well as any related boards, commissions, committees, or other duly constituted advisory bodies.

B. Division Head

The Division of Budget and Finance shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

C. Responsibilities of the Division

The Division of Budget and Finance shall have the responsibility to:

1. Collect and/or receive all fees, revenues, and other funds of the County of Luzerne or for which the County of Luzerne is responsible;
2. Require all County agencies, boards, commissions, departments, and offices to report and remit all receipts as often as the Director of Finance deems desirable;
3. Deposit funds in depositories in accordance with procedures established by resolution of County Council;
4. Administer a system for the collection of municipal tax claims and liens in accordance with law;
5. Assess real estate for tax purposes;
6. Prepare tax rolls which are not prepared by other political subdivisions of the County;
7. Maintain and update annual inventories of equipment and furnishings located in County administrative buildings;
8. Maintain a uniform accounting system including the payroll system for the County and each of its departments, boards, commissions, agencies, and offices, applying generally accepted accounting principles for governmental units;
9. Exercise financial budgetary control over each of the agencies, boards, commissions, departments, and offices of the County;
10. Verify the appropriation, allotment, and availability of funds for all bills, claims, and demands made upon the County of Luzerne;
11. Disburse all payments for approved expenditures of the County of Luzerne or for which the County of Luzerne is responsible, except in the case of over expenditures for which County Council's approval is necessary;
12. Provide for the prudent investment of funds in accordance with procedures established by the County Manager;
13. Prepare and transmit all claims for reimbursement to the applicable Federal and State agencies;
14. Submit to the County Manager and to the County Council on a monthly basis a statement of the revenues and expenditures for the County General Fund for the preceding month and for the fiscal year up to and including the preceding month, and on a quarterly basis a statement of revenues and expenditures for all funds and budgets; said statements shall be sufficiently detailed regarding appropriations,

- allotments, and funds to show the exact financial condition of the County and of each of its agencies, departments, and offices;
15. Submit annually to the County Manager and to County Council a report of the financial transactions of that year and the Luzerne County CAFR (Comprehensive Annual Financial Report);
 16. Assist the County Manager in the preparation of the annual operating budget, and the current three (3) year plan;
 17. Administer a system for the collection and remittance of the hotel/motel tax; and all County property taxes;
 18. Obtain bids for the Annual Tax Anticipation Note (TAN);
 19. Perform such other duties as may be assigned or delegated by the County Manager;
 20. Prepare the Administrative Proposed Budgets for submission to County Council by October 15;
 21. Manage the information included on financial and administrative computer networks, and work with the Information Technology Department to host and maintain the financial information on the County's website.
 22. Prepare, maintain, and update a Documentation of Accounting Processes Manual that shall define, in writing, controls over significant accounting processes in accordance with generally accepted accounting procedures for government bodies. The manual shall be available to all financial staff employed by the County, and the Division Head of Budget and Finance shall be responsible to ensure that the processes defined therein are followed with consistency.

D. Organization of the Division

The Division of Budget and Finance shall be composed of the following functional units:

1. **Division Head**, who shall oversee the operation of the division in carrying out the responsibilities set forth above in Paragraph C.
2. The **Assessor's Office**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 5 and 6;
3. **The Tax Claim Bureau**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraph 4;
4. The **Treasurer's Office**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 1, 2, and 3;
5. The **Accounts Payable Department**, which shall carry out the responsibilities set forth above in Paragraph C, Subparagraphs 8, 9, 10, 11, 12, 14, and 17.

Section 6.03 – Division of Correctional Services.

F. Function of the Division

The Division of Correctional Services shall be responsible for the operation of the prison, pre-release operations after prison, and such related offices, agencies, and programs as determined by County Council from time to time.

B. Division Head

The Division of Correctional Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

C. Responsibilities of the Division

The Division of Correctional Services shall have the responsibility to:

1. Provide for the safety and well-being of all individuals remanded to the prison;
2. Provide reasonable health care services to all prisoners;
3. Administer reasonable rehabilitative services consistent with public safety;
4. Provide written rules, regulations, and policies to insure the proper operation and safety of the prison;
5. Maintain all records and documents as required by Luzerne County and applicable Federal and State law;
6. Recommend staffing to ensure the security and custody of all prisoners;
7. Review or prepare applications for grants relating to the Division of Correctional Services and advise the County Manager or his/her designee as to the need and priority of said grants;
8. Monitor and evaluate the effectiveness of rehabilitative staff, programs, and grants for the County Manager;
9. Provide coordination of correctional services with the Courts and other County, State, and Federal agencies, bureaus, and boards; and
10. Perform such other duties as may be assigned or delegated by the County Manager.

D. Organization of the Division

The Division of Correctional Services shall be composed of the following:

1. **Division Head**, who shall function as the Warden where such title is formally required; Division Head shall delegate duties to fulfill the responsibilities listed in Paragraph C as appropriate within the Division;
2. **Correctional Facilities**, which shall be overseen by the Division Head and Deputy Warden;
 - a Prison;
 - b Minimal Offenders Unit
 - i Work Release/Day Reporting Center

Section 6.04 – Division of Human Services.

A. Function of the Division

The Division of Human Services shall be responsible for overseeing the administration of the Department of Drug and Alcohol Programs, the Mental Health and Developmental Services Department, the Children and Youth Services Department, the

Area Agency on Aging Department, Veterans Affairs, the Office of Human Services, and such other agencies and programs as the County Manager may from time to time deem appropriate.

B. Division Head

The Division of Human Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The Division Head shall be responsible to the County Manager for the proper performance of the Division.

C. Responsibilities of the Division

The Division of Human Services shall have the responsibility to:

- 1.**Oversee the administration of such offices, departments, and human service programs as are assigned to the Division;
- 2.**Develop a structural organization for human services delivery in the County which provides an optimum mix of services to an individual or family, with minimum destruction of functional and professional autonomy in the community;
- 3.**Establish linkages to other human service programs in the County to achieve maximum coordination among agencies and programs, including coordination of planning effort;
- 4.**Review annual plans and budget estimates of the Department of Drug and Alcohol Programs , the Mental Health and Developmental Services Department, the Children and Youth Services Department, and any other agencies and programs of the department, and make such changes, comments, and recommendations to the County Manager as are deemed appropriate. The Division's action shall be consistent, however, with other provisions of the Administrative Code and State law and regulations assigning authority to determine priorities of need to the Drug and Alcohol Executive Commission, the Mental Health and Developmental Services Board, and the Advisory Board to the Office of Children and Youth.
- 5.**Submit recommendations to the County Manager and County Council concerning participation and funding levels of other human service programs not integral to the Division, as requested by the County Manager or the County Council.

D. Organization of the Division

The Division of Human Services shall be composed of the following departments:

- 1.Department of Drug and Alcohol Programs**
- 2.Mental Health/Developmental Services Department**
- 3.Children and Youth Services Department**
- 4.Area Agency on Aging Department**
- 5.Veterans Affairs Department**

1. DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS

A. FUNCTION OF THE DEPARTMENT

The Department of Drug and Alcohol Programs is the designated agency listed as the authority responsible for program planning and the administration of Federal and State funded agreements. Luzerne County shall agree to comply with the requirements of the “State Plan” Act 1972-63 through the Department of Health, Bureau of Drug and Alcohol Program’s grant agreement for such programs. The Luzerne/Wyoming Counties Drug and Alcohol Programs provides local planning for and administrative oversight to community-based drug and alcohol programs and contracts with providers for education, prevention, intervention, treatment, and treatment-related services.

B. HEAD OF DEPARTMENT

The Department of Drug and Alcohol Programs shall be headed by an Executive Director appointed by the County Manager in accordance with procedures set forth to manage the day-to-day operations of the office. The Executive Director shall be responsible to the Human Services Division Head for the proper performance of the office.

C. RESPONSIBILITIES OF DEPARTMENT HEAD

The Executive Director for the Department of Drug and Alcohol Programs shall have the following duties and responsibilities:

- i. To ensure that drug and alcohol services required by the Pennsylvania Drug and Alcohol Control Act, Act 1972-63, are available which include a comprehensive Drug and Alcohol delivery system of prevention, intervention, and treatment;
- ii. To report to the County Manager, keeping her/him informed and updated on all matters that impact the department;
- iii. To function as a member of the Division of Human Services executive team, collaborating with other program offices as appropriate;
- iv. To administer the office to ensure compliance with State and County ordinances;
- v. To maintain liaison with governmental and private community services, agencies, organizations, and state-operated facilities; and develop and maintain positive relationships with external customers and stakeholders;
- vi. To prepare and submit an annual report to the County Manager, Advisory Board, Department of Drug and Alcohol Programs, and the community which includes all activities of the program and administration thereof;
- vii. To develop, negotiate, and implement all contracts with local providers for the provision of services under the

- authority of the County Department of Drug and Alcohol Programs;
- viii. To prepare the annual budget based on service plans negotiated rates, and allocation of funds.

D. RESPONSIBILITIES OF THE DEPARTMENT

- i. To assess the need for services;
- ii. To manage and allocate resources to meet the needs;
- iii. To evaluate the effectiveness of addressing the needs;
- iv. To adjust allocation of resources, where necessary;
- v. To advocate for client services to include coordination with other service agencies.

2. MENTAL HEALTH AND DEVELOPMENTAL SERVICES DEPARTMENT

a. Function of the Department

The Mental Health and Developmental Services Department shall carry out responsibilities assigned to the County by the Mental Health and Mental Retardation Act of 1966, Spec. Sess. No. 3, Oct. 20, P.L. 96, Article III, Section 3.04, et seq., 50 P.S. §4304, and other applicable laws and regulations. Included among these are the prevention of mental disability, as well as the diagnosis, care, treatment, rehabilitation, and detention of the mentally disabled.

B. Head of Department

The Mental Health and Developmental Services Department shall be headed by an Executive Director appointed by the County Manager in accordance with procedures set forth in the Mental Health and Mental Retardation Act of 1966, supra. The Executive Director shall be responsible to the Human Services Division Head for the proper performance of the office.

