

LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

May 25, 2011

MINUTES

CALL TO ORDER/PLEDGE

The sixteenth meeting of the HRTC convened in the Commissioners Meeting Room at the Luzerne County Courthouse, 200 River Street, Wilkes-Barre, Pennsylvania. It was called to order by Vice Chair, Rob Bakewell at 6:33pm.

ROLL CALL

PRESENT

Rob Bakewell, Vice Chair
Ronna Ciaruffoli, Secretary
Susan Shoal, Treasurer
Kick Heffron
CJ Kersey, arrived late
Rick Morelli
Tom Cooney
Maryanne Petrilla
Steve Urban

ABSENT

Jim Bobeck, Chair
Jim Haggerty

ALSO PRESENT

Gloria Kijek, Clerk
Jeff Malak, Attorney
Ken Mohr, Consultant

APPROVAL OF MINUTES

Motion to accept April 27, 2011 meeting minutes. (Motion 1)

Motion Susan Shoal.

Second Rick Morelli.

Unanimous vote.

Motion carried.

Maryanne Petrilla abstained due to not being in attendance at this meeting.

Motion to accept May 11, 2011 meeting minutes. (Motion 2)

Motion Susan Shoal.

Second Rick Morelli.

Unanimous vote.

Motion carried.

Rob Bakewell abstained due to not being in attendance at this meeting.

CITIZEN COMMENT (agenda items)

None.

SOLICITOR REPORT

Attorney Malak reported he is reviewing Ethics and Personnel Code definitions and continuing to work with consultant Ken Mohr.

He also reported on the research he did on penalties for elected officials that violate codes.

TREASURER REPORT/APPROVAL OF EXPENSES

Susan Shoal requested approval for the following expense:
Motion to approve Attorney Malak, monthly retainer \$500.00 (Motion 3).
Motion Mary Ann Petrilla.
Second Ronna Ciaruffoli.
Unanimous vote.
Motion carried.

SECRETARY REPORT

Ronna Ciaruffoli reported that she has received several questionnaire responses to date. Committee discussed the distribution of the questionnaire. Most felt it would provide good information. The possibility of having the intern help organize this information was discussed.

CONSULTANT REPORT

Ken Mohr reported he has been working on the following items: 1) Revised Grant Budget with Susan Shoal, 2) Introduced Intern Adam Szumski and the work he will be doing, 3) Prepared first draft of Comprehensive Transition Plan and second draft of FAQ sheet, and 4) Attended meetings.

SUBCOMMITTEE AND WORKING GROUPS REPORTS

AUTHORITIES, BOARDS, AND COMMISSIONS SUBCOMMITTEE

CJ Kersey reported AB&C Subcommittee is working on an application form to be to serve on boards, authorities and commissions and spoke about the subcommittee's timeline.

PERSONNEL AND RECRUITING SUBCOMMITTEE

Rick Morelli reported Personnel and Recruiting subcommittee last meet May 19 and is continuing to review drafts of job descriptions for County Manager and Clerk to County Council, as well as working on the ad for County Manager position for newspaper.

ADMINISTRATIVE CODE SUBCOMMITTEE

Susan Shoal reported Administrative Code Subcommittee last met May 23 and is working on the wording of legislative branch and provisions on budget/financial.

ETHICS CODE SUBCOMMITTEE

Rob Bakewell reported that Ethics Code Subcommittee has a new draft of Ethics Code which changes some wording, definition of 'family member', and a stronger position on 'Council Interference'.

LIAISON SUBCOMMITTEE

Kick Heffron provided further clarification on the evolution of the questionnaire submitted to Row Officers and Dept Managers and Deputies.

OLD/NEW BUSINESS.

Committee discussed the Budget Working Group and confirmed Rob Bakewell would be the point of contact. Maryanne Petrilla suggested the commissioners be members of the working group, and Rob suggested Ken Mohr could be involved with this Budget Working Group. He stated he would set up schedule and meeting location.

CITIZEN COMMENT

Gene Kelleher, Dallas – Suggested listing members in attendance on subcommittee meeting minutes to be posted on the WebPage.

Rick Morelli commented it was up to each subcommittee how they would format their meeting minutes.

Ronna Ciaruffoli added that the time and dates of meetings are posted on website.

Kathy Dobash, Hazleton – Commented on website, asked if there would be more Subcommittees and Working Groups being formed, and suggested paying back some of taxpayers money because of grant money HRTC received.

Maryanne Petrilla stated that wasn't a consideration; the money was received on a "matched money" type grant.

Ed Warkevicz, Lehman Township – Commented all County Council candidates should be involved with recruiting of County Manager.

Kick Heffron reminded those present that the Charter states the eleven elected to County Council will become members of the Transition Committee after the November election.

Charles Hatchko, Jackson Township – Thanked Steve Urban for bringing out some issues that needed to be addressed.

William James, Exeter Township – Suggested better sound system and fans in meeting room.

Steve Urban stated the courthouse air conditioning system was in the process of being replaced thru a stimulus money grant.

CONCLUDING REMARKS

Rick Morelli reported that the Personnel and Recruiting Subcommittee next meeting date would be changing from June 8 and new date will be posted on website.

Susan Shoval reported that the next Admin Subcommittee meeting would be June 6.

Ronna Ciaruffoli commented that she was pleased to see some of the County Council candidates at this meeting but disappointed that only a few attended meetings prior to the recent election.

Steve Urban suggested Maintenance of Records, Act 9, should be included in Admin Code

ADJOURNMENT

Motion Tom Cooney.

Second Susan Shoval.

Unanimous vote.

Motion carried. Meeting adjourned at 7:45

Respectfully Submitted,

Vice Chairman Rob Bakewell