

## **LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE**

**December 8, 2010**

### **MINUTES**

The second 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 Temporary Chairman Richard Heffron at 6:30pm.

Members in attendance were Temporary Chairman Richard Heffron, Robert Bakewell, James Bobeck, Thomas Cooney, Veronica Ciaruffoli, James Haggerty, Christopher Kersey, Richard Morelli, Maryanne Petrilla, Susan Shoval (via telcom) and Steve Urban.

Upon motion by Richard Morelli, seconded by Maryanne Petrilla, the Minutes were accepted with corrections as noted by Thomas Cooney (“Ed” vs “Tom” Dombroski making Citizen Comment, and the date of next meeting scheduled for Wednesday “8” vs “15” December 2010).

Rick Morelli made a motion to appoint Atty Jeffrey Malak as HRTC Solicitor; with motion seconded by Veronica Ciaruffoli. Discussion initiated by Maryanne Petrilla addressed concerns about the propriety of advertising the solicitor position prior to seating the entire committee. It was resolved that the HR Commission did this within the authority of the Charter. Steve Urban made a motion to table the appointment of the solicitor, seconded by Thomas Cooney. The motion was denied with 9 – 2 vote; Steve Urban & Tom Cooney being the sole aye votes. The motion to appoint Jeff Malak HRTC Solicitor was carried 8 – 3 with Tom Cooney, Maryanne Petrilla and Steve Urban being the dissenting votes.

Discussion followed regarding Susan Shoval’s eligibility to serve on the HRT because of her membership on the Luzerne County Diversity Commission. Atty Malak was asked to provide a decision at the next meeting.

Maryanne Petrilla made a motion to open nominations for a permanent chair; motion seconded by Steve Urban. Jim Haggerty made a motion to table nominations for permanent chair; Rob Blackwell seconded motion. The motion did not pass; vote was 5 in favor, 6 opposed. Those opposed were Tom Cooney, Veronica Ciaruffoli, CJ Kersey, Maryanne Petrilla, Susan Shoval and Steve Urban. Maryanne Petrilla made a motion to open nominations at the end of the meeting, motion seconded by James Bobeck. The vote was unanimous.

Maryanne Petrilla made a motion that Transition Committee activities be conducted in accordance with the Sunshine Law; the motion was seconded by C J Kersey, with a unanimous vote by committee members.

Maryanne Petrilla made a motion that the committee meetings be conducted in accordance with Roberts Rules of Order; the motion was seconded by C J Kersey, with a unanimous vote by committee members.

A discussion followed relating to the dynamics of the county appropriating \$89,400 to the HRTC; the availability of the funds, the need for the funds, and the means by which the county would appropriate the funds. Maryanne Petrilla recommended the committee draft a request to be forwarded to the Luzerne County Commissioners for their 15 December 2010 meeting, specifically requesting they authorize appropriation of \$89,400 to the Home Rule Transition Committee. Temporary Chairman Heffron stated he would submit the request.

Temporary Chairman Heffron read an e-mail he received from Mr Michael Foreman (Local Government Policy Specialist from the PA Department of Community and Economic Development, Center for Local Government Services) stating they “may provide technical assistance services, upon request in the form of a Letter of Intent (attached), to the Luzerne County Home Rule Charter Transition Committee. Our role would be to review and comment on proposed drafts of provisions of the Administrative Code (e.g. personnel, ethics, purchasing, finance and budgeting, etc.) as provided by the Transition Committee. The Department would provide technical assistance services to the Luzerne County Transition Committee at no cost provided the Letter of Intent is approved by the Center for Local Government Services. The Center for Local Government Services could partner with the PA Economy League and other consultants to work as a group on the project.” Discussion regarding the content of the e-mail resolved that DCED would be willing to provide *support to our consultant*, requiring us to develop a Request for Quote (RFQ)/Request for Proposal (RFP) for consultant services. Susan Shoval said she has contacts who could help if needed. Maryanne Petrilla made a motion that a letter of intent be sent from the HRTC to DCED requesting support in line with their recommendation as stated in Mr Michael Foreman’s e-mail to Temporary Chair Richard Heffron; motion was seconded by Steve Urban.

Discussion concerning the need for administrative support followed. The general consensus of the Committee was that because of the confusion as to the extent of support required by contracted administrative personnel, it was necessary to discuss in more detail at a future meeting. Veronica Ciaruffoli stated she would distribute a draft proposal with suggestions of what level of admin support the HRTC would need. She suggested that ultimately, the solicitation be written in a manner allowing a change to the scope, if warranted, when requirements were further defined after the committee got into the process.

James Haggerty made a motion that the committee pursue organizing committee efforts into 5 subcommittees:

- Personnel Search
- Authorities, Boards and Commissions
- Administrative Code Development
- Personnel Code Development
- Ethics Code Development

The motion was seconded by James Bobeck, with unanimous concurrence by the committee.

The floor was open to officer nominations with the following results:

<b>Office</b>	<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded By</b>
<b>Chairman</b>	Bobeck	Petrilla	Bakewell
	Haggerty	Shoval	Ciaruffoli
<b>Vice-Chairman</b>	Petrilla (Declined)	Shoval	
	Bobeck	Kersey	Haggerty
	Haggerty	Bobeck	Ciaruffoli
	Morelli	Haggerty	Bakewell
<b>Secretary</b>	Bakewell	Bobeck	Urban
	Ciaruffoli	Shoval	Cooney
<b>Treasurer</b>	Bakewell	Ciaruffoli	Kersey
	Shoval	Bobeck	Ciaruffoli
	Morelli	Haggerty	Bakewell

James Bobeck made a motion to reopen the Chairman nominations to cover the possibility of Susan Shoval's nomination being withdrawn dependant on the Solicitor's determination of her eligibility to serve on the Committee; motion seconded by Rob Bakewell, and passed unanimously. The second Chairman nomination went as follows:

<b>Chairman</b>			
	Haggerty	Bobeck	Morelli
	Bobeck	Petrilla	Cooney

Citizen comment was proffered by Will Toole, Kathy Dobash, George Kochis, Tom Dombroski, Casey Evans, Ray Gustav and Ed Warcavage.

The next HRTC meeting is scheduled for 7:00pm on Wednesday, 15 December 2010 at the Commissioners' Meeting Room in the Luzerne County Courthouse.

Upon motion by Maryanne Petrilla, second by Thomas Cooney, and unanimous vote of the committee, the meeting was adjourned at 8:50pm.

Respectfully Submitted,  
Temporary Chairman Richard Heffron