

## LUZERNE COUNTY HOME RULE TRANSITION COMMITTEE

January 5, 2011

### MINUTES

The fifth 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, Rob Bakewell, Jim Bobeck, Tom Cooney, Ronna Ciaruffoli, Jim Haggerty, C J Kersey, Richard Morelli, Maryanne Petrilla, Susan Shoval and Steve Urban.

Citizen comment was proffered by Mike Giamber from Sweet Valley.

The Minutes of the 8 December 2010, 15 December 2010, and 22 December 2010 were passed with no dissenting votes.

The election of Officers was conducted with the following results:

**Chairman:** Voting for Jim Bobeck: Jim Bobeck, Tom Cooney, Rick Morelli, Maryanne Petrilla and Steve Urban. Voting for Jim Haggerty: Rob Bakewell, Ronna Ciaruffoli, Jim Haggerty, CJ Kersey, Susan Shoval and Rick Heffron. Jim Haggerty was appointed Chairman with majority vote (6-5).

**Vice Chair:** Jim Bobeck was appointed Vice Chair with unanimous vote (11).

**Secretary:** Voting for Rob Bakewell: Rob Bakewell and Jim Bobeck. Voting for Ronna Ciaruffoli: Tom Cooney, Ronna Ciaruffoli, Jam Haggerty, CJ Kersey, Rick Morelli, Maryanne Petrilla, Susan Shoval, Steve Urban and Rick Heffron. Ronna Ciaruffoli was appointed Secretary with majority vote (9-2).

**Treasurer:** Voting for Rob Bakewell: Rob Bakewell, Ronna Ciaruffoli, Rick Morelli, Steve Urban and Rick Heffron. Voting for Susan Shoval: Jim Bobeck, Tom Cooney, Jim Haggerty, CJ Kersey, Maryanne Petrilla and Susan Shoval. Susan Shoval was appointed Treasurer with majority vote (6-5).

Chairman Haggerty covered the steps the HRTC needed to address to facilitate the funding transfer from the county to the HRTC; those steps being soliciting banks for favorable terms (Chairman Jim Haggerty, Treasurer Susan Shoval and Tom Cooney,), members transacting business thru bank account being bonded, and establishing an EIN#. He reiterated that all expenditures would be noted at a public meeting and addressed in the minutes.

One committee member was assigned to head the organization efforts of each of the subcommittees, tasked to organize meetings, facilitate selection of a point person, and

entertain requests and review applications for potential citizen participation. Subcommittees will meet, discuss/plan, and report progress to HRTC. Vice Chair Jim Bobeck and Rick Morelli requested status of subcommittees in relation to Sunshine Law.

The subcommittees were organized with noted lead person:

Ethics Code – Rob Bakewell

Personnel Code – Vice Chair Jim Bobeck

Administrative Code – Treasurer Susan Shoal

Authorities Boards and Commissions – CJ Kersey

Professional Recruiting – Rick Morelli

<SECRETARY'S NOTE: The names of the subcommittees are listed as discussed, but not intended to be the final name of the subcommittee, nor all inclusive of the responsibilities of that subcommittee. E.g. Professional Recruiting would not be limited to solely recruiting - - the task of determining positions requiring recruiting must be identified, job descriptions developed, salaries determined. . .>

Rick Heffron volunteered to head the liaison group to seek and engage government experts, societies, professional organizations, . . . which could contribute advice, suggestions, and lessons learned from similar activities.

Maryanne Petrilla volunteered to identify operational issues she felt had potential of being impacted when the government transition took place on 2 Jan 2012.

It was the general consensus of the HRTC that addressing solicitation of a consultant at this early stage was premature. Rick Heffron reminded the committee that DCED was ready to help, at no cost, if the written request for support was approved.

After discussion as to the need for part-time admin support, it was the general consensus of the HRTC that Secretary Ronna Ciaruffoli would draft a solicitation, with Atty Malak posting the advertisement. Maryanne Petrilla volunteered county job descriptions available for reference. Maryanne Petrilla made a motion to establish a screening board to review applicants; seconded by Tom Cooney. Chairman Jim Haggerty, Vice Chair Jim Bobeck, and Secretary Ronna Ciaruffoli will sit on the board.

After some discussion on the scheduling and length of Citizen Comment, Maryanne Petrilla made a motion that there be a Citizen Comment relating to agenda items only at the beginning of the meeting, and Citizen Comment relating to non-agenda items at the end of the meeting; both comment periods being 3 minutes. Rick Morelli seconded the motion. The motion passed with Chairman Haggerty being the sole dissenting vote.

Citizen Comments (non-agenda items) were proffered by Cliff Madrack of Plymouth Bureau, Ed Holloran of Wilkes-Barre, Ray Gustav of West Wyoming, and Charlie Hatchko of Jenkins Township.

The next HRTC meeting is scheduled for 6:30pm on Wednesday, 12 January 2011 at the Commissioners' Meeting Room in the Luzerne County Courthouse.

Upon motion by Rick Morelli, second by Ronna Ciaruffoli, and unanimous vote of the committee, the meeting was adjourned at 8:00pm.

Respectfully Submitted,  
Chairman Jim Haggerty