C. Responsibilities of Department Head

The powers and duties of the Executive Director shall be in accordance with procedures set forth in the Mental Health and Mental Retardation Act of 1966, supra, Section 3.05, and are as follows:

- i. To administer the County Mental Health and Developmental Services Program;
- ii. To ensure that County Mental Health and Developmental Services required by the Act are available;
- iii. To monitor the availability of funds for MH/DS and to alert the County Manager and County Council to such availability, if any, and to inform them both as to the advantages and any disadvantages to securing such available funds;
- iv. To provide staff services to the County Mental Health and Developmental Services Board;
- v. To make such reports to the Department of Public Welfare in such form and containing such information as may be required;
- vi. To develop, together with the County Mental Health and Developmental Services Board, annual plans for the Mental Health and Developmental Services Programs required by the Act;

- vii. To submit to the Director of Human Services and the County Manager annual plans and estimated costs for the provision of services, establishment and operation of facilities, and other related matters for review, approval, and transmittal to the Department of Public Welfare;
- viii. To review and evaluate facilities and services and to cooperate with the Department of Public Welfare in the maintenance of established standards;
- ix. To maintain effective liaison with governmental and private community health and welfare agencies and organizations and State- operated facilities;
- x. To submit an annual report to the Director of Human Services, the County Manager, the Board, and the Department of Public Welfare, reporting all activities of the program and administration thereof;
- xi. To analyze and evaluate mental health and developmental needs and services in the County and recommend improvements to the County Mental Health and Developmental Services Board and the County Manager, conduct such research studies, and take such steps to adopt such measures as are necessary for the proper discharge of the Administrator's duties; and;
- xii. To have such other powers and duties which may be given to the Administrator by the Mental Health Procedures Act of 1976, July 9, P.L. 817, No. 143, Section 1.01, et seq.; 50 P.S. §7101, and such other rules and regulations of the Commonwealth of Pennsylvania as apply to the Administrator.

D. Responsibilities of the Department

Subject to the provisions of Section 5.09(5) of the Act, it shall be the duty of the Mental Health and Developmental Services Department, in cooperation with the Department of Public Welfare, to ensure that the following mental health and developmental services are available in the County:

- i. Short-term inpatient services other than those provided by the State;
- ii. Outpatient services;
- iii. Partial hospitalization services; Emergency services 24 hours per day, which shall be provided by, or available within, at least one of the types of services specified heretofore in this paragraph;
- iv. Consultation and education services to professional personnel and community agencies;
- v. Aftercare services for persons released from State and County mental health or mental retardation facilities;
- vi. Specialized rehabilitative and training services, including sheltered workshops;
- vii. Interim care of mentally retarded persons who have been removed from their homes and who, having been accepted, are awaiting admission to a State-operated facility; and
- viii. Unified procedures for intake for all County services and a central place providing referral services and information.

- E. The Mental Health and Developmental Services Department shall also have the power to establish the following additional services or programs for the mentally disabled:
 - i. Training of personnel;
 - ii. Research; and
 - iii. Any other service or program designed to prevent mental disability or the necessity of admitting or committing the mentally disabled to a facility.

Services herein required or authorized may be provided either directly or by purchase of such services, except that in accordance with the Act, unified procedures for intake for all County Mental Health and Developmental Services and a central place providing referral services and information shall be provided directly through the Mental Health and Developmental Services Department.

3. CHILDREN AND YOUTH SERVICES DEPARTMENT

A. Function of the Department

The Children and Youth Services Department is responsible for the administration of the County Children and Youth Social Services Program and is designated as the County agency pursuant to Pennsylvania Department of Public Welfare regulations, 55 Pa. Code, Chapter 3130.

B. Head of Department

The Children and Youth Services Department shall be headed by an Executive Director who shall be appointed by the County Manager. The head of the department shall be responsible to the Human Services Division Head for the proper performance of the department.

C. Responsibilities of the Department

The Children and Youth Services Department shall be organized and staffed to ensure administration of the agency, including:

- i. The maintenance of case records by County agency staff;
- ii. The direct investigation and assessment by County agency staff of complaints, requests, and referrals for service to determine their appropriateness for: 1) Child Abuse Protective Service; and; 2) General Child Protective Service;
- iii. Referral to other service providers and agencies;
- iv. Cooperation with other providers and agencies to ensure the appropriateness and follow-up of referrals to and from the County agency;
- v. Direction of case management by County agency staff of all cases accepted for service by the County agency including:
 - a. Developing family service plans as required by 3130.61, 3130.66, and 3130.67 (relating to family service plans, case planning for children in emergency shelter care, and placement planning);
 - b. Assuring that services are provided as required by family service plans;
 - c. Scheduling and conducting case reviews as required by 3130.63, 3130.71, and 3130.72 (relating to review of family service plans, placement reviews, and to dispositional review hearings);
 - d. Revising the service plans as required by the case review process.

- e. Investigating reports of suspected child abuse and services provided to abused children and their families in accordance with Chapter 3490 (relating to child protective services — child abuse);
- vi. Development of an Annual County Children and Youth Services Plan and Budget Estimate, pursuant to Act 148 Rules and Regulations;
- vii. Provision of written policies and procedures which clearly describe the means for implementing the social service to children and youth;
- viii. Maintenance of all records and documents as required by law;
- ix. Departmental compliance with all laws and regulations;
- x. Maintaining and working with an Advisory Board appointed pursuant to Act 148 Rules and Regulations;
- xi. Submission of quarterly reports of expenditures to the Advisory Committee, Director of Human Services, County Manager, and Pennsylvania Department of Public Welfare;
- xii. Review and evaluation of the social service delivery system and issuance of report annually to the County Manager, County Council, and public regarding the Children and Youth program;
- xiii. Delivery of needed services consistent with available funds;
- xiv. Facilitation of interagency coordination of social services to children and youth;
- xv. Facilitation of resource acquisition and development, and negotiation of all purchase of social service agreements for children and youth between the County and vendor agencies.

D. Organization of the department

The Children and Youth Services Department shall be composed of the following:

- i. Child Welfare Services;
- ii. Day Care.

4. AREA AGENCY ON AGING DEPARTMENT

A. Function of the Department

The Area Agency on Aging Department, with the guidance and assistance of its Advisory Board, is responsible for the administration of social services to residents of Luzerne County who are 60 years of age and older.

B. Head of Department

The Area Agency on Aging Department shall be headed by an Executive Director who shall be appointed by the County Manager. The head of the department shall be responsible to the Human Services Division Head for the proper performance of the department.

C. Responsibilities of the Department Head

- G. The Executive Director shall perform the following duties:
 - i. Provide, directly or through the purchase of service agreements, services which may include:
 - a. Outreach;
 - b. Care Management;
 - c. Information and referral;

- d. Transportation;
 - e. Counseling;
 - f. Protective services;
 - g. Congregate and home deliver meals;
 - h. Recreation and education;
 - i. Senior citizens center services and activities;
 - j. Volunteer services; and
 - k. Home care services.
- ii. Administer and coordinate services within the department;
 - iii. Provide Community Education;
 - iv. Monitor and assure service standards for department operated and purchased services;
 - v. Represent the department at all meetings and conferences;
 - vi. Serve as liaison to cooperating agencies;
 - vii. Perform such other duties and functions related to services for the aging as are assigned by the Director of Human Services or the County Manager;
 - viii. Present an annual budget to the County Manager by September 1.
 - ix. To function as a member of the Division of Human Services executive team, collaborating with other departments in the Division as appropriate.

D. Organization of the Department

The Area Agency on Aging Department shall be composed of the following:

- i. **Executive Director;**
- ii. **Office Staff;**
- iii. **Senior Center Staff.**

5. VETERANS AFFAIRS DEPARTMENT

A. Function of the Department

The Veterans Affairs Department is responsible for the administration of the Federal and State laws and regulations governing Veterans Affairs and for assistance to County Veterans and their families.

H. Head of the Department

The Veterans Affairs Department shall be headed by a Director who shall be appointed by the County Manager. The head of the department shall be responsible to the Human Services Division Head for the proper performance of the department.

I. Responsibilities of the Department

The Director of Veterans Affairs shall be responsible to perform the following duties:

- A. Administer Federal and State laws and regulations governing Veterans Affairs;
- B. Assist veterans and their families in obtaining financial allowances and support under Federal and State Laws and regulations;
- C. Maintain such records as are required by Federal and State Laws;

- D. Prepare and submit reports to appropriate officials;
- E. To report to the County Manager, keeping the Manager informed and updated on all matters that impact the department;
- F. To function as a member of the Division of Human Services executive team, collaborating with other program offices as appropriate.

Section 6.05 –Judicial Services and Records Division

A. Function of the Division

The Judicial Services and Records Division shall perform all the functions which otherwise would be performed by a Prothonotary, Clerk of Courts, Recorder of Deeds, Register of Wills and Clerk of Orphans Court Division, Coroner, and Sheriff. The Division, through its Departments, shall have and exercise all powers and duties provided under the laws of the Commonwealth of Pennsylvania and the County of Luzerne, as well as any additional functions conferred by resolution of County Council, statute, rule of court, or order of court of competent jurisdiction.

B. Division Head and Deputy

1. The County Manager, subject to confirmation by Council, shall appoint a Division Head. The Division Head serves at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.
2. The Division Head of the Judicial Services and Records Division shall serve as the Clerk of Records for the Division. The Division Head shall appoint a Deputy Clerk of Records from one of her Department Heads who shall act as Clerk of Records in the event of a temporary absence or incapacity of the Division Head of Judicial Services and Records. Such Deputy Clerk of Records shall not be a separate position.

C. Organization of the Division

The Division of Judicial Services/Records shall be organized as follows:

- a. **Division Head**
- b. **Coroner Department**
- c. **Prothonotary/Clerk of Courts Department**
- d. **Recorder of Deeds/Register of Wills/Clerk of the Orphans Court Department**
- e. **Records Storage Department**
- f. **Sheriff and Security Department**

J. Responsibilities of the Division

The Division of Judicial Services and Records shall have the responsibility to:

1. File, index, and maintain custody of pleadings and other legal papers relating to legal actions in the Civil Division, Criminal Division, and Orphans Court Division of the Court;
2. File, index, and maintain custody of all records which otherwise would be held by a Prothonotary, Clerk of Courts, Recorder of Deeds, and Register of Wills and Clerk of the Orphans Court Division;
3. Maintain custody of the seal of the Court;
4. Sign and affix the seal of the Court to all writs, process, certificates, and exemplifications of records and processes;
5. Administer oaths and affirmations in conducting the business of the office;

6. Administer oaths of office to all deputies of County offices and to Notary Publics appointed by the Commonwealth of Pennsylvania and make a record thereof;
7. Enter and sign all judgments and acknowledge the satisfaction of judgments or decrees entered of record;
8. Collect and record all costs, fees, and taxes required by law for filing pleadings and other legal papers;
9. Prepare and transmit such reports of the civil and criminal business of the Court as may be required by law;
10. Exercise jurisdiction over the probate of wills, the grant of letters to personal representatives, and other matters dealing with decedents' estates as required by law, together with the power to issue subpoenas and commissions or rules to take the depositions of witnesses in aid of said jurisdiction;
11. Act as collection agent for the Commonwealth of Pennsylvania and County of Luzerne for the collection of all fines and forfeitures, for the Commonwealth of Pennsylvania, County of Luzerne, and Commonwealth political subdivisions for the collection of taxes due for the filing and recording of pleadings, legal papers, deeds, and other civil records, and for the Commonwealth of Pennsylvania for the collection of Pennsylvania inheritance and estate taxes; to prepare reports of these collections; and to remit these collections according to law;
12. Provide quarterly reports to the County Manager as to the total amount of monies collected, indicating types of collections, and distribution;
13. Assist attorneys, searchers, and the general public to locate pleadings, legal papers, and other records;
14. Perform such other duties which otherwise would be performed by the Prothonotary with respect to civil matters, by the Clerk of Courts with respect to criminal matters, by the Recorder of Deeds with respect to real estate matters, and by the Register of Wills and Clerk of the Orphans Court Division with respect to decedents' estates and other Orphans Court Division matters, as well as any duties conferred by resolution of County Council, statute, rule of court, or order of court of competent jurisdiction;
15. Maintain a Records Improvement Committee, which shall exist and operate in accordance with the Recorder of Deeds Fee Law of 1982 and its amendments of 1998 and 2002 or with any subsequent State laws related to records maintenance.
16. Responsible for retention, retrieval and disposal of all county records, maintaining and storing records in a safe, secure and temperature-controlled environment, adhering to retention schedules stated in the Pennsylvania State Records Manual, and working with all county offices providing guidance and education on record retention rules and proper preservation and disposal of records.

