

**NORTH RIDGEVILLE CITY COUNCIL
ADMINISTRATIVE COMMITTEE MEETING MINUTES
COUNCIL CHAMBERS – 6:45 p.m.
MONDAY, OCTOBER 21, 2019**

To Order:

Chairwoman Michelle Hung called the Administrative Committee meeting to order at 6:45 p.m.

Attendance:

Members present: Chairwoman Michelle Hung, Councilman Robert Chapek and Councilman Gregg Westover.

Also present: Mayor David Gillock, President Kevin Corcoran, Assistant Clerk of Council Tara L. Peet, Auditor Jeff Wilcheck, Law Director Brian Moriarty, Councilman Dennis Boose, Councilman Martin DeVries, Clerk of Council Nancy Linden, Councilman Bob Chapek, Councilman Bruce Abens and Safety-Service Director Jeff Armbruster.

Discussion regarding T 99-2019, T 100-2019 and T 101-2019:

Chairwoman Hung asked the Mayor for a brief explanation. Mayor Gillock deferred to the Law Director for an explanation.

Law Director Moriarty explained that the changes in the ordinances were to bring the three departments up to speed. In regard to T 99-2019 – the Treasurer was missing a salary range He used the range in the 2018 new department head ordinance since a study was done to gather that range. That range was inserted into the amending ordinance. The Treasurer was not receiving 4% pension pick-up as all other department heads are so that was included going forward. The Treasurer's ordinance did not provide for sick time, even though he receives it and is required by Ohio Revised Code – that was put into the ordinance as well.

Law Director Moriarty stated in regard to T 100 and T 101, T 100 is the deputy auditor current ordinance which did not allow for 4% pension pick-up, but her offer letter did permit it and she does receive it. This change was to make sure the ordinance was up to date. Also inserted was sick time which is required by Ohio Revised Code and something she receives today. For T 101, the Auditor was not receiving 4% pension pick-up, as all other department heads, so that was included going forward. The Auditor's ordinance did not provide for sick time, even though he receives it and is required by Ohio Revised Code – that was put into the ordinance as well.

Councilman Chapek asked how vacation is determined by experience and how was it evaluated.

Mayor Gillock stated this ordinance is not amending vacation at all. He noted that he looks at their experience and the contract to determine vacation time.

Law Director Moriarty stated the vacation portion is consistent with the 2018 new department head ordinance.

Law Director Moriarty suggested in T 99 and T 101 – inserting language stating the first pension pick up will occur the first payment period of 2020.

President Corcoran stated the report will be on the Council agenda November 4, the ordinance will come back for a second reading on November 18 and the third reading and adoption will be on December 2. He noted it would not go into effective until January 2 and stated the timing would work for the first period of 2020.

There was back and forth discussion on what the amending language should be as to when implementation of the pension pick-up should happen.

President Corcoran stated the money has not been appropriated for 2019 and part of the pick-up would happen in 2019.

Auditor Wilcheck stated the payment will be part of the 2020 budget because the payment date happens in 2020.

Mayor Gillock noted it is appropriated in the year in which it is paid, not accrued.

It was agreed to by the Committee and the Administration that the first pension pick-up for T 99 and T 101 would read: the pension pick-up shall be effective December 22, 2019.

Law Director Moriarty also noted in all three ordinances (T 99, T 100, and T 101) in reference to sick time, it should state: “Sick Leave as provided in Section 4 of *Exhibit “B”* of Ordinance No. 5596-2018.”

It was moved by Chapek and seconded by Westover to recommend City Council adopt T 99-2019 as amended.

A voice vote was taken and the motion was carried.

Yes – 3 No – 0

It was moved by Chapek and seconded by Westover to recommend City Council adopt T 100-2019 as amended.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

It was moved by Chapek and seconded by Westover to recommend City Council adopt T 101-2019 as amended.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

Approval/corrections to minutes:

Chairwoman Hung asked if there were any corrections to the minutes of October 7, 2019. No discussion was offered. The minutes stand approved as submitted.

Adjournment:

Chairwoman Hung adjourned the meeting at 7:02 p.m.

Date Approved: _____

Tara L. Peet, MMC
Assistant Clerk of Council