

CITY OF TWINSBURG, OHIO
CHARTER REVIEW COMMISSION MINUTES

April 18, 2023

Mr. Castillo called the meeting to order at 6:00 PM

ROLL CALL

PRESENT: Tom Barni, Angelo Carcioppolo, Shaun Castillo, Christopher Feldman, Adam Gockowski, Mark Little, Courtney Ross, Dwayne Smith and Sheila Williams

ABSENT: None

ALSO PRESENT: David Post, Mayor Scaffide, Matt Vazzana and Shannon Collins.

APPROVAL OF MINUTES

MOTION: To approve the minutes from the April 13, 2023 meeting as submitted.

Moved by A. Carcioppolo, seconded by C. Feldman

Upon roll, motion passed unanimously.

OLD BUSINESS

Mr. Vazzana went over the redline versions of the requested changes that were discussed at the prior meeting.

Article III – Proposed redline attached at end of minutes.

Mr. Little asked if the changes made in this section will impact another section of the charter.

Mr. Vazzana stated not to his knowledge this change should not impact other sections.

NEW BUSINESS

Section 3.03 – 3.06 was read out loud by Ms. Williams. Mr. Castillo asked if there were any comments on this section. Mr. Post stated that it was discussed at the 2018 Charter Review Commissions about Council members having to resign their position if more than two years left on your term if you want to run for another office.

Mr. Feldman asked if there was a process to allow council members to have an opportunity at council president over their term(s). Mr. Scaffide stated that can be found in the rules of council.

Ms. Williams continued reading Sections 3.07 – 3.09. Mr. Castillo asked if there were any comments on this section. Mr. Post asked if the minutes were considered the journal in Section 3.09(A). Mrs. Collins stated that the journal is a record of the actions taken by council. In addition to the minutes, the clerk keeps a spreadsheet that is a record of the legislation with voting record and attendance of council.

Mr. Castillo asked what happens if council does not move forward with appointing a Clerk of Council. Is the clerk terminated? Mr. Scaffide stated that once they are appointed they stay until council decides otherwise. The position would then be filled to meet the charter requirements. Mr. Vazzana added that council is the employer of the Clerk of Council. While there is overlap in working in conjunction with the Mayor and Law Director, City Council is the one who appoints and can remove the Clerk.

Mr. Little asked about 3.07(B) ‘Special Meeting’ in regards to who may request one. He asked what the significance of three council members being able to request one. Mr. Vazzana stated that if three want to hold a meeting it is significant enough to convene.

Mr. Carcioppolo read 3.10 – 3.12. Mr. Castillo asked if there were any comments on this section. Mr. Post explained what an emergency clause is for. Mr. Castillo asked if there any specific reason for the changes in 2018. Mrs. Collins stated that the entire Article was put before the voters that is why the November 6, 2018 date is after each section. The changes in 2018 were in sections 3.03, 3.07 and 3.10.

Mr. Feldman read 4.01 – 4.04. Mr. Castillo asked if there were any comments on this section. Mayor Scaffide stated that the process in 4.04 regarding the ‘Vacancy of Mayor’ was cumbersome with the timing of elections, both general and primary. Ms. Williams stated she believes the way the charter is written works out to the benefit of the residents. The candidates need to make the decision if they want to spend the money and/or give up their council seat for the chance to run for mayor. Mr. Scaffide stated he is not recommending any changes at this time.

Mr. Carcioppolo stated if it is more than two years he can see having an election. If it is less than half the term he thinks residents should consider a change to allow the appointed mayor to finish the term.

Ms. Ross stated if the timeline is expended from six months to eighteen months, the appointed mayor would cease to be a council member and council would appoint a replacement for that vacancy.

Mr. Smith asked if the timeline is extended would the mayor’s position still be able to be done on a part time basis.

Mr. Little stated that someone holding both a council seat and be the mayor can be a conflict.

Mr. Gockowski stated that if using the last scenario, if the mayor is appointed in July, he feels running in May is more appropriate. The person who would be appointed to mayor would be a council member who was already elected by the residents.

Mr. Carcioppolo asked what other communities do for the vacancy of the mayor. Mrs. Collins read some of the charters to the commission. All communities handle the vacancy differently. The commission was asked to individually email the clerk with their suggestions on how this section should read.

Mr. Post asked if how many members would like to change section 4.04. A majority of members wanted to look at the timeframes in this section. Mrs. Collins asked that the members send her an individual email with their thoughts on the idea. Then Mr. Vazzana will draft language for the commission to review at their next meeting.

Mr. Carcioppolo read 4.05 (A). Mr. Gockowski asked if the ‘annual estimates of receipts and expenditure’ could be changed to ‘annual budget’. Mrs. Collins made a note.

Mr. Gockowski read 4.05 (B) – (D). Mr. Carcioppolo asked if there was any questions on this section. Mr. Little stated that not being a government employee, the 5% above highest paid Department Head is baffling. He stated that the salary could be based upon a salary survey of comparable sized cities and come up with a range. Mrs. Williams stated there were past conversations on this.

Mr. Scaffide stated that the mayor sets the salaries for the non-bargaining unit employees. An elected official cannot set their own salary. Mr. Vazzana stated that in his experience this method is used by other communities.

Mr. Carcioppolo read Article V – VI and asked if there were any comments on this section.

Mr. Vazzana stated that he would like the commission to consider some changes in 6.03 regarding Contracts and Purchasing. One item is to add in ‘professional services’ in addition to personal services that are mentioned. The second item in this section is to add ‘joint cooperative purchasing’. He stated he would provide some recommendations at the next meeting.

Mr. Feldman stated that instead of ‘lowest and best bidder’ that the more common wording is ‘best value’ or ‘lowest and most responsive’. Mr. Vazzana stated that he can look into this.

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Mr. Post mentioned that this section mentions posting in the newspaper. The city no longer has a newspaper so this needs to be looked at. Mrs. Collins stated that there are also online options for bidding projects.

There was no further discussion on these sections.

ADJOURNMENT

MOTION: To adjourn the meeting.

Moved by C. Feldman, seconded by A. Gockowski

Upon roll, motion passed unanimously.

This meeting adjourned at 7:54 PM

Shaun Castillo, Chairperson

Shannon Collins, Secretary