

**CITY OF TWINSBURG, OHIO**

**CHARTER REVIEW COMMISSION MINUTES**

**February 4, 2014**

**Meeting Begins at 6:04 PM** (not called to order)

G. Sorace welcomes members and audience. Asks that members introduce themselves.

**Introductions: (In place of Roll Call):** R. Sypen-Ward 3, T. Jones-Ward 2, J. Magnes-Ward 4, D. Albright-Ward 3, D. Detweiler-Ward 3, G. Spera- Ward 4, D. Martin-Ward 4, D. Romito Ward 4

**ABSENT:** K. Monachino (arrived late)

**ALSO PRESENT:** G. Sorace

**Swearing In of Charter Review Commission Members**

- Mr. Sorace swears in Charter Review Commission members.

**Meeting Procedures:**

- Mr. Sorace states that the Charter Review Commission will be meeting from now until the end of June, 2014.
- Mr. Sorace suggests meeting format of starting on page one and reading every page of the Charter in order. As items come up, there should be discussion at that point, and decisions on how changes will be implemented.
- All department heads have been asked to read through the sections of the Charter that pertain to their respective departments. (For example, the engineering department is seeking a change in the process of posting and receiving bids.)
- Council members have also been encouraged to bring any ideas they may have in regards to the Charter. Ideas from the community will also be welcome.

**NOMINATION OF CHAIRMAN:**

Mr. Sypen offers to volunteer for Chairman.

**MOTION TO NAME RUSSELL SYPEN FOR CHAIRMAN**

Moved by: Drew Romito

Seconded by Dean Martin

Motion passed unanimously.

## **NOMINATION OF VICE CHAIRMAN:**

**Moved by Drew Romito**

**Seconded by R. Sypen**

## **MOTION TO NOMINATE DEAN MARTIN FOR VICE CHAIRMAN**

- Mr. Martin accepts nomination
- No discussion
- Motion passed unanimously.

**Mr. Sorace turns the meeting over to Mr. Sypen.**

## **NEXT MEETING DATE:**

- Mr. Sypen asks members for day and time suggestions for future meetings.
- Mr. Sypen suggests once a week meetings until further notice.
- Suggestion made to set meetings for Mondays at 7PM.
- **Next Meeting Monday, February 10, 2014 at 7:00 PM**

## **Discussion on Secretary / Minutes:**

- Mr. Sypen asks Mr. Sorace if there is a need for a secretary to take minutes of the meetings, or will meetings be recorded and minutes done by Shannon Collins.
- Mr. Sorace confirms that meetings are recorded and can be done through Shannon Collins / office.
- Mr. Sypen recommends that commission appoint its own secretary to complete the minutes in order to ensure timeliness.
- Mr. Sypen asks for volunteers to be secretary. No one volunteers, so decision is made to have Shannon Collins or someone in the office to transcribe the minutes.

## **Discussion on format of meeting:**

- Mrs. Spera asks whether the commission should read the entire charter sections aloud at the meetings, or just ask members to read ahead of time. Mr. Sypen states that by reading aloud together it is guaranteed that all members are hearing the entire Charter together and that no areas are overlooked.
- Mrs. Spera suggests that if members know ahead of time what sections will be covered at the meeting, that they can review those sections ahead of time and come prepared to discuss as the section is read.
- Assignment is given to read the first four Articles prior to the next meeting.
- Mr. Detweiler states that he will not be present at the next meeting.
- Mr. Sorace states that Mr. Maistros will be at most future meetings and that Mr. Maistros will bring items for review from council and department heads.
- Ms Monachino apologizes for tardiness and introduces herself. She is from Ward 5.
- Mr. Sorace swears in Mrs. Monachino.

## **ADJOURNMENT:**

This meeting unanimously adjourned at 6:28 PM