

**ASHTABULA CITY COUNCIL MEETING MINUTES
CITY OF ASHTABULA, OHIO
4717 Main Avenue, Ashtabula, OH 44004**

Organizational Meeting

Tuesday, December 1, 2015

Council met in an **ORGANIZATIONAL MEETING**, as required by Ashtabula City Charter Section 10. The President of Council called the meeting to order at 6:30 p.m.

Members Present: Mr. J.P. Ducro IV (President), Mr. Christopher M. McClure (Vice President)
Mr. John S. Roskovics (Ward 1), Mr. August A. Pugliese (Ward 2)
Mrs. Alice T. Cook (Ward 3), Mrs. Josephine Misener (Ward 4)
Mr. Kris E. Hamrick (Ward 5)

Member(s) Absent: NONE

Officer(s) Present: Mr. James M. Timonere (City Manager)
Mrs. Dana D. Pinkert (Finance Director)
Mrs. LaVette E. Hennigan (Clerk of Council)

Officer(s) Absent: Mr. Michael Franklin (City Solicitor - attendance not required)

Sunshine Law: Conformity to the Sunshine Law was certified.

Welcome: There were no visitors in attendance.

CITY MANAGER and CITY SOLICITOR SALARIES (December 1, 2015 through November 30, 2019)

The Council President reported Council has the responsibility of setting the salary for the City Manager and the City Solicitor prior to their new terms, in accordance with Sections 18 and 31 of the Municipal Charter of the City of Ashtabula. The positions were newly elected for a term to commence today and terminate on November 30, 2019.

FORMAL LEGISLATION REQUEST

The President entertained a motion to formally present ORDINANCE NO. 2015-148, AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE CITY MANAGER AND THE CITY SOLICITOR FOR THE TERM OF OFFICE OF DECEMBER 1, 2015 THROUGH NOVEMBER 30, 2019. Mr. McClure moved, Mrs. Misener seconded.

Discussion: The Ward 2 Councilor asked if the salaries increased. The President responded that it is a renewal of the existing salaries. He further commented that even if there is no change in compensation, the salaries are still required to be formally renewed at the beginning of the new terms.

The Ward 1 Councilor asked if the proposed salaries have been the same for four years. The President responded yes. The City Manager concurred and added that one year he voluntarily had his salary reduced by \$10,000. The President noted that the City Solicitor's salary was also reduced during the same period.

The Manager concurred and said he imposed a 2% reduction of all non-union personnel's compensation, while everybody else received raises. The Ward 1 Councilor asked if the City Manager and City Solicitor's salaries may be increased during their terms. The City Manager said he does not believe so. He said he remembered prior to his first election, the salaries of those positions were set prior to the terms of the persons holding the Manager and Solicitor positions at the time, to incrementally increase. He said he is able to impose pay cut on himself, if need be; the Ward 2 Councilor who served 5 years as City Manager, concurred. The Clerk of Council reported she has always been instructed that the City Charter does not permit the compensation for the City Manager, City Solicitor, and members of Council to be increased during their terms.

The motion CARRIED.

(Clerk of Council's note: On Friday, December 04, 2015, this Clerk of Council requested the City Solicitor opine on the matter of salary increases and decreases of elected while in office. The Solicitor responded, "The Ohio Supreme Court has held that compensation of elected officials may not be DEcreased during their elected terms. There is no prohibition against an INcrease.")

LEGISLATION READING

ORDINANCE NO. 2015-148, AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE CITY MANAGER AND THE CITY SOLICITOR FOR THE TERM OF OFFICE OF DECEMBER 1, 2015 THROUGH NOVEMBER 30, 2019, was presented. Mr. Pugliese moved, Mrs. Misener seconded to waive the reading of the ordinance; motion CARRIED. Mr. Pugliese moved, Mrs. Misener seconded to waive the Charter requirement of two readings. Roll call on the Charter requirement of two readings: Mr. Roskovics, Mr. Pugliese, Mrs. Cook, Mrs. Misener, Mr. Hamrick, Mr. McClure, Mr. Ducro IV voted yea; motion CARRIED. On the roll call for the adoption of the ordinance: Mr. Roskovics, Mr. Pugliese, Mrs. Cook, Mrs. Misener, Mr. Hamrick, Mr. McClure, Mr. Ducro IV voted yea; motion CARRIED.

