

LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

**November 30, 2011
MINUTES**

CALL TO ORDER/PLEDGE

The thirty first meeting of the HRTC convened in the Jury Meeting Room at the Luzerne County Courthouse, 200 River Street, Wilkes-Barre, Pennsylvania. It was called to order by Chair, Jim Bobeck at 6:30 pm.

ROLL CALL

PRESENT

Jim Bobeck, Chair
Rob Bakewell, Vice Chair
Ronna Ciaruffoli, Secretary
Ed Brominski
Tom Cooney
Elaine Maddon Curry
Harry Haas
Jim Haggerty
Kick Heffron
Linda McClosky Houck
Eugene Kelleher
CJ Kersey
Tim McGinley
Rick Morelli
Maryanne Petrilla
Steve A. Urban
Steve J. Urban
Rick Williams

ABSENT

Susan Shoval, Treasurer

ALSO PRESENT

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

PUBLIC COMMENT (AGENDA ITEMS)

None.

APPROVAL OF MINUTES

Motion to approve November 11, 2011 and November 14, 2011 minutes (Motion 1).

Motion Rick Williams.

Second Rick Morelli.

2 abstained, CJ Kersey and Rob Bakewell.

Motion carried.

SOLICITOR REPORT

- a. **Update of Potential Temporary Ordinances/Motions/Resolutions Necessary For Implementation of New Government**

Attorney Malak reported on the list that he created of some of the temporary ordinances/motions/resolutions that County Council may need to adopt. After members review list and decide which are necessary Attorney Malak will prepare drafts.

TREASURER’S REPORT

Motion to approve payment of \$125.00 and \$75.00 to Gloria Kijek for clerical services (Motion 2).

Motion Tom Cooney.

Second Rob Bakewell.

Unanimous vote

Motion carried.

Motion to reimburse Ken Mohr for his payment of advertising expenses of \$50.00 and \$798.00 (Motion 3)

Motion Edd Brominski.

Second Jim Bobeck.

Unanimous vote

Motion carried.

Motion to approve payment of \$500.00 to Attorney Malak for legal retainer (Motion 4)

Motion Edd Brominski.

Second Elaine Curry

2 abstained, Steve A. Urban and Steve J. Urban.

Motion carried

Motion to approve reimbursement of \$1641.85 to Ken Mohr for advertising (Motion 5)

Motion Rob Bakewell.

Second Ronna Ciaruffoli

Unanimous vote

Motion carried

SECRETARY’S REPORT

No Report

UPDATE ON CLERK TO COUNTY COUNCIL AND DIVISION HEAD RECRUITMENT PROCESS

Jim Bobeck commented the HRTC members have not yet seen the names of the applicants for Clerk to County Council position. He explained the conditions that would disqualify a HRTC member from participating in the selection process.

Ken Mohr reported the deadline for applying for the Division Head positions would be December 16. He then explained his rating sheet for the Clerk to County Council applicants as Education 20%, Legal Experience 20%, Budget Experience 20%, Government Local/County Experience 20%, Multi Bosses/Tasks Experience 20%. HRTC members discussed ranking criteria and the percentages assigned to each of them. Rick Williams and Harry Haas felt that organizational and communication skills are most important. Kick Heffron felt budget and legal experience wasn’t important because the County has a Budget Director and a Legal Department to take care of these issues. He also felt the multi bosses experience wasn’t necessary because the Clerk to County Council would report directly to the Council

Chair. Edd Brominski agreed but felt communication skills is important. Jim Haggerty also agreed and felt that organizational skills and record keeping would be the principal task and budget and legal experience was not needed. They will be keeping the record books of the County. Rob Bakewell commented that legal and budget experience was not specified in the job description but felt government experience is important. Rick Morelli agreed with government experience being important and stressed that although the ranking system is a good idea, he hopes the interviews with these applicants will help make final decisions. Linda Houck commented that they should have parliamentary experience and as far as budget experience they should at least be able to read a chart of accounts.

Motion to adopt rating sheet for Clerk to County Council applicants with the following changes: Legal Experience 10%, Budget Experience 10%, Education 20%, Organizational Skills 20%, Government Experience 20%, Multi Tasking and Effective Communication 20%.

Motion Linda Houck
Second Tim McGinley

Before vote was taken for Motion 6 another Motion was put on the floor.

Motion to table the previous motion, Motion 6 (Motion 7)

Motion Gene Kelleher.
Second Kick Heffron.

