

**MINUTES**  
**CHARTER REVIEW COMMISSION**  
**MONDAY, JANUARY 11, 2021**  
**7:00 P.M. – Tallmadge Municipal Building**  
**46 North Avenue, Tallmadge, OH**

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**1. Call to Order:**

**Mayor:** Good evening. It is Monday, January 11, 2021 at 7:01 p.m. Just a reminder that these meetings are recorded. I call the 2021 Charter Review Commission to order. We do have all members of the commission present. This meeting is virtual in accordance with House Bill 404 due to the pandemic.

**2. Roll Call:**

**Mayor:** We do have all members present, so we will suspend that. Attendees are able to watch us but not really communicate with us.

**3. Brief Self-introduction of Members:**

**Mayor:** We can just go around and I will call your name and you can just say a few statements about yourself and I will go in order of the people on screen with Ted Roy starting at the top.

**Ted Roy:** I have been in Tallmadge for probably the last 30 years. Been around with all the Little Leagues and soccer and all of that stuff and now they are gone and I have some free time to do some other stuff.

**Kathryn Kuzior-Lindh:** I am a lifelong resident of Tallmadge. I work at Goodyear as a Financial Analyst. That's pretty much it; I look forward to helping out.

**Kim Sabetta:** I am a resident of Tallmadge for about 18 or 19 years now. I am employed with Akron Public Schools. I am a Principal at North.

**Megan Raber:** I am also a lifelong resident of the City of Tallmadge. I am also the Law Director. I was the Assistant Law Director the last time that we did the Charter Review 10 years ago and served on the Charter Review at that time too.

**Randy Sarvis:** I have been a Tallmadge resident since 1988 and I also had worked at Goodyear and am now retired. This is something new for me.

**Megan Thompson:** My name is Megan Thompson. I've lived here since 1985 and came and went a little bit. My mom was a teacher at Munroe Elementary and my dad was a Councilman back in the day. I work for my father at Thompson & Hummel Insurance and I am the President of the Tallmadge Chamber of Commerce.

**Helen Fire:** My name is Helen Fire, and I was also on the last Review Committee in 2010 and I am a retired Akron Public Schools Administrator, and this will probably be my last go round for the Charter Review Committee. I have been through it before and it is fascinating; it's fascinating.

**Mary Tricaso:** My name is Mary Tricaso, and I am also a lifelong resident of Tallmadge and I work for the Akron Summit Convention and Visitor's Bureau.

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**Robert Higham:** I think I have the shortest tenure as a Tallmadge resident with about 10 years, but I did marry into a longtime family and so hopefully that qualifies me, and I am an attorney with the Summit County Law Department, and I appreciate the opportunity to be a part of this.

**Serif Krkic:** I am four years in Tallmadge now and my wife and I own Tallmadge Chiropractic and we are both chiropractors and I am looking forward to this and I am the soccer coach for Tallmadge.

**Steve Clark:** I own Ohio Health Benefits on West Avenue and I have been a lifelong resident of Tallmadge for 50+ years and I go to Serif as my chiropractor and I live next to Bob.

**4. Review Role of Charter Review Commission.**

**Mayor:** We do have a very good panel to review this Charter. Just to briefly talk to you about the Charter. The Charter was adopted back in 1995. The electorate in 1994 allowed us to do some home rule and what that means is that before that, the City of Tallmadge ruled under State Statute. That governed how we ran the City of Tallmadge. It has been amended a couple of times.

Reviewing the Charter, myself; I don't think there are a lot of changes. I think the last commission did a good job of making changes and they put it on the ballot. So, with that, I think it is pretty much your role to look at it and make recommendations to City Council and Council will put it on the ballot if there are any recommendations.

**5. Select Chairperson.**

**Mayor:** So, with that, the next item on the agenda is the selection of a Chairperson. I would open that up for nominations for Chairperson.

**Kathryn Kuzior-Lindhe:** I would nominate Megan Raber.

**Mayor:** Is there a second on that?

**Kim Sabetta:** I'll second that.

**Mayor:** Are there any other nominations? No one responded. Hearing no other nominations; the motion on the floor is for Megan Raber to be the Chairperson for the 2021 Charter Review Commission and I will do a roll call and when I call your name just say yes or no.

Roll Call: Ted Roy – yes, Kathryn Kuzior-Lindhe – yes, Kimberly Sabetta – yes, Megan Raber – yes, Randy Sarvis – yes, Megan Thompson – yes, Helen Fire – yes, Mary Tricaso – yes, Bob Higham – yes, Steve Clark – yes, Serif Krkic – yes. By a vote of 11-0, Megan Raber is the Chairperson.

