
MINUTES OF SYMMES TOWNSHIP SPECIAL MEETING

JUNE 18, 2019

The meeting was called to order at 6:00 p.m. Elected officials present were: Mr. Philip Beck, Mr. Kenneth Bryant, Ms. Jodie Leis and Ms. Carol Sims.

Also present: Kimberly Lapensee – Administrator and Kevin McDonough – Law Director.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Beck made a motion to approve the Agenda. Ms. Leis seconded the motion. Motion passes.

HEARING OF RESIDENTS

None

OLD BUSINESS

None

NEW BUSINESS

Tax Budget 2020 – Ms. Sims stated that she provided the Board with material at the last meeting for them to review. She stated that she asked for comments/questions and did not hear any. She stated that there have been a few changes since the last meeting.

Fund 5 Cemetery – Ms. Sims stated that at the last meeting she stated that she did not think we would have enough money in our cemetery fund for 2020, but she has rechecked her figures and we should be okay. She stated that she was going to move some salaries into the general fund to help out. Mr. Bryant asked what fund number she was referring to. She stated fund 5. She stated that she will no longer need to move those salaries into the general fund and can pay them from the cemetery fund.

Fund 1 General – Ms. Sims stated that there have been no changes to the General Fund since the last meeting. Mrs. Lapensee stated the general assembly gave salary increases to newly elected officials starting in 2020 of 1.75%.

Fund 2, 3, 4, 11B, 23 and 23B Road Funds – She stated that these funds pay for salaries, benefits, maintenance of streets and sidewalks and some capital items. She stated that these are not for road improvements or sidewalks. Ms. Sims stated that after all the expenses will total \$518,300.00 and there will be \$933,926.61 left over in all of these funds. She stated that because of the new road levy and license plate fees, the funds are starting to look healthy again. Mrs. Lapensee stated that under the gasoline tax money, Governor DeWine signed a bill raising the gasoline tax to help pay for road improvements. She stated that the increase should net us an additional \$102,000.00 each year. Ms. Sims stated that she does not put any money into the spreadsheet that we may be anticipating, she can add it in when we receive it. Mr. Bryant asked if we are exempt from the new increases in the gas tax. Mrs. Lapensee stated that she does not know the answer to that question. Ms. Sims stated that before she used to take salaries from the road and bridge fund (4) and now that we have additional funds from the new road levy (11B), she has switched the salaries to fund 11B.

Fund 11 Road Levy Fund – Ms. Sims stated that this fund is for the road construction and new sidewalk projects. She stated that this levy expires in 2019 and therefore she is not showing any

