

**LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE**

**October 26, 2011  
MINUTES**

**CALL TO ORDER/PLEDGE**

The twenty-sixth 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 Chair, Jim Bobeck at 6:30 pm.

**ROLL CALL**

**PRESENT**

Jim Bobeck, Chair  
Rob Bakewell, Vice Chair  
Consultant  
Ronna Ciaruffoli, Secretary  
Susan Shoal, Treasurer  
Malak }  
Jim Haggerty  
Kick Heffron  
CJ Kersey  
Rick Morelli  
Maryanne Petrilla

**ABSENT**

Tom Cooney  
Steve Urban

**ALSO PRESENT**

Gloria Kijek, Clerk  
Ken Mohr,  
  
Attorney Schwager  
(filling in for Atty.

**APPROVAL OF MINUTES**

Motion to approve October 12, 2011 Minutes (with grammatical corrections) (Motion 1).  
Motion CJ Kersey.  
Second Rob Bakewell.  
Rick Morelli and Mary Ann Petrilla abstained  
Motion carried.

**CITIZEN COMMENT (agenda items)**

Kathy Dobash, Hazelton – Expressed concerns about HRTC member breaching the guidelines in section 12.14b of Charter by accepting work from Luzerne County while serving on HRTC.

Jim Haggerty responded that the Charter makes exception for contracted work and therefore, member is in accordance with Charter.

Mario Fiorucci, Sugar Notch – Asked if elected officials can also serve on an Authorities, Boards, and Commissions?

Kick Heffron responded that County elected officials can not serve on A,B, & C unless it's required by state statute, but municipal elected officials can.

Walter Griffith, Wilkes-Barre Twp, - Stated it may be premature to set a schedule prior to the new County Council being elected; and concern on Purchasing and Acquisition code. He also expressed concern on the appearance of a HRTC member contracting with the County while serving on the HRTC.

Jim Bobeck responded that a meeting schedule needs to be set now to be in accordance with the Sunshine Law and that the current Luzerne County purchasing agent was involved in the proposed Purchasing and Acquisition code, and it has been available to the public for review on the HRTC webpage.

**SOLICITOR REPORT**

No Report

**SECRETARY REPORT**

No Report

**CONSULTANT REPORT**

Ken Mohr reported he has been working on the following items: 1) Updated transition Division Budget & personnel worksheet and met with Public Defender & Coroner to discuss staffing and budget, 2) Reviewed, ranked and coordinated County Manager recruiting efforts and prospect tracking with Luzerne County Human Resources; reviewed and drafted job description and ad for County Division Heads. Implemented Ad Action Plan and developed applicant tracking form for AB&C 4) Reviewed and commented on draft purchasing policy, 4) Attended meetings.

**TREASURER REPORT/APPROVAL OF EXPENSES**

Susan Shoval requested approval for the following expenses:

Motion to approve \$625.96 to Ken Mohr for Standard Speaker advertisement (Motion 2).

Motion Rob Bakewell.

Second Ronna Ciaruffoli.

Unanimous vote.

Motion carried.

Motion to approve \$15.10 for misc. admin supplies (Motion 3).

Motion Ronna Ciaruffoli.

Second Rob Bakewell.

Unanimous vote

Motion carried.

**BUDGET WORKING GROUP**

Rob Bakewell reported that Ken Mohr is analyzing some budget items and they are looking at the numbers trying to save money to identify financial savings. There have been some valid points made in regards to the Judicial Division, elimination of some positions and working with the current commissioners on the budget.

Rick Morelli asked if anyone has asked for the resignations of the four elected positions that would no longer be part of the County organizational structure. Jim Haggerty concurred, adding that it would be up to the new county manager to determine if they have a place in the new organization. HRTC members agreed to wait until County Council – elect joins the HRTC to further discuss.

**APPROVAL OF MEETING SCHEDULE AND LOCATION FOR NOVEMBER/DECEMBER 2011**

Jim Bobeck suggested changing meetings from twice a month to weekly, until year end, except there will be no meeting on November 23, and temporarily holding them in the jury room starting November 9.

Motion to approve meeting schedule to once a week and to be held in the jury room, until year end (Motion 4).

Motion Rick Morelli.

Second CJ Kersey.

Unanimous vote.

Motion carried.

Maryanne Petrilla spoke on an option of proposing to new Council to use the old tax claim office as the future County Council Chambers. It is currently being occupied by North East Revenue which can be moved to the Commissioners' meeting room.

