
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

September 11, 2018

The meeting was called to order at 7:00 p.m. Elected officials present were: Mr. Ken Bryant, Mr. Phil Beck, Ms. Jodie Leis, and Ms. Carol Sims.

Also present: Kim Lapensee - Administrator; Kevin McDonough – Law Director; Chief Ott Huber - LSFd; Lieutenant Tory Smith - Hamilton County Sheriff’s Department.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Bryant made a motion to approve the Agenda and would like to add the appointment of a Zoning Commission member and flip flop the presentations. Ms. Leis seconded the motion. Motion passes.

APPROVAL OF MINUTES

Mr. Bryant made a motion to approve the Minutes of the special meeting for August 14, the regular meeting for August 14 and the work session minutes for August 23, 2018. Mr. Beck seconded the motion.

The roll call vote was as follows: Ms. Leis - ‘aye’, Mr. Beck – ‘aye’, Mr. Bryant - ‘aye’.

FISCAL OFFICERS REPORT

Ms. Sims stated that the Trustees should have received her report for August in the packet. She stated that she placed the warrant list on everyone’s desk tonight. Mr. Bryant asked if the warrant list for checks that they have already signed and/or do they include the warrants available after tonight’s meeting. Ms. Sims stated that they include the warrants for tonight. Ms. Sims stated that the Board needs to accept her report as was discussed previously. Mr. Bryant asked how we should handle the bank reconciliation at this time relative the Financial Officers report. Ms. Sims stated that it is and has been available for their review. Mr. Bryant made a motion to have the Board President review the bank reconciliation statements until such time as the process is changed. Mr. Beck seconded the motion.

Mr. Bryant made a motion to approve the Fiscal Officer’s Report for August. Mr. Beck seconded the motion.

The roll call vote was as follows: Mr. Beck – ‘aye’, Mr. Bryant - ‘aye’, Ms. Leis - ‘aye’.

PRESENTATIONS

Loveland Youth Diamond Sports – Matt Kapszukiewicz. Mr. Kapszukiewicz stated that Loveland Youth sports serves 500 to 600 kids in the Symmes and Miami Townships and the City of Loveland. He stated that he really appreciates the work and collaboration between the township and this organization. He stated that Loveland Youth Sports has never won a district title. He introduced members of the teams – 10U, 11U and 14U. The Board presented them with certificates of recognition in their programs.

Mr. Bryant stated that we received a financial grant through the State of Ohio and we are working on rehabbing the ballfields at Home of the Brave park. We have plans in the works to improve the dugouts, add bleachers, irrigation, fencing and lighting. He stated that we will continue to pursue other grant avenues to pay for the other amenities such as a concession stand.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Receipts 73219 - 73435 totaling \$533,798.29 were read and approved for payment by Mr. Bryant and seconded by Mr. Beck. Motion passes.

The roll call vote was as follows: Ms. Leis – ‘aye’, She stated that she signed the checks to make the payments, but does not agree with any late fees or finance charges. Ms. Sims asked where there are late fees or finance charges. Ms. Leis stated that she has seen them on the bills and she does not agree with them when she goes to sign the check to get the vendor paid. Ms. Sims stated that the late fees are not included on any of the checks that were signed. She stated that she is in the process of getting those taken care of, but now that she has to have the Board come in and sign the checks it adds 3 to 4 days to the process. Ms. Leis stated that this does not have anything to do with why there are late fees and finance charges. She stated that when the bills come in, there are late fees and finance charges listed on the bills and she does not agree with it or think that the residents of the township should have to pay for them. Ms. Sims stated that the checks that are being signed do not have late fees, Mr. Bryant - ‘aye’, Mr. Beck – ‘aye’, and Ms. Leis – ‘aye’.

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR had no report.

LIEUTENANT TORY SMITH, HAMILTON COUNTY SHERIFF’S DEPT stated that he submitted the August reports to Ms. Lapensee and that they will be here on October 5th for our Fall Fest event. Mr. Smith stated that they have also responded to some traffic issues brought to their attention on State Route 126 at Loveland Madeira Road.

CHIEF OTT HUBER stated that the Board has his written report. Mr. Huber also reported that the new 911 system is being installed in the com center and that they will now bring in all 7-digit phone numbers directly to the center (they will no longer be transferred). He stated that this should be completed by the end of the year. Mr. Bryant asked how long-distance numbers are handled. Mr. Huber stated that it is routed through the carrier by their assigned tower. He stated that they can locate a cell phone within 50 to 75 feet. All 911 hang-up calls are assigned a deputy to follow up with that call because we are a smaller operation.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS was absent.

COMMITTEE – None.

