

**Ogdensburg Charter Review Commission**

**September 5, 2017**

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

Present: Chairman Bean, Commissioners Basta, Cilley, Kendall, Loffler, McNamara, McRoberts, O'Brien, Pearson and Pitcher

Absent: Commissioner Putman

Excused: Commissioner Wilson

City Staff: Kathleen Bouchard, City Clerk  
Cathy Jock, Deputy City Clerk  
Sarah Purdy, City Manager  
Coralee Barrett, City Manager's Secretary  
Michael Farrell, Fire Chief  
Suzanne Arquette, City Assessor  
Andrea Smith, Director of Planning and Development

Guests: Mayor Wayne Ashley  
Councillor David Price  
Councillor Jennifer Stevenson

APPROVAL OF PREVIOUS MINUTES

1. Chairman Bean made a motion to accept the August 8, 2017 minutes, and Commissioner Kendall seconded the motion.

The vote was:

CARRIED, AYES ALL

OLD BUSINESS

1. Commissioner O'Brien said he is still concerned about the dates for the budget preparation and presentation. City Manager Sarah Purdy said it would be difficult to have accurate numbers for the budget if the dates were moved up because figures would not be available. Ms. Purdy explained she already plans to have the budget presented to Council ahead of schedule this year. Commissioner O'Brien explained his suggestion to amend the dates is intended for future City Managers and Council. Councillor Stevenson said presentation of the budget to Council depends on when the required information is received. Councillor Stevenson explained last year Council asked for the audit to be delivered sooner this year. Mayor Ashley said City Manager Sarah Purdy is the most qualified to determine if these dates can be changed and asked the Commission to respect her opinion.

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Councillor Price said it definitely makes sense to start looking at the budget earlier, but the current language does not prevent the budget from being presented earlier. Councillor Price recommended no change to maintain flexibility that may be needed in the future. Commissioner Loffler said it always seems that Council is under the gun in December to get a budget passed. Ms. Purdy explained the budget will be presented to Council this year before the first Council meeting in November.

After further discussion, Commissioner O'Brien made a motion to amend the Charter as follows:

- Amend §60 'Budget Preparation' to remove "first day of September" and insert "15<sup>th</sup> day of August";
- Amend §61 'Acceptance of Preliminary Budget Modifications' to remove "30<sup>th</sup> day of November" and insert "1<sup>st</sup> day of November";
- Amend §62 'Notice of Public Hearing' to remove "30<sup>th</sup> day of November" and insert "15<sup>th</sup> day of November";
- Amend §63 'Holding of Public Hearing' to remove "15<sup>th</sup> day of December" and insert "1<sup>st</sup> day of December";
- Amend §64 'Adoption of Budget; Filing' to remove "20<sup>th</sup> day of December" and insert "5<sup>th</sup> day of December";
- Amend §64.1 'Failure to Adopt Budget' to remove "December 20" and insert "December 5".

Chairman Bean seconded the motion. Ms. Purdy said the date in §64.1 'Failure to Adopt Budget' cannot be changed because it would conflict with State law. Commissioner O'Brien withdrew the amendment to §64.1 'Failure to Adopt Budget' from his motion.

Commissioner McRoberts asked if the auditors adhere to the imposed deadlines, and Ms. Purdy said no. Commissioner McRoberts said if the City does not receive the audit, not much information could be reviewed earlier as proposed. Commissioner McNamara asked what fiscal year audit has most recently been completed, and Ms. Purdy said 2015. Commissioner Cilley asked if it is a local or State audit, and Ms. Purdy said local. Commissioner McNamara asked if the City Manager needs all of the information from the audit to prepare the budget, and Ms. Purdy said yes. Commissioner Loffler asked if the 2016 audit has been finished, and Ms. Purdy said no. Commissioner Loffler said if the audit is not available early enough, the proposed date changes won't make any difference. Commissioner Basta said he would not support the proposed changes because he supports the City Manager's opinion. Commissioner Cilley said he also supports the City Manager's opinion, and the passing of the budget would not take place before December 20<sup>th</sup> anyhow.

The vote was:

AYES: Commissioner O'Brien

NAYS: Chairman Bean, Commissioners Basta, Cilley, Kendall,  
Loffler, McNamara, McRoberts, Pearson and Pitcher

DEFEATED, 1 TO 9

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2. Commissioner Cilley said he wanted to go on record in opposition to the changes of term limits and election of Council members by district that were approved by the Commission while he was out of town.

NEW BUSINESS

1. Chairman Bean said Commission Secretary Kathleen Bouchard will prepare the required paperwork for him to present the proposed changes to Council at the September 25, 2017 Council Meeting. Chairman Bean explained Council will have some time to review the proposed changes, and the Commission should plan to attend the November 13, 2017 Council Meeting to answer any questions Council may have. Commissioner Loffler asked if Council will be voting on the proposed changes individually, and Chairman Bean said yes. Mayor Ashley also confirmed Council will review the proposed changes individually and thanked the Commission for their hard work and time. Chairman Bean thanked the Mayor and Council on behalf of the Commission for the opportunity. Commissioner McNamara thanked Commission Secretary Kathleen Bouchard for the research completed and the material provided to the Commission.

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