**Mayor:** So, at this time, I will turn the reigns over to the Chairperson, Megan Raber.

**6. Select Secretary.**

**Chairperson Raber:** Thank you everyone. I look forward to working with everyone as we move through this year. Like Helen said earlier, it is an interesting process and lots of things come up that we don't even necessarily think of initially and it will be a good opportunity to really review the workings of our government. So, thank you all for volunteering to do this and undertake this with all of us together.

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**Chairperson Raber:** The next item on the agenda that we have is selecting a secretary. We are allowed to select a secretary that is not an actual member of the commission and we have historically done that and so I would personally like to recommend Sue Burton who works at the City and would be able to take the minutes and keep track of recording our meetings appropriately and so I nominate Sue Burton. Is there a second to that motion?

**Robert Higham:** I'll second that.

**Chairperson Raber:** OK, Robert Higham seconded. Are there any other nominations? Hearing none, I am going to go ahead and go through the roll call and then from there hopefully the secretary will be able to do the roll calls for us. Roll Call: Steve Clark - yes, Helen Fire - yes, Bob Higham - yes, Katie Lindhe - yes, Serif Krkic - yes, Megan Raber - yes, Ted Roy - yes, Kim Sabetta - yes, Randy Sarvis - yes, Megan Thompson - yes, and Mary Tricaso - yes. So, Sue congratulations you have been unanimously appointed Secretary to the commission by a vote of 11-0.

**7. Adopt Rules of Conduct and Procedures – T.C.O. 114.02**

**Chairperson Raber:** Next, I just wanted to point out, and I will e-mail these to you that generally we are tasked with or coming up with our rules of conduct and procedures and what I will do, because you have not had an opportunity to review them and I will send you a copy of what we have adopted under our Tallmadge Codified Ordinances for Boards and Commissions and they are a general set of guidelines and rules. If we wanted to deviate from that and do something different, we can certainly look at doing that. So, essentially, it is in the Tallmadge Codified Ordinances and it governs all our other Boards and Commissions and it basically provides for chairing, and order of business that would take place and then the rules for conduct, speaking, questions and motions; if we want to adopt these I think it makes sense just because it is consistent with how the other Boards and Commissions operate, but the Charter itself does specify that we must adopt rules for conduct and procedures. Again, I would just say that if there is anything, or if you want to look at it and we can wait and do this next week or if you are comfortable with just adopting what is already in the codified ordinances from Tallmadge, we could also move forward with that.

**Helen Fire:** I'll go ahead and recommend that we approve those that we already have in writing and just speed that along unless someone else has a different idea, I'm perfect with that.

**Mary Tricaso:** I would second that.

**Chairperson Raber:** Is there any further discussion? No one responded. Sue, if you could call the roll.

Roll Call: Steve Clark – yes, Helen Fire – yes, Robert Higham – yes, Katie Lindhe – yes, Serif Krkic – yes, Megan Raber – yes, Ted Roy – yes, Kim Sabetta – yes, Randy Sarvis – yes, Megan Thompson – yes, Mary Tricaso – yes. **The Rules of Conduct and Procedures for our Boards and Commission were approved for the Charter Commission by a vote of 11-0.**

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**8. Review General Timeline**

**Chairperson Raber:** One of the items that was e-mailed to you is a general timeline and it will kind of give us a guide for kind of working backwards of what our deadlines need to be. So, the big I guess, responsibility of the commission is to come up with recommendations and those recommendations are supposed to be forwarded to the public to be voted upon by the November General Election. So, what this calendar does is kind of works backwards from there. If we need to meet that deadline of having the General Election, which is having the issues on the General Election by November 2, 2021, then we look at what the deadline is for submitting that and that ballot language must be to the Board of Elections no later than 90 days before the General Election which would make that August 1<sup>st</sup>, or I'm sorry, August 4<sup>th</sup> and so working back from that because Council needs an opportunity to review and adopt whatever recommendations come from the Charter Review Commission and we would prefer them to have three readings of that before it is actually acted upon by Council. So that would take us to July and the reason it is the early July meeting is because they typically will recess at the end of July and so you would have a July meeting then Council would have the legislation at 3<sup>rd</sup> Reading and then you would have the two June meetings that Council would have the legislation at 2<sup>nd</sup> and 1<sup>st</sup> Reading, which would then make our final recommendation meeting to be no later than May 24<sup>th</sup>. So, this is to just kind of guide us, so we make sure that we are keeping on track with the timelines and the deadlines that we need to meet.