revenue in that column. She stated that it will only leave \$370,000.00 for road resurfacing next year. Mr. Bryant asked what fund she was referring to. Mr. Beck stated Fund 11. Mrs. Lapensee stated that if the levy goes until 2019, we always collect in the rear so we should receive money in 2020. Ms. Sims stated that she does not want to show any money in that fund until we receive it. Mrs. Lapensee asked why? She stated that we know we will collect it because we are always a year behind. Ms. Sims stated 6 months behind. Mrs. Lapensee stated that when we paved Seven Gables and Lebanon Road last year, which fund was the money we received from the county get deposited into. She stated that she does not see it listed in the revenue sheets. Ms. Sims stated that it went into Fund 11. Mrs. Lapensee asked which line item. Ms. Sims stated "other". Mrs. Lapensee stated that the line item only shows \$59,910.45 and we should have collected at least \$150,000.00 for both of those roads. Ms. Sims stated that she does not know if we have collected any money for Lebanon Road yet because there was an issue with the paperwork. Mrs. Lapensee asked if we needed to send them an invoice for that work. She stated that the county already has the invoice. Ms. Leis stated that we should collect that money then. Ms. Sims stated yes. Ms. Leis asked about the \$400,000.00 shown for sidewalks. Ms. Sims stated that this is what the Board stated that they wanted to see last year for a project. Mrs. Lapensee stated that is what we originally thought we were going to spend for the Hopewell Sidewalk Project. She stated that we have changed that plan for 2019 and we could plug in \$100,000.00 which should free up \$300,000.00 for 2020. Ms. Sims stated that she cannot show a negative number in the fund so that is why she is only showing \$370,000 for paving which leaves a balance of \$914.05 at the end of 2020. Mr. Beck asked where are we going to show expenditures for the Hopewell sidewalks. Mrs. Lapensee stated that she does not understand why we would not be showing revenue coming in for 2020 so that we can show expenses for that project. Mrs. Lapensee stated that \$370,000.00 will not be enough to pay for the paving project for next year which will cost around \$485,780.00. Mr. Bryant stated that we anticipate around \$500,000.00 to pay for paving costs in 2020. He stated that we need to show revenue coming in if we are going to receive it. Ms. Sims stated that she will show whatever amount they want to show as long as they tell her the amount. Mr. Bryant stated that he does not understand the 6 months part that she mentioned for tax collection. He stated that he thought we are a year behind. Ms. Sims stated that she will put in a half year or whole year, just let her know. Mr. Bryant stated that he would put in what is right. He stated that if we are going to collect a whole year, we should put in a whole year. Ms. Sims stated that she is uncomfortable appropriating any funds for road projects until we receive all the money we are supposed to receive (which will not be until August). Mr. Bryant stated that he does not understand this at all. He stated that the county auditor has certified the millage and has said that the term of the levy will run for 7 years total which will end in 2020. Ms. Sims stated that as she has said before, if the board wants her to show the revenue, then she will show it. She stated that she prefers not to show any money for 2020 so that we are not overspending in the road fund. Mr. Bryant stated that we have roads that are planned to be resurfaced in 2020. He stated that we need to be able to pay for them. Ms. Sims stated that she understands that they want her to show money coming in for the line items general property tax and rollback. Mr. Bryant stated that the problem would be in 2021 if we fail to pass the road levy again. Ms. Sims stated that we would not have a large carryover. Mrs. Lapensee stated that is why she would not show \$400,000 in 2019 for sidewalks so that \$300,000.00 could be carried over into 2020 to show a \$300,914.05 balance instead of \$914.05. She stated that when the revenue gets added in, the balance will increase. Mr. Bryant asked what we are spending this year for paving. Mrs. Lapensee stated around \$867,000, but we will receive a \$275,000.00 reimbursement from the county for Governors Way and Royal Point Drive. She stated that we also need to include the \$99,000 for the Blong Road bridge replacement, but she was not sure what fund that was going to be paid from. She stated that figure also includes engineering and is our portion of the project. Mr. Bryant asked if we have ever done this before where we don't show revenue this close to the end of the term of the levy. Ms. Sims stated yes, but then we always adjust it later on in the year. She stated that if the board wants her to show the revenue she will. Mr. Beck stated that he feels that we should show the revenue. Mr. Bryant asked when we will have to put it on the ballot for the next cycle. Mrs. Lapensee stated that she would put it on for the March ballot so that we are not competing on the Presidential ballot in November. Ms. Leis stated that she feels that we are going to have lots of voters at each election. Mrs. Lapensee stated that there will be less in March than November. Mr. Bryant stated that we should show the revenue but put a note in our files that we may or may not get it. Mr. Beck stated that we should show the full 7 years of money in our budget because that is what we told the voters. Ms. Sims stated that she will show \$500,000 in revenue and \$485,780.00 for road paving. Mr. Beck asked if there was any sidewalk money

being shown. Mrs. Lapensee stated that we are going to need to show another \$100,000 for the other portion of Hopewell. Mr. Bryant stated that we need to show money in the line item for sidewalks. Mr. Beck agreed. Mr. Beck stated that under the amount already budgeted in 2019, we could go ahead and do all the projects on our list (Union Cemetery \$185,000, Hopewell \$100,000 and Enyart \$85,000) in 2019. Mrs. Lapensee stated yes. Ms. Sims stated that we would not have much carryover going into 2021 if we spend all the money on sidewalks. Mr. Bryant stated that we generally keep about a year's worth of carryover in the fund just in case. Mr. Beck asked what improvements would be included next year. Mrs. Lapensee stated that we are supposed to pave Terwilligers and Montgomery Point and they are hoping to the curbs on Kemperwoods and Meadowbluff (scheduled for 2021) for that \$85,780.00 amount.