CITY COUNCIL MEMBER ROSTER

J. P. Ducro IV	President (R)	992-4033 (h)
430 West Prospect Road	12/01/2015 thru 11/30/2019	998-4457 (f)
Ashtabula, Ohio 44004	(jpducro@ducro.com)	

Mr. Christopher J. McClure	Vice-President (R)	964-2335 (h)
3247 Brianna Court	12/01/2015 thru 11/30/2019	998-4457 (f)
Ashtabula, Ohio 44004	(mcclureconsulting@windstream.net)	

Mr. John S. Roskovics	Ward I (D)	964-3140 (h)
2629 Arlington Avenue	12/01/2015 thru 11/30/2019	998-4457 (f)
Ashtabula, Ohio 44004	(cjrosko@roadrunner.com)	

Mr. August A. Pugliese	Ward 2 (D)	993-4363 (h)
943 East 24 th Street	12/01/2015 thru 11/30/2019	998-4457 (f)
Ashtabula, Ohio 44004	(jpugliese@windstream.net)	

Mrs. Alice T. Cook	Ward 3 (R)	964-7703 (h)
1742 West 14 th Street	12/01/2013 thru 11/30/2017	998-4457 (f)
Ashtabula, Ohio 44004	(atcook@windstream.net)	478-3204 (c)

Mrs. Josephine Misener	Ward 4 (R)	992-0799 (h)
2134 East 42 nd Street	12/01/2013 thru 11/30/2017	862-5580 (c)
Ashtabula, Ohio 44004	(kenjo@roadrunner.com)	998-4457 (f)

Mr. Kris E. Hamrick	Ward 5 (D)	990-6406 (h)
5831 Washington Avenue	12/01/2013 thru 11/30/2017	998-4457 (f)
Ashtabula, Ohio 44004	(khamrick2011@gmail.com)	

Mrs. LaVette E. Hennigan, MMC	Clerk of Council (Certified)	992-7119 (o)
1827 East 45 th Street	Appointed (2/28/1992)	998-4457 (f)
Ashtabula, Ohio 44004	(lhennigan@ashtabulacity.com)	

(h) = home (f) = fax (o) = office (c) = cellular

ACTION:

The roster of members was approved as presented.

The City Manager reported he uploaded the roster to the City's website last evening, and that the Clerk of Council reviewed it to ensure it was correct. He asked the Council to let him know if the listing in both sections on the website (Elected Officials and City Departments/City Council) is correct.

PROCEDURE for HANDLING COMPLAINTS and CONCERNS

The Ward 1 Councilor asked what the procedure is for handling complaints or concerns received by members of Council, or which they may personally want to report. The City Manager said to forward them to him via email, which he also receives on his cell phone at all times. The City Manager's cell phone number was provided. The President reported he currently emails the City Manager and copies the department. He asked the Manager if he would prefer the department not be copied. The City Manager explained sometimes requests made directly to departments interfere with the department's established schedule for the day. Because the staff wants to do right by members of the Council they will adhere to their requests. He said if he is not made aware of the requests and has instructed staff to do something that does not get accomplished, reprimands the staff for not doing so, then finds out it is because of a request made directly to them by Council ("that's fine; I don't have a problem with that"), but it kind of disrupts the flow of the operation and he becomes the bad guy for issuing an unwarranted reprimand. The Manager explained further that sometimes calls made to the Council may be something that "we're already dealing with", and may be able to provide the other side of the story that might not have been made known by the caller to the Council. The Manager said, "Most of all I think what's important is I don't want to get that email or call from you saying, hey, I contacted them and they didn't do anything about it. If I know about it and it gets on my list of to do things and I'm checking them off, I can make sure that we're addressing those issues and I'm directing the staff accordingly, of where we're going to do those things.

