

**City of Norton**  
**CHARTER REVIEW COMMISSION**  
**Wednesday, June 7, 2006**

The Charter Review Commission of the City of Norton, Ohio, convened for a public meeting in Norton City Council Chambers. Chairperson Barbara Vimont called the meeting to order at 6:02 p.m.

**I. ATTENDANCE:**

**PRESENT:** Barbara Vimont, Gene Becker, Megan Booth, Charles Campbell, Robert Daymut, Christopher Judge, Sue Ringkor

**II. CONSIDERATION OF MINUTES:**

**A.) Minutes from Wednesday, May 31, 2006 meeting:**

The Commission reviewed the minutes from their Wednesday, May 31, 2006, meeting and Chairperson Vimont called for a motion. **Ms. Megan Booth moved to approve the minutes of Wednesday, May 31, 2006, as submitted; seconded by Mr. Charles Campbell. ROLL CALL: Ms. Booth -Yea, Mr. Campbell-Abstain, Mr. Robert Daymut-Yea, Mr. Christopher Judge-Yea, Ms. Sue Ringkor-Yea, Mr. Gene Becker-Abstain, Ms. Vimont-Yea. The motion passed 5-0-2, approving the minutes as submitted.**

**III. OLD BUSINESS:**

**A.) Update on CRC Resolution No.'s 01-2006 & 02-2006:**

Chairperson Vimont reported that three members of the Commission attended the Committee of the Whole meeting on Monday, June 5, 2006, in which CRC Resolution No.'s 01-2006 and 02-2006 were discussed. She stated that there was a change made to CRC Resolution No. 02-2006. The Committee of the Whole decided not to remove Section 5.02(d), as they had recommended. The language, however, was revised due to Ohio State Law to accommodate appropriations throughout the year.

Ms. Vimont also reported that the language in the resolutions would be changed to be non-gender specific.

**B.) Continue Review of Article V-Administrative Departments.:**

**1.) Section 5.03(C)-Board of Control; Investments:**

The Commission wondered if this section was already covered by Section 5.02(B)(b)-Duties of Director of Finance. They discussed the comments from Mr. John Moss, Finance Director, that this section was not clear to him. They requested the Secretary ask Mr. Moss for clarification of his comments. She said she would. They discussed removing section 5.03 unless it is not covered by Section 5.02(B)(b).

**2.) Section 5.04-Department of Law:**

The Commission discussed the second paragraph of item 'A-Solicitor' in this section. They wondered what type of corrections the Law Director could make to the Charter. Ms. Ringkor presented a draft of this section to the

Commission. (See attached.) The Commission agreed the draft looked good. They decided to request comments from Mr. Mike Lyons, Law Director, regarding this section.

**3.) Section 5.05-Department of Public Safety:**

The Commission referred to Mr. Claude Collins', Administrative Officer, comments regarding items 'A' and 'B' of this section and decided to consider revision later.

They also discussed item 'C' as referred to in the comments from Mr. Mike Zita, Council President. Mr. Judge did not think that the City could contract with the Summit County Sheriff's office as Mr. Zita suggested, because of the Department of Public Safety section.

Ms. Ringkor presented a draft of this section to the Commission. (See attached.)

**4.) Section 5.06-Duties of the Director of Public Service:**

After discussing this section, the Commission decided to consider removing items 'A' and 'B' later.

**5.) Section 5.07-Personnel Department:**

The Commission discussed Mr. Moss's comments to this section that an Ethics Commission has been established since this section was written. They suggested that since other local city charters do not have a provision for a Personnel Department, that Norton did not need one. They asked the Secretary to request comments from Mr. Collins, regarding this issue. She said she would.

**6.) Section 5.08-Department of Community Development:**

The Commission discussed the possible changing of the title of this section to 'Director of Planning and Community Development'. They believed, however, that this was a simple change the Law Director could perform.

After discussion, they decided to make a list of simple changes and present it to the Law Director for his action/comments.

**7.) Section 5.09-Administrative Department Removals:**

The Commission agreed that this was a section of checks and balances and did not need revised.

Ms. Charlotte Whipkey, 4624 Albert Avenue, Norton, Ohio, approached the Commission and stated that the Charter should give more control to the Norton residents. She felt the Administrative Officer had too much control.

Ms. Whipkey also stated that she and other residents were troubled that the City paid the Building & Zoning Inspector's education and about one-month after her graduation she left Norton for employment elsewhere.

After discussion, the Commission stated that this was an administrative issue, not one for the Charter Review Commission.

**IV. NEW BUSINESS:**

**A.) Marketing for Charter Review Commission (CRC):**

Mr. Daymut wondered if the future CRC agendas could be more detailed and itemized. Ms. Booth thought it would be a good idea to place the agendas on the website and, if possible, have a link for each section they will be discussing that will access the exact section. Mr. Daymut said that he was waiting until after this meeting to discuss this with Ms. Ann Campbell, Web Master. He commented that he liked the Road T.A.C. survey that was placed on the website.