OTHER – Ms. Sims stated that the Board waived fees for River Oaks Home Owners Association for the replacement of fences two separate times. She stated that the Cobblestone Home Owners Association was charged for multiple fence permits (3 times) when they installed a common fence along the frontage of multiple lots. Mr. Bryant asked if they were petitioning for a waiver of fees. Ms. Sims stated that she did not know why they would have to petition for a waiver of fees if we have done it for someone else. Mr. Bryant stated that they are two separate cases and should be viewed separately. Ms. Sims stated that she would like to contact them to let them know. She stated that she contacted Bryan Snyder. Mr. Bryant asked if Mrs. Lapensee was aware of this. She stated no.

HEARING FROM RESIDENTS

Joe Grossi, 11982 PaulMeadows Drive, stated that he received a letter earlier this year stating that the lighting assessments were not correct and corrections would be made. He stated that the information supplied did not really give a reason why or what or how this came about. He stated that he went back to the September 26th meeting from 2017 to get some answers. He stated that there were things from that meeting in the minutes that he found to be disturbing. He stated that one of them was that Trustee Leis asked about the late fees and wondered why there were any.

He stated that Mrs. Lapensee said in the minutes that she guessed we did not have the money to pay the bills and therefore were charged late fees. Mr. Grossi stated that he did not understand why that question was answered by the Fiscal Officer at the meeting, since she pays the bills. Mr. Grossi stated that Ms. Leis wanted to know if we were paying late fees with each bill. Mr. Grossi stated that Mrs. Lapensee stated that she did not know the answer to that question. Mr. Grossi stated that he made a public records request for his records for Paul Meadows lighting district and discovered that \$8,363.00 dollars of those bills were late fees charged. Mr. Grossi stated that when he saw that he figured that there are other lighting districts where late fees were paid. Mr. Grossi asked Ms. Sims if there were any other late fees paid for any other districts across the township. Ms. Sims stated yes. Mr. Grossi stated that he has requested all the remaining bills for the lighting districts in Symmes Township and the Fiscal Officer is preparing those for him. Mr. Grossi stated that he called the County Auditor's Office and requested copies of the assessments that were submitted and filed with the county by Symmes Township. He stated that he received assessments from 2013 to 2017. He stated that 32 assessments were submitted for 2014-2015, 25 assessments were submitted for 2015-2016, and 41 were submitted in 2017. He stated that he called the Auditors to see why she had not given him all the assessments and they stated that they gave him what was filed. He stated that he understands that the lighting district bills are sent to the township by Duke Energy, they are received and then paid by the Fiscal Officer who in turn files an assessment with the County to recoup the costs, the county puts those amounts on our tax bills and then the township is reimbursed. Mr. Bryant stated yes. Mr. Grossi stated that for some of those years, there were no lighting assessments submitted. He stated that the township moved to correct those issues those summer, but, he doesn't see anything mentioned about how those late fees are paid or addressed. He stated that he is assuming all the bills have now been paid, and if they have been paid, then late fees were paid with them. He stated that he is assuming that our tax bills will have those late fees on them.

He stated that he was here for the audit meeting last month, Trustee Leis asked if the Auditor had gone over billing statements and bank statements and she said yes. He stated that he asked her about late charges and she said that anything over \$500.00 becomes a taxable event. Mr. Grossi stated that he asked if that means it goes on his tax bill and the Auditor said yes. Mr. Grossi stated that at that same meeting on September 26th, Fiscal Officer Sims attempted to explain why all the districts were not filed with the County Auditor for assessments. He stated that he got the feeling that all the blame was put on the auditor's office for the discrepancy. He stated that the Auditor explained to him that they can only assess for what they township sends to them/receive. Mr. Grossi asked Ms. Sims if it was her job to file those assessments. Ms. Sims stated that it is actually the Boards responsibility to file the lighting district assessments per the ORC. Mr. Grossi asked Ms. Sims if she did all the finances. She stated that she used to do all the assessments until last year. Mr. Grossi stated that there was a statement in the minutes that said that the Fiscal Officer did not realize that the assessments were due by the 30th of September every year. He stated that he could understand that for one year, but we are looking at multiple years. He asked if she did not know this every year? She stated that she does not have those minutes in front of her to answer. She stated that she explained to the Board that there were lighting districts that got sent to the Auditor's Office that they did not receive them. Mr. Grossi stated for that many districts? He asked Ms. Sims if she was blaming the post office for that mistake. Ms. Sims stated that all she could tell Mr. Grossi was that all the districts are filed at one time in batches and one batch was not received. She stated that this was about the same time that the County changes their deadlines. She stated that previously the county would take the assessments up until the end of the year. Mr. Grossi stated that there are multiple years where an assessment was not submitted. Ms. Sims stated that the township assesses for a two-year period. Ms. Sims stated that without checking her records she could not give him a good answer. Mr. Grossi stated that he called the County Auditor's Office and they were never submitted. Ms. Sims stated that all she could tell him was that they were mailed.

