



## **Charter Revision Commission**

Chair- Terry Long

Vice Chair- Timothy Meerbott

### **Members-**

Timothy Meerbott

Stacy Cusano

Terry Long

Ed Wolmers

Abhijit Bhattacharyya

### **Appointed By-**

Mayor Bell

Vice Mayor Loyzelle

Council Member Callahan

Council Member Mixon

Council Member Coriat

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## **MINUTES**

**Date: January 11, 2018**

### **I. Call to Order and Roll Call**

The newly appointed Charter Revision Committee met for the first time at Cutler Bay Town Hall, second floor Community Room on the above date at 6:32 p.m. Present were the following: Timothy Meerbott, Stacy Cusano, Terry Long, Ed Wolmers and Abhi Bhattacharyya. Town Attorneys Mitch Bierman and Haydee Sera were also present. Town Clerk Debra Eastman called the roll and Town Attorney Mitch Bierman called the meeting to order at 6:32 p.m.

### **II. Welcome and Introductions**

Town Attorney Bierman welcomed the Commission members and introduced himself and Attorney Haydee Sera, Town Clerk Debra Eastman and Town Manager Rafael Casals.

### **III. Approval of Minutes- There were no previous meetings of this Commission.**

### **IV. Overview**

#### **A. Government-in-the-sunshine and Public Records Laws**

Attorney Mitch Bierman explained that the members of the Commission are subject to sunshine laws, ethics and gift laws. He informed the Commission that they must file a Form 1 Financial Disclosure and warned about communicating, texting and social media.

#### **B. Charter Commission's Obligations and Function**

Attorney Mitch Bierman explained the role and purpose of the Charter Revision Commission and that they have been empowered to make recommendations for change to the Town of Cutler Bay Charter. He explained the review process and that the recommendations will be voted on by this Commission, as to whether to pass on their recommendations to the Town Council, and to request that the Town Council



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put those items on the ballot at the General Election for the voters to decide whether to adopt them.

Mr. Bierman explained parliamentary procedure used for making a motion, seconding a motion and voting.

Members asked about public input and public comment.

#### **V. Election of Chair and Vice Chair**

Both Terry Long and Tim Meerbott expressed interest in serving as the Chair. Stacey Cusano made a motion for Terry Long to serve as the Chair. The motion received a second from Ed Wolmers. Town Attorney Bierman called for the vote and all were in favor.

Terry Long made a motion for Tim Meerbott to serve as Vice Chair. The motion received a second from Ed Wolmers. The vote was called and all were in favor.

Terry Long requested and it was agreed that as each member read through the Town Charter and when they wish to make a change, they type the section as it now appears and then type in the proposed language. It was agreed that the members will send the old and proposed language to the Town Clerk in advance of the next meeting. The Town Clerk will provide the information to the Charter Commission members. It was agreed that legal will keep a running draft of the Charter, as voted, as the Commission moves forward.

#### **VI. Framework and Meeting Schedule**

After discussion, it was agreed that the next two meetings will take place in the Committee Room, Second Floor of Town Hall at 6:30 p.m. on Wednesday, January 31 and on Wednesday, February 7, 2018.

It was agreed that the meetings will begin at 6:30. Terry Long made a motion for future meetings to end at 9 p.m. The motion received a second from Tim Meerbott. All were in favor.



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## **VII. Public Comments**

There were no public comments.

## **VIII. Other Business**

Tim Meerbott requested that the Town Clerk email the minutes of the previous Charter Commission to this Commission.

Town Attorney Bierman suggested that the Commission review as much of the Charter as possible before the next meeting.

## **IX. Adjournment**

The meeting adjourned at 7:22 p.m.

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Debra E. Eastman, MMC  
Town Clerk