

Clinton County Government Study Commission Meeting
February 7, 2007
Minutes

Call To Order:

Chairman Dan Harger called the Commission to order at 6:40 p.m. at the Clinton County Courthouse. The Pledge of Allegiance to the Flag was participated in by all present.

Roll Call:

Ms. Gardner took roll call as follows:

Present was: Ms. Deb Day, Mr. Dan Harger, Ms. June Houser arrived at 6:53 p.m., Mr. Richard Novosel, Mr. Terry O'Connor, Mr. Ernie Renninger and Mr. Les Robinson.

Absent was: Mr. Mike Hanna, Dr. Kathleen McQuaid, Ms. Coreena Meyer and Dr. Bob Wise.

Pennsylvania Economy League representative present was Mr. Charles Watters and Mr. Joe Boyle.

Approve Agenda:

Mr. Novosel made a motion to approve the February 7, 2007 agenda as presented. Ms. Day seconded the motion. Ms. Gardner took a roll call vote whereby the motion to approve the February 7, 2007 agenda was approved unanimously.

Reports:

Invoice Review: There were no invoices for review.

Treasurer O'Connor has not been able to confirm whether or not Ms. Meyer has received any confirmation from the Commissioners Office on our 2007 budget figures. He will continue to investigate this matter.

New and Continuing Business:

The PEL passed out the revised Summary and Appendix. The Third Revised Draft of

the Charter should be provided at the next meeting providing the Commission completes review of the Second Revised Drafts at this meeting.

Second Revised Drafts:

Changes to the Overall Charter:

Change amendments to amendment(s).

Change enacted budget or adopted budget to adopted and enacted budget.

Changes Specific to an Article:

Words in “ ”are added to the verbage.

Article V - Budget and Finance:

- Section 5.02 - County Budgets - Change Prior to October 1 to On or before October 1.
- Also add: any “necessary” unreserved fund balance.
- Section 5.03 - Budget Message and Format - Add: elected ”and appointed” County Officials.
- Section 5.04 - Public Inspection - Streamline.
- Section 5.05 - Public Hearing - Change not earlier to no sooner than 21 days.
- Section 5.06 -Approval of the Budgets - Take out Bolated words.
- Section 5.08 - Changes in the Budget b. - Add Section “5”.04.
- Section 5.08 - Changes in the Budget c. - Change one (1) percent to five (5) percent.
- Section 5.08 - Changes in the Budget e. - Add “Treasurer” to the list of Row Officers and administrative unit “exceeds” five (5) percent.
- Section 5.08 - Changes in the Budget f. - Change proposed budget to proposed amendment(s) and transfers to amendment(s) and add “purpose of” the proposed.
- Section 5.08 - Changes in the Budget g. - Add “in that budget” to the end of the Section.
- Section 5.09 - Emergency Appropriations - Streamline.

- Section 5.10 - Payment of Funds - Add shall designate in writing “to the Legislative Body and Controller.”
- Section 5.13 - Annual Audit - Change independent auditor to for the annual independent audit.
- Section 5.1 - Long-Range Operational, Fiscal and Capital Plan - Change Prior to June 1 to On or before June1 and long-rang operation to long-range operational.

Article VI - Tax Limitation Provisions:

- Section 6.05 - Changes in State Law - Change wit to and/or some other form.

Article VII - Administrative Code:

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- Section 7.04 - Organization of the Administrative Branch - Add “Office of the County Executive” and “Correction” Service to the list.
- Section 7.04 - Organization of the Administrative Branch e.- Add “Correctional” Services and “operation of the County Prison.”
- Section 7.04 - Organization of the Administrative Branch e.- Take out provide legal advice and service to all departments.
- Section 7.04 - Organization of the Administrative Branch f 3. And g 3. Add “and Personnel Code” to the end of the sentence.
- Section 7.04 - Organization of the Administrative Branch g 2. - Change to the Public Defender shall serve.
- Section 7.04 - Organization of the Administrative Branch h. and Section 7.05 - Direction and Supervision of Departments, Offices, Agencies and Other Administrative Units - Add “Boards and Commissions” to the list.
- Section 7.05 - Direction and Supervision of Departments, Offices, Agencies and Other Administrative Units a. - Add “Solicitor of Legislative Body and Staff of Legislative Body.”
- Section 7.05 - Direction and Supervision of Departments, Offices, Agencies and Other Administrative Units b. - End sentence after officials.
- Section 7.06 - The Judiciary a. - Add “25th” Judicial District.
- Section 7.06 - The Judiciary b. - Take out the specific Judicial Code numbers and just say the Judicial Code.
- Section 7.07 - Common Administrative Procedures and Section 7.08 - Common Administrative Services - Take out bolded words.

