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CITY OF NORTH CANTON, OHIO

IN RE:)	
)	
NORTH CANTON)	
RECORDS & ARCHIVES)	
VIRTUAL MEETING)	
)	
)	TRANSCRIPT OF PROCEEDINGS
)	

Transcript of Proceedings held virtually before the North Canton Records & Archives Commission, taken by the undersigned, Shannon Roberts, a Registered Professional Reporter and Notary Public in and for the State of Ohio, at the offices of North Canton City Hall, 145 North Main Street, North Canton, Ohio, on Thursday, the 20th day of August, 2020, at 9:03 a.m.

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APPEARANCES:

- Stephan B. Wilder, Mayor
- Patrick DeOrio, Director of Administration
- Jina Alaback, Director of Finance
- David McDaniel, Heritage Society
- Kelly Hart, Administrative Specialist

1 MR. WILDER: All right. Good morning
2 everyone. This is Mayor Steve Wilder for the
3 City of North Canton calling the North Canton
4 Records and Archives virtual meeting in
5 session for Thursday, August the 20th, 2020,
6 at 9:03 in the morning.

7 I would like to do a roll call for those
8 that will be participating in today's
9 meeting. First of all, I want to thank Kelly
10 Hart, our administrative specialist, our
11 record secretary who will be helping to steer
12 the meeting today.

13 Mayor Wilder is here.

14 Is our Director of Administration
15 available?

16 MR. DEORIO: Present.

17 MR. WILDER: All right. Mr. DeOrion is
18 here.

19 Director of Finance, Jina Alaback.

20 MS. ALABACK: Here.

21 MR. WILDER: Very well. And representing
22 the North Canton Heritage Society is David
23 McDaniel. David, are you here?

24 MR. MCANIEL: Here.

25 MR. WILDER: Very good. The Director of

1 Law is absent. And the Director of -- Deputy
2 Director -- excuse me -- of Administration
3 and Development is absent also. And they are
4 excused.

5 Our first order of business is to review
6 the minutes from March the 16th, 2020.

7 MR. DEORIO: Mr. Chair -- this is
8 Patrick -- I would recommend that we approve
9 the minutes as presented.

10 MS. ALABACK: I second.

11 MR. WILDER: Very well.

12 MS. ALABACK: This is Jina Alaback.

13 MR. WILDER: Good. Second by Jina
14 Alaback. Motion by Mr. DeOrio. Is there any
15 other discussion on that?

16 (No response.)

17 MR. WILDER: If not, I'll move for a --

18 MR. DEORIO: A voice vote.

19 MR. WILDER: A voice vote is fine. All
20 in favor of accepting the minutes of March
21 the 16th, 2020, say "aye."

22 MR. DEORIO: Aye.

23 MS. ALABACK: Aye.

24 MR. WILDER: Aye.

25 MR. MCDANIEL: Aye.

1 MR. WILDER: Opposed?

2 (No response.)

3 MR. WILDER: Motion carries. The minutes
4 are accepted.

5 Item number two is the approval for our
6 Departmental RC2s. And I'm going to open
7 that up for some guidance and direction by
8 either Ms. Hart or -- or Ms. Alaback or
9 Mr. DeOrio.

10 MS. HART: So what I did was I directed
11 each of the department heads to revise their
12 RC2s from what we had done in March. And
13 everyone got back to us. And upon review, I
14 think that everyone did an exceptional job
15 getting their Department RC2s in order.

16 So if no one has any objection to
17 anything that is in any of the RC2s, which
18 were provided to you previously via e-mail,
19 then I think that we should go ahead and
20 someone should move to approve them.

21 MS. ALABACK: Kelly --

22 MR. DEORIO: Kelly, did all --

23 MS. ALABACK: I just have one question.
24 Had -- these have already been sent to Ohio
25 Historical Society and the auditor's office,

1 or they will be sent after we approve them
2 here?