D. Departments within the Division

The Division of Judicial Services/Records shall be composed of the following departments:

1. PROTHONOTARY/CLERK OF COURTS DEPARTMENT

A. Function of the Department

The Department serves as the filing office for Criminal and Civil matters in the County and maintains custody of those filings. Filings include but are not limited to criminal, juvenile delinquency, juvenile dependency, civil lawsuits, protection from abuse, divorce, custody, municipal, state

and federal liens, mortgage foreclosures, and appeals of magistrate decisions. The Department acts as the collection agent for the State of certain fees.

B. Department Head

The Prothonotary/Clerk of Courts Department shall be managed by a Department Head who shall oversee the responsibilities of the Department as defined herein and shall report directly to the Judicial Services and Records Division Head.

C. Organization of the Department

i. Department Head

a) Fiscal Supervisor

b) Department Staff

D. Responsibilities of the Department

- i. Filing, indexing and custody of civil and criminal documents.
- ii. Collection and distributing of costs, fees and taxes required by law for filing of documents.
- iii. Prepare and transmit reports required by law relating to civil and criminal filings.
- iv. Act as collection agent for the Commonwealth of Pennsylvania and County of Luzerne for the collection of all fines and forfeitures, the collection of JCS/JCP fees (AOPC funding for Courts). Prepare reports of these collections and remit these collections according to law.
- v. Enter and sign all judgments and acknowledge the satisfaction of such judgments.
- vi. Assist the general public to locate pleadings, legal papers and other records, including Naturalization records.
- vii. Process all appeals to the higher courts for both civil and criminal matters, and expungement of records.

2. CORONER DEPARTMENT

A. Function of the Department

The Coroner Department shall be responsible for the investigation of all deaths that occur without prior medical attention, deaths where the physician is unable to certify the cause of death, and those deaths due to unnatural causes or violence, which include all accidents, suicides, and homicides, and to rule as to the manner of death. The Department Director must approve all cremations and organ donations in this County and is responsible for identification and proper disposal of all unclaimed bodies.

B. Head of the Department

The Director of the Coroner's Department shall be the Luzerne County Coroner. The Coroner shall be responsible for all duties as outlined in the Laws of Pennsylvania and Luzerne County and shall be responsible to the Judicial Services and Records Division Head for the proper performance of the department.

C. Responsibilities of the Office

- i. To order post-mortem examinations and witness the same when necessary;
- ii. To cooperate with all law enforcement agencies;
- iii. To consult and advise with the District Attorney in any suspected criminal death;
- iv. To hold inquests in certain cases with subpoena power and power to administer the oath; To assume jurisdiction of bodies and personal effects falling under the Department's purview and not allow them to be moved or released without the consent of the Department Director;
- v. To arrange, in appropriate cases, for transportation of remains to the County morgue, to private mortuary facilities or elsewhere in accordance with the wishes of survivors;
- vi. To submit reports of all death investigations as required by, and in accordance with, applicable law, rules, regulations and codes.
- vii. To complete medical portions of death certificates for cases under his/her purview, particularly in every case referred by Vital Statistics;
- viii. To be on call 24 hours a day, 7 days a week.
- ix. To maintain and submit a detailed annual budget for the PA Vital Statistics Improvement Fund to the County Council.
- x. To assume the responsibility for notifying next-of-kin of decedents;
- xi. To administer the department of the Coroner in accordance with Pennsylvania law.

E. Organization of the Coroner's Department

The Coroner's Department shall be organized as follows:

- a. **Coroner**
 - i. **Deputy Coroner**
 - ii. **Adjunct Deputy Coroners**
 - iii. **Additional Staff**

3. **RECORDER OF DEEDS/REGISTER OF WILLS/CLERK OF THE ORPHANS COURT DEPARTMENT**

A. Function of the Department

The Department serves as the filing office for all real estate related documents, notary public commissions and various elected official commissions, administration of estate filings, petitions before the Orphans' Court and the issuance of marriage licenses. Filings include but are not limited to deeds, mortgages, right of ways, maps, military discharges, letters of administration/testamentary, inheritance tax, guardianships and adoptions.

B. Department Head

The Recorder of Deeds/Registers of Wills/Clerk of the Orphans Court Department shall be managed by a Department Head who shall oversee

the responsibilities of the Department as defined herein and shall report directly to the Judicial Services and Records Division Head.

C. **Organization of the Department**

- i. Department Head
 - a) Department Staff

D. **Responsibilities of the Department**

- i. Filing, indexing and custody of documents related to real estate, estates, guardianships and adoptions.
- ii. Collection and distributing of costs, fees and taxes required by law for filing of documents.
- iii. Prepare and transmit reports required by law relating to real estate, estates, guardianships and adoptions.
- iv. Act as collection agent for the Commonwealth of Pennsylvania, County of Luzerne, and the Municipalities and School Districts of the County for the collection and distribution of realty transfer tax, inheritance tax, JCS/JCP fees (AOPC funding for Courts), and affordable housing fees. Prepare reports of these collections and remit these collections according to law.
- v. Assist the general public in locating of land and estate records.
- vi. Issue marriage licenses.
- vii. Administer oaths for estates and notary publics.
- viii. Exercise jurisdiction over the probate of wills, the grant of letters to personal representatives, and other matters dealing with decedents' estates as required by law.
- ix. Enter data concerning guardianships into the AOPC mandated Guardianship Tracking System.
- x. Process all appeals to the higher courts in adoption and Clerk of Orphans Court matters.

4. RECORDS STORAGE DEPARTMENT

A. **Function of the Department**

The Department serves as the central area for storage of County records, provides public access to those records and acts in accordance with state laws for retention and disposal. A public search area is part of the Department and providing computer access to records in addition to paper.

B. **Department Head**

The Records Storage Department shall be managed by a Department Head who shall oversee the responsibilities of the Department as defined herein and shall report directly to the Judicial Services and Records Division Head.

C. Organization of the Department

- i. Department Head
 - a) Rotating Clerks

D. Responsibilities of the Department

- i. Provide for the protection of County records; maintaining the integrity, security and effective performance of the County records program.
- ii. Provide guidance to departments in the organization of, transferring of and purging of records.
- iii. Ensure the purging and retention of records is in accordance with all federal, state and local laws.
- iv. Manage and administer retention/disposal schedules.
- v. Maintain a County Records database with location, date of storage and record of retrieval/refile of said record.
- vi. Assist the public in requests for records and use of equipment.
- vii. Oversee the in-house back scanning of records.
- viii. Retrieval and refile of public record requests.

5. SHERIFF AND SECURITY DEPARTMENT

A. Function of the Department

The Sheriff and Security Department shall have and exercise all powers and duties provided for a Sheriff under the laws of the Commonwealth of Pennsylvania and Luzerne County, and, in addition, shall provide for the security and safety of all County facilities, personnel and visitors.

B. Head of the Department

The Director of the Sheriff's Department shall be the Luzerne County Sheriff. The Sheriff shall be appointed by the County Manager and shall be responsible for all duties as outlined in the Laws of Pennsylvania and the County of Luzerne.

C. Organization of the Department

- i. Sheriff
- ii. Deputies
- iii. Security Personnel

D. Responsibilities of the Department

- i. To serve as an Officer of the Courts, to serve writs, complaints and other forms of process, court orders, warrants and notices and, when ordered by the Court, to enforce Court orders;
- ii To provide and maintain courtroom security;
- iii To provide transportation to the Courts for:
 - 1. Luzerne County Prison inmates;
 - 2. County jail inmates outside of Luzerne County and State Correctional Institution inmates;
 - 3. Extradited persons, as required for Luzerne County judicial proceedings;
- iv. To issue firearm licenses to qualified residents of the County;

- v. To conduct sales of real estate and personal property located in Luzerne County in accordance with the Pennsylvania Rules of Civil Procedure;
- vi. To supervise the security system of County administrative buildings and parking lots, including assignments of swipe-cards, keys and security measures and staff.
- viii. To provide assistance to other law enforcement agencies when requested.
- ix To perform Security Duties as necessary to provide for the safety of those in county buildings and properties including parking areas, including screening people entering the county buildings for weapons.
- x Real Estate Deputy. The Sheriff may appoint a Real Estate Deputy to take charge of all matters relating to sheriffs' sales of real estate and distribution of the proceeds thereof, whose appointment shall be made and be revocable as hereinbefore provided for the Sheriff. Such Deputy shall have full power to perform all duties incumbent upon the Sheriff with respect to sale of real estate and distribution of proceeds thereof, with like effect in law as if such official act had been done by the Sheriff in person. Such duties shall include the execution and acknowledgement of sheriffs' deeds for real estate upon receipt of the purchase price thereof.

Section 6.06 – Division of Operational Services.

A. Function of the Division

The Division of Operational Services shall be responsible for the management of the physical operation of the County, including all aspects of county infrastructure, maintenance of facilities, planning and zoning procedures and regulations, emergency management, 911 dispatch, and solid waste/recycling programs and outreach.

B. Division Head

The Division of Operational Services shall be headed by a Division Head who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The head of the Division shall be responsible to the County Manager for the proper performance of the Division.