Mr. Grossi stated that he asked the Auditor to send him the management letters for our audit reports for the last two audits. He stated that the Auditor made recommendations based on deficiencies they found. He said that one of the things stated in the 2015 management letter was that financial reports need to be received and approved. Mr. Bryant stated that its in the process and we are correcting those items now. Mr. Grossi stated that some of these items date back to 2015. Mr. Bryant stated that he knows that and they are working on it. Mr. Grossi asked why they have not corrected something that was pointed out in 2015. Mr. Bryant stated that, yes, they got dinged twice for the same thing and they are working now to correct the issue. Mr. Grossi

stated that in the management letter in 2018, the same thing is written concerning financial statements. He wanted to know why there is not enough oversight over the finance department. Ms. Leis stated that Mr. Grossi is absolutely right. Mr. Bryant stated that too and said they are trying to correct it. Ms. Sims stated that she has been asking the Board President to review these bank reconciliations and no one from the Board will review them. Ms. Leis stated that this was untrue. Mr. Grossi read a section of the report pertaining to finance records and the boards oversight. He stated that he assumes that there are several accounts that this township holds (savings, checking, investments). He asked if there were multiple names on the accounts. Ms. Leis stated that at one time there were multiple names on the accounts and then they were taken off. Mr. Grossi asked who took them off and why they were taken off. Ms. Leis stated that the Fiscal Officer. Ms. Sims stated that she was unaware of that. Mr. Grossi stated that someone should be aware of it. Ms. Leis stated that when our last Fiscal Officer was here, there were multiple names on the account. She stated that when he left, she took his name off. Ms. Sims stated that there are multiple names on the accounts. Ms. Leis stated now there are because they placed all their names on the account with hers. Mr. Grossi asked if there is movement of money between funds, does it take multiple signatures to move money. Mr. Bryant stated that movement of money between funds (appropriations) comes before the Board as a line item action for approval to pay the bills.

Mr. Grossi stated that he assumes that he will find more late fees when he gets the rest of his public records. He asked if there were any other vendors where there were late fees assessed and/or paid. Ms. Sims stated that if a bill is not submitted in a timely manner for her to process it, or if it's a credit card there may be late fees. Ms. Sims stated that a perfect example is the Super America bill (there are 2), was due 9/4 and it was ready for signatures, but she did not get the required number of signatures to pay the bill on time. Ms. Leis asked how much the late fee was for. Mr. Bryant stated that it was only for \$2.87. Mrs. Lapensee stated that the most recent Super America bill late fee was for \$619.00. Ms. Sims state that this amount is being questioned by Super America. She stated that if the Board and the Administrator would just talk to her instead of making copies of late fees, they would see that we are working on these fees. She stated that there were late fees because the board did not sign the checks until after the due date. Ms. Leis stated that if that is the case, why aren't these checks being processed earlier before the deadlines. She stated that the Board should be given at least 3 days to sign the checks. She stated that this was our original agreement. Ms. Sims stated that this bill was paid upon receipt of the bill from staff and the receipts from the Sheriff's Office. She stated that these checks were processed in the next check run after she receives what she needs to pay the bill. Mrs. Lapensee asked Mr. Smith when he received the bill for the Super America card. Mr. Smith stated that he does not remember exactly when he received the bill, but he always turns the receipts around within 3 days of getting the bills from Lawanda. He stated that he does not maintain those records as he hands all the receipts over to them for payment and has never had any discrepancies in the 15 months that he has been here. Mr. Grossi asked what receipts he was referring to. Mr. Smith stated gas receipts. Mr. Grossi stated that he has a friend who works for the Sheriff's Office and they said that their card had been declined and they could not get gas. Mr. Smith stated that this was true. Mr. Grossi wanted to know why. Ms. Sims stated that they had not received the payments. She said that both accounts were mailed together and the smaller account check was cashed, but they do not know what happened to the larger check. She stated that once she was aware of it, she fixed it. Mr. Bryant stated that she is contesting the charge.

Mr. Grossi stated that he has been reading the descriptions for the elected officials, the Administrator, etc. in the ORC and wanted to know if Ms. Sims has been receiving any money through filing the lighting district assessments that is allowed in the Ohio Revised Code under the Lighting District section even though she has not filed many of the assessments. Ms. Sims stated no, not since she has been in office. Mr. Grossi asked how long she has been doing the assessments. Ms. Sims stated since 1989. Mr. Bryant stated that we should clarify that. He stated that she was filing them under another Fiscal Officer since 1989 until 2013. He stated that she became the Fiscal Officer in 2013. Mr. Grossi stated that his assessment of this situation is that there are many things that are disturbing here and they need to be addressed. He stated that he is a bulldog and he is going to keep his nose in it. Mr. Bryant stated that the management letter refers to an ongoing investigation and the township has been supporting that investigation and it will be up to the Auditor to give a finding. He stated that our hands are tied and they are not allowed to comment on it. Mr. Grossi stated that he knows about the investigation and has talked to the Auditor's Office himself and they told him that the report would be out in May of 2019.

