

LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

February 23, 2011

MINUTES

The ninth 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 Chairman-Jim Bobeck at 6:35pm.

Members in attendance were Rob Bakewell, Vice-Chair Jim Bobeck, Secretary Ronna Ciaruffoli, Tom Cooney, Kick Heffron, C J Kersey, Rick Morelli, Maryanne Petrilla, and Treasurer Susan Shoval (telecom), and Steve Urban. Chairman Jim Haggerty was absent.

Approval of Minutes

The Minutes of the 26 January 2011, and 9 February 2011 meetings were passed with no dissenting votes.

Citizen Comment on Agenda Items

None.

Solicitor Report

Right to Know Requests are being worked thru the County Right to Know Officer. Insurance quote was received and will be forwarded to the Treasurer for payment consideration

Treasurer Report

Susan Shoval briefed \$89,400 was received from the County and deposited in the HRTC account.

Upon a motion by Rick Morelli and second by Rob Bakewell, the following expense was unanimously approved for payment:

2/2/11 – Chariton, Schwager & Malak Monthly Retainer (Statement #11-185) \$500.00

This payment brings the balance of the HRTC account to \$87,947.34. (See attchs 1 & 2)

Reports of Subcommittees and Working Groups

Authorities, Boards and Commissions – No report submitted; however CJ briefed Dr Seeley would be involved in the subcommittee.

Admin Code – Meeting scheduled for 21 February was deferred to 28 February due to Presidents' Day Holiday. Subcommittee was moving forward on member review of assigned organizational units, pending determination of consultant involvement.

Ethics Code – Meeting scheduled for 21 February was deferred to 28 February due to Presidents' Day Holiday. The subcommittee was in receipt of and reviewing county and state ethics codes, with the remedy portion being most challenging.

Personnel Code – Meeting scheduled for 21 February was deferred to 28 February due to Presidents' Day Holiday. Subcommittee is in fact-finding/gathering phase. Jim Bobeck stated Paula Schnelly would be addressing the subcommittee regarding union issues, and Arthur Breese about diversity issues.

Personnel and Recruiting – Subcommittee is addressing job descriptions and position hierarchy. Elizabeth Leo was working recruiting option, with potential \$20k - \$30k cost; the subcommittee will be discussing options further. Meetings will be held every other Thursday.

Liaison – Kick Heffron distributed a handout to HRTC detailing proposed consultant selection process (Atch 3). He requested a mission statement with objectives from each subcommittee, stressing this would help avoid duplication of effort among subcommittees.

Factors in the Home Rule Charter having the potential of significantly impacting transition to the Home Rule Government January 2012 if not addressed - Maryanne Petrilla was not available to address.

Discussion Regarding Clerical Assistant

Ronna Ciaruffoli briefed the committee on result of secretary interviews conducted by Jim Bobeck and Ronna Ciaruffoli; nominating Ms Gloria Kijek to position of HRTC Admin Clerk. Maryanne Petrilla made a motion to hire Gloria Kijak at a salary yet to be decided, seconded by CJ Kersey. The motion passed 9-1 with Rick Morelli being the sole dissenting vote. Discussion followed Jim Bobeck's recommendation of \$17/hour, with Maryanne Petrilla making a motion the hourly rate be set at \$10 per hour—seconded by Steve Urban. The motion failed with a 6-4 vote, with Rob Bakewell, Jim Bobeck, Ronna Ciaruffoli, CJ Kersey, Susan Shoval and Kick Heffron voting against. Kick Heffron made a motion to set the hourly rate at \$12.50, seconded by CJ Kersey. The motion passed 7-3, with Rick Morelli, Maryanne Petrilla and Steve Urban voting against.

Discussion Regarding Meeting Schedule

Ronna Ciaruffoli made a motion to schedule future HRTC meetings on the 2nd and 4th Wednesday of each month thru the end of June. The motion, seconded by Rob Bakewell passed 9-1 with Kick Heffron being the sole dissenting vote. Atty Malak with submit the legal ad for publication.

Old Business

Kick Heffron noted Maryanne Petrilla offered services of county employees she felt could offer consultant services, and asked status of the offer. Maryanne Petrilla stated she was working on it.

Ronna Ciaruffoli deferred readdressing establishment of a HRTC website pending Maryanne Petrilla's input regarding the County website's capability of supporting HRTC posts as offered at the previous meeting.

New Business

Susan Shoval stated she felt the quote for public insurance was high, and asked about the protocols involved in seeking a competitive bid be solicited. Maryanne Petrilla stated the county solicited quotes thru the RFP process. Susan Shoval will solicit additional quotes.

Citizen Comment (non-agenda items) was proffered by:

Fred Heller, Fairview Township – Felt Rick Morelli was nitpicking & grandstanding. Heated discussion ensued with Rick Morelli stating he wasn't going to rubberstamp.

Tom Dombroski, Trucksville – Questioned his nonselection as citizen member of Personnel and Recruiting Subcommittee

Ed Chesnovitch, Jackson Township - Lack of consistency on citizen selection for involvement in subcommittee activities

Ray Gustave, Wyoming – Question regarding contractor status of consultant

Concluding Remarks of Committee Members

Maryanne Petrilla stated citizens couldn't comment on agenda items without a more specific agenda.

Steve Urban expressed frustration that HRTC activities were long and drawn out; slow progress.

Ronna Ciaruffoli stressed importance of each subcommittee submitting mission statements with objectives to help clarify the focus of their subcommittee to avoid redundant efforts—and wasting valuable time.

Rick Morelli stated it was his right to question all activities vs rubberstamping.

Rick Heffron criticized a committee member's routine disruptions by continually addressing issues already resolved by committee votes at previous meetings.

Susan Shoal asked committee members to conduct themselves in a professional manner. Vote, accept the decision of the committee, and move on.

Jim Bobeck thanked Ronna for her administrative support to date, and addressed Steve Urban's comments regarding drawn-out meetings, stating timelines would be established to help keep HRTC focused.

Upon motion by C J Kersey, second by Maryanne Petrilla, and unanimous vote of the committee, the 9th meeting of the HRTC was adjourned at 8:00pm.

Respectfully Submitted,
Vice-Chairman Jim Bobeck

2/23

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February 02, 2011

Luzerne County Transition Committee
Luzerne County Court House
200 North River Street
Wilkes-Barre, PA 18711

Re: Monthly Retainer
Our File No.: 4104877.001
EIN No.: 23-2995144
Statement No.: 11-185

For professional services rendered

Previous balance

Balance due

Amount

\$500.00

~~\$500.00~~

\$1,000.00

ATTACH 2

Rating and Ranking Criteria

- Working knowledge of Home Rule
- Bid/Cost
- Accessibility
- Company profile and references
- Experience facilitating and writing county government transition policies, codes and processes.
- Plan of Action and Milestones