C. Organization of the Division

- 1.911 Communications
- 2.Emergency Management Agency
- 3.Engineering Department
 - a.Boiler Plant Office
 - b.Building and Grounds Office
 - c.Engineering Office
 - d. Road and Bridge Office
- 4.Planning and Zoning Department
 - a.Planning and Zoning Office

b.Solid Waste/Recycling Office

D. Responsibilities of the Departments

1. *911 COMMUNICATIONS*

a. **Function of the Department**

The 9-1-1 Communications Department shall receive calls and provide dispatch services to county residents and emergency responders so that emergency events receive appropriate assistance in a timely and efficient manner.

b. **Department Head**

The 9-1-1 Communications Department shall be managed by the Department Head (Executive Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

c. **Organization of the Department**

i. Executive Director

a. Executive Administrative Assistant

i. Staff

b. GIS Manager

c. Data/Tech Support Manager

i. Staff

ii. Radio Support Coordinator

iii. Technical Support Supervisor

1. PT Technical Support

a. Staff

d. PSAP Manager

i. Lead PSAP Supervisor

ii. PSAP Supervisor

1. Staff

e. Quality Assurance/Operations Coordinator

i. 9-1-1 Training Supervisor/QA

ii. Quality Assurance/Policy

d. **Responsibilities of the Department**

i. Take calls and dispatch associated 9-1-1 emergency and non-emergency calls from the general public, public safety agencies and municipalities

ii. Perform various GIS mapping duties including, but not limited to, research, integration, plotting 9-1-1 standardized addressing descriptions, subdivision and address assignments and data entry to ensure 9-1-1 address database accuracy.

iii. Collect and preserve records as requested by agencies and as required by law.

iv. Evaluate and train employees in accordance with Pennsylvania Emergency Management Agency (PEMA) guidelines, standards and applicable laws.

v. Analyze, implement, and maintain Luzerne County 9-1-1's Next Generation (NG911) geodatabase.

- vi. Support and maintain countywide radio system, including remote tower sites, used by public safety agencies and stakeholders.
- vii. Maintain and comply with all applicable funding and budget laws as required by PEMA.

2. *EMERGENCY MANAGEMENT AGENCY*

a. **Function of the Department**

The Emergency Management Agency shall provide emergency planning, training, response, recovery and mitigation services to elected and appointed officials, first responders and the public, in accordance with the Commonwealth Emergency Operations Plan and Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107-7707, as amended..

b. **Department Head**

The Emergency Management Agency shall be managed by a Department Head (Coordinator/Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

c. **Organization of the Department**

- i. Coordinator/Director
 - a. Deputy Director
 - 1. Emergency Planning Manager
 - 2. Act 165 Coordinator

d. **Responsibilities of the Department**

- i. Apply and administer grants through state and federal programs;
- ii. Perform public outreach on preparedness;
- iii. Provide training assistance to municipalities and support agencies.
- iv. Maintain open, reliable, redundant, and interoperable communication systems to implement alert and warning procedures, transmit information, and issue directions in emergency situations
- v. Develop and update comprehensive emergency management plans, programs, and capabilities.
- vi. Establish and maintain a Continuity of Operations Plan (COOP) that identifies delegation of authority and order of succession, responsibilities, essential functions, key personnel, essential records management, and emergency duty location.

3. *ENGINEERING DEPARTMENT*

a. **Function of the Department**

The Engineering Department shall manage all County Projects related to the Capital Plan, Maintenance and Emergencies in a professional manner with the goals of providing safety, value and efficiency.

b. **Department Head**

The Engineering Department shall be managed by a Department Head (Chief County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

c. **Organization of the Department**

- i. Chief County Engineer
 - a. Boiler Plant Office
 - b. Building and Grounds Office
 - c. Engineering Office
 - d. Road and Bridge Office

d. **Responsibilities of the Engineering Department**

- i. Control all operations of the Engineering Office, including but not limited to Capital Projects, recreational areas, Wyoming Valley Airport, planning reviews, and engineering reviews.
- ii. Control all operations of the Boiler Plant Office, including but not limited to monitoring and maintaining of all County-owned mechanical equipment.
- iii. Control all operations of the Building and Grounds Office, including but not limited to maintenance of all County-owned buildings.
- iv. Control all operations of the Road and Bridge Office, including but not limited to maintenance of County Roads and Bridges, and maintenance of all County fleet vehicles and equipment.
- v. The County Engineer shall:
 1. Prepare plans, specifications, and estimates of all engineering work undertaken by the county, and, whenever required, shall furnish the County Manager and Division Head with reports, information, or estimates on any such work and, in general, shall perform all duties with reference to any county engineering work as the County Manager may from time to time prescribe.
 2. Provide all duties relating to surveying services as may be needed by the Division Head or by law; and
 3. Perform all duties heretofore imposed on county surveyors.

e. **Functions of the Offices**

i. **Boiler Plant**

a. **Function of the Office**

The Boiler Plant Office shall manage and maintain the mechanical systems for all buildings and property owned by Luzerne County and used for government operations to ensure the proper function and safe operation for all County employees and visitors.

b. Office Head

The Boiler Plant Office shall be managed by the Department Head (Chief County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. Organization of the Office

- i. Chief County Engineer
 - a. Mechanical Systems Engineer

d. Responsibilities of the Office

- i. Administer maintenance contracts for all county-owned mechanical system infrastructure;
- ii. Monitor mechanical systems daily to ensure optimal, efficient and safe operation;
- iii. Maintain equipment compliance with Federal, State, and Local regulations;
- iv. Perform such other duties as may be assigned or delegated by the Chief County Engineer.

ii. Building and Grounds

a. Function of the Office

The Building and Grounds Office shall maintain all buildings and property owned by Luzerne County and used for government operations to ensure clean and safe conditions for all County employees and visitors.

b. Office Head

The Building and Grounds Office shall be managed by the Department Head (County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. Organization of the Office

- i. County Engineer
 - a. Executive Secretary
 - i. Staff

d. Responsibilities of the Office

- i. Administer all real property owned or occupied by the County;
- ii. Maintain County administrative buildings and grounds;
- iii. Supervise the daily cleaning of County administrative buildings and adjacent grounds;
- iv. Maintain proper safety precautions to ensure compliance with Federal, State, and Local regulations;
- v. Perform such other duties as may be assigned or delegated by the County Manager.

iii. Engineering Office

a. Function of the Office

The Engineering Office shall manage all County Projects related to the Capital Plan, Maintenance and Emergencies in a professional manner with the goals of providing safety, value and efficiency.

b. **Office Head**

The Engineering Office shall be managed by a Department Head who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. **Organization of the Office**

- i. Chief County Engineer
 - i. County Engineer/Fleet Manager
 - ii. Staff Engineer

d. **Responsibilities of the Engineering Office**

- i. Administer the requirements of the County's capital investment plan;
- ii. Administer the County's public/private partnership with the fixed based operator for the Wilkes-Barry/Wyoming Valley Airport including general oversight of the operation of the airport;
- iii. Perform engineering reviews for compliance with the technical requirements of the Luzerne County Subdivision and Land Ordinance on behalf of the Luzerne County Planning Commission;
- iv. Administer the requirements of the County's Highway Occupancy Permit Ordinances for public and utility access to County ROW;
- v. Administer the County's obligations in regard to the Environmental Special Projects program (West Nile Virus, LCD partnership agreement, Black Fly program);
- vi. Serve as the County's technical advisory support for its Emergency Response Team;
- vii. Administer the County's Special Events Policy;
- viii. Provide the technical support to safely operate and maintain the Wyoming Valley Levee System through intergovernmental agreement with the Luzerne County Flood Protection Authority;
- ix. Administer the County's surplus property disbursement program.

iv. **Road and Bridge Office**

a. **Function of the Office**

The Road and Bridge Office shall maintain roads and bridges owned by the County to keep them suitable for safe travel by motorists and maintain the fleet of County-owned vehicles and equipment to keep it safe for operation and in compliance for use by county employees.

b. **Office Head**

The Road and Bridge Office shall be managed by the Department Head (Chief County Engineer) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. **Organization of the Office**

- i. Chief County Engineer
 - a. Road and Bridge Supervisor
 - i. Staff
 - b. Executive Secretary

d. **Responsibilities of the Office**

- i. Maintain all County roads;
- ii. Maintain all County bridges;
- iii. Manage and perform scheduled maintenance for the County fleet;
- iv. Manage and perform scheduled maintenance for County equipment.

4. *PLANNING AND ZONING DEPARTMENT*

a. **Function of the Department**

The Planning and Zoning Department shall provide planning and zoning services to Luzerne County municipalities and residents with the assistance of the Luzerne County Planning Commission.

b. **Department Head**

The Planning and Zoning Department shall be managed by the Department Head (Executive Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the department.

c. **Organization of the Department**

- i. Executive Director
 - a. Planning and Zoning Office
 - b. Solid Waste/Recycling Office

d. **Responsibilities of the Department**

- i. Conduct the administrative functions of the Luzerne County Planning Commission in compliance with the Pennsylvania Municipalities Planning Code (Act of 1968, P. L. 805, No. 247), as amended;
- ii. Coordinate the planning and data collection activities of the Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization;
- iii. Facilitate the purchase of development rights from eligible agricultural properties in Luzerne County through the State Farmland Preservation Board;

- iv. Administer the County's Solid Waste Program for compliance with Commonwealth regulations.

e. **Responsibilities of the Offices**

i. **Planning and Zoning Office**

a. **Function of the Office**

The Planning and Zoning Office shall provide planning and zoning services to Luzerne County municipalities and residents with the assistance of the Luzerne County Planning Commission.

b. **Office Head**

The Planning and Zoning Office shall be managed by the Department Head (Executive Director) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. **Organization of the Office**

- i. Executive Director
 - a. Transportation Planner
 - b. Planning and Zoning Analyst
 - c. Staff

d. **Responsibilities of the Office**

- i. Develop and maintain a Luzerne County Comprehensive Plan and assist the County's 76 municipalities in their comprehensive planning and land use regulatory efforts;
- ii. Perform reviews and prepare recommendations, pursuant to Act 247 of 1968 as amended: the Pennsylvania Municipalities Planning Code, pertaining to local planning and zoning, including changes in local zoning maps, amendments of zoning and subdivision ordinances, and adoption of new municipal comprehensive plans, and all subdivision and land development proposals in Luzerne county;
- iii. Administer and manage planning and construction projects in conjunction with numerous Federal and State grant programs;
- iv. Coordinate and manage all administrative, programmatic, and planning and construction-related activities from contractor and/or consultant selection to final audit reporting for planning and construction projects;
- v. Educate and increase awareness of planning initiatives;
- vi. Instruct the public and municipal officials as to long-range community development projects, available grant funding, and other planning issues;

- vii. Provide outreach to municipal governments in promoting inter- municipal/regional efforts;
- viii. Review and respond, as required, to federal and state agency initiatives/programs;
- ix. Provide administrative and technical assistance for County-sponsored projects;
- x. Serve as the County’s representative on the Luzerne/Lackawanna bi- county Metropolitan Planning Organization.

ii. Solid Waste/Recycling Office

a. Function of the Office

The Solid Waste/Recycling Office shall administer the County Recycling Program for compliance with Commonwealth regulations and oversee solid waste management procedures.

b. Office Head

The Solid Waste/Recycling Office shall be managed by the Department Head (Executive Director – Planning and Zoning) who shall be responsible to the Division Head of Operational Services for the proper performance of the office.

c. Organization of the Office

- i. Executive Director – Planning & Zoning
 - a. Recycling Coordinator

d. Responsibilities of the Office

- i. Administer the County’s 10-Year Municipal Waste Management Plan;
- ii. Administer grants available through the Commonwealth that provide funding to the County for its recycling program operations;
- iii. Provide assistance to municipal governments to conduct local recycling events;
- iv. Provide educational tools needed to encourage and support recycling programs.

