

*HOME RULE TRANSITION COMMITTEE MEETING  
SHARON CITY COUNCIL CHAMBERS  
JUNE 2, 2008*

**ATTENDEES:**

Ed Palanski  
Joe Biro  
Fred Hoffman  
Frank Connelly

Vic Heutsche  
William McConnell  
David George

Alternates: Jen Barborak , Bob Fiscus, John Evans

**I. Minutes**

Motion to accept by Fred Hoffman  
Motion seconded by Vic Heutsche

**II. Unfinished Business**

1. Beautification Committee

Jenifer Barborak was asked to come in and explain the development of this committee-- how it started, how it was introduced to Council, and how she got it going.

- a. This committee has 7 members.
- b. The current President is Beth Zych.
- c. Group's Projects to include the following:
  1. Planting in front of City Building
  2. Bicentennial Park site plan
  3. Angel (or Can Opener) Statue
  4. Sharon Welcome Signs
- d. Budget for 2007 was \$700; in 2008, they have \$2000.
- e. Questions by the HRTC
  - Vic Heutsche –
    - (a) State Committee should be made up of residents or individuals who do business or live in Sharon.
    - (b) Committee needs a Mission Statement and a charge on what to do
  - William McConnell:
    - (a) The Committee should look at unsightly conditions and report back to Council.

2. Community and Economic Development

Robert Wilson was not present to discuss this.

- a. Vic Heutsche's comments were as follows:
  - What is make-up of this committee?
  - What is going on in the Group?
  - He does not want to limit this to Sharon residents only
  - We need help from Executive's living in Sharon to be stake holders in this committee.

- Other members could be Real Estate Developers as well as Bankers or Accountants.
  - Penn Northwest and Enterprise Zone
- b. Ed Palanski - Have committee move ahead and send emails to HRTC to critique and put in place for September.
3. Council Replacement Process
- a. Ed Palanski – Manage a system of setting up how vacancies will be filled.
- b. Joe Biro - Need plan in place for September.
4. City Department Description
- Fred Hoffman will meet with the Mayor and have job descriptions for Police and Fire Departments
5. Employment Policies for Non-Union Employees
- a. Vic Heutsche stated that the Mayor has this in a draft and is 75% done and has just emailed; the computer policy sections remain to be completed. The committee will review this in August.
- b. Ed Palanski – will provide verbiage on computer usage.

### **III. New Business**

1. Review timetable and tasks
- a. Ed Palanski – What other areas need to be locked down and what’s left to do by October?
- b. Vic Heutsche – Circulate by e-mail and tackle these issues; meet early in September on moving to complete the Charter.
- c. William McConnell – Everyone stay on task and get the work done behind the scenes.
- d. Ed Palanski – Will benchmark what is to be done; meetings will continue on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays.
2. Job descriptions for City Manager and Financial Administrator
- a. We will need to advertise the first of the year for both positions.
- b. Vic Heutsche will investigate PA League of Cities to send us job descriptions.

Meeting was adjourned with next meeting date set for Monday, September 8, 2008.