

**Charter Review Commission Minutes**  
**4/3/2017 Organizational Meeting**

**Attendees:** Laura Ashley, Frederick Bean, Jr., Storm Cilley, Sean P. O'Brien, Donald O'Shea, Laura Pearson, Douglas Loffler, Sean McNamara, Scott McRoberts, Christopher Pitcher

**Not in Attendance:** \* Kevin Kendall and Andrew M. Putman

**Staff:**

Wayne Ashley, Mayor  
Sarah Purdy, City Manager  
Kathleen Bouchard, City Clerk  
Cathy Jock, Deputy City Clerk  
Coralee Barrett, Secretary to Mayor & City Manager

**Introductions:**

Mayor Ashley made a brief introduction of the charter review process and advised the commission of the staff resources available to them such as the City Clerk, City Attorney and City Manager.

\* At this point in meeting, Commissioner Kevin Kendall arrived.

Mayor Ashley asked each member of the Charter Review Commission to introduce themselves. He thanked the members of the Commission for volunteering their time to review the City's most important document, the Charter.

**Election of Chairperson:** Mayor Ashley opened the floor for the nomination of the Chairperson. Commissioner Laura Ashley nominated Frederick Bean, Jr. as Chairperson of the Charter Review Commission, and Commissioner Kevin Kendall seconded the motion. There was a consensus of the Charter Review Commission to appoint Frederick Bean, Jr. as Chairperson

**Items for Commission Discussion:**

1. City Clerk Kathleen Bouchard explained that the yellow folder in front of each Commissioner contained a contact information sheet for the Charter Review Commission, City Department staff and City Council; a calendar to assist with meeting date(s) selection; a suggested meeting agenda format and suggested agenda material for the second committee meeting; a copy of the City Charter; NYCOM's Handbook for City Officials and the NYCOM Guide to the City Charter Review Process, both provide valuable information regarding where to begin in the charter review process; a copy of the 2007 Charter Commission recommendations; and the 2009/2010 ordinance amending the Administrative Regulations as per Charter §23 (mandate that Administrative Regulations be brought into compliance with Charter by 12/31/09.)

## 2. Schedule next Meeting

After much discussion amongst the Commission, the next meeting was scheduled on Thursday, May 4, 2017 at 7:00 p.m. in Room #3, at City Hall. It was noted that all meetings will be publicized via the media and on the City website ([www.ogdensburg.org](http://www.ogdensburg.org)). All meetings are open to the public.

3. Commissioner Sean O'Brien questioned the relationship of the recommendations of the Charter Review Commission versus the State's Financial Restructuring Board review. City Manager Sarah Purdy advised that the State Financial Restructuring Board will begin their financial review of the City in 2018. Ms. Purdy added that they will be looking at the City's financial practices and will make recommendations on proposed financial steps to restructure. Ms. Purdy advised the Commission that they can make the State Financial Restructuring Board's job easier with their recommendations to Council. Mr. O'Brien asked Ms. Purdy to provide her proposed changes at the next meeting. Ms. Purdy said she would give suggestions.

4. The Commission requested copies of the 1995 and 2007 Charter Review Commission meeting minutes.

On motion by Commissioner Douglas Loffler, seconded by Commissioner Donald O'Shea, the meeting was adjourned.