Section 6.07 – Division of Public Defender.

F. A. Function of Division

The Division of the Public Defender shall have and exercise all powers and duties now or hereafter conferred upon the Public Defender by applicable law.

G. B. Division Head

The Division of the Public Defender shall be headed by the Public Defender who shall be appointed by the County Manager, subject to approval by the County Council, and who shall serve at the pleasure of the County Manager. The Public Defender shall be duly

admitted to the practice of law in the Commonwealth of Pennsylvania and shall be responsible to the County Manager for the proper performance of the Division.

H. C. Responsibilities of the Division

The Division of the Public Defender shall have the responsibility to:

1. Have and exercise all powers and duties now or hereafter conferred upon the Public Defender by applicable law.
2. Give legal advice and representation in every criminal proceeding to indigent witnesses, either prosecution or defense, whose rights the Court has determined must be protected.
3. Provide legal counsel where representation is constitutionally required, after being satisfied of a criminal defendant's inability to procure funds to obtain legal counsel to represent him/her.

I. D. Organization of the Division

1. Public Defender
 - a. Assistant Public Defenders
 - b. Office Staff

Section 6.08 – Office of Law/County Solicitor.

J. A. Function of Division

The Office of Law/County Solicitor shall serve as legal advisor, attorney, and counsel in all official matters to all elective County officials, divisions, departments, bureaus, offices, agencies, boards, commissions, and other administrative units of the County government, except where the Charter specifically authorizes an elective official to contract for independent legal opinions and/or temporary special legal counsel. The County Solicitor and Office of Law shall act at all times on behalf of Luzerne County as their client and shall owe the highest duties of integrity, loyalty, independent judgment, and professional responsibility to Luzerne County.

K. B. Division Head

The Office of Law shall be headed by the Chief County Solicitor, who shall be appointed by the County Manager, subject to confirmation by the County Council, and who shall serve at the pleasure of the County Manager. The County Solicitor shall be duly admitted to the practice of law in the Commonwealth of Pennsylvania and shall be responsible to the County Manager for the proper performance of the Division.

L. C. Responsibilities of the Division

The Office of Law shall have the responsibility to:

1. Provide, upon request, legal opinions upon any legal matter, or question for County Government, including Human Resource matters, except as otherwise provided in the Charter;

2. Prepare and revise ordinances or resolutions when so requested by the County Manager;
3. Litigate all legal actions and claims brought by or against the County of Luzerne, except in those cases in which other legal counsel is retained;
4. Prepare and/or approve, upon request, for legality all contracts, agreements, or other legal documents on behalf of County Government, except as otherwise provided in the Charter. A standard form of agreement or contract which is expected to be used repetitiously may be approved as to form only;
5. Exercise, when deemed necessary, the right to inspect at reasonable times the records of any County Division, administrative unit, board, commission, authority, or committee of the County in connection with the performance of the powers and duties of the County Solicitor's office;
6. Exercise such powers, perform such duties, and have such authority as are given by law.
7. Through the Conflict Counsel Department, provide services to indigent persons in instances where there is a conflict with the Luzerne County Public Defender's Office in criminal matters and in instances where counsel to parents are required in dependency and termination procedures.
8. Represent all elected officials as per Section 6.04(a) of the Luzerne County Home Rule Charter.
9. In the case of a legal conflict between elected officials and/or elected officials and County management, the Office of Law shall provide a written notice of the legal conflict and advise that the entities retain separate independent counsel for the matter.
10. Attend all County Council meetings.
11. Inform the County Manager and the County Council in the event that any private representation by members of the Department of Law staff or members of their law practices (attorneys with whom they are professionally affiliated) raises a possible conflict of interest with respect to a matter that will come before the Council.
12. Retain outside Legal Counsel where necessary and appropriate.
 - a. For the purposes of this section, outside legal counsel shall mean the use of any legal counsel, attorney, or firm of attorneys, other than the County Solicitor and Assistant County Solicitors, which may be used to defend and/or represent the County of Luzerne, a County employee, or a County elected official in litigation; and/or assist the Solicitor's Office with matters involving the County of Luzerne.

M. D. Organization of Division

The Office of Law shall be composed of:

1. The Chief County Solicitor;
2. Such Assistant Solicitors, Paralegals, and Administrative Staff as may be authorized by the County Manager, in order to carry out the responsibilities set forth in subparagraphs 1 through 6 above.
3. The Department of Conflict Counsel, including any Attorney Administrator and such other Assistant Conflict Counsel as may be authorized by the County

Manager in order to carry out the responsibilities of the Conflict Counsel Department.

N. E. Prohibitions

No County solicitor shall represent any Division, office, or agency in litigation aimed at another Division, office, or agency of the County unless such representation is first approved by County Council and the County Manager.

ARTICLE VII: ELECTIONS

Section 7.01 - Board of Elections and Registration.

A. Function of the Board

The Board of Elections and Registration shall have and exercise all powers and duties stated in Section 8.04 of the Luzerne County Home Rule Charter, and shall provide general supervision over all elections conducted by the County in accordance with the PA State Bureau of Commissions, Elections and Legislation.

1. Issuance of Electronic Equipment

The County of Luzerne shall provide all Members of the Board of Elections and Registration with a county issued laptop to communicate and to perform other duties. Members of the Board of Elections and Registration shall follow all Information Technology security policies set forth by the County of Luzerne. If a Member of the Board of Elections and Registration shall resign or is not reappointed, their Equipment must be returned to the County of Luzerne upon vacating their term of office.

B. Responsibilities of the Clerk of Election Board

The Administrative Services Division Director or his/her designee shall serve as the Clerk to the Election Board and shall have the following responsibilities:

1. To insure that the policies set by the Board are implemented;
2. To prepare agendas for Election Board meetings to be held in the months of February, April, August, and December and at other times as directed by the Board.

Section 7.02 - Department of Elections.

A. Function of the Department

The Department of Elections shall be responsible for implementing the procedure and policy for the registration of electors in the County; and provide direct supervision over and implement all regulations promulgated by the Board of Elections and Registration Commission for all elections conducted by the County, under the general direction of the County Manager.

B. Department Head

The Department of Elections shall be under the direction of the Director of Elections who shall be appointed by the County Manager following consultation with the Board of Elections and Registration.

B. Responsibilities of the Department

1. The Department of Elections shall have and exercise the powers and duties as prescribed by the Board of Elections and Registration and by the County Manager, including the powers and duties to:
 - a. Publish such notices as prescribed by the Board on the election law;
 - b. Send notices to persons, candidates, and parties as decided by the Board or election law;
 - c. Provide and arrange for sworn clerk to assist the Board of Elections in computing the return of votes;
 - d. Prepare and provide to the Board of Elections sufficient forms for tally and computation;
 - e. Arrange for a suitable place for the Board of Elections to receive and compute returns;
 - f. Cause to be prepared certificates of election;
 - g. Receive and review filing papers;
 - h. Receive, when applicable, fees required for filing of papers;
 - i. File copies of certified returns with the Secretary of the Commonwealth;
 - j. Receive petitions for recount and notify appropriate officers;
 - k. Receive cash or bonds for recounts;
 - l. Notify petitioners and/or arrange for the return of deposits or the forfeiture of deposit;
 - m. Identify suitable polling places and storage places and cost thereof and report the same to the Board;
 - n. Prepare rental arrangements for polling places;
 - o. File accepted and rejected petitions;
 - p. Notify petitioners whether Board rejected or accepted petitions or filing;
 - q. Supervise the filing and maintenance of records and recording of the official acts of the Board;
 - r. Arrange, order, and obtain sufficient ballots;
 - s. Prepare and propose budget for election activities;

- t. Prepare and submit a report of election activities;
 - u. Prepare and publish the election notices and advertisements;
 - v. Supervise the processing and distribution of Board communications;
 - w. Keep a record in permanent form of the Board proceedings;
 - x. Register electors.
2. When ordered by the Board of Elections, the Department shall also:
- a. Investigate questions relating to registration;
 - b. Inspect and verify residency of registrants;
 - c. Notify the appropriate law enforcement officers of disturbances;
 - d. Notify the District Attorney of violations of the act and possible fraudulent practices;
 - e. Accept all complaints of reported irregularities and refer the same to the Board;
 - f. Arrange a suitable place for the meeting of the Board;
 - g. Secure, distribute, receive, and preserve street lists, registration cards, affidavits, vouchers, notices, etc.;
 - h. Prepare and propose a budget for registration activities;
 - i. Observe and supervise inspection of all registration records;
 - j. Arrange for special registration places;
 - k. Approve or reject applications for registration and notify applicant of right to appeal to Board;
 - l. Record incomplete and rejected applications;
 - m. Maintain general and district registers;
 - n. Issue removal notices;
 - o. Transfer registrants;
 - p. Record changes in party enrollment;
 - q. Maintain street list;
 - r. Verify registrations by mail check;
 - s. Compare street list and registers;

- t. Accept petitions for the striking of a name on the register;
- u. Notify registrant of petition to strike his name from register;
- v. Deliver registers to Election Offices;
- w. Examine registers and report indications of fraud to the Board;
- x. Cancel registration for failure to vote for two years;
- y. Preserve all canceled registration cards;
- z. Provide voting machines in sufficient number for the polling places and provide maintenance and repair to insure that the same are in good working condition;
- aa. Implement the policies and procedures of the Board for the use of voting machines for elections other than general, municipal, and primary elections;
- bb. Perform such other duties as may hereafter be conferred or imposed by the Board or the County Manager.

ARTICLE VIII: BUDGETARY AND FINANCIAL POLICIES AND PROCEDURES

Section 8.01 - Budget Calendar.

- A. Pursuant to Article V of the Charter, Budget and Finance, the fiscal year of Luzerne County shall begin on January 1 and end on December 31.
- B. Submission and adoption of the County Budget shall adhere to the schedule and format set forth in Article V of the Charter.

Section 8.02 - Budget Administration.

