

**City of Plainfield, New Jersey**  
**Charter Study Commission**  
**Minutes of Meeting of Thursday, August 1, 2013, 7:30 p.m.**  
**Plainfield City Hall Planning Conference Room**

**Call to Order:** Mr. Smiley called the meeting to order at 7:40 p.m.

**Salute to the Flag:** The Commissioners recited the Pledge of Allegiance.

**The Open Public Meeting Act Compliance Statement:** Ms. Criscione announced that the Notice Requirement provided for in the Open Public Meeting Law had been satisfied. Notice was properly given, amended notice having been transmitted to the Courier-News and the Star-Ledger on 5/13/13, as well as posting on the City website and on the City Clerk's bulletin board.

**Roll Call:** Mr. Smiley took roll call. Secretary Mary Burgwinkle, Chair Rick Smiley and Treasurer Jeanette Criscione were present for the roll call. Assistant Secretary Marie Davis was not able to attend the meeting in person, but participated in the meeting by teleconference. Mr. Stewart was excused.

**Minutes:** The Minutes of the Meeting of July 18, 2013 were approved by a vote of 3 commissioners in attendance, which is a quorum. Mrs. Davis is out of state and abstained on these minutes over the telephone.

**Correspondence to Commission:** Ms. Burgwinkle reported that she sent Dr. Reock Draft 2 of our report on 7/23 because the Center for Government Services agrees to review final reports for accuracy. He responded on 7/26 that the report was fine; however, he sent ½ page of edits that we agreed to make. We also got an email from Mr. Robert Edwards that Mr. Edwards had filed an amended OPRA request on 7/29, again requesting copies of the documents that the Commissioners had used during the deliberations and voting at the 7/11 meeting. The Commission had asserted a deliberative materials exception to the initial request, which Mr. Edwards was contesting. After separate discussion between Ms. Burgwinkle and each of the Commissioners, the Commission delivered the document used on 7/11 to the City Clerk on 7/30, given that voting was essentially finished and the final meeting of CSC is scheduled for 8/1. The Final Report, containing the final suggested changes will be released to the public promptly after that and in no event later than 8/6.

**Treasurer Report:** No report, however, Mr. Smiley has discussed printing of the final report by a city vendor with Mr. Restaino. The Commissioners agreed to get a price for 1,000 copies. Meanwhile, Ms. Burgwinkle priced obtaining an initial 150 copies to have on hand immediately, with Staples giving the lowest price of approx. \$350, printed 2 sided and not stapled.

**New Business:**

**-Commissioner deliberation**

The Commissioners continued deliberations at this point. The Commissioners acknowledged Ms. Burgwinkle's suggestion to remove the Advisory Recommendation on City Counsel expense reimbursement, essentially placing in the comment under the amended section. Mr. Smiley moved to substitute business administrator for city administrator in the charter to bring Plainfield into the fold of most cities' terminology, with no other changes to the position of city administrator. The Commissioners voted to accept that change. Ms. Burgwinkle distributed a hand edited version of Draft #2 of the Final Report along with Dr. Reock's suggested changes and the Commissioners looked through the report. Editing will continue over the weekend, with Ms. Burgwinkle and Ms. Criscione primarily editing. The final report will be delivered to the City Clerk for date stamping on Monday, August 5, 2013, a day in advance of its due date.

**Announce date and time of next and final meeting:** Thursday, 8/1/2013 was the final scheduled meeting of CSC.

**Public Participation:** Mr. Robert Edwards indicated that the whole process had been interesting and he agreed to his inclusion in the acknowledgment section of the Final Report.

**Adjournment:** The meeting was adjourned at 8:50.

A Full Length Recorded Copy of this Meeting is available by contacting the Commission at [plainfieldcsc.blogspot.com](http://plainfieldcsc.blogspot.com)