

**CITY OF PARMA HEIGHTS  
CHARTER REVIEW COMMISSION  
THURSDAY, JUNE 13, 2019  
7:00 P.M.**

1. Roll Call
2. Pledge of Allegiance.
3. Approval of the minutes of the June 5, 2019 Charter Review Commission meeting.
4. Recommended Points of Emphasis in the Charter.
5. Discussion
6. Adjournment

THE CITY OF PARMA HEIGHTS  
CHARTER REVIEW COMMISSION MEETING MINUTES  
JUNE 5, 2019

**PRESENT:** Commission Members Grundel, Durichko, DeSouza, Kolezynski, Haase, Bodrock, Rounds and Estremera

**ALSO PRESENT:** Mayor Byrne, Assistant Law Director Schneider and Clerk of Council Bohdan.

**ABSENT:** Commission Member Folger.

The meeting was called to order at 7:00 p.m.

The Mayor welcomed and thanked the members of the Commission for volunteering their time to serve on this commission. He further explained that the Charter Review meets every ten (10) years to review the Charter and make suggestions on changes to the current Charter. He stated that he knew everyone on the Commission but would like each person to introduce himself or herself.

Each member introduced themselves, stated how long they have lived in the City and where they work and what they do.

Mark Schneider introduced himself as the Assistant Law Director who will serve as counsel for the Charter Review Commission.

Pledge of Allegiance.

Mayor Byrne administered the Oath of Office to the members of the Charter Review Commission as a group.

Asst. Law Director read a statement that was written by former Law Director Tony Stavole on the purpose of the Charter Review Commission. "Today's meeting was organizational in nature and therefore the first order of business is to elect officers for the Commission. Previously we have had a chairperson, vice-chairperson, and if the Commission chooses, a secretary to the Commission, however we do have Florence present to take minutes and I will be assisting with drafting as well. I will be present at all of the general meetings, my purpose will be to provide information, and not be directional in nature. The information that I present will be with that intent. The Charter Review Commission shall review and recommend to the Council any alterations, revisions and amendments to the Charter as in its judgement seems desirable. I can also be present should any special meetings be held upon request. Charter amendments that this Commission may recommend are due to the Board of Elections on or before September 6, 2019 in order for the ballot language to appear on the November 6, 2019 General Election ballot. The Council shall submit to the electors any such proposed alterations, revisions or amendments to the Charter in the manner recommended by the Charter Review Commission. In order to assist you in your review of the Charter, each of you will be provided a copy of the Charter of the city of Parma Heights and at various times will discuss Charters from various other Charter cities to assist you in your assignment. We have invited representatives from the Board of Election who will be present at future meetings to address you regarding the election process and perhaps recommend suggested Charter revisions related to election matters. That official will be Brent Lawler and any assistants that he brings forward. Once we pick a meeting schedule today we will be able to coordinate with the Board of Elections. Thank you for taking the time to be here tonight, for your dedication and worthiness to serve. At this time, our first order of business will be my recommendation that we elect a chairperson and vice-chairperson before proceeding

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any further tonight. I have served on volunteer commissions in my home city of Lakewood, and I can tell you do not be bashful about nominating yourselves for a position.”

Asst. Law Director Schneider asked for nominations for chairperson of the Charter Review Commission.

There was a nomination for Lesley DeSouza, the nomination was seconded. Asst. Law Director Schneider asked if there were any other nominations for the chairperson for the Charter Review Commission. There were no other nominations, a vote was taken.

Aye: Chris, Sue, Lesley, Christopher, Rick, Sarah, Tom and Renee

Nay: None

**LESLEY DESOUZA WAS ELECTED CHAIRPERSON OF THE CHARTER REVIEW COMMISSION.**

Asst. Law Director Schneider recommends the Commission elect a vice-chairperson to assist the chairperson and be the chairperson pro-tem should the chairperson be unavailable for any meetings.

Lesley DeSouza nominated Renee Estremera for Vice-Chairperson of the Charter Review Commission. Tom Rounds seconded the nomination. With no other nominations, a vote was taken.

Aye: Chris, Sue, Lesley, Christopher, Rick, Sarah, Tom and Renee

Nay: None

**RENEE ESTREMERA WAS ELECTED VICE-CHAIRPERSON OF THE CHARTER REVIEW COMMISSION.**

Asst. Law Director Schneider suggested holding off on nominating a secretary to the Charter Review Commission at this time.

Asst. Law Director Schneider recommended adopting Robert’s Rules of Order.

Lesley DeSouza motioned seconded by Renee Estremera to adopt Robert’s Rules of Order.

Aye: Renee, Tom, Sarah, Rick, Christopher, Lesley, Sue, and Chris

Nay: None

**CHARTER REVIEW COMMISSION ADOPTED ROBERT’S RULES OF ORDER.**

Asst. Law Director Schneider explained that the Commission needed to decide what constitutes a quorum for the Charter Review Commission to meet and perform official business. In the past Commissions required five (5) members to be present before a meeting could be conducted and that before any changes to the Charter could be recommended, they would have to be approved by 2/3 of the entire Charter Review Commission, which means six (6) members out of nine (9) voting in person.

Lesley DeSouza motioned seconded by Tom Rounds to adopt a quorum of five (5) members be present to conduct business.

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Aye: Chris, Sue, Lesley, Christopher, Rick, Sarah, Tom and Renee  
Nay: None

**CHARTER REVIEW COMMISSION ADOPTED A QUORUM OF FIVE (5) MEMBERS MUST BE PRESENT TO CONDUCT BUSINESS.**

Lesley DeSouza motioned seconded by Renee Estremera to adopt that 2/3 of the entire Charter Review Commission, which is six (6) members out of the nine (9), be present to make changes to the Charter.

Aye: Renee, Tom, Sarah, Rick, Christopher, Lesley, Sue and Chris  
Nay: None

**CHARTER REVIEW COMMISSION ADOPTED THAT 2/3 OF THE ENTIRE COMMISSION, SIX (6) MEMBERS OF THE NINE (9), BE PRESENT TO MAKE CHANGES TO THE CHARTER.**

Asst. Law Director Schneider explained that a meeting schedule needed to be determined. He stated that one member of the Commission is not available on Wednesdays.

It was discussed on what days worked best for the Commission. It was determined that the best day of the week was Thursday at 7 p.m. for the next four (4) Thursdays, skipping the 4<sup>th</sup> of July.

Lesley DeSouza motioned seconded by Renee Estremera to adjourn.

Aye: Chris, Sue, Lesley, Christopher, Rick, Sarah, Tom and Renee  
Nay: None

**Meeting Adjourned at 7:24 p.m.**

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Florence A. Bohdan  
Commission Secretary

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Lesley DeSouza  
Commission Chair Person