Master Capital List – Mr. Beck wanted to know if the items listed on the capital improvement list that Mrs. Lapensee put together were included in the budget. Ms. Sims stated that we already discussed the road paving items and she did not include the safety crossings in her budget. Mr. Bryant asked if we were going to pay for them with a grant. Mrs. Lapensee stated that we are planning to use our 20% funds to pay for those crossings. Mrs. Lapensee stated that she was unsure of how those funds worked and whether or not it is a reimbursement grant or if the county would just pay the bill. Ms. Sims stated that the county will write us a check and it will flow through the general fund. Mr. Beck stated that we are showing those improvements in 2020, but we will move them to 2019. Ms. Sims stated that there was \$25,000.00 shown for beautification. She stated that she did not include that in her budget. Mrs. Lapensee stated that she put it as a place holder and we could discuss later. She stated that we could take it out if we wanted to until we know what our plan is. Mr. Bryant asked about the master plan amount of \$60,000.00. Mrs. Lapensee stated that she got three quotes and that was the cheapest. Ms. Sims stated that we have \$30,000.00 budgeted and appropriated for master plan for 2019. Mrs. Lapensee stated that she does not think we will get there for the master plan in 2019 because we are still working on the land use map and sidewalks. Mr. Beck stated that we are behind on updating the plan. Mr. Bryant stated that we are behind in updating the land use map but he does not think we should spend \$60,000 on the master plan. He stated that he thought that the county was going to come out here and be facilitators for the update. Mrs. Lapensee stated that we can do that, but they would charge us by the hour and they can't give us a cost up front. Ms. Leis asked if we could check with the other townships to see what they have done. Mr. Beck asked if we had the original word file so that we could update the plan ourselves. Mr. Bryant stated that we could just review the plan and see what items need to be updates ourselves. Mrs. Lapensee stated that she does not mind writing the text, but would need help with the maps.

Fund 12 and 12B Park Levy Funds – Ms. Sims stated that there are two levies that were passed, 12 is the continuing levy passed for park maintenance and 12B was passed to purchase and maintain Home of the Brave Park. Mrs. Lapensee stated that she does not see the reimbursement for the ODNR projects that we received grant money to install. She stated that we should receive \$342,531.17 for both projects and that will affect the carryover into 2020. Ms. Sims stated that she will only show the revenue for that project once we receive it. Mrs. Lapensee stated that we should be finished with each project by the end of this year. Ms. Sims stated that the capital list shows a mower for 2020 in the amount of \$10,000.00. Mrs. Lapensee stated that we can remove that cost for a mower because we did a two-year contract for the mowing in the parks. Mrs. Lapensee asked how Ms. Sims arrived at the \$200,000.00 for salaries. Ms. Sims stated that she looks at the trends for 2019.

Fund 9 Police Levy – Ms. Sims stated that she did not have money budgeted for MDC replacement or radio replacements. Mrs. Lapensee stated that we can remove those from the list if the Sheriff is not going to negotiate with us concerning capital items in the new contract. She stated that the new per hour cost for a deputy includes capital. Ms. Leis asked if we have any say over when we replace capital items. Mrs. Lapensee stated that we only provide the police vehicles and radar guns. She stated that we replace/rotate them every 5 years (2 at a time). She stated that this will generally keep the miles to around 100,000 (which anything after that tends to increase the maintenance cost) and keep the trade-in value up. Ms. Leis asked if we have any say over other capital items. Mrs. Lapensee stated that we would not have any say over the other capital items. She stated that we will be paying a flat rate that will include personnel costs (administrative and overtime) and capital. She stated that our money will go into a pot that the county can use to buy capital items for anyone they chose (not necessarily our deputies assigned

to Symmes). Ms. Sims stated that she has money budgeted for car replacement \$81,000.00 from the TIF fund.