3 MS. HART: They'll be sent after we
4 approve them here.

5 MS. ALABACK: Okay. Perfect.

6 MR. DEORIO: Kelly, did all departments
7 respond?

8 MS. HART: Yes. I have -- everyone's
9 RC2s are here.

10 MR. WILDER: Do you need the listing?

11 MR. DEORIO: This is Patrick. Well,
12 having reviewed the record retention RC2
13 forms that were provided to us digitally
14 ahead of time, I would move to approve these
15 as submitted, and -- in order that they can
16 be moved to their next phase of -- of the
17 process.

18 MS. ALABACK: Alaback seconds that
19 motion.

20 MR. WILDER: Very well. We have a motion
21 on the floor to accept the Departmental RC2s
22 as submitted. Seconded by Ms. Alaback. If
23 there is no further discussion, I will --
24 I'll call for a roll call vote on this.

25 Mayor Wilder is aye to approve.

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Mr. DeOrio.

MR. DEORIO: Aye.

MR. WILDER: Ms. Alaback.

MS. ALABACK: Yes. Aye.

MR. WILDER: And Mr. McDaniel.

MR. MCANIEL: Aye.

MR. WILDER: The ayes have it. I don't hear any nays, so we'll move for approval of the Department RC2s to go to the next stage.

That leads us then to item number 3 for additional comments or questions.

Ms. Alaback had an excellent question as to the submission of these.

Ms. Hart, can you lead us into -- in discussion on -- on actually the next phase on this?

MS. HART: Absolutely. So what is going to happen now is we are going to -- I -- I will take all the RC2s, once the Chair signs them all, I will submit them to the Ohio Records Commission. And I will -- during that process, while they are going through everything and approving it, I'm going to schedule a shred.

That shred, I'm going to have to get

1 ahold of every one of the department heads
2 again, because I got a quote from Shred-It.
3 The first ten boxes are going to be \$210
4 each, and then it will be \$7.50 per box
5 thereafter. And there is a \$20 per box
6 for -- if there is media, like tapes and
7 things like that. And I know that at least
8 one department had cassette tapes.

9 And then I have to get ahold of Alex at
10 Shred-It and give him an actual box count
11 before he can give me a final total. And I
12 wanted to note that the fee that he quoted
13 me, the ten boxes for \$210 and the \$7.50 per
14 box, those were totals that are the -- or the
15 amounts that we were given the last time that
16 we had a shred. They were honoring those
17 prices still. That's where we are at.

18 MR. WILDER: All right. Well, thank you
19 very much on that. And when do you think?
20 In the next 30 to 60 days this might happen?

21 MS. HART: Yes, I'm hoping so. I -- if I
22 can get everybody to give me their box count;
23 and it also depends on when the State gives
24 us back --

25 MR. WILDER: That's true, too.

1 MS. ALABACK: -- our --

2 MR. WILDER: Approval.

3 MS. HART: -- stuff. So I'm going to try
4 to get the shred scheduled, in hopes that
5 they'll approve our stuff. And then if not,
6 I'll have to reschedule the shred.

7 MR. WILDER: Well, we might have jumped
8 ahead of us a little bit. We have to wait
9 for the approval from the State before we
10 can --

11 MS. HART: I -- well, but I'd like our
12 side to move on and everything and get it
13 taken care of, so that when we do get it
14 back, we can just move forward.

15 MR. WILDER: Very fine. Thank you.

16 Are there any other additional comments
17 or questions?

18 (No response.)

19 MR. WILDER: Well, hearing none, I'm
20 going to go ahead and move for adjournment.
21 And I'll make that motion to adjourn. Could
22 I have a second?

23 MR. DEORIO: Second.

24 MR. WILDER: Second by Mr. DeOrion.

25 Without any other further discussion, can I

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just have an "aye" from everybody to adjourn.

MR. DEORIO: Aye.

MS. ALABACK: Aye.

MR. WILDER: Aye.

MR. MCDANIEL: Aye.

MR. WILDER: Very well. We'll adjourn
our North Canton Records and Archive virtual
meeting to be adjourned at 9:11. Thank you
very much for your participation.

(This proceeding concluded at 9:11 a.m.)

Stephan B. Wilder, Mayor