And then there are those 'gray areas' where the question is, should I take care of it, should the staff take care of it, and then nobody takes care of it, because they didn't know – they saw that I was copied on it, thought that I was going to handle it – and so I would prefer that it funnel through me. If you need to call those department heads or talk to them individually to find out what's going on, obviously I don't have a problem with that. But, when it comes to boots on the ground or having to get something done, I would prefer that information flow through me so I can schedule that stuff with department heads, accordingly."

The President said, "I have no problem with that. If that's the case I really would like to get some feedback on that. I just hate to make more work for you. But, if I only copy you, I'd then like to know, hey I got a hold of Artuso or I got a hold of Larry and it's going to be done next week. Or, we've already taken care of it. Or, it's not a priority now, and call me in three weeks if it's not cleaned up – or whatever." The Manager said he could copy the Council on the directions he gives to the staff. The President was agreeable to the method.

ACTION: All concerns and requests will be sent directly to the City Manager to direct staff accordingly; and he will copy the Council on his directive to the staff.

COUNCIL COMMITTEE ROSTER

The President said his goal was to establish committees according to member's wishes. He said he consulted with the Clerk of Council, who in turn spoke with each member of Council prior to the proposed roster was issued.

The Clerk of Council explained the "Committee Purposes" draft she created. She reported it was created in 2013 to document, on paper committee responsibilities. The Clerk asked the Council and the Manager to review it for amendments or approve it as presented. She said there have been times there does not appear to be an established committee that properly fits where an item should be referred; and gave the recent example of citizen requests to permit horses and chicken to be housed within our city limits. The requests ended up being referred to Community/Economic Development/Parks & Recreation because of the 'community' aspect of the committee - it was the closet fit.

Next, the Clerk of Council presented the former Council Committee Roster for a comparison with that which is being proposed this evening.

Next, the Clerk of Council presented the Proposed Council Committee Roster. She reported that sometimes matters pertaining to Traffic Control are referred to the Public Works Committee and sometimes to Safety Forces Committee. The City Manager said while the Police Division conducts the studies and makes recommendations, he believed traffic matters are more suited for the Public Works Division. The Council concurred.

ASHTABULA CITY COUNCIL COMMITTEE PURPOSES

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION

- Community Development
 - Support events and projects
 - Make report of events and projects at regular council meetings

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- Economic Development
 - Support efforts
 - Suggest projects
 - Enact legislation

- Parks & Recreation
 - Support projects, efforts
 - Attend events

FINANCE & PERSONNEL

- Finances
 - Discuss
 - Review
 - Make suggests
 - Legislate

- Personnel
 - Addresses only those departments under Council:
 - [Clerk of Council]
 - [Finance Department]

PUBLIC WORKS/PUBLIC UTILITIES/CABLE/SCHOOLS

- Public Works/Public Utilities/Cable
 - Work with City Manager to address concerns re:
 - Streets, Sewers, Sanitation, Water Pollution, Street Lighting, Recycling
 - Address legislation needs pertinent to departmental operations
 - Residential water, electric, gas, and cable
 - Meet with utility and cable providers to discuss local government and residents are facing with their services, fees, etc
 - Request traffic control studies and recommendations

- Schools
 - Keep lines of communication open with School Board and Superintendent in order to work together
 - Support Mission Statement
 - Support school activities
 - Announce school functions at regular council meeting

SAFETY FORCES

- Police and Fire
 - Address legislation needs pertinent to departmental operations
 - Address legislation needs pertinent to Civil Service Commission's operations

(council committees/committee purposes 12 01 2015)

ACTION: The City Council amended the “Committee Purposes” outline by moving “Request traffic control studies and recommendations” from the Safety Forces Committee to Public Works Committee. The outline was accepted as amended.

CITY COUNCIL COMMITTEE ROSTER

COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION - (CD/ED/P&R)

MEETING DATE/TIME: (2nd Tuesday @ 4:00 p.m.)

Josephine Misener – **Chair**
John Roskovics – **Vice Chair**
Alice Cook

FINANCE & PERSONNEL - (F&P)

MEETING DATE/TIME: (2nd Friday @ 8:00 a.m.)

