



INCORPORATED 1855

## VILLAGE of GLENDALE

GLENDALE, OHIO 45246

October 11, 2016

To: Robert Kooris

From: Donald Lofty

A handwritten signature in black ink, appearing to read 'D. Lofty', is written over the printed name 'Donald Lofty'.

Sub: 2016 Special Committee for a Glendale Quiet Zone

First, let me commend you and your group of volunteers once again for the tremendous work you have done to revive the Quiet Zone project for the Village of Glendale. Glendale is lucky to have citizens such as you and your group who take the initiative and volunteer their time to help improve the quality of life for all the residents of the Village.

Now that CSX and the Ohio Rail Development Commission have offered a project package which, if accepted, will assist the Village to make the infrastructure changes necessary to petition for a Quiet Zone, Village Council (with the review of the GPHPC) must decide whether to accept that package. At this stage of the matter, I believe that it would be best for the Village to create a Special Committee to pursue the issue of the project proposal and the Quiet Zone and to handle the more formal aspects of these matters, including the ultimate recommendation regarding these matters to Council.

The Rules of Council specify that the Mayor may form a Special Committee, and for obvious reasons, I would like to appoint you as the Chair of that Committee to continue the work you have done with the citizen committee. The Special Committee will be called the 2016 Special Committee for a Glendale Quiet Zone ("Special Committee"). The mission of the Special Committee will be to gather information that will assist the Glendale Planning and Historic Commission, the Village Council and other Village governmental bodies in considering whether to accept, reject or seek modification of the terms and conditions of the project package proposed by the Ohio Rail Development Commission and in the development of a Quiet Zone.

If you accept this appointment, I would ask that you assist me in identifying persons from your group or otherwise who would consider serving on this Special Committee. All members should show a commitment to attending meetings and doing the work necessary to fulfill the Special Committee's mission. I am inclined to

limit the membership of the Special Committee to 7, since a larger number may make for difficulty in scheduling meetings and having productive discussions. I would ask that, in recruiting members, you reach out to persons who are known to be opposed to or skeptical of a quiet zone. Of course, the meetings will be public and all of members of the citizens committee, as well as other members of the public, should be encouraged to attend Special Committee meetings.

The Special Committee will be a "public body" and will be subject to the Ohio Open Meetings Act. This means, among other things, that all of its meetings must be publicly announced at least 24 hours beforehand; minutes must be taken at the meetings, and those minutes must be posted on the Village Website. You should feel free to hold the meetings at the Village Office.

Also, the Special Committee will be subject to the Ohio Public Records Act. All documents, including emails, must be retained for production upon request from a member of the public, in compliance with the Village's Public Records Policy and Record Retention schedule. Exceptions to production are limited.

As a public body, the Special Committee will be eligible for reimbursement of expenses made in furtherance of its mission from Village funds. At present, there is \$1,000 in the fund for a Quiet Zone. Persons wishing to donate to the cause may send funds to the Village, indicating that the donation is for the Quiet Zone Fund. While I cannot provide tax advice, it is my understanding that such donations may be tax deductible. Persons wishing to make such donations should consult with their licensed tax professional to determine their ability to deduct any donation.

Thank you again for your service to Glendale, and I look forward to working with you on this Special Committee.