**9. Review and Adopt Proposed Meeting Calendar:** Taking that then, what I put together I guess is a proposed meeting calendar and on the agenda it talks about the brief discussion of Expectations-Approach and so, we are not trying to reinvent the wheel and looking back at other Charter Review Commissions and how they broke things up; they basically did a general overview session as their first meeting following the Organizational Meeting and at that overview session they invited various officers of the City to come to speak to them so I would recommend that at the next meeting we also do that where we ask the Finance Director, Council President, the Mayor is already talking to us a little bit today, but like getting into more of the meat of the Charter itself and inviting them along with maybe the Service Director or the Director of Administration to talk to us and let us know what if any recommendations they may have for us. Also, we will solicit public input as to whether anyone has any recommendations for what they want us to take into consideration and then moving from there kind of break down the Charter into various different articles so that we can kind of try to stay on track and work through each individual section, so we give each section an opportunity to be reviewed. I think the expectation would be that as we get into the meat of the actual document that we have looked at it ourselves prior to the meeting and we come to the meeting with any questions or comments that we may have and then taking into account whatever recommendations may be coming from other people that we can at least have discussions with regard to that and then hopefully we have at least some

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**Chairperson Raber (Cont'd.)** direction after each meeting as to those sections. We also kind of, in this calendar, have a little bit of a buffer and we did this the last time as well where just in case an issue comes up that requires more attention or time than what we thought; we have a little bit of extra time. We can also always call special meetings if need be, but the expectation would be to try to get through it again in order to meet all those other deadlines that come in order to get the issues on the ballot itself for the General Election.

So, having said that; are there any questions with regard to I guess the general approach and then anything with regard to the expectations of the Commission that you may have before we move on to actually looking at this meeting schedule and seeing if it is agreeable to adopt it? Does anyone have any questions? No one responded. Alright.

**Mayor:** Let me just say the only thing is that we did send everyone the link for the Charter. I don't know if you were able to go through that link and pull it up and you can go back and forth and look at each section and review it and see what you think of it and I am always open for anyone to give me a call anytime if you have a question or don't understand something or if you want to say, what about this or what about that? Contact me and the same with Megan or any of the other elected officials. I see Dr. Cooper is also online and he is the Dir. of Administration. Jill Stritch, some of you know and you know Mollie Gilbride. So, as Megan said, we will all speak at the first meeting, but for the most part, feel free to ask us questions.

**Chairperson Raber:** Absolutely. I don't see any other questions or comments so moving on, you have the proposed meeting calendar. Does this look like an acceptable calendar and agenda so we can kind of set our meetings and have our meeting dates so we can plan ahead and make sure that all of you have saved the dates and times. All of the meetings would be at 7:00 p.m. and obviously due to the pandemic right now we will probably continue with them all being virtual. I am hopeful that maybe there is enough of a shift in the next few months that we might be able to start meeting in person, but that might not be very realistic. For now, we will be meeting virtually until that changes. All of them would be on a Monday and they are scheduled to be on a Monday before a Council meeting so there may be like a 5<sup>th</sup> Monday or something that is skipped so it is not necessarily every other week, but it is intended so that we can have the Council meetings and provide input and feedback to Council. Are there any questions, comments or concerns with regard to the proposed agenda? OK. Hearing none; do I have a motion to accept the Charter Review Commission 2021 Meeting Schedule?

**Megan Thompson:** I so move.

**Chairperson Raber:** Thank you. Do I have a second?

**Katie Lindhe:** I'll second it.

**Chairperson Raber:** Any discussion? Hearing none; Sue, can you please call the roll?

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**Sue Burton:** Helen Fire – yes, Robert Higham – yes, Katie Lindhe – yes, Serif Krkic – yes, Megan Raber – yes, Ted Roy – yes, Kimberly Sabetta – yes, Randy Sarvis – yes, Megan Thompson – yes, Mary Tricaso – yes,

**Chairperson Raber:** Thank you everyone. We've gotten through the agenda. Does anyone have any other items? Hearing none; I will entertain a motion to adjourn.

- 10. ADJOURNMENT:** Helen Fire moved to adjourn. Seconded Katie Lindhe. Voice vote 11-0. **The Charter Review Commission meeting of 1-11-21 adjourned at 7:25 p.m.**