Ms. Sims stated that Funds 9, 10, 14, 20 and 28 all work together to pay for safety services and then we use the TIF funds to pay for equipment. Ms. Leis asked if we could use the TIF money to pay for other items instead of just paying for equipment. Mrs. Lapensee stated that TIF money can also be used for infrastructure and they were originally set up for that purpose so that the properties being TIF'd would benefit from those improvements. Ms. Sims stated that we typically get an opinion from our bond counsel on whether or not it can be used for other purposes. Mrs. Lapensee asked if the original TIF included infrastructure in the purpose which it probably did because it made improvements to the road area (Montgomery Road and Fields Ertel Road) surrounding the property. She stated that the safety services levy keeps providing more and more money to supplement that other levy funds that do not bring in enough money (Police, Fire and EMS Funds). Mrs. Lapensee stated that we will also have an increase in the fire contract. Ms. Sims stated that we have three levies for the safety services which include a 1.7 continuous, a 1.5 five-year levy and a .5 five-year levy. Mrs. Lapensee stated that these levies end in 2020 with last collections in 2021. Ms. Sims stated that she did not include preemptive devices in her budget. She stated that they have been talking about this for a very long time. Mr. Beck stated that he did not know what location it includes. Mrs. Lapensee stated that it would be on Montgomery Road from Fields Ertel to Cornell. Mrs. Lapensee stated that the Fire Chief plans to submit a much larger application which would include other jurisdictions (Deerfield, Montgomery, Loveland, Sycamore and Hamilton Township). She is unsure of the locations. Mr. Bryant stated that we have applied for a large application in the past and were unsuccessful. Mrs. Lapensee stated that we were not that far off the list last year. Mr. Bryant asked to keep him updated on that project because he has a trust fund to use for safety on the Montgomery Road corridor. Ms. Sims stated that the Fire Chief also included an additional line items for future additional personnel which the township has not acted upon. She stated that it is shown again in 2020. Mrs. Lapensee asked if that was a 5% increase. Ms. Sims stated yes. Mrs. Lapensee stated that we will have to negotiate those increases at the end of this year. She asked if we ever combine those personnel costs or are, they always shown separate. Ms. Sims stated that we can combine them for next year. Mrs. Lapensee asked if the money we pay the fire department is only for salaries or do they use it for other items. She asked if they show us what their salary budget is for each year and just bill us for our portion or is there a formula. Ms. Leis stated that we should probably ask to see it. Ms. Sims suggested that we eliminate certain items from the contract like laundry detergent and sheets. Mr. Bryant stated that we should ask Loveland what they are paying as well. He stated that we pay per a formula based on run volume.

Ms. Sims stated that she will make the changes to the budget and get them back to you for the public hearing in July. Mr. Bryant asked how far in advance they would receive the budget sheets to review. Ms. Sims stated that it would only take her a day to make the changes. Mrs. Lapensee asked Ms. Sims which number she used for the police. She stated that she just used the number based on the current personnel/setup. Mrs. Lapensee stated that these are all things we will have decide. She stated that she asked the Sheriff to give us three numbers – three 24-hour cars \$1,500,000.00, two 24-hour cars plus 2 power shift cars \$1,200,000.00 and an additional officer for RENU \$85,000.00. She stated that she believes that we would be better for going to three 24-hour cars for the additional \$300,000.00 because we are guaranteed that all three cars will be filled. She stated that we will be billed for the power shift cars no matter if they are filled or not. Mr. Beck stated that is where they are starting. Mr. Bryant stated that right now we are not paying to back fill the power car. Mrs. Lapensee stated no we are not. Ms. Leis stated that she did not think there would be any negotiation on the prices and that if we wanted the sheriff to patrol our area, this is the price we would pay. Mrs. Lapensee stated that is what she thought too, but looking at other contracts, everyone is paying a different rate. Ms. Leis stated that its back to the way it always was then. Mrs. Lapensee stated yes. She stated that they raised the rate since the last time it was proposed. She stated that she called them about it and they told her all the rates were proposed at that time and now they are different. Ms. Sims asked for a good number. Mrs. Lapensee stated that we could plug in the two 24-hours cars with 2 power cars for a total of \$1,281,000.00. There was a discussion over the police study, what type of data would have been provided, and how many police units would be needed. Mrs. Lapensee stated that it appears that they are proposing a 3% increase for 2021. Mrs. Lapensee stated that is why she wants to sit down and schedule a work session to discuss safety services and how we plan to pay for them.

Mr. Beck asked when we should schedule that. Mrs. Lapensee stated that she thought we should start looking at this in the fall. Ms. Leis suggested that we look at neighboring jurisdictions too. Mr. Beck asked everyone to look at their calendars so we could pick a date at the next meeting.

