

MATTHEW J. KLOIBER, ESQUIRE

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SUMMARY

- Pennsylvania licensed attorney experienced in personally advising governmental leaders on legal, regulatory, and policy matters. Clerked at federal, appellate and trial court levels. Has highly refined research, writing and analytical skills. Life-long Allentown resident.

PROFESSIONAL AFFILIATIONS

- Admitted to the United States and Pennsylvania Supreme Court Bars, and the Eastern District of Pennsylvania
- Pennsylvania Bar Association (Member). Lehigh County Bar Association (Case Note Editor for the Lehigh Law Journal). Donald E. Wieand Barristers' Inn (Member). Thomas More Society (Past President of five county organization of judges/lawyers focused on ethical development)

PRESENT

- **City of Allentown** - Assistant City Solicitor, started Dec. 2017. Personally advises legislative and executive branches in legal, regulatory, and policy matters. Represents the City's interests in court proceedings. Assists in overseeing outside counsel. Researches, reviews, drafts and edits: contracts, ordinances, resolutions and other legal documents. Assists with labor and personnel matters. Representative areas of law: municipal law; labor law; employment law; contracts; zoning; and open government law.

HISTORICAL

- **County of Berks** - First Assistant County Solicitor, 2016. Personally advised three county commissioners, county departments, bureaus, boards and Berks Heim County Nursing and Rehabilitation Facility, in legal, regulatory, and policy matters. Assisted in addressing personnel and union matters. Advocated at hearings before courts and administrative bodies. Member of Berks County Elder Abuse Task Force. Researched, reviewed and drafted: contracts; resolutions; ordinances; agreements; forms; policies; leases; memoranda; briefs; pleadings; and Right to Know responses. Assisted in conducting internal investigations. Assisted in overseeing outside counsel and inhouse solicitors. Representative areas of law: County Code; employment; labor; pension; and open government law.
- **City of Bethlehem** - Assistant City Solicitor, 2014-2016. Personally advised Mayor Donchez, department heads and bureau chiefs on legal, regulatory, personnel and operational matters. Solicitor to the Bethlehem Planning Commission. Worked closely with human resources and department heads on personnel matters. Worked with union leaders and counsel to address labor issues. Conducted training on legal issues. Represented the Administration at Bethlehem City Council and committee meetings. Researched, reviewed, drafted and edited: contracts; resolutions; ordinances; agreements; forms; policies; pleadings; briefs; memoranda; employment agreements; settlement agreements; Right to Know responses and other documents. Advocated at hearings, arguments, labor arbitrations and appeals. Assisted in overseeing outside counsel. Assisted in conducting internal investigations. Recognized as an employee of the year. Representative areas of law: labor law; employment law; contracts; zoning; municipal law; and open government law.

- **United States District Court for the Eastern District of Pennsylvania** - Law Clerk for the *Honorable James Knoll Gardner*, 2004-2005. Researched and drafted orders, opinions, and memoranda that addressed issues from all stages of litigation in criminal and civil matters. Assisted with jury selections in Philadelphia. Prepared for and assisted with trials, hearings and arguments. Representative areas of law: criminal; constitutional; civil rights; employment; discrimination; copyright; negligence; and injunctive relief.
- **Commonwealth Court of Pennsylvania** - Judicial Clerk/Head Clerk 2007-2009, Deputy Judicial Clerk 2005-2007, Law Clerk 2002-2004, for the *Honorable Renee Cohn Jubelirer* (RCJ); Deputy Judicial Clerk 2009-2011, for the *Honorable Robert E. Simpson*. Specialized in administrative, municipal and governmental law. Researched, edited and drafted precedential and memorandum opinions in hundreds of cases that addressed a variety of legal issues from across the Commonwealth. Prepared for and participated in hundreds of appellate cases argued before the Court in Philadelphia, Pittsburgh and Harrisburg, on appeals of civil and administrative matters involving municipal, county and state governments and administrative agencies. Assisted with original jurisdiction trials in Easton. Repeatedly promoted and served as RCJ's Chief Clerk in which I oversaw daily operations in home and Harrisburg chambers by a team of four attorneys, two secretaries and several interns. Representative areas of law: appellate; administrative; banking; constitutional; contract; civil service; driver and automobile licensing; education; employment; environmental; governmental; labor; liquor control; insurance; municipal; negligence; professional licensing; public utility; real property; unemployment compensation; workers' compensation; and zoning.
- **Court of Common Pleas for Lehigh County** - Law Clerk for the *Honorable Daniel K. McCarthy*, 2016-2017, and the *Honorable Alan M. Black*, 1999-2001. Researched and prepared orders, opinions and memoranda that addressed legal issues in hundreds of motions in civil, family and criminal matters. Assisted with jury trials, arguments and settlement conferences. Representative areas of law: negligence, contract, corporate, zoning, family and real property. Assisted in two homicide trials.
- **Private practice** - Contract Attorney, 2013. Assisted a private equity firm and a private manufacturer in conducting internal investigations. Associate Attorney during 2012 for a multi-office personnel injury and workers' compensation focused plaintiff-based law firm, and in 2001-2002 for a medical malpractice defense-based firm. As an associate attorney, drafted pleadings, motions and briefs and represented clients in conferences and in court.

EDUCATION

- **Temple University Beasley School of Law** – Master of Laws
- **Dickinson School of Law of Pennsylvania State University** – Juris Doctorate
 - Editorial Board Member and Articles Editor for law journal
 - Family Law Clinic Student Attorney
 - Research Assistant for Professor Katherine C. Pearson
- **Dickinson College** – Bachelor of Arts in Policy and Management
 - Studied public administration with a focus in environmental science
 - Co-founding member of the Center for Sustainable Living (Treehouse)
 - Education Specialist for a statewide environmental water quality organization
- **William Allen High School**
 - Odyssey of the Mind 4x State Champions; 2nd and 4th Places at World Finals

HONORS

- City of Bethlehem Employee of the Year, 2015.
- Leadership Lehigh Valley, Class of 2012.
- Member of the Year of a local chapter of a charitable, public service organization, 2010.
- Wilkes Award for law journal editorial board member of the year, 1999.
- Inducted into ODK Honorary Leadership Society, 1993.
- *Renatra Fusca Award* for exceptional creativity, 1987 Odyssey of the Mind World Finals.

COMMUNITY INVOLVEMENT

- Member of the Allentown Rotary Club.
- Elected as a founding leader of a local chapter of an international, charitable, public service organization. Subsequently served as trustee.
- Odyssey of the Mind coach at an Allentown elementary and middle school.
- Manager, assistant, and coach with local soccer and softball teams.
- Member of the Ancient Order of Hibernians.