- A. The County Manager's authority and responsibilities with respect to administration of the adopted Budget shall be as set forth in Section 5.10 *et seq* of the County Charter.
- B. The Budgets for each year shall be adopted by County Council as set forth in the County Charter and shall include a Position Budget that lists positions defined by the Manager as necessary to County operations along with the defined compensation for each position. The positions so defined shall be the *legislatively authorized positions* for the fiscal year covered by the adopted Budgets, and all required funds for these positions shall be allocated in the adopted Budgets.
- C. County Council shall be notified in writing of any change in the number of positions or in the classification of positions and/or any change in compensation for any defined position, other than compensation changes provided through collective bargaining agreements, no fewer than 5 days prior to such changes being implemented.

Section 8.03 - Borrowing.

The County Council shall adhere to the provisions of the Pennsylvania Local Government Unit Debt Act (Act 185 of 1972) for the borrowing of any funds.

Section 8.04 - Reports.

- A. The County Manager shall submit to the County Council a First Quarter financial report, which includes the previous fiscal year's final results, and a Mid-Year financial report.

- B. The First Quarter report shall be submitted no later than May 15, and the Mid-Year report shall be submitted no later than August 15.
- C. Such financial reports shall be forward-looking documents setting forth projected revenues and expenditures as well as significant measures undertaken to address surpluses and shortfalls.

ARTICLE IX: BONDS

Section 9.01 – Official Bonds/Required Fiscal Security for Officers and Employees

A. Required Bonds

The County shall obtain official security in the form of bonds, a blanket bond or a crime-fidelity insurance policy, which is endorsed with faithful performance of duty coverage, that protects the County from losses caused by acts of the following officers, whether elected, appointed or appointed to fill a vacancy, before those officers begin their official duties:

1. County Council Member;
2. County Manager;
3. Controller;
4. Clerk of Judicial Records;
5. Coroner;
6. Sheriff;
7. Directors of all departments, offices and bureaus; and
8. Budget and Finance Officer.

B. Other County Officers and Employees

The County shall obtain security coverage with faithful performance of duty coverage for all county officers and employees who are not subject to subsection (A), including deputies and other appointees in each county office, who are required to receive, account for or hold any money and other property by virtue of their office or employment.

C. County Officers and Employees Acting as Agents

The County shall obtain security coverage for county officers and employees acting as agents of the County in accordance with the provisions of November 23, 2011, Act 106 or any other law, regulation or rule requiring the posting of security in the form of a bond or otherwise.

Section 9.02 – Form and Required Amount of Security.

- A. Pursuant to sub-section 1130(a) of November 23, 2011, Act 106, the County Council shall annually determine the form and required amount of required security that will be reasonably sufficient to protect against the risks of loss. The form and contents of a bond, blanket bond or insurance obtained in compliance with

November 23, 2011, Act 106 shall be approved by Council after review by the County Solicitor and consultation with the County Risk Manager, if any.

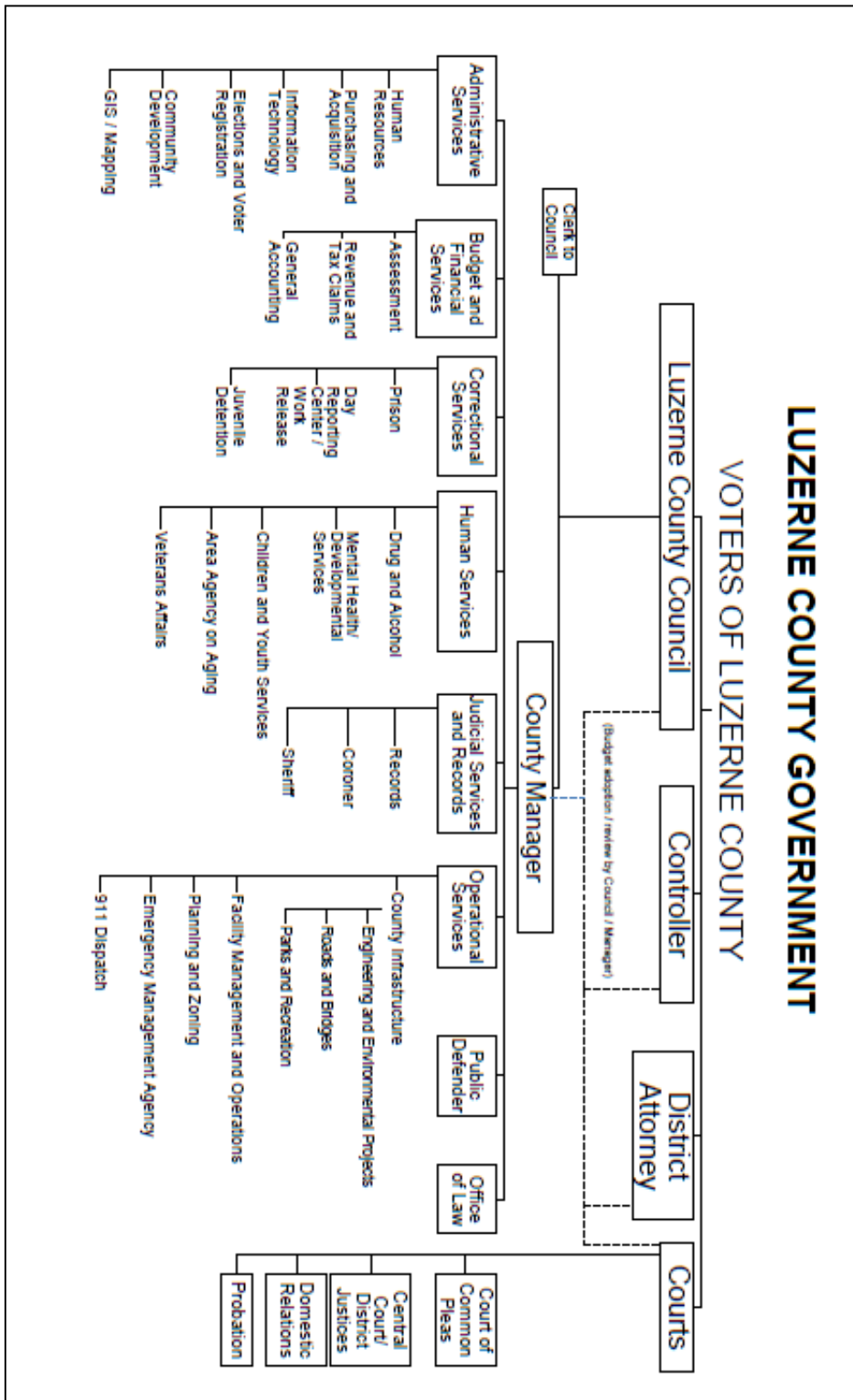
- B. County Council may appoint a risk manager who, at the request of Council, shall compile and submit information relevant to the determination of an amount of required security under subsection (A).
- C. The County's risk manager, in coordination with the finance director, is hereby designated to compile and submit information to County Council during the budgetary process and prior to close of every calendar year as to the amount of security that is recommended during the succeeding year.
- D. The risk manager, finance director and solicitor shall confer to determine the form and content of the bond and insurance to comply with this November 23, 2011, Act 106. They will review the coverage concurrently to verify that this coverage fully meets the needs of the County.
- E. If the coverage meets the needs of the County, the risk manager shall present it to County Council for approval no later than two weeks prior to the close of the calendar year. If the coverage does not meet the needs of the County, the finance director will initiate quotes for the needed coverage and present them at least two weeks prior to the close of the calendar year together with a recommendation as to the bond and policy satisfying the criteria set forth in the Act and the competitive policies established by the County procurement policy.

Section 9.03. – Custody and filing of required security documents.

Custody and filing of required security documents shall be as proscribed by Section 1131, November 23, 2011, Act 106.

APPENDIX A:

ORGANIZATIONAL CHART OF LUZERNE COUNTY GOVERNMENT





Final Report and Recommended
Home Rule Charter of the
Luzerne County Government
Study Commission
July 2025

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To the Residents of Luzerne County,

In 2010, Luzerne County voters adopted the current Home Rule Charter, ushering in significant reforms to county governance. These changes included the creation of an 11-member County Council, the appointment of a professional county manager, and a range of measures aimed at increasing transparency and accountability. While the charter has generally been seen as a success, complications have arisen as a result of ambiguity in some areas and rigidity in others.

In 2016, Luzerne County voters approved by referendum an amendment with respect to the charter's restrictions on former members of county authorities. By 2023, it became evident that the charter needed more thorough updating. In response, the Luzerne County Council approved a ballot initiative to form a new Government Study Commission. Voters elected the commission in April 2024, tasking it with reviewing and potentially revising the existing charter.

Following a comprehensive review, the commission concluded that revisions were necessary. It then developed a forward-looking charter that simplifies the current document, resolves inconsistencies, and addresses structural challenges that have emerged over time.

On November 4, 2025, voters will decide whether to adopt this proposed new charter.

The updated charter represents a thoughtful evolution of county governance. It proposes a more streamlined County Council with enhanced responsibilities and tools, strengthens ethical standards for all county officials and employees, and expands opportunities for public engagement. It also modernizes legal structures, including the creation of one of only two Public Defender Advisory Boards in the state, safeguarding the independence and integrity of legal services in the county.

These changes are not just procedural, they are foundational. They aim to build a government that is more efficient, responsive, and aligned with the values and needs of Luzerne County residents.

Adopting this charter is not about rejecting the past—it's about building on it with clarity, purpose, and a renewed commitment to public service.

We encourage all residents to review the proposed charter and final report, and to support this initiative to help shape a smarter, stronger future for Luzerne County.

Respectfully submitted,

The Luzerne County Government Study Commission

**Luzerne County Government Study Commission
Elected April 23, 2024**

Commission Members	Staff
Ted Ritsick, Chair	Curtin & Heefner LLP, solicitor
Vito Malacari, Vice Chair	Attorney Joseph Khan, C&H
Matt Mitchell, Secretary	Attorney Brendan Flynn, C&H
Cindy Malkemes, Treasurer	County Clerk Sharon Lawrence, support
Tim McGinley	Pennsylvania Economy League, consultant
Mark Shaffer	Lynne Shedlock, PEL
Stephen J. Urban	Patricia Moorhead, PEL

Committees	Meetings
Executive Branch: Tim McGinley, Stephen Urban, Cindy Malkemes	2024: 15 Regular and Special Public Meetings
Judicial Branch and DA: Vito Malacari and Matt Mitchell	2025: 22 Regular and Special Public Meetings
Legislative Branch and Controller: Ted Ritsick and Mark Shaffer	2025: Two Public Hearings

Ballot Question

The following ballot question and plain English statement will be placed on the ballot November 4, 2025, for your approval.

