



CHARTER ADVISORY COMMITTEE AGENDA
Wednesday, January 17, 2024 at 6:00 PM

15 East Franklin Street Bellbrook, Ohio 45305
T (937) 848-4666 | www.cityofbellbrook.org

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A. Approval of the August 17, 2023, September 20, 2023, and November 29, 2023 meeting minutes
4. **OLD BUSINESS**
 - B. Continued review of Charter sections
5. **NEW BUSINESS**
6. **OPEN DISCUSSION**
7. **ADJOURNMENT**

RECORD OF PROCEEDINGS
Bellbrook Charter Advisory Committee Meeting
August 17, 2023

Item A.

CALL THE MEETING TO ORDER:

Mayor Schweller called the Meeting of the Bellbrook Charter Advisory Committee to order at 6:00pm

OATH OF OFFICE:

Mayor Schweller announced the swearing in the Oath of Office for all the newly appointed members to the Bellbrook Charter Review Committee.

ROLL CALL

PRESENT

Ms. Angela Brown
Mr. Bill Hopkins
Ms. Jennifer LeClaire
Ms. Amy Stone
Ms. Tess Augustine
Ms. Kathleen Taylor
Mr. David Buccalo

APPROVAL OF MINUTES:

None

OLD BUSINESS:

None

NEW BUSINESS:

Mayor Schweller announced the nomination or election of a chairperson.

Mr. Buckalow spoke at the Charter Review Committee. Mentioned being committed and provided some background on the previous committees he served on.

Mayor Schweller asked if anyone had any nominations or anyone who wished to be the chairperson. Ms. LeClaire asked if each committee person could introduce themselves and give a little background on themselves.

Ms. Amy Stone: HR, Outreach, President of the Open Arms Clinic in Bellbrook (free health care clinic). Also, involved in the community.

Ms. Jennifer LeClaire: Chairperson of the Bellbrook Community Support Center, National Board of the

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Item A.

Crochet Guild of America, Drug Rep, and an Adult Trainer.

Mr. Bill Hopkins: Worked in IT, Project Manager, and a resident of Bellbrook.

Mr. David Buccalo: Served as Mayor, a City Council member, and a previous Charter Review Commission member.

Angela Brown: Graphic Designer living in Bellbrook and wants to get more involved in the community.

Mayor Schweller asked if a chairperson needs to be decided on tonight or can it wait until all seven members are present.

Mr. Schommer noted it can be done at the next meeting.

Mr. Buccalo nominated Ms. LeClaire as the Chairperson.

Ms. LeClaire nominated Mr. Hopkins as the Chairperson.

Mr. Schommer stated the nomination floor is tabled for the next meeting and not closed.

Mr. Schommer provided details on the Charter Review Commission process.

Mr. Buccalo asked if the city had any changes they would like to see. Mr. Schommer replied yes, and staff will come back and bring in recommendations.

Ms. LeClaire asked if there were any confidential components. Mr. Schommer replied the meetings are public and there is no confidentiality at all.

Mr. Buccalo mentioned making agreements about no social media discussions from the committee and suggested working together as a group.

Mr. Schommer went over deliberating outside of a meeting and Ohio Open Meeting Law guidelines with the Committee. He also noted a suggested breakdown of sections of the Charter to start off with for the review. He stated the first five Articles for the first phase go together somewhat functionally.

The Committee agreed a decent starting point was those first five.

The Committee then discussed identifying the next few meeting times.

Ms. Stone asked how long this process has taken in the past. Mr. Schommer replied a few months; however, there is plenty of time and flexibility in the schedule for completion.

Mayor Schweller provided recommendations on Sections that may want to be reviewed.

Mr. Schommer asked for members to work on a schedule and find the right balance.

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Bellbrook Charter Advisory Committee Meeting
August 17, 2023

Item A.

Mr. Hopkins suggested sending an email to all on the committee.

Mr. Buccalo provided details on how the old Charter Review Commission worked.

Mr. Schommer stated times have changed and all meetings are recorded.

Mr. Schommer asked if Wednesdays work for everyone in attendance today for future meetings. Staff and the council need time to review the Charter.

Mayor Schweller asked Mr. Schommer if he could provide details to the council so they can provide any thoughts they may have on it.

Mayor Schweller asked if there was any other discussion this evening. None

ADJOURNMENT:

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 8:02 pm

Michael Schweller, Mayor

Robert Schommer, Clerk of Council

RECORD OF PROCEEDINGS
Bellbrook Charter Advisory Committee Meeting
September 20, 2023

Item A.

CALL THE MEETING TO ORDER:

Mr. Bill Hopkins called the Meeting of the Bellbrook Charter Advisory Committee to order at 6:00pm

ROLL CALL

PRESENT

Mr. Bill Hopkins
Ms. Jennifer Leclaire
Ms. Amy Stone
Ms. Katie Taylor

ABSENT

Ms. Angela Brown

APPROVAL OF MINUTES:

The meeting minutes from August 17, 2023, are being deferred until the next meeting.

OLD BUSINESS:

Mr. Bill Hopkins mentioned a copy of the Charter was provided. He discussed changes to the wording in the Charter document and recommended the committee proofread changes and bring them to the next meeting. He noted the committee will review Section (4.02) at a later time.

The committee members discussed the Preamble Language for recommended changes.

Mr. Schommer read what the committee had discussed to amend in the Preamble language. "Grateful to our Almighty Creator" and "future generations". Read by Mr. Schommer

Ms. Jennifer Leclaire made a Motion to approve the preamble language.

Motion Made by Ms. Leclaire, Seconded by Ms. Amy Stone.

Voting Yea: Mr. Bill Hopkins, Ms. Jennifer Leclaire, Ms. Amy Stone, Ms. Katie Taylor

Motion Carries.