Article VIII - Personnel Code:

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- Section 8.05 - Career Service, Exempt Service and State Civil Service c. - Restructure 1 through 7.
- Section 8.06 - County Merit Personnel System b. - Change concerning to involving, take out member of the and change to in the career service position and add “for” to last sentence.
- Section 8.07 - Filling the Vacancies in the Career Services c. - Add Section “8”.07.
- Section 8.07 - Filling the Vacancies in the Career Services d - Change to appointment from a list of.
- Section 8.12 - Political Activity a. - Take out bolded words.
- Section 8.12 - Political Activity a 5. - Add Section “8”.12 b.

- Section 8.12 - Political Activity a 13. - Add “not on County time.”
- Section 8.12 - Political Activity b. - Take out # 3 and 12.
- Section 8.12 - Political Activity b 5. and 9. - Add “not on County time.”
- Section 8.14 - Personnel Commission - Add “and/or labor relations.”

Article XIII - General/Miscellaneous Provisions:

- Section 13.04 - Definitions and Rules of Construction I. - Use the same definition of immediate family as the union contract defines for bereavement benefits.

Article XIV - Transitional Provisions:

- Section 14.04 - Elective Offices Abolished - Change Acts of the General Assembly to applicable law.
- Section 14.05 - Continuity c. - Add “by Executive and/or.”
- Section 14.10 - Initial Salaries - Clarified that Executive and Clerk of Legislative Body is a not to exceed salary figure.

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Motions:

Article VII - Administrative Code Section 7.02. Procedure for Adoption, Article VIII - Personnel Code Section 8.02 - Procedure for Adoption and Article IX - Accountability, Conduct and Ethics Section 9.02 - Procedure for Adoption - Mr. Robinson made a motion to change the timeframes for submission and adoption as follows: Give the Executive four (4) months to propose and submit an Administrative Code, Personnel Code and Accountability, Conduct and Ethics Code and to give the Legislative Body two (2) months to adopt each of these

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Codes after submission. Ms. Day seconded the motion. Ms. Gardner took a roll call vote whereby the motion to accept the above stated change was approved unanimously.

Article VIII - Personnel Code Section 8.13 Personnel Appeals Board f. and Article X - Authorities, Boards and Commissions Section 10.04 Board of Tax Assessment Appeals c.- Ms. Houser made a motion to remove f. and c. regarding compensation for the Personnel Appeals and Tax Assessment Appeals Boards. Ms. Day seconded the motion. Ms. Gardner took a roll call vote whereby the motion to accept the above stated change was approved as follows: Six Yeas and One Nay: Mr. O’Connor.

X - Authorities, Boards and Commissions Section 10.02 Appointments to Boards

and Commissions/Vacancies h. - Ms. Houser made a motion to remove h. regarding the need for the filling of vacancies on boards and commissions to be of the same political party. Ms. Day seconded the motion. Ms. Gardner took a roll call vote whereby the motion to accept the above stated change was approved as follows: Six Yeas and One Nay: Mr. O'Connor.

The PEL stated the Commission needs to complete a Summary, finance report and certification. The Commission Members will review the Summary Findings that included four of the members' reasons and recommendations. At the next meeting the Commission will complete the Summary Findings including the remaining members of the Commission's reasons and recommendations.

Meeting Minutes of January 31, 2007:

Mr. Novosel made a motion to approve the meeting minutes of January 31, 2007 as presented. Mr. Renninger seconded the motion. Ms. Gardner took roll call vote whereby the motion to approve the January 31, 2007 minutes was approved unanimously.

Communication:

Bylaws:

The Commission reviewed the Bylaw Section governing Amending the Bylaws. A Bylaw Amendment must be given to the Commission Members in writing with a 2-day notice. The Amendment can pass on a 2/3 vote of the members.

Mr. Robinson asked the Commission Members to think about their personal situation and how they would like it to be handled if they could not be present at the meeting where the final vote on the Charter was taking place. Mr. Robinson will be developing a proposed Bylaws Amendment for the Commission to consider.

Miscellaneous:

Ms. Day reported on the Talkback session that several of the Commission Members participated in on Tuesday. She stated that they are schedule for another Talkback session on February 13. Three members are requested to participate and any Commission Member who is interested should contact either Mr. Harger or Mr. Robinson.

The Commission clarified that the Prison will be run professionally with appropriate administrative oversight. Abolishment of the Prison Board does not change that fact.

Public Comment:

The public asked for clarification on the base salaries of the Treasurer, Register and Recorder and the Prothonotary. The discussion also included the reimbursement for the duties of Tax Claim, Clerk of Court and Clerk of Orphan Court that these three positions perform in addition to their other duties.

Adjournment:

The meeting adjourned at 09:46 p.m.

Deb Day, Secretary
Clinton County Government Study Commission

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