

DRAFT

Ogdensburg Charter Review Commission

June 22, 2017

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Chairman Fred Bean called the meeting of the Ogdensburg Charter Review Commission to order and asked the Secretary to call the roll:

Present: Chairman Fred Bean, Commissioners Storm Cilley, Kevin Kendall, Sean McNamara, Sean O'Brien, Laura Pearson, Christopher Pitcher

Absent: Commissioners Andrew Putman, John Wilson*

Excused: Commissioners Joseph Basta, Douglas Loffler, Scott McRoberts

City Staff: Sarah Purdy, City Manager
Kathleen Bouchard, City Clerk
Cathy Jock, Deputy City Clerk
Coralee Barrett, City Manager's Secretary
Michael Farrell, Fire Chief
Andrew Kennedy, Police Chief
Scott Thornhill, Director of Public Works
Andrea Smith, Director of Planning and Development

APPROVAL OF PREVIOUS MINUTES

1. Commissioner O'Brien moved to approve the June 6, 2017 Charter Review Commission meeting minutes and Commissioner Pitcher seconded the motion.

The vote was:

CARRIED, AYES ALL

PUBLIC COMMENT

1. Fire Chief Michael Farrell said his list of thirteen suggestions for changes to the Charter was presented to the Commission in their agenda packet. Commissioner O'Brien suggested § C-42.(C)(6) be made uniform and questioned who would take charge during an extraordinary emergency involving more than one department. Police Chief Andrew Kennedy said the City has a disaster plan in place. Chief Kennedy explained in the event of an extraordinary emergency, a unified command would be established and the determination of who would be in charge would be made at that time. Fire Chief Michael Farrell agreed.

2. Director of Planning and Development Andrea Smith explained §C-32 should be amended to be consistent with the Municipal Code, noting the number of members of the Board of Appeals is now five instead of seven.

**Commissioner Wilson arrived at the meeting.*

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Ms. Smith provided the Commission with copies of the Planner job description. Ms. Smith said she had no recommended changes for the Engineering section of the Charter. Commissioner Cilley suggested her duties and responsibilities also be added to the Charter, and Ms. Smith agreed. City Manager Sarah Purdy said a significant function of the Planning Department is grant applications and processing. Chairman Bean suggested Ms. Smith's job description duties be added to the Charter. Ms. Smith said she will prepare suggestions for changes for the Commission to review. Commissioner O'Brien asked if Ms. Smith recommends leaving the Engineering section of the Charter as it is. Ms. Smith explained the current Engineering language gives the City the most flexibility, allowing the City to hire an engineer or to hire an engineering firm that specializes in a specific area.

3. Police Chief Andrew Kennedy said he had no recommended changes for the Police section of the Charter.

4. Public Works Director Scott Thornhill said he had no recommended changes for the Public Works section of the Charter. Commissioner Cilley recommended all departments have the ability to subcontract. Mr. Thornhill and Commissioner O'Brien agreed.

5. City Manager Sarah Purdy said the previous City Assessor had suggested working with the County which would require State legislation. Ms. Purdy recommended no changes to the Assessor section of the Charter at this time. Commissioner O'Brien suggested adding language such as "higher authority would dictate" to keep the section uniform. Ms. Purdy said the changes with the County will not be addressed until the NYS Restructuring Board meets with City officials.

6. City Manager Sarah Purdy explained Director of Parks and Recreation Mathew Curatolo was out ill and could not be present. Ms. Purdy said Mr. Curatolo will be present at the next Charter Review Commission meeting.

OLD BUSINESS

1. Chairman Bean thanked Secretary Kathleen Bouchard for the information provided to the Commission regarding the Boards as requested.

NEW BUSINESS

1. Chairman Bean asked Secretary Kathleen Bouchard to extend an invitation to City Council to attend the July 11, 2017 Charter Review Commission meeting or if not available, to provide suggested changes.

2. Commissioner O'Brien asked when the Commission should begin discussing recommended changes. Chairman Bean suggested dialogue begin after the Commission receives suggestions from Council. Commissioner McNamara asked for the timeframe for the charter review, and Chairman Bean said there is no timeframe.

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Commissioner McNamara suggested the Commission make its recommendations to the newly elected Council in January. Commissioner O'Brien asked for an explanation of the Charter review process. Secretary Kathleen Bouchard explained the Commission will present its recommendations to Council, and Council will meet with the Commission to discuss the changes. Ms. Bouchard said Council will pass a Local Law to amend the Charter. Commissioner Cilley asked if Council has the power to amend the Charter at any time, and Ms. Bouchard said yes.

Commissioner O'Brien asked for input from City Manager Sarah Purdy. Ms. Purdy suggested keeping the process moving forward until reaching the logical point to take the Commission's recommendations to Council. Chairman Bean said most changes have already been recommended to the Commission, and once those changes have been approved by this Commission, we will present them to Council. Commissioner McNamara said two of the Councillors who chose this Charter Review Commission are not running for Council seats again. Commissioner McNamara said half of the Council will be replaced in January and suggested a Charter review every five years. Chairman Bean said the Commission cannot make any major changes. Commissioner O'Brien disagreed and said the Commission could reduce the number of Council seats. Chairman Bean said Council would most likely not approve that change.

3. Chairman Bean said the next meeting is scheduled for July 11, 2017 at 6:00pm and asked if that meeting date and time is still agreeable. There was a consensus to keep the meeting as scheduled, but to hold the meetings at City Hall.

On a motion duly made and seconded, the meeting was adjourned.