Ms. Jennifer Leclaire mentioned she is confused about the changes Mr. Bill Hopkins made with the pronouns. Asked if this was approved.

Mr. Bill Hopkins explained no. Stated he printed and marked the document changes with red markings. He suggested bringing this back to the next meeting to discuss under Old Business.

NEW BUSINESS:

RECORD OF PROCEEDINGS
Bellbrook Charter Advisory Committee Meeting
September 20, 2023

Item A.

Ms. Jennifer LeClaire mentioned term limits to be reviewed and changes to them in the Charter for the future Council.

Mr. Bill Hopkins asked Mr. Schommer, out of the current actual council, what is the longest anyone has served. Mr. Schommer stated he wasn't sure at this time. Discussed that Mayor Schweller and Mrs. Middlestetter are the longest running council members.

The Charter Committee discussed the term limit language for the Council members and recommends no changes to Section 4.03, 4.04 and 4.05.

The committee discussed creating a defined ter for "published" for reference throughout the Charter document. Mr. Schommer noted the term published may have a different meaning for different procedures defined.

The committee discussed sections 4.08 through 4.11. Discussions on 4.11 regarding vacancies on council led to agreement that current language is hard to understand. Mr. Schommer stated additional information from legal will be sought to help clarify.

Mr. Bill Hopkins requested for the committee to review the wording for section (4.11).

ADJOURNMENT:

Hearing no further business coming before the Council, Mr. Hopkins declared the meeting adjourned at 8:02 pm

William Hopkins, Chair

Robert Schommer, Clerk of Council

RECORD OF PROCEEDINGS
Bellbrook Charter Advisory Committee Meeting
November 29, 2023

Item A.

CALL THE MEETING TO ORDER:

Mr. Bill Hopkins called the Meeting of the Bellbrook Charter Advisory Committee to order at 6:00pm

ROLL CALL

PRESENT

Mr. Bill Hopkins
Ms. Jennifer Leclaire
Ms. Angela Brown
Ms. Katie Taylor
Mr. Stephen Howler

ABSENT

Ms. Amy Stone
Mr. Nick Kuntz

APPROVAL OF MINUTES:

The meeting minutes from August 17, 2023 and September 20, are being deferred until the next meeting.

OLD BUSINESS:

The committee discussed Section 4.11 vacancies. Extended discussion about the number of appointments should all council positions become vacant. Mr. Schommer mentioned other City Charter's only address vacancies and not replacement of all of council.

Ms. Leclaire asked if the committee was requesting to remove two altogether and place all the positions that are up for re-election.

Mr. Schommer asked if the committee was stating, after the newly appointed members take office, they will fill remaining vacancies in accordance with (Section 4.11.E: Vacancies) The committee agreed.

The committee discussed changing the language in Sections 4.11D, to reference back to Section 12.09. Filling of Vacancies: Vacancies in the office of a member of Council shall be advertised in at least one newspaper of general circulation within the City of Bellbrook and filled within 60 days by vote of a majority of the remaining members of Council.

(Section 4.11D: Filling of vacancies) Vacancies in the office of a member of Council shall be advertised in at least one newspaper of general circulation within the City of Bellbrook and published in accordance to Section 12.09 of this Charter. Vacancies shall be filled within 60 days by vote of a majority of the remaining members of Council.

RECORD OF PROCEEDINGS
Bellbrook Charter Advisory Committee Meeting
November 29, 2023

Item A.

Ms. Brown made a Motion for recommended changes to Section 4.11D, Seconded by Ms. Leclaire.
Voting Yea: Ms. Brown, Mr. Hopkins, Ms. Leclaire, Ms. Taylor, Mr. Howler
Motion Carries

Mr. Schommer reviewed the recommended changes discussed for Section 4.11: Vacancies

Motion to recommend changes to Section 4.11
Motion made by Ms. Leclaire, Seconded by Ms. Taylor.
Voting Yea: Ms. Brown, Mr. Hopkins, Ms. Leclaire, Ms. Taylor, Mr. Howler
Motion Carries

The committee discussed (Section 4.14: Independent Audit) No Changes.

Mr. Schommer explained items that may be a Resolution and items required to be an Ordinance per the current Charter.

The committee discussed Sections 5.01 through 5.04 and recommends no changes.

The committee discussed (Section 12.09: Publish) The procedure for publishing is to post the material in a designated local library and on the City's website and to distribute the material in summary form at least three additional times using one or any combination of the following methods:

(Section 12.09: Publish) The procedure for publishing is to post the material in a designated area of City Hall and distribution via broadcasting or electronic methods likely to attract the citizens of the City of Bellbrook.

Ms. Leclaire made a Motion for recommended changes to Section 12.09, Seconded by Ms. Taylor.
Voting Yea: Ms. Brown, Mr. Hopkins, Ms. Leclaire, Ms. Taylor, Mr. Howler
Motion Carries

The committee discussed changing the language in (Section 5.04) Passage of Ordinances. The procedure for publishing is to post the material in a designated local library and on the City's web site and to distribute the material in summary form at least three additional times using one or any combination of the following methods:

(Section 5.04) The procedure for publishing is the same as defined in Section 12.09 of this Charter.

Ms. Leclaire made a Motion for recommended changes to Section 5.04, Seconded by Ms. Brown.
Voting Yea: Ms. Brown, Mr. Hopkins, Ms. Leclaire, Mr. Howler
Voting Nay: Ms. Taylor
Motion Carries

RECORD OF PROCEEDINGS
Bellbrook Charter Advisory Committee Meeting
November 29, 2023

Item A.

ADJOURNMENT:

Hearing no further business coming before the Council, Mayor Schweller declared the meeting adjourned at 8:07pm

William Hopkins, Chair

Robert Schommer, Clerk of Council