Payroll Learning Session – Ms. Sims stated that she has been asking since day 1 about the new payroll reports and has gotten no response from the administration. Ms. Sims stated that we are at the point now where we have \$403,000.00 undocumented deductions. Mr. Bryant asked what it would take to reconcile this. Ms. Sims stated that the trustees took this duty away from her and she able to do payroll in an hour and half, checks were written and processed and entries made. She stated that the Board took it away so that the employees could enter their time online and no one is even doing that and so that the employees could have their leave balances on their checks. She stated that Paycor has made mistakes and continues to make mistakes each pay period. She stated that Paycor is a joke. Ms. Leis asked when we made the transition to Paycor, how did that go. Mrs. Lapensee stated that it was not good because we did not have the necessary payroll reports to make a smooth transition. Ms. Leis asked if Ms. Sims helped in any way toward the transition. Ms. Sims stated that she did not provide anything. Mrs. Lapensee asked what exactly does Ms. Sims mean by “Payroll Journal entries” because she never has explained what exactly she means by that. Ms. Sims gave an example of one employee and how their time was divided up between the funds and that she needs to break that cost down per fund. Mrs. Lapensee stated that she provides a spreadsheet every two weeks with a breakdown between the funds that shows the hours worked in each fund and the dollar amount associated with those breakdowns. Ms. Sims stated that she needs the breakdowns for each deduction too. Ms. Leis stated that she believed that we were supposed to have a meeting between Paycor, Mrs. Lapensee and Ms. Sims to fix all of these issues. Mrs. Lapensee stated that she tried to set up a meeting between the three parties and got no response from Ms. Sims. Mrs. Lapensee asked to have access to the OTAS system so that she could enter the information into the Township’s payroll system to save her time. Ms. Sims stated that she was not going to allow that because her payroll system would not fix the mistakes that Paycor has made. Mrs. Lapensee stated that everyone makes mistakes and we can work through it and fix it. Ms. Sims stated that she does not want anyone else to enter the information into her system and mess up her reports. Ms. Leis stated that she still thinks that there needs to be a meeting between the three parties to fix these reports. Mrs. Lapensee stated that she has tried to set up a meeting. Ms. Sims stated that Paycor needs to figure out a way to get her the information she needs. Ms. Leis stated that Ms. Sims is not willing to work on a solution instead she just wants to stay frustrated. Mrs. Lapensee stated that it does not make any sense to do this any other way other than entering the information into the OTAS system which automatically figures out the breakdowns. She again asked to have access to the system which would save her and everyone else time instead of sitting down with a calculator and wasting her time every two weeks.

Mr. Grossi, 11982 Paulmeadows Drive, asked who actually owned this payroll system. Mrs. Lapensee stated that it is owned by the township. Mr. Grossi stated that if it is owned by the township, why is it restricted. He stated that his tax dollars are paying for it. He stated that if it solves the problem with the reports, then why is it restricted. Ms. Sims stated that it is her system and they are her reports that would be reflected upon at year end. Mr. Grossi stated that this system and those reports are not hers, they belong to the township. Ms. Sims stated that there are too many mistakes and she cannot enter the information into the system and that are undocumented deductions and invoices from the account. She asked who gave them access to the bank account. Mrs. Lapensee stated that when we signed the contract, we gave them access to the accounts for the direct deposit function.

Mr. Beck asked about the software program. He asked why more people couldn’t have access to it. Mrs. Sims stated that we could not have any more than one person access the information because it would screw up her finance reports. Mr. Beck asked about the ability to view the information versus using it. Mrs. Lapensee stated that if we changed over to the United Accounting Network (UAN) we can have multiple users. Ms. Leis asked who all had access to the system. Ms. Sims stated that she and Lawanda have access. Ms. Leis suggested that Ms. Willis and Mrs. Lapensee work together to get the information into the system since she was unwilling to work with Mrs. Lapensee. Ms. Sims stated that Ms. Leis is missing the point. She stated that they cannot enter a time sheet into their accounting system and have it match Paycor. She stated Paycor made mistakes. Mrs. Lapensee stated that it was only three times where

mistakes were made and first two was during the transition at the beginning of the year. Ms. Leis again suggested that Ms. Willis work with Mrs. Lapensee to enter the information into the time sheets and the two departments can come together instead of fighting. She stated that nothing will be accomplished with everyone fighting. She stated that we need to do what is best for the township, the residents and the employees. Mr. Beck asked how we are going to move forward.

Mr. Bryant asked Ms. Sims what she is attempting to do with all the duplicate checks that have been processed and signed that Paycor already processed and paid out. Ms. Sims stated that she wanted the board to see the process of what it takes to do payroll. Mr. Bryant asked if you could just do a journal entry without cutting a check. Ms. Sims stated that she wanted a paper trail that she could refer back to. Mr. Beck asked why she didn't print VOID on them if it was just a paper trail. Ms. Sims stated that it was very obvious what those checks were for. Mr. Bryant stated that this doesn't mean that they can't be torn off the paper and cashed. Ms. Sims stated that those checks were for the Board and she asked what Mr. Bryant meant. Mr. Beck asked if they were shredded. Ms. Sims stated that they were marked VOID. Mr. Bryant stated that when he signed them, they were not marked VOID. Ms. Sims stated that she crossed out the signatures and VOIDED them for her paper trail. Ms. Sims stated that she wanted the signatures on the checks so the Board could see what was involved.

