

**NORTH RIDGEVILLE RECORDS COMMISSION
MEETING MINUTES
December 15, 2021**

Chairman Kevin Corcoran called the meeting to order at 2:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor Kevin Corcoran, Law Director Brian Moriarty, Robert Esper, and Secretary Fijabi Julien-Gallam.

Auditor April Wilkerson was excused.

It was moved by Chairman Corcoran and seconded by Moriarty to appoint Fijabi Julien-Gallam as the Records Commission Secretary.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Also present were Treasurer Brian Keller, and Public Utilities Director Tara Peet.

Minutes from the July 14, 2021 Record's Commission meeting

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered. The minutes stand approved as submitted.

Approval of RC-1 – Treasurer's Office

Brian Keller stated that the documents are one-time disposal of obsolete records that are outdated. Some of the documents are summaries and analyses that were done about 20 years ago. The studies and analysis are no longer needed for administrative use. He provided a list of everything. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Moriarty and seconded by Esper to approve RC-1.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Treasurer's Office

Brian Keller stated that some of the records needed clarification and identification to track and dispose of the documents more accurately. He provided a list of everything and its history.

Chairman Corcoran wanted to know if there were any reasons the City would need the original sewer tap assessments if the property owner doesn't pay. Mr. Keller explained that the Treasurer's Office would have a copy of the original electronically.

Chairman Corcoran wanted to know what would happen if the City does not have the original paper copy for when a property owner does not pay and it is taken to court.

Mr. Moriarty explained that if the City does not have the original hard document, but has a copy, the City would be able to certify the copy to show it as the true and accurate copy of the original in court.

Mr. Keller explained that the Engineer's office has records of the assessments in more detail because they start the work. The treasurer's office reports the assessments to Lorain County.

It was moved by Chairman Corcoran and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Public Utilities

Tara Peet remarked that she had one addition to the RC-2 on page 4 (Retention Schedule Number 2021-13). The addition is a record that is being created for reconciliation purposes. Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approval of RC-2 – Planning Commission

Fijabi Julien-Gallam requested to add visual as a type of media that is being created under retention schedule numbers 2021-08 and 2021-09. This change was needed due to using YouTube as a visual format for the record of the meetings. Mrs. Gallam also requested to change the retention period from “Until minutes are drafted” to “Until minutes are approved” under retention schedule numbers 2021-08 and 2021-09. Mrs. Gallam noted that the scheduled numbers were changed to reflect the start of the new staff in the office and to make the schedule numbers consistent.

Chairman Corcoran asked for any questions. No discussion was offered.

It was moved by Esper and seconded by Moriarty to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

Approval of RC-2 – Civil Service Commission

Fijabi Julien-Gallam remarked she is requesting the same changes under retention schedule number 2021-14 as the changes that were requested under the Planning Commission RC-2.

It was moved by Chairman Corcoran and seconded by Esper to approve the changes to the RC-2 schedule.

A voice vote was taken and the motion carried.

Yes – 3

No – 0

Additional Business

Chairman Corcoran requested if there were any additional business.

Mr. Moriarty noted that an RC-3 form was submitted to the Records Commission Secretary and it was sent to the Ohio History Connection for review. The Commission doesn't approve the RC-3. The requested items on the RC-3 are approved to be disposed of after the 15-day waiting period from the time the Ohio History Connection receives the RC-3. Secretary Fijabi Gallam agreed with the statement.

Adjournment

Chairman Corcoran asked for any further discussion. No further discussion was offered.

The meeting was adjourned at 2:17 p.m.

These meeting minutes were approved on this ____ day of _____ 2021.

Fijabi Julien-Gallam, CMC
Records Commission Secretary