Mr. Bryant state that this is all he can say at the moment and he is not trying to hide anything. Mr. Grossi stated that he did not say that he was trying to hide anything. He stated that there is just something wrong going on here.

Ms. Leis agreed that we need to correct the late fees. She stated that when the Board found out, that we (the Board) corrected them. Mr. Bryant stated that in our haste to correct those assessments, we over-assessed on the assessments and we corrected them all. Mr. Grossi asked if the tax payers were being assessed late fees for the lighting districts. Mr. Bryant stated that the late fees are not being assessed. Mr. Grossi asked if they were being paid for with tax payer's monies. Mr. Bryant stated yes, they are being paid for with tax money. Mr. Beck stated that they are all paying the late fees and not happy about it. He stated in fact he was pretty steamed about it. Ms. Leis stated that we used to sign warrants by stamp, but took our names off the bills and now we all review them before we sign them. She stated that we make sure we are doing what is right for the residents. Mr. Grossi wanted to know if all of them were on the accounts. Ms. Leis stated that now they are. She stated that they weren't for some time because it was taken off. Mr. Grossi asked how they could be taken off the account and did not know it. Mr. Bryant stated good question. Ms. Leis agreed. Mr. Grossi wanted to know what the bank said. Ms. Leis stated that Mrs. Lapensee spoke with the bank. Mrs. Lapensee stated that she does not know the answer to that. She stated that all she knows is that money got moved and one person was allowed to do it. Mr. Grossi asked how that could be if multiple names are on the account. Mrs. Lapensee stated that she does not know if multiple names are on this particular account because we have many different ones. Ms. Sims stated that the investment account was moved from PNC bank to Huntington Bank.

Mr. John Costello, 8798 Birchbark Drive, Pemmican Run, stated that he is representing 9 household in the audience and has lived in Pemmican Run for over 24 years. He stated that he would like to encourage the Board of Trustees to adopt a property maintenance code. He stated that there are properties in his neighborhood that are not being maintained and/or running businesses from their homes. He stated that it is a great neighborhood and township and these properties are dragging the remaining properties down. Mr. Bryant wants to know his specific issues and if they will be covered under this new draft. Mrs. Lapensee stated that she has covered all his issues (coffin in the front yard, multiple cars in the driveway unlicensed, roll-off commercial truck parked on the street, commercial activity in the front yard, yards not being maintained, etc.). She stated that the only thing she will need the Law Directors help on was how do we limit the number of cars in someone's driveway, especially if they have many children who also drive and may/or may not be storing items in these vehicles or how long they may be parked there without being moved. Mr. Beck stated that he wanted to clarify if these particular properties are absentee owners. Mr. Costello stated yes. Mrs. Lapensee stated that the other issue is a neighbor parks his commercial truck in the street, but only because the zoning code does not allow commercial vehicles to be parked on the property and the Sheriff cannot issue a ticket in the ROW since it's a public street.

Mr. Beck stated that this property maintenance code has been a journey. He stated that we started out with the International Property Maintenance Code and realized it was too large so we made it smaller. Over the last couple of years, we found out that per state law, we cannot make up our own code and we have to reference an existing code. He stated that we just got the most recent version and we need to have another work session to hash through it. Mr. Beck stated that we are getting close.

Mrs. Zeinab Schwen, 8741 Apalachee Drive, Pemmican Run, asked how the Property Maintenance Code would work once it was approved. Mr. Bryant stated that it would be complaint driven. Mr. Beck stated that they would work with the Administrator to remediate the issues. He stated that a small segment of the population will just not capable of fixing the problems they may have. Mr. Bryant stated that we are one of the few townships in the region that does not have one and we need to adopt one.

CORRESPONDENCE

See Attached.

EVENTS AND MEETINGS

- Zoning Commission – Wednesday, September 19, 2018 at 7:00 p.m.
- Board of Zoning Appeals – Monday, October 1, 2018 at 7:00 p.m.
- Regular Trustees Meeting – Tuesday, October 2, 2018 at 7:00 p.m.
- Fall Fest – Friday, October 5, 2018 from 5:00 to 9:00 p.m.
- Columbus Day – Monday, October 8, 2018 Township Offices Closed.
- NEST Kids Ninja Challenge – Saturday, October 13, 2018, Symmes Park.

