

**Clinton County Government Study Commission Meeting**  
**March 15, 2006**  
**Minutes**

**Call To Order:**

Vice-Chairman Mike Hanna called the Commission to order at 7:02 p.m. in the Learning Center Building of the Clinton County Resource and Education Center. The Pledge of Allegiance to the Flag was participated in by all present.

**Roll Call:**

Ms. Gardner took roll call as follows:

Present were Ms. Deb Day, Mr. Mike Hanna, Jr., Mr. Daniel Harger (arrived at 8:00 p.m.), Ms. June Houser, Mr. Richard Novosel, Mr. Terry O'Connor, and Mr. Les Robinson.

Excused were Dr. Kathleen McQuaid, Ms. Coreena Meyer, Mr. Ernie Renninger, and Dr. Robert Wise.

Pennsylvania Economy League representatives present were Mr. Gerald Cross, Mr. Charles Waters and Mr. Joe Boyle.

**Approve Agenda:**

***Mr. Robinson made a motion to approve the agenda as presented. Ms. Houser seconded the motion. Ms. Gardner took a roll call vote whereby the motion to approve the March 15, 2006 Agenda was approved unanimously.***

Vice-Chairman Hanna noted that the Commission would be going into Executive Session after adjournment of the meeting to discuss solicitor policy.

**Meeting Minutes of March 1, 2006:**

***Ms. Houser made a motion to approve the meeting minutes of March 1, 2006 as presented. Mr. Novosel seconded the motion. Ms. Gardner took roll call vote whereby the motion to approve the March 1, 2006 meeting minutes was approved unanimously.***

**Reports:**

The Commission website is up and running.

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**Communications:**

None to report at this time.

### **Old Business:**

Vice-Chairman Hanna thanked Dan Vilello and Miles Kessinger, both former County Commissioners who spoke at the meeting on March 1, 1006.

### **New and Continuing Business:**

#### Interviews:

Ms. Pat Edwards, Clinton County Treasurer and Ms. Sherry Yarrison, Clinton County Prothonotary were present at the meeting to be interview on their job functions. Mr. Tom Bossert, Clinton County Commissioner was at the interview table with them. He asked the Commission for permission to be with the two ladies who had requested moral support from the Commissioners.

#### Treasurer:

Ms. Edwards started the interview session. She stated her office performs the duties of the Tax Claim Director as well as the Treasurer's duties. There are three full time clerks and one part time clerk in her department.

Duties include:

- Processing of all licenses including hunting, fishing, boats, animal, and games of chance.
- Tax collection for East and West Keating.
- Collection of delinquent taxes which can be paid on a payment schedule
- All monies in and out of the Treasurer's office.
- Short term investments.
- Treasurer's Office budget.
- Salary Board - There is an excellent salary scale in place for the County.
- Prison and Retirement Boards.
- Collect hotel tax.

Ms. Edwards noted the Treasurer's Office only sees the total of the general fund and not what is in each individual department's fund. She noted that the County Code states the Commissioners are the fiscal representative for the County. The Treasurer will notify the Commissioners when funds are running low. She does not feel there is a need for a CFO or controller to oversee fiscal responsibilities. She also noted that the three auditors are a necessary function particularly for the Treasurer's Department.

Ms. Edwards also felt the functions of the MIS and GIS Departments are

necessary.

Ms. Edwards stated her office would be able to perform the function of collecting all taxes for the County instead of utilizing Tax Collectors. She noted this change would need to come from Harrisburg.

Ms. Edwards stated she has worked with seven different sets of Commissioners and has never had a problem in her working relationship with them. She also stated that the different department responsibilities do not involve each other.

Ms. Edwards feels the County government works well as it is. She did state that the County Code could use a revamping in its overall structure.

Prothonotary:

Ms. Yarrison presented each Commission member with a written response to the following questions:

- Primary duties and responsibilities
- Types of funds flowing through office
- Collection, holding and disbursement of monies.

Ms. Yarrison noted her department mainly deals with the court system rather than the Commissioners' Office. Her office follows the rules of the Superior, Supreme and Appellate Courts.

She stated that funds flow through the Prothonotary's Office from a civil court side and a criminal court side. She has three accounts from which she issues the department's checks from.

She feels her department is well equipped with technology. There are 3 full time employees besides herself. A main component of the office is to immediately time stamp and scan any orders from the Judge into the computer system accurately. Upon scanning into the computer, the order is available for anyone to view in the Commonwealth of Pennsylvania. There are computers in the Prothonotary 's Office for the public to view Pennsylvania criminal records.

Ms. Yarrison stated she has a good working relationship with the Commissioners and the Court System representatives.

PEL Response:

The Commission and PEL reviewed the interview session. The PEL asked if the Commission is asking the right questions and getting the answers they need at these interviews for the Commission to achieve their goal. The PEL feels that the Commission needs a broader spectrum of views. The PEL wants to ensure the Commission is receiving the information they need to build a base of knowledge for the task ahead of them. They will provide the Commission with a listing of organizations that would be beneficial for the Commission to have at future meetings.

It was suggested that certain questions be asked in a different context to induce the response from the interviewees that the Commission is looking for.

It was suggested that the general public be educated on what the idea of initiatives and referendums can do for them as a citizen voice.

Invoice/Purchase Order Policy:

The Administrative Committee met and formulated a policy for submission of invoices and purchase order requests. The policy gives the Secretary the ability to sign any invoices or purchase order requests in the event of the Chairman or Treasurer being absent at the meeting. The policy also states that the Secretary will deliver the invoices or purchase order requests to the Commissioner's Office the day after a Commission meeting.

***Ms. Houser made a motion to adopt the invoice/purchase order policy as presented. Mr. Hanna seconded the motion. Ms. Gardner took roll call vote whereby the motion to adopt the invoice/purchase order policy as presented was approved on a vote of 6 Yeas and One Nay. The nay being Mr. O'Connor.***

Invoice Review:

Mr. O'Connor, Treasurer presented the following invoices for payment:

\$ 80.00 - MIS Department for website setup  
\$ 105.75 - clerical position  
\$2,191.35 - PEL  
**\$2,377.10** - Invoice Total

***Mr. Harger made a motion to approve payment of the invoices totaling \$2,377.10. Mr. Hanna seconded the motion. Ms. Gardner took roll call vote whereby the motion to approve payment of the invoices was passed unanimously.***

Additional Meetings:

The Administrative Committee presented the proposal for weekly Commission meeting starting on Wednesday, March 29, 2006. The additional meetings are being held at the Clinton County Courthouse on the 3<sup>rd</sup> Floor with the first and third Wednesday meetings staying at the Learning Resource Building.

***Mr. Harger made a motion to approve the proposal for weekly meetings of the Study Commission. Mr. Robinson seconded the motion. Ms. Gardner took roll call vote whereby the motion to approve additional meetings of the Study Commission was passed unanimously.***

**Public Comment:**

It was noted that there is a tendency by the interviewees to maintain the status quo and be cautious on change. The interviewees are taking the questions asked by the Commission too literal.

The public in attendance also agreed that the general public is not familiar with the concept of initiatives and referendums.

**Comments from Members:**

Information from the Economic Partnership was given to each Commission member. Any questions or comments are to be addressed to Wes Grand at the Economic Partnership.

The Commission also suggested interviewing county union representatives and township and borough associations.

**Adjournment:**

**Ms. Day made a motion to adjourn the meeting at 9:15 p.m. Mr. Novosel seconded the motion.**

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Deb Day, Secretary  
Clinton County Government Study Commission

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