

**GEORGETOWN CHARTER COMMISSION  
MEETING MINUTES  
WEDNESDAY, APRIL 22, 2020, 7:00 PM  
ZOOM VIRTUAL MEETING**

**Meeting Called to Order:** 7:02 p.m.

**Members Present:** Mark Anderson (late due to technical issues), Amber Becraft-Johnan (late), John Paul Durham, Kelly Heslar, Michelle Hopkins, Greg Housh, Patrick Hornschemeier, Arthur Owens, Matt Staggs, Zach Triplett, Jeremy Varner, Barb Virost

**Members Absent:** Andrew Dunn, Brian Faught, Gary Porter

**Guests Present:** Joe Braun (late), Andrew Girdler Clift, Kelly Cornette, Robert Freeland, Nancy Montgomery, Tyler Thompson

**I. Participation by the Public:**

A. None

B. Andrew Girdler Clift asked if he could ask questions at the end and was informed as long as time permitted he could do so.

**II. Approval of minutes of previous meeting**

Page 3 – second to last full line ...and an Fiscal...changed to ...and a Fiscal...

Page 3 – second to last paragraph, add the following words at the end of the sentence: namely that it should be short.

Minutes now approved and can be promulgated to the public.

**Approval of text discussed at previous meeting**

No changes. Text is approved as second draft and can be promulgated to the public.

**III. Discussion of Article 8 - Ordinances, Resolutions and Motions and Article 9 – Administrative Departments**

**Article 8.01 Procedures**

After discussion and changes, paragraph now reads:

All procedural matters relating to the legislative activities of Council shall be determined by Council by two-thirds vote of its members. Until such time as Council establishes such a rule or rules, the procedure for enactment of legislation shall be as provided by the general laws of the State of Ohio applicable to Municipalities which have not adopted a Charter or a plan of government under Chapter 705 of the Revised Code.

No other changes to Article 8.01.

Discussed adding 8.02 for public participation at council meetings; however, it was determined consideration should be given to noting public participation in Article 13, and when we get to that article it will be discussed and final determination given then.

## **Article 9 - Administrative Departments**

### **Article 9.01 Creation of Departments**

After discussion and changes, paragraphs now read:

For the purpose of implementing the functions of the Municipality, Council may establish such departments, divisions, and/or bureaus as it deems necessary and distribute among them the work of the departments of the Municipality as provided in this Charter and as provided by the Mayor and Council.

In addition to the administrative offices and departments specifically established and created under this Charter, the administrative offices, departments, divisions, bureaus, and other sub-units existing under the law of Ohio and ordinances and resolutions of the Municipality on the effective date of this Charter shall continue, with their existing powers and duties, until they are abolished, merged, combined or otherwise altered or reorganized by Council.

No other changes to Article 9.01

### **Article 9.02 Police Protection**

After discussion and changes, paragraph now reads:

The Mayor and Council shall provide for police protection adequate to the needs of the Municipality to be administered by the Mayor in accordance with the directives of Council and, in areas where the Mayor and Council have not acted, in accordance with general laws of Ohio.

No other changes to Article 9.02.

### **Article 9.03 Fire and EMS Protection**

Title has been changed to include EMS with Fire Protection as they are one department. All notations previously noted will be changed to include notation of EMS.

After discussion and changes, paragraph now reads:

The Mayor and Council shall provide for Fire and EMS protection adequate to the needs of the Municipality to be administered by the Mayor in accordance with the directives of Council and, in areas where the Mayor and Council have not acted, in accordance with general laws of Ohio.

No other changes to Article 9.03.

#### **Article 9.04 Department Heads**

First sentence removed; paragraph now reads:

Until such time as a department head is appointed, all departments, except Police, Fire and EMS, Fiscal Officer, and Law shall be headed by the Administrator unless provided otherwise by the Mayor and Council.

No other changes to Article 9.04.

#### **Article 9.05 Fiscal Officer (formerly listed as Finance Department)**

After discussion, we determined this was redundant to articles already created regarding the Fiscal Officer and decided to delete this article. However, during lengthy discussion regarding the Fiscal Officer, their responsibilities, and who that person is responsible to a motion was made by Matt Staggs that the Fiscal Officer would be overseen by the Administrator through day-to-day operations but reports to Council. This motion was seconded by John Paul Durham. Motion passed. This motion was further discussed and changed to: Fiscal Officer shall be appointed by Council and removed by Council, but shall be supervised on a day-to-day basis by the Administrator. Matt Staggs and John Paul Durham, having been the persons to make and second the original motion, were okay with the rewording and, again, the motion passed. There was also discussion regarding hiring/firing of the Fiscal Officer.

Additionally, because of these discussions, we noted that this would affect other articles previously discussed. It was decided that Jeremy would make these changes, but the commission members should review the changes made to ensure we are in agreement of the changes. These articles are as follows:

Article 3.05 Powers and Duties, (B): Approve or discharge a Fiscal Officer by a vote of two-thirds of its members. (Creation of this paragraph, changes the lettering of the following paragraphs accordingly.)

Article 5.05 Personnel (B): The Administrator shall supervise the appointed Fiscal Officer. (Creation of this paragraph, changes the lettering of the following paragraphs accordingly.)

Article 7.02 Acting Fiscal Officer: The Mayor may appoint, with the consent of Council by a two-thirds vote of its members (DO WE KEEP THIS IN LIGHT OF THE FACT THAT THE COUNCIL APPOINTS THE FISCAL OFFICER, NOT THE MAYOR NOW?)

Article 7.05 Removal: Changed from: The Mayor shall supervise and discipline the Fiscal Officer... changed to: The Administrator shall supervise and discipline the Fiscal Officer, ...

#### **Article 9.06 Law Department**

Discussion held and Joe Braun will submit something for this article.

No changes to Article 9.06 at this time.

#### **Article 9.07 – Municipal Services Department**

After discussion, this article was removed.

#### **Article 9.08 Administrative Code**

No changes made to Article 9.08.

#### **IV. Next meeting is scheduled for May 13; shall we meet on April 29 to get on schedule to have full rough draft by June 10 ?**

We will meet on April 29<sup>th</sup> at 7:00 p.m. and determined we would decide at the conclusion of each meeting whether to meet the following week or revert to the initial schedule.

Pat Hornschemeier encouraged everyone to review the next sections (Article 10, Boards and Commissions, and Article 11, Finance) and if anyone wanted to draft a version to please do so and submit to Jeremy Varner and/or Michelle Hopkins, who would then forward to commission members OR they could do so themselves by emailing through BCC.

Mark Anderson brought up an issue in 4.02(B)(1) in that should the situation we're currently in ever arises again, the Mayor wouldn't preside AT a meeting; thus 4.02(B)(1) was changed to ...shall preside OVER...

#### **PUBLIC COMMENTS:**

Andrew Girdler Clift questioned Article 5.05 and job creation: Does the Administrator have power to creating positions. He was informed that any new positions would be approved by Council; this information is covered in Article 5.04(F).

Nancy Montgomery indicated currently the only commissions for the Village are Tree and Planning. She also indicated she was happy with how concise we were this evening.

#### **V. Adjourn**

Meeting was adjourned at 8:55 p.m.