OLD BUSINESS

Mr. Bryant asked for discussion on Paycor. Mrs. Lapensee stated that she just needs some direction on what we want to do with Paycor. She stated that she has filled out as much information as she can and cannot go any further until she gets the reports needed to finish from the Fiscal Officer. Mr. Bryant stated that we passed a resolution to have Paycor do our payroll and the resolution stated that information is needed from our Fiscal Officer to start the process. He stated that we are requesting that our Fiscal Officer provide the information requested. Ms. Sims stated that she feels that the Trustees do not have the authority to enter into a contract with Paycor and she questioned the legal opinion. She stated that she has contacted the Attorney General's Office who has advised her to contact the regional office for the State Auditor. She stated that she has contacted them and provided them with all the relevant information. She stated that they are reviewing the information and she does not intend to make any changes until her issues are resolved. Mr. Bryant stated that now we know who to talk to. Mr. Bryant stated that we have a legal opinion that she does not agree with and now we need to talk to the Auditor's Office. Ms. Sims stated that the legal opinion states that the Board has the legal authority to sign the contract. Mr. McDonough asked for the person's name and contact information. Ms. Sims stated Lonnie Crisp. Mr. McDonough asked for his contact information. Ms. Sims stated that the legal opinion dealt with whether or not they had the authority to enter into a contract, however, the board does not have the right to tell her how to do her job. She stated that part of her job duties is payroll. Mr. McDonough asked what section of the Ohio Revised Code gives her the authority to perform payroll exclusively. Ms. Sims stated that she is required as part of her duties to perform payroll. Mr. McDonough asked again what section of the Ohio Revised Code gives her the authority to perform payroll duties exclusively. Ms. Sims stated that it is in the Ohio Township Sourcebook and in the Attorney General's opinion that was provided to him in her letter. Mr. McDonough stated that we have discussed that AG's opinion from 86 or 88 and it does not apply to this situation. He stated that he rendered an opinion at the direction of the Board. He stated that they passed a resolution and she is refusing to honor the passage of that resolution. Ms. Sims stated that the Board has the right to enter into a contract but she is still saying that payroll is her function per the ORC. Mr. McDonough stated again he would like to know what section of the ORC gives her the exclusive right to perform payroll. Ms. Sims stated again that she was advised by the AG's office to contact the Auditor's office and they were amazed that the Board was trying to tell her how to do payroll. Mr. McDonough asked how is that other townships use outside payroll services to pay their employees. Ms. Sims stated that she does not know other than their Fiscal Officer's do not object to using these services. Ms. Sims stated that we only have 13 employees and it only costs around \$720.00 to process payroll but will cost much more if we hire an outside agency. She stated that until this issue is resolved, she is not going to relinquish her duties of payroll and she will keep paying the employees. Mr. McDonough stated that the Board passed a resolution and in essence she is refusing to honor the passage of that resolution and that is all he will say at this time.

Mr. Grossi wanted to know what this was about and how long has this been going on. Ms. Sims explained her position and said that she met with them about 2 weeks ago and has heard nothing since. Mr. Grossi stated that he wanted to be notified of the final disposition. Ms. Leis stated that we would not have moved to Paycor, but we were having trouble getting information for employee records. She stated that she is trying to make it more accessible to the employees. Mr. Grossi wanted to know what that means. Ms. Leis stated that there is a dispute over the time balances of what the employees think they have versus what Ms. Sims says they have. She stated that it is causing some friction. Mr. Beck stated that Paycor is very easy to use and will make it easy for the employees to use. He stated that all of the information will be online and available. Ms. Sims stated that all of the information is available to the employees, but no one ever came to

her and asked and decision was made with consulting her. Mr. Bryant stated that she was asked once upon a time and it wasn't provided. Ms. Sims stated that it was asked if the information could be printed on their check stubs and the answer was no. She stated that the employees can always come over and check with her on their balances. She said that the employees were directed not to speak with her. She stated that her assistant balances all of those leaves and checks them against the records with staff for discrepancies. Mr. Bryant asked if the leave balances have been corrected. Ms. Sims stated that the problem is that an employee was given wrong information by staff. Mr. Grossi asked if Ms. Sims has veto power over what the Trustees do. Mr. Beck stated no. Ms. Sims stated no, but only when it comes to things that affect her office. She stated that they cannot regulate her office. Mr. Bryant stated that they get dinged for oversight and we are trying to get involved. Ms. Sims stated that financial records have always been provided to the board. Mr. Bryant stated that lately the reports are not seen until just before the meetings and waiting for them on the desk. Ms. Sims disagreed and said they were placed in their mailboxes. She stated that the Auditor's Office says they need to be approved so we will need to provide them earlier so they have time for questions. She said this last time they were provided in the packet. Mr. Bryant stated that just this one time they were provided early. Ms. Sims stated that he should not sit there and say they were not provided. She stated that they have always been provided and whether or not you look at them is another thing. She stated that she can't make you look at them. Mrs. Lapensee stated that Ms. Sims can't make that statement because they were not given to the board in a timely manner to make a decision about whether to approve them or not. She stated that they have always been handed out the night of the meeting. Mr. Beck stated that we will need to move on to the next item.

