



Records Commission Minutes

02/09/2023 at 8:30 am; Mayor's Conference Room

Present: John Pribonic, Mayor
Cheryl Black, Records Supervisor
Jaime Syx, Law Director
Deb Berkey, Recording Secretary

Members Absent: Jim Costello, Finance Director
Bob Hughes, Resident member

Also Present: Jami Lord-Smith
Drew Reilly, Deputy Law Director

In the absence of Chairperson Jim Costello, Mayor Pribonic called the meeting to order at 8:30 a.m.

Approval of Minutes from 9/8/2022 – **Cheryl Black moved to approve the minutes as submitted; Jaime Syx seconded. There was no discussion; motion passed unanimously.**

RC-1 submitted by the Police Department – Cheryl explained this is to destroy old armament records from 1978-1999 which are obsolete and no longer needed.

Motion by Jaime Syx to approve the RC1 as submitted by the Police Department; seconded by Cheryl Black. No further discussion and the motion passed unanimously.

RC-2 submitted for the following items a-g:

- a) Parks & Recreation – adding item 1402-013 Stow Senior Banners – paper registration information.
- b) HR – Removing Employee ID/proximity reader key cards and transferring them to the Mayor's Office RC-2.
- c) Board of Zoning & Appeals – updates due to new software and adding electronic
- d) Planning & Development – updates due to new software and adding electronic
- e) Planning Commission – updates due to new software and adding electronic
- f) Zoning Compliance - updates due to new software and adding electronic
- g) Mayor's Office – update to add Employee ID/proximity reader key cards and adding Veteran Banners, unclaimed vinyl banners.

Motion by Cheryl Black to approve items a-g as submitted; Seconded by Jaime Syx. There was no further discussion and the motion passed unanimously.

- h) RC-3 submitted by the Law Department for disposal of Civil (2014-2017) & Criminal cases (2016 & 2017)
Motion by Cheryl Black to approve item h, RC-3 from the Law Department; Seconded by Jaime Syx. There was no further discussion and the motion passed unanimously.

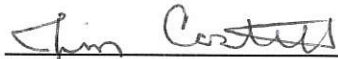
OTHER:

Jaime Syx stated with regard to the recent Legislation passed by City Council mandating all Boards & Commissions meet in Council Chambers and livestream meetings on YouTube. Each board does have the ability to determine the manner, the date, the location of their meetings. It is up to each Board or Commission to vote and determine what they decide to do with regard to the Legislation.

Motion by Jaime Syx to keep things status quo and the Records Commission will continue to conduct their meetings as they have been doing; seconded by Cheryl Black. There was no further discussion and the motion passed unanimously.

Next meeting is tentatively scheduled for September 14, 2023 (if needed).

With no further business, Jaime Syx made a motion to adjourn the meeting; seconded by Cheryl Black. There was no further discussion; motion was unanimously approved and the meeting adjourned at 8:47 a.m.



Jim Costello, Finance Director
Records Commission Chairman



Deborah Berkey
Secretary