

**Georgetown Charter Commission  
Meeting Minutes  
December 11, 2019  
7:00 PM  
Georgetown Public Library**

Members Present: Mark Anderson, Amber Becraft-Johnan, Andrew Dunn, John Paul Durham, Brian Faught, Kelly Heslar, Michelle Hopkins, Greg Housh, Patrick Hornschemeier, Arthur Owens, Gary Potter, Matt Staggs, Zach Triplett, Jeremy Varner.

Members Absent: Barb Virost

Staff Present: Village Solicitor Joe Braun; Village Administrator Tyler Thompson

Mayor Dale Cahall called the meeting to order & congratulated the Commission members on their election.

Member Sally Mount made a statement resigning from the Commission under the condition that Jeremy Varner be appointed in her place. Solicitor Joe Braun clarified that the remaining members could decide how the vacancy would be filled & that the resignation could not be conditional.

Mayor Cahall swore in the members of the Charter Commission.

Solicitor Braun introduced himself and explained some of the legislation behind the Charter process. Solicitor Braun discussed that he and Village Administrator Tyler Thompson were available as resources for the Commission. Solicitor Braun advised that the Commission has the final say in whether the Commission ultimately could choose whether to send a Charter to voters: it is not subject to veto or revision by Village Council. Solicitor Braun also outlined several suggestions for transparency, including public forums, & online textual updates. Charter samples from other communities were distributed. Solicitor Braun suggested including something unique to Georgetown in the Charter.

Jeremy Varner was nominated to fill the vacancy left by Sally Mount's resignation. Mr. Varner was confirmed unanimously. Mayor Cahall swore in Mr. Varner.

Solicitor Braun walked the Commission through the process of electing a Chairperson. Jeremy Varner was nominated & seconded to serve as Chairperson. Patrick Hornschemeier was also nominated and seconded to serve as Chairperson. Both nominees spoke about their qualifications to be Chairperson and suggested that the other may be a better choice.

Mr. Hornschemeier received 9 votes for Chairperson. Mr. Varner received 4 votes for Chairperson. There was 1 abstention.

Jeremy Varner was nominated & seconded to serve as Vice-chairperson.

Mr. Varner received 12 votes. Mr. Hornschemeier received 1 vote. There was 1 abstention.

Barb Virost was nominated & seconded to serve as Secretary. Michelle Hopkins was nominated and seconded to serve as Secretary. Ms. Hopkins spoke about her qualifications. Ms. Virost was called to confirm that she would serve if elected.

Ms. Hopkins received 7 votes. Ms. Virost received 4 votes. There were 2 abstentions.

Solicitor Braun distributed information about and explained Ohio open meeting and public record laws. Commission members are also subject to Ohio Ethics Commission rules and laws.

Village Administrator Tyler Thompson spoke about the informational binders which were distributed at the beginning of the meeting. Administrator Thompson reiterated that he was available to the Commission for assistance, as well as Fiscal Officer Natalie Newberry and Solicitor Braun. Administrator Thompson asked that he be contacted if anybody needed help.

Administrator Thompson explained the project timeline and important deadline information that was included in the binder.

Discussion was held on a meeting schedule. Solicitor Braun advised that a recent Village rewriting a charter held two meetings per month. Solicitor Braun suggested picking a Scribe to draft the Charter and that he could send a template to that person. Solicitor Braun stated that the Village would advertise the Charter Commission meetings.

Concern was expressed about the adequacy of the location of future Charter Commission meetings. Several other locations were suggested but consensus was to remain in the Library for at least the next scheduled meeting.

The 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month were agreed to as a regular meeting date, with the exception of April. 7:00 PM was agreed to as the regular meeting time. Meetings are scheduled for the following dates: January 8, January 22, February 12, February 26, March 11, March 25, April 1, April 22, May 13, May 27, June 10, June 24, July 8, July 22, August 12, August 26.

Chairman Hornschemeier explained his views on Robert's Rules of Order and how he would lead meetings. He will be relatively relaxed unless strict formality becomes necessary. Solicitor Braun was directed to create a template for the Charter document. Vice-chairman Varner suggested that the Commission should ensure the similarities and differences from state law be highlighted when discussing the Charter draft with the public. Consensus was also to share drafts throughout the process online rather than waiting to mail the final draft to the voters. Solicitor Braun clarified that there is no single document that serves as the current form of document, but that he could include citations of the relevant sections of the Ohio Revised Code in the template.

Jeremy Varner was nominated & seconded to serve as the Scribe. The nomination was approved unanimously.

Chairman Hornschemeier indicated that he would like to keep meetings to 90 minutes or a maximum of 2 hours in duration.

The meeting was adjourned by unanimous consent.