Jim Bobeck stated packages containing applications for county manager would be distributed to all HRTC members on 14 November at 6:00, in conjunction with a tour of potential meeting/office locations in the courthouse; tour to be conducted by sitting commissioners.

**STATUS OF INFORMATION REQUEST REGARDING LEGAL REQUIREMENTS FOR AUTHORITIES, BOARDS, AND COMMISSIONS**

Jim Bobeck asked about status of requested information on the requirements for the A,B & C member composition as well as when terms expire. Maryanne Petrilla stated he had that information; Jim Bobeck asked Maryanne Petrilla to pass the information on to the ABC Subcommittee. CJ Kersey stated his concern is more on the legal requirements.

**DISCUSSION/APPROVAL OF JOB DESCRIPTIONS FOR CHIEF SOLICITOR AND CHIEF PUBLIC DEFENDER**

Motion to approve job description for Luzerne County Chief Public Defender (Motion 5).

Motion Jim Haggerty.

Second CJ Kersey.

Unanimous vote.

Motion carried.

Motion to approve job description for Luzerne County Chief Solicitor (Motion 6).

Motion CJ Kersey.

Second Ronna Ciaruffoli.

Unanimous vote.

Motion carried.

**DISCUSSION REGARDING ADVERTISEMENT OF EIGHT (8) DIVISION HEAD POSITIONS**

Rick Morelli briefed the advertising plan for the division heads. Ken Mohr then explained in more detail the how and where of advertisement plan of the division head positions, chief public

defender and chief solicitor. HRTC members discussed different publication options and suggested deadlines for accepting applications agreeing on December 16.  
Motion to approve advertisement of the eight division heads positions and action plan (Motion 7).

Motion Susan Shoval.

Second Ronna Ciaruffoli.

Unanimous vote.

Motion carried.

### **DISCUSSION/APPROVAL OF PROPOSED PURCHASING AND ACQUISITION CODE**

Jim Bobeck opened discussion and asked for feedback on proposed purchasing and acquisition code. He explained that once a code is adopted by County Council it becomes a law. Underneath that can be policies, procedures, manuals, created by the County Manager that are not law but will have effect on how the County will be operating. Members discussed that what is written in the Charter doesn't necessary have to be restated in the code and an interested party can look to the policies and procedures for more detailed explanation. After much discussion, members decided to readdress this at the next meeting.

### **OLD/NEW BUSINESS**

Susan Shoval asked Maryanne Petrilla if there is anything written that explains actually what each county department is supposed to do. Maryanne Petrilla responded that there is, and she offered to forward that information to Susan Shoval.

Kick Heffron commented on the involvement of the HRTC on the County Manager position and asked for immediate release of the names of applicants to committee members.

Motion to release the names of all the County Manager applicants to HRTC members.

Motion Kick Heffron.

Second Ronna Ciaruffoli.

3 in favor, Ronna Ciaruffoli, Jim Haggerty, Kick Heffron.

5 opposing votes, Jim Bobeck, CJ Kersey, Rick Morelli, Maryanne Petrilla, Susan Shoval.

Motion failed.

### **PUBLIC COMMENT**

Mario Fiorucci, Sugar Notch – Commented on Andy Reilly and DCED's grant application process.

Maryanne Petrilla responded that grant applications have to be approved by the commissioners and there is a procedure to follow.

Mike Giamber, Fairmount Twp - Clarified the difference between code and policy and procedures.

Tom Dombroski, Kingston Township – Asked how many attorneys are employed by Luzerne County, and asked if the budget working group and commissioners will be sharing budget information.

Jim Bobeck responded that he has asked Atty Vito Deluca for the attorney info.

Rob Bakewell responded yes, they would be sharing budget information, to be available in a few weeks.

Thermon Guamp, Kingston - Commented on County division heads, concerned about the sabotaging of Home Rule and looking at the qualifications of manager applicants, not the names.

Ed Chesonovitch, Kingston Township - Commented on redacting names from applications so the reviewers don't know who they are.

Eileen Sorokas, Hunlock Creek – Asked if the people in the positions that will no longer exist do not resign can they be made to?

Rick Morelli responded that they do not have to resign.

**ADJOURNMENT**

Motion Rick Morelli.

Second Jim Bobeck.

Unanimous vote.

Motion carried.

Meeting adjourned at 8:25 pm.

Respectfully Submitted,  
Chairman Jim Bobeck