Ms. Whipkey commented that most of the website survey responses for the road levy was negative. The responses, however, from the handout surveys were positive. She felt the results were bias because the Road T.A.C.'s acquaintances were the ones who responded to the handout surveys.

Mr. Becker stated that he was compiling a list of what was discussed and/or achieved by the CRC and why. The Commission agreed this was a good idea because it would be informative to the next CRC. Ms. Whipkey suggested that the list might also be helpful to residents in understanding the revisions made by the CRC.

It was mentioned that Section 9.04 of the Charter was not included in the Charter on the Website. The Commission requested the Secretary check with Ms. Campbell on this issue. She said she would.

The Commission discussed making a flyer with bullet points regarding the two resolutions that would be placed on the November ballot if approved by Council. They felt this would help residents better understand the issues. They discussed placing a flier on Channel 15, the website, local stores, Norton library and/or possibly handing them out at this year's Loyal Oak Cider Festival.

**B.) Discussion regarding Future Section Reviews:**

After discussion, the Commission decided to move forward to Article VI-Boards and Commissions at their next meeting. Mr. Becker commented that there should be language in Section 6.02-Planning Commission regarding the Comprehensive Plan.

Chairperson Vimont requested that the Secretary invite Mr. Pritchard and the Chairpersons from the Planning Commission and Board of Zoning and Building Appeals to their next meeting. They wanted input to better understand how these Boards work. She said she would.

**V: ADJOURNMENT:**

Chairperson Vimont announced that the next meeting was scheduled for Wednesday, July 5, 2006, at 6:00 p.m. They would be reviewing Article VI; Boards and Commission, with focus on Sections 6.02 and 6.03. There being no further business coming before the Commission, Chairperson Vimont adjourned the meeting at 7:57 p.m.

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Charter Review Commission Chair/V.-Chair

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Charter Review Commission V.-Chair/Member

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Date

## **SECTION 5.04 DEPARTMENT OF LAW.**

### **A. SOLICITOR.**

The Solicitor shall be the head of the Department of Law and shall be appointed by the Mayor with the concurrence of a majority of the members elected and appointed to Council. The Solicitor shall be an attorney-at-law, admitted to the practice of law in the State of Ohio.

### **B. DUTIES.**

The Solicitor shall be the legal advisor on all legal matters coming before the City and shall represent or direct the representation of the City in all litigation cases, or suits coming before the City. He/She shall prepare or review all contracts, ordinances, resolutions, and other documents or instruments as required by the Mayor and Council. He/She shall other powers and duties performed by directors of law of general statutory plan cities under the general laws of the State of Ohio.

## **SECTION 5.05 ADMINISTRATIVE OFFICER**

The Administrative Officer shall perform the duties as the Directors of Public Safety, Public Service and Personnel until such time as Council provides by ordinance for the separation of the three (3) positions. Will be appointed by the Mayor and confirmed by the majority of the members elected and appointed to Council.

### **A. Director of Public Safety**

The Director of Public Safety is responsible for the enforcement and maintenance of all police, fire and emergency medical services. He/She will also be responsible for all health, safety and sanitary requirements by ordinances of the Municipality or by laws of the State of Ohio.

### **B. Director of Public Service**

The Director of Public Service is responsible for the construction, improvement of Municipally-owned utilities, public works, buildings, grounds, cemeteries, parks, roads, streets, including the municipal and all other public places of the Municipality.

### **C. Director of Personnel**

The Director of Personnel is responsible for the establishing of a job classification system and descriptions. Recommending and adopting of a salary schedule and performance reviews. Determining and recommending the positions that shall be placed in civil service. Serves as the employment department for the city.



**CITY OF NORTON, OHIO  
CHARTER REVIEW COMMISSION  
ATTENDANCE RECORD**

The following members were present at the Hearing of the Charter Review Commission,

Held on: **Wednesday, June 7, 2006**

<b>Barbara Vimont</b>	<u>Barbara Vimont</u>
<b>Gene Becker</b>	<u>Gene Becker</u>
<b>Megan Booth</b>	<u>Megan Booth</u>
<b>Charles Campbell</b>	<u>Charles Campbell</u>
<b>Robert Daymut</b>	<u>Robert Daymut</u>
<b>Christopher Judge</b>	<u>[Signature]</u>
<b>Sue Ringkor</b>	<u>[Signature]</u>

Signed Cynthia J. Hughes  
Stenographer

**Distribution: Mayor  
CRC Files**

BZA.Attendance(Members & Audience)  
Created: 6/00