



*Notice of Public Meeting  
Records Commission  
Wednesday, December 4th, 2019  
@ 11:30a.m.  
Council's Chambers*

**I. ROLL CALL:**

**II. AGENDA:**

- RC 2 and RC 3 Updates/Approval
  - 8:34 Timesheets to go back to State suggested retention period of 2 years.
  - 2:34 Permits to expand to identify type of permit.
  - Matters for 2019 (continued from January)
- Presentation of Minutes from 3/21/19

**III. INVITEES:**

- Administrator –Robert Fowler
- NFD Chief Schultz
- NPD Chief Dalessandro
- NPD Captain Larry Lane
- NPD Office Mgr. Paula Fisher
- Supt. of Public Service Larry Hess
- PS Office Mgr. Pamela Campbell
- Administrative Secretary, Shannon Szittai
- Clerk, Vivian Durbin
- Finance/Payroll, Pamela Dixon
- Account Clerk, Amber Johnson
- Council Members, (7)

**IV. ADJOURN:**

**Please note:** This posting is for notification to all department heads of The Civil Service Commission activity. If this pertains to you, please print a copy for your files. If this does not pertain to you, please view as information only.

**Emailed:**

- |   |                     |
|---|---------------------|
| Mayor   | Council Members (7) |
| Administrative Officer  | Barberton Herald    |
| Law Director  | West Side Leader    |
| Finance Director  | The Post Newspapers |
| Clerk of Council  | Beacon Journal      |
| Administrative Assistant  |                     |
| NFD Chief   |                     |
| NPD Chief   |                     |
| Superintendent of Public Service  |                     |
| Posted & emailed / May 4 <sup>th</sup> , 2018                                 |                     |
| Janice Back <i>CSC Secretary</i>  |                     |
| Contact # 330-825-7815 ext. # 201   |                     |
| <a href="mailto:jback@cityofnorton.org">jback@cityofnorton.org</a>            |                     |
| <i>NFD/CSC/RC Secretary, 08:00 - 16:30, Mon. thru Fri.</i> Norton, Ohio 44203 |                     |
| Phone (330) 825-7815 ext. 201 / Fax (330) 825-2050                            |                     |

*Any person who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-825-7815 Ext. 322 or [kerrym@cityofnorton.org](mailto:kerrym@cityofnorton.org). Any request for an auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.*