Mr. Beck asked again, what are we going to do to move forward. Ms. Sims stated that she is not doing anything until her request gets straightened out. Ms. Leis stated that we can't wait, we have to work together to get it figured out. She asked if Ms. Willis was going to sit down with Mrs. Lapensee to work on it or is, she. Ms. Sims stated that she will work on it fixing it with Mrs. Lapensee. She stated that Mrs. Lapensee will have to understand. Ms. Leis asked if they were going to do it in OTAS because Mrs. Lapensee should not have to do anything by hand if the township has a perfectly good software system to do it in. Ms. Sims stated that she is not going to use OTAS because the information is incorrect. Mrs. Lapensee stated that there are only 3 pay periods that were incorrect. Ms. Leis stated that even though Ms. Sims was mad, she should have still worked with the administration to make the system work and provide the information. Ms. Leis stated that we all should work together to make this a great place. She stated that she feels that Ms. Sims is just trying to prove a point by wanting Mrs. Lapensee to fail at doing payroll and that she is the only person that can do it. She stated that this is not what is best for the tax payers of Symmes Township. Ms. Sims stated that she asked several times for the Administrator to come over and explain the reports and she failed to do so. She stated that she asked Mr. Beck to direct the Administrator to talk to her and he failed to do that. Mr. Beck stated that he sent emails and no one agreed. Ms. Leis stated that Ms. Sims is the elected official and she should have come over to the Administrator and figured it out because she is the responsible party and if she felt that Mrs. Lapensee wasn't responding, she should have gone to her instead. Mrs. Lapensee explained the reports and that she sent an email back in February explaining them. She stated that she only prints the reports that the system generates and they are all self-explanatory. Ms. Sims stated that the Board also has the responsibility to make sure all the employees are performing their job duties and Mrs. Lapensee does not do her job. Ms. Leis stated that Ms. Sims is just going to have to sit down and suck it up and get the job done and that if we have to take over and enter the numbers in OTAS, we will. Ms. Sims stated that the Administrator will have to come see her to do it. Ms. Leis suggested that we set up a date and bring everyone involved. Ms. Sims stated that she would have to check her schedule. Everyone tentatively agreed to Friday, June 21 from 12 to 2 p.m.

Ms. Sims asked that we get the reports and for Paycor to provide proof that all the tax payments are being made. Mrs. Lapensee stated that she would check with them to see if we can get the receipts. She explained that Paycor only pays taxes which include federal, state, local, school taxes and Medicare. She stated that we pay for OPERS and Deferred Comp. Mr. Bryant wanted to know if there were any other bills that need to be taken care of. Mrs. Lapensee stated that they just received a notice in the mail about filing a report for unemployment. Mrs. Lapensee stated that she does not know how to do it and send Ms. Sims an email asking for a username and password to complete the report. Mrs. Lapensee asked for an example of a past report so she knows what to file. Ms. Sims told her to go to the gateway and pull up an old report and use that for an example. Mr. Bryant asked if there was anything else that needs to be taken care of. He stated that Ms. Sims needs to help us figure this stuff out so we can get it taken care of. Mrs. Lapensee stated that there is a report for OPERS that needs to be filed for 2018 for all non-

contributing members which would include BZA and Zoning Commission. Mrs. Lapensee stated that she does not have the numbers so she can't file it. She stated that she asked Ms. Sims to provide her the information so she could file the report and she never heard back from her. She stated that she sent her email about filing the report. Ms. Sims stated that she has so many emails to go through. Mr. Bryant asked if OPERS knows about it. Mrs. Lapensee stated yes; they are the ones who told her that the report needed to be filed. She stated that it sounds like all she has to do is file a list.

Ms. Sims stated that when she enters all of the information going forward, she wants the board to sign the checks. Mr. Bryant asked why should they sign the checks if they are just going to be VOIDED. Ms. Sims stated that she wants their acknowledgement of the work done. Mr. Bryant stated that the checks have already been issued by Paycor and are already completed. Ms. Sims stated that she wants it for her file. Ms. Leis asked how old OTAS is and why does it need to enter a check. Mrs. Lapensee stated that in the UAN, you can tell the system not to issue a check. Mr. Bryant stated that he hates surprises and wants everything buttoned up.

EXECUTIVE SESSION

None

Mr. Beck made a motion to adjourn the meeting. Mr. Bryant seconded the motion and the roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye', Ms. Leis- 'aye'. Motion passes.

Meeting adjourned at 8:30 p.m.

Approved:

Phillip Beck, Board President

Jodie Leis, Vice-President

Kenneth Bryant, Trustee