Mr. Bryant asked for discussion on the new facilities reservation form. Mrs. Lapensee stated that she revised the form based on the last work session. She added in the Meade house and the occupancy. She asked them to review it and give her any additional comments they may have. Mr. Bryant asked that we discuss it further at the next work session.

Mr. Bryant asked for discussion on the proposed Property Maintenance Code. Mr. Beck asked that we set another work session date. Mrs. Lapensee stated that she took the International Property Maintenance Code and added in about 10 items that we covered but were not in the IPMC. The Board made a motion to set a work session date of September 25 at 6:00 p.m. to discuss the property maintenance code and the facilities reservation form and other items as necessary. Mr. Beck seconded the motion.

The roll call vote was as follows: Mr. Bryant - 'aye', Mr. Beck - 'aye', Ms. Leis - 'aye'. Motion passes.

Mr. Bryant asked for discussion on the Hamilton County Sheriff's Mid-Contract Rate Increase. Mrs. Lapensee stated that she sent them information concerning the contract and their new proposal. She stated that we met with Silverton and Sycamore Township to discuss options. Mrs. Lapensee stated that she and Greg Bickford from Sycamore Township met with the representatives from the Sheriff's Office to discuss a rate increase that will be effective January 1, 2019. She stated that she highlighted certain sections of the Sheriff's contract where the sections dictated that the "Sheriff shall provide at no cost..." a supervisor for District 3 that we share with Sycamore Township, radios, weapons, uniforms, range, training, and education courses, liability insurance, workers comp, and medical reimbursements, admin support but not limited to and no cost to the township: Crime Scene Investigations, Organized Crime, Auto Accident Investigations, Bomb Squad and Helicopter Assistance, all acts and omissions of their deputies including any damages or relief awards and the cost of their defense, and all labor costs associated with the maintenance of the vehicles used by the deputies. She stated that the contract does state that Symmes is responsible for the salaries to fill two 24-hour cars a day plus two power shift cars that are weekly (40 hours a week), the OT for any cases related to Symmes Township or any additional enforcement patrol, automobile insurance, radar guns, and dispatching costs.

She stated that we get billed for each deputy that is in our cars and the rate associated with each deputy (which may vary from 23.00 an hour to 34.00 dollars an hour). We are not charged for any overtime associated with filling those two cars 24 hours a day and we are not charged if the power shift cars are on vacation, sick or take a personal day. She stated on those days, we run short. Since April of 2016, we have averaged approximately 46 to 48 dollars per hour per deputy

and we have saved at least \$100,000 a year (\$130,137.00 in 2016 and \$171,619 in 2017) under the max cap amount stipulated in the contract. Mrs. Lapensee stated that the Sheriff's Office has said to them that the Sheriff will be increasing our hourly rate for each car to \$55.1994 and bill us the max amount no matter what. She stated that the new rate will include those items that the contract states that the Sheriff will provide to us for free, such as: uniforms, range costs, workers comp, capital items, supervisor costs and admin support. She stated that she asked for additional information from them asking how they arrived at their multipliers established for billing (fringe benefits, etc.), why are we being billed for workers comp, unemployment when governments are a direct bill, and EAP, there is a cap set in the contract for 35% fringe rate and we are being charged more than 35%, how did they arrive at the personnel cost of 8% of a \$58.3384 number, what is capital referring to because the township already pays for cars, radar guns, gas, parts for cars and we provide them a free building to use, how did they arrive at the uniform rates (there are 2), and why would be billed for the range (that is a state requirement).

Mrs. Lapensee stated that this new rate increase mid-contract will cost an additional 6.8825 dollars per hour which is a 14% increase. She stated that she made it very clear to the Sheriff's office that they have a contract from 4/1/2016 through 3/31/2020 and that they should honor the amounts as noted in the contract. She said that they believe they have the authority to raise the rates mid-contract because they are still under the maximums listed in the contract.

Ms. Leis stated that in her opinion, this is the Commissioners Office pushing the Sheriff to increase their rates to fill their budget gaps. She stated that she does not think this is fair that everyone keeps pushing the costs onto the townships to fill their budget gaps. She used the example of the City of Cincinnati and their water rates. She stated that everyone should live within their means. Mrs. Lapensee stated that this will be a 15% increase for us and we did not budget for that. She stated that we currently have a police levy that does not bring in enough money to pay for the patrol officers so we end up taking money out of the Safety Services Levy to pay the remainder of the bills for their services. Mr. Beck stated that we have an existing contract and they need to live by that contract. He stated that they or we could always cancel the contract with a 6-month notice if they don't want to honor those rates. Mrs. Lapensee stated that we need to decide what we are going to do with this contract – are we going to let them increase our rate, cancel the contract and look elsewhere or take them to court and hold them to the contract language. Mr. Beck stated that if they want to increase the rates, then they need to come back to us and renegotiate in 2020, but there is nothing stopping us from looking around at all our options. Mrs. Lapensee stated that she will continue to explore all options which so far to date they have asked to see contracts with Deerfield Township in Warren County with the Warren County Sheriff's Office, Springfield Township, etc. Mr. Beck stated that our contract is unit based and not lump sum. Mrs. Lapensee asked the board if they wanted to pass a resolution formally opposing the new rates/contract. Mr. Bryant stated that before we started down this path, we had asked Anderson to negotiate with us, but they already signed a new contract with the county. Mrs. Lapensee stated that there are townships in the county that are provided police protection but they do not have to pay for it. Mr. Beck stated that he thinks we should respond back to the Sheriff in a letter. Mrs. Lapensee stated okay and she will work with our Law Director on that.