9 in favor, Jim Bobeck, Edd Brominski, Ronna Ciaruffoli, Elaine Madden Curry, Harry Haas, Jim Haggerty, Kick Heffron, Linda Houck, Gene Kelleher.

9 opposed, Rob Bakewell, Tom Cooney, CJ Kersey, Tim McGinley, Rick Morelli, Maryanne Petrilla, Steve A. Urban, Steve J. Urban, Rick Williams

Motion failed.

Motion 6 vote continued as follows

2 abstained, Ronna Ciaruffoli and Steve A. Urban

4 opposed, Rob Bakewell, Jim Bobeck, Edd Brominski, Kick Heffron

12 remaining in favor

Motion carried

CONSIDERATION OF HOLDING A PUBLIC WORK SESSION FOR COUNCIL-ELECT TO DISCUSS OPERATIONAL ISSUES IN PREPARATION OF JANUARY 2, 2012, INCLUDING, BUT NOT LIMITED TO: LOCATION OF OFFICES/MEETINGS, CONDUCT OF MEETINGS, ELECTION OF OFFICERS, REVIEW OF NECESSARY/PENDING ACTIONS NEEDING ADDRESS IN FIRST MONTH.

Rick Williams spoke on his suggestion to have a work session for the eleven County-elect to talk about their long term goals and aspirations on Luzerne County Home Rule. Other members thought it would be a good idea and Rick Morelli suggested someone to come up with an agenda for the work session. Jim Bobeck suggested having the work session at the next meeting on December 7. Jim Haggerty reminded members that the Council-elect has no authority to do anything until officially sworn in as County Council.

OLD/NEW BUSINESS

Members of the HRTC discussed if the County Council-elect <only> should vote on recommendations for the positions of County Manager, Clerk to County Council, and Division Heads; with the remaining transition committee members participating only in the interview process.

Motion that all decisions and voting of County Manager, County Clerk, Division Heads and Interim positions should solely be by the County Council-elect and the remaining Transition Committee members participating only in the interview process. (Motion 8)

Motion Maryanne Petrilla.

Second Rick Morelli

8 in favor, Tom Cooney, Harry Haas, Linda Houck, Tim McGinley, Rick Morelli, Maryanne Petrilla, Steve A. Urban, Steve J. Urban.

9 opposed, Rob Bakewell, Jim Bobeck, Edd Brominski, Ronna Ciaruffoli, Jim Haggerty, Kick Heffron, Gene Kelleher, CJ Kersey, Rick Williams.

1 abstained, Elaine Madden Curry.

Motion failed.

PUBLIC COMMENT

George Kochis, Kingston – Commented that the non council-elect Transition Committee members were part of the HRTC and the Charter needs to be followed.

Thurman Gaump, Edwardsville - Commented it was not necessary to have specific positions and salary to draft credible budget.

Steve A. Urban commented that he feels Council should vote on positions suggested by salary board.

Tom Dombroski, Kingston Township – Commented that on January 2 the Controller can no longer sign checks and a proper decision should be made to address this.

Ronna Ciaruffoli read a letter from Dr. Richard Holodick to the HRTC.

Ed Warcavage, Jackson Twp - Commented on budget and suggested looking at each department in County to see which are profitable.

Maryanne Petrilla responded that all revenue generated is for the County.

EXECUTIVE SESSION REGARDING RECRUITMENT AND SELECTION OF COUNTY MANAGER AND POTENTIALLY CLERK TO COUNTY COUNCIL AND DIVISION HEADS PURSUANT TO CHARTER 12.14(E)(2)

HRTC members adjourned for an Executive Session at 8:20pm.

Executive Session ended and Regular Meeting resumed at 9:30pm.

Motion that Clerk to County Council top 14 applicants (as listed on provided spreadsheet) be ranked. (Motion 9)

Motion Linda Houck

Second Edd Brominski

Unanimous vote

Motion carried

Motion that Ken Mohr contact top 15 County Manager applicants (as listed on provided spreadsheet) for interview. (Motion 10)

Motion Tim McGinley
Second Linda Houck
Unanimous vote
Motion carried

Motion to approve list of questions to be presented to County Manager applicants. (Motion 11)
Motion Gene Kelleher
Second Harry Haas
Unanimous vote
Motion carried

ADJOURNMENT

Motion Harry Haas.
Second Gene Kelleher.
Unanimous vote.
Motion carried.

Meeting adjourned at 9:50pm.

Respectfully Submitted,
Chairman Jim Bobeck

DRAFT