Luzerne County Home Rule Referendum

Shall the Home Rule Charter of the County of Luzerne be repealed and the form of government recommended in the report of the government study commission, dated July 28, 2025, be adopted as authorized by the Home Rule Charter and Optional Plans Law?

A “yes” vote means that you are voting to adopt the proposed Home Rule Charter for Luzerne County, which will change the existing form of government. A “no” vote means you favor retention of the current Home Rule Charter form of government.

YES

NO

Purpose of Luzerne County Home Rule and Summary of Recommendations

Introduction

The Commonwealth of Pennsylvania authorizes several forms of local government, including counties, townships, boroughs, and cities. It also allows municipalities to adopt home rule, granting them broader self-governance. Under home rule, a municipality can act in any way not expressly prohibited by the U.S. Constitution, the Pennsylvania Constitution, or state law.

In 2010, following a period of corruption and financial mismanagement, Luzerne County voters chose to adopt home rule. They approved a Home Rule Charter that introduced a new government structure featuring a larger Council, an appointed county manager, and reforms aimed at increasing transparency, accountability, and public participation.

While the charter has generally been seen as a success, some of its provisions have led to legal and procedural complications. In response, the Luzerne County Council voted in 2023 to place a referendum on the April 2024 ballot to consider forming a new Government Study Commission. Voters approved the measure, and the commission began its work in May 2024.

After months of public input and analysis, the commission concluded that although the current charter has strengths, it also contains legal ambiguities, outdated processes, and structural inefficiencies. To address these issues, the commission drafted a revised charter.

A key reform in the proposed charter is reducing the County Council from 11 to 9 members. This change is not about shifting power but about reorganizing it to enhance efficiency while maintaining transparency and public oversight and better engaging citizens in the work of County Council.

Building a Flexible, Resilient Charter

A well-designed charter should function like a resilient structure—flexible enough to adapt to change, yet strong enough to maintain integrity. Just as bridges are engineered to bend under pressure, a charter must be able to respond to:

- Sudden crises
- Evolving community needs
- Shifting legal and economic landscapes

This revised charter introduces mechanisms that promote adaptability, such as requiring a “majority plus one” vote for structural changes. These safeguards encourage thoughtful coalition-building while preserving stability and continuity.

Key Challenges and Solutions

Challenge 1: Limited Council Authority to Address Emerging Issues

The original charter placed constraints on Council’s ability to respond quickly to outdated policies, financial mismanagement, or oversight failures.

Solution: A More Active Council Role

- Reduces Council size from 11 to 9 members for more focused, agile decision-making

- Requires regular review and adoption of the Ethics and Administrative Codes
- Expands Council’s oversight of personnel decisions made by the County Manager
- Introduces new tools for Council to address problems in real time, with safeguards such as a “majority plus one” vote for key changes

Challenge 2: Structural Issues Lacked Clear Remedies

The charter lacked mechanisms to address structural problems—such as those in the Ethics Code or Elections Board—without convening a new study commission.

Solution: Built-In Structural Flexibility

- Empowers Council to make targeted reforms without requiring a new charter
- Clarifies roles and responsibilities of oversight bodies
- Strengthens the Accountability, Conduct, and Ethics Commission and Code with increased transparency and reporting requirements

Challenge 3: Fiscal Procedures Needed Refinement

While the charter’s fiscal policies helped reduce debt, minor improvements could enhance financial oversight.

Solution: Increased Fiscal Responsibility

- Establishes a mandatory county reserve fund
- Tightens controls on mid-year spending
- Extends the timeline for public hearings and Council approval of the annual budget
- Permits the creation of a County Jail Oversight Board to protect the county from liability

Challenge 4: Ethics and Citizen Participation Needed Updating

The charter aimed to promote ethics and public engagement but lacked clear procedures for updating these policies over time.

Solution: Stronger Ethics and Citizen Involvement

- Protects whistleblowers and penalizes intimidation and retaliation
- Increases public input on ethics policies and other key areas
- Increases the number of citizens on the Accountability, Conduct and Ethics Commission and requires citizen input on a new Accountability, Conduct and Ethics Code
- Maintains and strengthens the Ethics Commission’s role and reporting obligations

Challenge 5: Legal Inconsistencies and Ambiguities

Some charter sections were unclear or conflicted with state law, particularly regarding the office of the District Attorney and the Public Defender.

Solution: A Modernized Legal Framework

- Resolves conflicts with state law

- Clarifies the role of the Board of Elections and empowers Council to make necessary changes
- Protects the independence and confidentiality of legal offices, including the Office of Law and the Public Defender
- Establishes a Public Defender’s Advisory Council—only the second of its kind in Pennsylvania
- Clarifies language around term limits and powers and duties of attorneys

Why Reduce the Size of County Council?

1. Improved Efficiency and Coordination

Smaller councils reduce communication overhead and improve decision-making. Luzerne County’s frequent turnover has hindered institutional knowledge and individual impact. A nine-member Council:

- Simplifies coordination
- Sharpens accountability
- Clarifies responsibilities
- Encourages deeper engagement

2. No Change in Council Powers

This change affects only the number of representatives—not their authority. All transparency, ethics, and public meeting requirements remain intact.

3. Proportional Majority Control

A simple majority remains the threshold for passing most legislation—six of 11 vs. five of nine—ensuring no individual gains disproportionate influence.

4. Greater Public Accountability

With fewer members, each vote carries more weight and visibility. This reduces the risk of backroom deals and makes it easier for the public to monitor Council actions.

5. Proven Model

Lehigh and Northampton County, the two home rule counties that are closest in size and geographically closest to Luzerne County are both governed by nine-member County Councils. Other home rule counties operate effectively with five or seven Council members or commissioners. These smaller bodies often experience:

- More focused governance
- Less gridlock
- Stronger individual accountability

Empowering Council to Govern

Many of the issues raised during this review are arguably already within Council's power to address through ordinances and code changes. This new charter ensures future Councils can act decisively and cost-effectively—without needing another study commission.

It provides the tools, the framework, and the flexibility for Council to govern effectively. It is a mandate for elected officials to make tough decisions, enact sound policies, and remain accountable to the people of Luzerne County.

Conclusion: A Charter for the Future

This charter is not about concentrating power—it's about clarifying it. It makes local government leaner, more responsive, and easier to hold accountable. The power remains where it belongs: with the voters. Reducing the size of Luzerne County Council is a strategic step toward smarter governance. It reflects lessons from the past and prepares us for a more adaptable, resilient future.

Government Structures Maintained

The commission deliberated numerous changes but, in some cases, decided to remain with the existing charter structure. For example, the commission discussed the merits of electing Council members by district, or a combination of district and at-large, but ultimately kept the at-large structure. Maintaining citizen representation on the Board of Election and Ethics Commission, as well as term limits for elected officials, was a high priority for certain members and is reflected in the provisions that were retained.

- At-Large County Council
- Appointed Manager
- Citizen Volunteer Board of Elections¹
- Ethics Code and Ethics Commission
- Resign to Run for Office (DA, Controller, Clerk)
- Term Limits
- Non-Interference Language

Summary of Proposed Luzerne County Home Rule Charter Changes

Article II Legislative Branch/County Council

- Reduces County Council from 11 to nine members
- Clarifies language on term limits, resign to run, and cooling off period for County Council.
- Increases minimum Council salary from \$8,000 to \$10,000
- Reduces number of affirmative votes needed to introduce legislation from four to three.
- Permits Clerk to assist other county entities and permits division heads to serve as subject matter experts and ex officio members of Council committees

¹ Unless and until changed by an ordinance passed by a supermajority vote of County Council

Article III Other Elected Officials

- Clarifies resign to run language, cooling off period, and term limits for controller and DA
- To avoid conflicts with state law and retain institutional knowledge, streamlines provisions relating to DA, permits current DA to contract with the former DA if expertise is needed, and provides for a one time only, transitional term limit reset for controller and DA
- Requires that an entity audited by the controller promptly outlines how it intends to implement any recommendations to which it has agreed.

Article IV Executive Branch/County Manager

- Clarifies county manager search committee to include no more than seven members, including citizen voters from different political parties and up to two Council members
- Permits Council to appoint an interim county manager for up to 18 months
- Changes minimum manager compensation from 55 percent of DA salary to 75 percent
- Requires manager to have approval of three Council members to propose legislation
- Manager must explain suspensions of division heads to Council
- Removal of county solicitor and chief public defender by manager requires Council approval

Article V Budget and Finance

- Provides additional time for a public hearing and Council approval of the annual county budget
- Clarifies that transferred funds cannot be used to create new positions or grant raises
- Mandates creation of a county reserve fund

Article VI Administrative Code

- Gives Council the charge to ratify or amend the existing Administrative Code within nine months of charter taking effect
- Clarifies that a deputy county manager is not permitted

Article VII Personnel System

- Clarifies definitions of career, exempt and state civil service positions

Article VIII Authorities, Boards and Commissions

- Permits those with a county relationship to serve on Authorities, Boards and Commissions if the nature of interests and relationship is provided in writing and reported in public
- Adds language that boards and commissions shall observe the highest standards of ethics and professionalism
- Clarifies Board of Election powers to make consistent with state election law
- Requires Board of Election members to be in same party for three years instead of five
- Makes optional the provision that the Board of Election's fifth member must serve as chair and allows members to select a vice chair and secretary
- Permits changes in the administrative code to amend Board of Election's current term lengths and prohibitions
- Allows Council to modify, amend or eliminate provisions of the Administrative Code governing the Board of Elections with a majority vote plus one
- Provides for alternate members of the Board of Tax Assessment and clarifies vacancy procedure

- Permits manager to appoint a designee to Retirement Board rather than serve themselves, eliminates the finance director and adds a county registered voter
- Removes manager from the Joint Airport Board
- Requires establishment of a Public Defender Advisory Board and permits establishment of a County Prison Oversight Board.

Article IX Accountability, Conduct and Ethics

- Clarifies that the ACE Code does not eliminate any requirements under the State Ethics Act
- Gives County Council the authority to adjust the applicability of the county Ethics Code to the judiciary
- Increases the number of citizens on the Accountability, Conduct and Ethics Commission from two to four.
- Permits Council to change the composition of the ACE Commission after two years with vote of majority plus one
- Creates ACE Code advisory committee comprised of five to seven members with three Council members and two registered voting members of different political parties.
- Requires Council to vote to amend the ACE code in consultation with the advisory commission within 23 months after effective charter date
- Mandates Council either ratify or amend the ACE code every two years thereafter
- Requires penalties for intimidation and retaliation against anyone participating in an Ethics Commission investigation
- Provides that Council receives the conclusions and recommendations on all complaints from the Ethics Commission as well as an annual report that must be included on Council's agenda with an allowance for public comment.