Mr. Bryant made a motion to approve Resolution G2018-58 – Resolution Authorizing the Township Administrator to Enter into an Agreement with Coverall for Cleaning Services for the Safety Center not to exceed \$12,804.00 per year. Ms. Leis seconded the motion. Discussion continued.

Mr. Bryant stated that we had been with Jani King for a long time and paying them around \$9,800 dollars a year. He stated that they were not doing the job like we wanted so Mrs. Lapensee came back with a proposal to hire another cleaning company for around \$23,000 a year and the Trustees said no, come back with another proposal. He stated that it looks like they have sharpened their pencil with this new proposal. Mr. Bryant asked if we have any experience with them. Mrs. Lapensee stated that we have used them before and the company has gone under major changes and should be good to work with. Mr. Beck asked if we could cancel at any time if we are not happy. Mrs. Lapensee stated yes. Ms. Sims stated that the resolution was showing all of the money to come from Fund #20 (Safety Services Levy). She stated that in the past, since they are cleaning the police side, she has always used the police levy money to pay for it. Mrs. Lapensee stated that we don't bring in enough money in the Police Levy to pay for the cleaning

and it would be easier to take it from one fund. The board agreed to pay for the cleaning through the Safety Services Levy.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

NEW BUSINESS

Mr. Bryant made a motion to appoint Jeff Reichman, 9519 Appomattox Court, Loveland, Ohio 45140, to the Zoning Commission as an alternate member to serve a term from 9/11/2018 until 12/31/2023. Ms. Leis seconded the motion. Mr. Beck thanked him for agreeing to serve on the board.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve the purchase of lot 522, Section 5 Grave 8 in Kerr Cemetery from Donald Davidson in the amount of \$450.00. Mr. Beck seconded the motion.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to set a public hearing date of Tuesday, October 23, 2018 at 7:00 p.m. at the Safety Services Center to discuss sidewalk priorities in the community. Mr. Beck seconded the motion. Discussion continued.

Ms. Leis stated that she is all for this meeting and thinks it's a great idea, but does not want to get anyone's hopes up because there is not enough money to do everything. Mrs. Lapensee asked how they wanted to set up the meeting. Mr. Bryant stated that in the past they had maps for people to look at and the residents could use post-it notes to attach to the maps where they had suggestions with their address. Mr. Beck stated that we also had slides at the beginning showing the funding for the sidewalks, etc. and how we prioritize installing them.

Ms. Leis asked for an update about the Hopewell sidewalks. Mrs. Lapensee stated that they met with ODOT last week and ODOT informed them that the bridge maintenance money was being significantly reduced which pushes back any replacements/repairs to the I-275 bridge on Hopewell back to 2028. She stated that ODOT has said that if we want to put sidewalks on the bridge, then we would have to pay for all the other improvements associated with putting them on the bridge. She stated that this would include the wingwalls under the bridge, the barrier walls and the vandal fencing and/or whatever else that may include. Mr. Bryant asked the deficiencies that ODOT pointed out. Mrs. Lapensee stated that ODOT told them during their last bridge inspection that the bridge wingwall tie ins are deficient and would need to be replaced. Mrs. Lapensee stated that ODOT did say that they are happy to put in sidewalks on the bridge when replaced, but it won't be until 2028. Mr. Beck stated that when we first started this whole journey, the first answer was no and now we are at yes with improvements. Mr. Beck stated that he still feels that it is dangerous to do the sidewalks without putting them on the bridge. He did state that we would have to do the project in phases due to the cost.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution C2018-01 – Resolution Amending Rules and Regulations and Revising Fee Schedule for Symmes Township Cemeteries. Mr. Beck seconded the motion. Discussion continued.

Mr. Bryant asked if this was the annual event where we go around and check everyone's costs that they charge. Mrs. Lapensee stated no, she is only adding in the cost for scattering remains when we receive them from other townships or governments. She stated that we currently charge \$500.00 so we put that into the fee schedule. She stated that we also cleaned up the regulations for liability reasons.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-67 – Resolution Authorizing the Township Administrator to sign an agreement with Rumpke for trash and recycling services for a one-year period. Ms. Leis seconded the motion. Discussion continued.