J.P. Ducro IV – **Chair**
August Pugliese – **Vice Chair**
Christopher McClure

PUBLIC WORKS/PUBLIC UTILITIES/CABLE/SCHOOLS - (PW/PU/C/S)

MEETING DATE/TIME: (1st Friday @ 8:00 a. m.)

August Pugliese - **Chair**
Christopher McClure– **Vice Chair**
Alice Cook
Kris Hamrick

SAFETY FORCES - (SF)

MEETING DATE/TIME: (4th Monday @ 4:00 p.m.)

Kris Hamrick – **Chair**
Josephine Misener– **Vice Chair**
John Roskovics

The Council President will serve as Ex-Officio member of all committees with the exception of F&P

*Meetings that fall on holiday Mondays will take place the next day - same time and place

Meetings will take place in the rooms noted below unless otherwise announced

MEETINGS

Committee Meetings
*Pre-Council Meetings:
*Regular Meetings:
Public Hearings:

MEETING LOCATIONS

Muni. Bldg. 2nd Floor Conference Room
Muni. Bldg. Pre-Council Chambers – 1st Floor - 6p
Muni. Bldg. Council Chambers - 1st Floor - 7p
Muni. Bldg. Council Chambers - 1st Floor

Special Meetings
Work Sessions

Muni. Bldg. 2nd Floor Conference Room
Muni. Bldg. 2nd Floor Conference Room

ACTION:

The City Council accepted the following Council Committee Roster, as presented:

The Chairs chose to keep the same monthly meeting day and time. All committees will meet again in January. The President told the newly elected Ward 1 Councilor that he is welcome to attend any committee meeting, but is prohibited from voting at a committee meeting for which he is not a member.

BOARDS AND COMMISSIONS APPOINTMENTS

The City Manager announced that with the newly elected Ward 1 Councilor's successful bid for membership on City Council, he is required to resign as a member of the City's Architectural and Restoration Review Board (ARRB), thus leaving another vacancy on that Board. The Manager asked the Clerk to forward any "Notice to Serve" applications for membership on the ARRB she received.

COUNCIL RULES

The Clerk of Council presented the most recent version of Council's Rules. At the request of the President, the Clerk commented on a few of the changes she suggests are made. She reported that other than a minor clerical change that was made to the Rules this year, they have not been reviewed or amended for two years. The Clerk suggested the Council review the entire document, email suggested changes to her, and that the Council meet in a work session to discuss them.

ACTION: The President asked that a work session be scheduled in February.

CHARTER REVIEW

The President reported there has been discussed pertaining to the need for a thorough Charter review and the appointment a charter review committee to take on the task. The President suggested the first changes should be in the way of cleaning up the Charter by removing obsolete items.

ACTION: The President asked the Clerk of Council to schedule a work session in February to begin the Charter review process.

ADMINISTRATIVE MATTERS

The Clerk of Council pointed out to the Council a few items in the 2015 City Council Orientation document she wanted to bring directly to their attention. The most important being the use of public information going to private email accounts. The Clerk reported that public email addresses may be assigned to the City Council.

Tablets for City Council

The conversation during the Administrative Matters portion pertaining to public information going to private emails started discussion about purchasing tablets for the Council and doing away with packet copies. The Clerk of Council reported this was discussed at the beginning of the President's first term in 2011, but cost was a factor. The City Manager reported on other public entities paperless packet systems, such as the Ashtabula City School Board. He suggested paperless packets seriously be considered and that he would work with the City Council to make it happen.

HISTORY QUIZ

As a closer, the Clerk of Council shared a history quiz she took at a recent Municipal Clerk training session, and the biography of Lisa Thomas, Ph.D., Cleveland State Director of Experimental Learning, the session presenter. All attendants were happy to take the quiz and did very, very well.

Hearing no further business to come before the Council, the President adjourned the meeting at 7:45 p.m.

DATE APPROVED: December 7, 2015

ATTESTED BY: J.P. Ducro IV
J.P. Ducro IV
President of Council

ATTESTED BY: LaVette E. Hennigan
LaVette E. Hennigan, MMC
Clerk of Council