Article X Initiative and Referendum

- Reduces threshold for initiative petitions from ten percent of gubernatorial election voters to five percent

Article XI General/Miscellaneous Provisions

- Clarifies that Council can appoint administrative, clerical and legal support on a part-time or full-time basis

Commission Study Process

The Luzerne County Government Study Commission held its inaugural meeting on May 20, 2024, during which officers were elected: Chairman Tim McGinley, Vice Chairman Vito Malacari, Secretary Ted Ritsick, and Treasurer Cindy Malkemes.

In the following meetings, the commission adopted bylaws, appointed a Solicitor, Right to Know Officer, and consultant and established various committees. Public comment periods were included for both agenda and non-agenda items at each meeting, with emailed comments read aloud and entered into the official record. Regular public meetings were held on the first and third Thursday at 6 p.m. in the Luzerne County Council Chambers at the Luzerne County Courthouse, 200 North River St., Wilkes-Barre, with both in-person and virtual attendance options available.

During the study phase, the commission gathered extensive input from elected and appointed officials, as well as the public, regarding the strengths and weaknesses of the current Home Rule Charter.

Testimony was provided by a wide range of individuals, including County Manager Romilda Crocamo, County Council Chair John Lombardo, Vice Chair Brian Thornton, Council Member Jimmy Sabatino, Election Board Chair Denise Williams, District Attorney Samuel Sanguedolce, Controller Walter Griffith, former study commission members and former consultants. Public comments from residents were also carefully considered.

The commission received legal guidance and charter drafting support from Attorneys Joseph Khan and Brendan Flynn of Curtin & Heefner, LLC. The Pennsylvania Economy League Central, a nonprofit public policy organization, contributed research—particularly comparative analysis of other county home rule charters. Additional research was conducted on topics such as district-based versus at-large representation, as requested by the commission and Solicitor Khan.

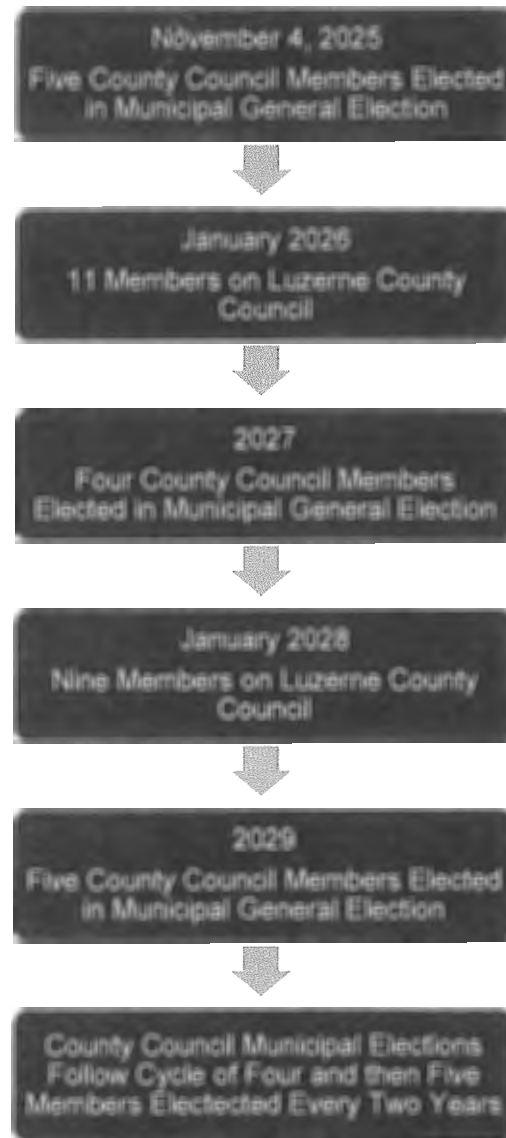
On October 17, 2024, the commission voted to proceed with drafting a new Home Rule Charter for Luzerne County.

Throughout the drafting process, the commission engaged in extensive deliberations, revising language multiple times to reach majority consensus on proposed changes. Testimony from current and former officials, along with public input, played a central role in shaping the final draft. All decisions on charter language were made by majority vote.

The commission held two public hearings in different areas of Luzerne County to allow for broad public participation. The first public hearing was June 17, 2025, at 6 p.m. in the Luzerne County Operations Building in Wyoming Borough. The second was July 9, 2025, at 6 p.m. in the Hazle Township Commons Building in Hazle Township.

At the March 6, 2025, meeting, Chairman Tim McGinley stepped down from his leadership role but remained on the commission. New officers were elected: Ted Ritsick as Chairman, Vito Malacari as Vice Chairman and Matt Mitchell as Secretary. Cindy Malkemes continued as Treasurer.

Luzerne County Council Transition Schedule and Recommendation



Transition Committee

In order to facilitate a smooth and effective transition to the new form of government, the Luzerne County Government Study Commission recommends that Luzerne County Council upon the effective date of this Home Rule Charter form a Transition Committee to oversee its implementation. The committee shall include three members of the Luzerne County Government Study Commission and two members of Luzerne County Council. The committee shall meet quarterly over the following 23 months to ensure that the transition components of the proposed charter are followed.

Treasurer's Report

The Luzerne County Government Study Commission approved a 2024 budget of \$75,000 and a 2025 budget of \$185,000, with funds provided by Luzerne County. All expenses have yet to be determined but will fall within approved budget limits.

Luzerne County also provided in-kind contributions including the use of Luzerne County Council Chambers for meetings and the Luzerne County Operations Building in Wyoming Borough for a public hearing. In-kind meeting space was also provided by Hazle Township for the commission's second public hearing.


Expense Type	Spending to date	Add'l Est Expend.	Estimated Total	In Kind
Solicitor Curtin & Heffner, LLC	\$75,872.23	\$17,024.30	\$92,896.53	—
Consultant PA Economy League	\$41,650.00	\$15,872.23	\$57,522.23	—
Security Luzerne County Sheriff	\$6,129.35	\$2,770.65	\$8,900.00	—
Clerical Luzerne County Clerk	\$10,966.57	\$3,000.00	\$13,966.57	—
IT Support Luzerne County Information Tech	—	—	—	\$8,900.00
Legal Advertising (Citizens Voice and Times Leader)	\$2,819.30	—	\$2,819.30	—
Totals	\$137,437.45	\$38,667.18	\$176,104.63	\$8,900.00

Certification

We, the members of the Luzerne County Government Study Commission, being duly sworn according to law, depose and say the foregoing statement of funds, goods, materials, services and suppliers used by the Luzerne County Government Study Commission is correct to the best of our knowledge and belief.

We, the members of the Luzerne County Government Study Commission, certify this to be a true and correct copy of the Final Report and Recommended Home Rule Charter for Luzerne County as approved by the Luzerne County Government Study Commission at its meeting held on July 28, 2025, for submission to the voters of Luzerne County at the general election to be held on November 4, 2025.

Luzerne County Government Study Commission


X  <hr/> Ted Ritsick Chair	X X (RF) <hr/> Vito Malacari Vice Chair
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X X (RF) <hr/> Matt Mitchell Secretary	X  <hr/> Cindy Malkemes Treasurer
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X X (RF) <hr/> Tim McGinley	X X (RF) <hr/> Mark Shaffer
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X X (RF) <hr/> Stephen J. Urban

Sworn to and subscribed before me this 29th of July A.D., 2025

Notary Public 


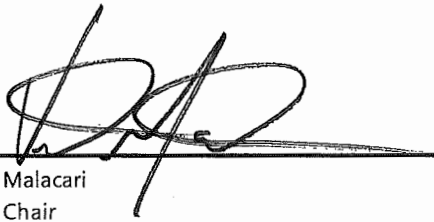
Commonwealth of Pennsylvania - Notary Seal
 Ryan Foy, Notary Public
 Luzerne County
 My commission expires January 25, 2027
 Commission number 1212600
 Member, Pennsylvania Association of Notaries


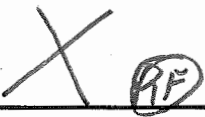
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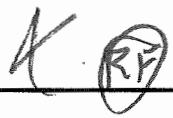
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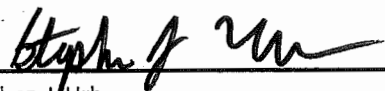
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Luzerne County Government Study Commission

X  <hr/> Ted Ritsick Chair	X  <hr/> Vito Malacari Vice Chair
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X  <hr/> Matt Mitchell Secretary	X  <hr/> Cindy Malkemes Treasurer
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X  <hr/> Tim McGinley	X  <hr/> Mark Shaffer
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X 

 Stephen J. Urban

Sworn to and subscribed before me this 30th of July A.D., 2025

Notary Public 

Commonwealth of Pennsylvania - Notary Seal
Ryan Foy, Notary Public
Luzerne County.
My commission expires January 25, 2027
Commission number 1212600
Member, Pennsylvania Association of Notaries

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Luzerne County Government Study Commission

X	X	X	X
Ted Ritsick Chair		Vito Malacari Vice Chair	

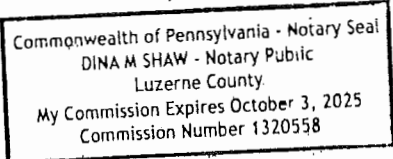
X	<i>Matt Mitchell</i>	X	X
Matt Mitchell Secretary		Cindy Malkemes Treasurer	

X	X	X	X
Tim McGinley		Mark Shaffer	

X	X
Stephen J. Urban	

Sworn to and subscribed before me this *30th* of *July* A.D., 2025

Notary Public
Dina M Shaw



Certification

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Luzerne County Government Study Commission

X X X X

Ted Ritsick
Chair

Vito Malacari
Vice Chair

X X X X

Matt Mitchell
Secretary

Cindy Malkemes
Treasurer

X X X *MA Shaffer*

Tim McGinley

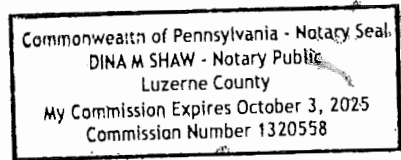
Mark Shaffer

X X

Stephen J. Urban

Sworn to and subscribed before me this *31st July* A.D., 2025

Notary Public
Dina M Shaw



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Luzerne County Government Study Commission

X	X	X	X
Ted Ritsick Chair		Vito Malacari Vice Chair	

X	X	X	X
Matt Mitchell Secretary		Cindy Malkemes Treasurer	

X	<i>Tim McGinley</i>	X	X
Tim McGinley		Mark Shaffer	

X	X
Stephen J. Urban	

Sworn to and subscribed before me this ^{1st}~~28~~ day of ^{August}~~July~~, A.D., 2025 *DM*

Notary Public
Dina M Shaw