Mr. Bryant stated that it would only be for the township's dumpsters and recycling containers, correct. Mrs. Lapensee stated yes and the port-o-lets. Ms. Sims asked when the effective date would be for these fees. Mrs. Lapensee stated that she will ask Mr. Pitman, but it should be effective in October because we have already received our bills for September (which are the same amount).

The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', Mr. Beck - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-68 – Resolution Amending the Financial Policy for Symmes Township. Mr. Beck seconded the motion. Discussion continued.

Ms. Sims stated that she is asking the board to table this resolution because there are issues in here that we discussed earlier and until its resolved, she does not think we should keep amending it. Ms. Sims stated that on the credit cards, the board had agreed to eliminate all credit cards and just go with one card with a higher limit. She stated that this resolution has other credit cards back in it. If this is the boards intention, then we will need to lower the limit. Mrs. Lapensee stated that this stems from not having two credit cards. She stated that if someone leaves town with the credit card, then the rest of the employees have no way of making purchases. Ms. Sims stated that she requested and sent over the 2nd credit card to staff. Mrs. Lapensee stated that they never received it. Ms. Sims stated that she did not know that. Mrs. Lapensee stated that she did tell Ms. Sims multiple times that she did not receive the card through emails. Mr. Bryant stated that we need to talk about multiple cards. He asked if we talked about eliminating all cards to get to one. Mrs. Lapensee stated yes. She stated that we will be fine with 2 credit cards (with PNC), but we lost our discount with Home Depot when we cancelled this card. She stated that next week Dave Heider will be out of town and he will need the credit card to pay for his room but she can't let the credit card leave the township. Ms. Sims stated that she already paid for Mr. Heider's room on the credit card. She stated that she also paid for Mr. Burns on the credit card. Mrs. Lapensee stated that she did not understand how because they did not send over a PR request for that and they did not know how much the room cost would be. Ms. Sims stated that it was all listed on the PR.

Mr. Bryant asked Mr. McDonough if this can be tabled if Ms. Sims is bringing up other issues than what we originally discussed and how does this weigh out with him contacting the Auditor's Office. Mr. McDonough stated that his opinion has not changed that he gave the board months ago and that you all still have the ability to use Paycor. Mr. Bryant stated that he wants to get all the issues on the table so they can vote on it. Ms. Sims stated that under the warrant section where it states only two trustee's signatures are needed, if all three of them are coming in to sign checks, then she would like all three of them to sign the certification form. Mr. Bryant stated that if all three of us are available that is one thing, but if someone is out of town and that person emails you to say release the checks, then it should be fine. Ms. Sims stated that this would be fine. There was a discussion over how many should sign. Mrs. Lapensee stated that Ohio law only requires two trustees and the fiscal officer to sign the warrants and the certification. She stated that if we leave the language to reflect all three trustees and then one trustee decides they do not want to sign the certification for reasons, then we will be right back where we have been for months where the checks just sit waiting on the certification. Ms. Leis stated that if she has questions, then she's not signing the form. She stated that if she feels that her questions aren't being answered and Ms. Sims is not doing things correctly, then she should not have to sign the certification form. She stated that we are learning that if they do not agree with what Ms. Sims is doing and she signs the form, then she is responsible for what happens. She stated that if she does not agree than she feels that she should not have to sign it. Ms. Sims stated that she should just sign it with a statement saying she does not agree. Ms. Leis stated that she did that once before and Ms. Sims told her no and that she would not release any of the checks. Ms. Sims stated that the credit card sign in/out sheet gets turned in monthly and she

would like to be turned in weekly instead. She stated that she recently changed this but staff has not complied. Mrs. Lapensee stated that the policy says monthly, not weekly. Mrs. Lapensee stated that there is not a problem with the credit card or how its being used. She stated that she does not understand why it needs to change if there are no problems with it. She stated that it will just be more paperwork that needs to be filled out. Ms. Sims stated that she just does not understand why it's a problem. She stated that she wants to keep a closer eye out on the card just in case to match it up with the PR's. Ms. Leis wanted to know how long its been monthly. Mrs. Lapensee stated that its been monthly since she started last year and before that. She stated that she disagreed and there has been no problems with the credit card and Ms. Sims was implying that there has been misuse which is not occurring. Ms. Sims disagreed and still stated that she needed it weekly. Mr. Bryant stated that Ms. Sims will need the sheet to pay her bills. Mrs. Lapensee stated that Ms. Sims does not pay from anything other than the PR and has made many statements to that fact in past meetings. Ms. Sims stated that she goes onto the credit card statement weekly just to keep an eye out and make sure its all being done correctly and there have been problems in the past with PR's. Mrs. Lapensee stated again that there has been no misuse of the credit card. Ms. Sims stated that this is not a hard request and feels she can be accommodated. Mr. Beck stated that when he reads this it is a sign in/out sheet. Mrs. Lapensee stated yes and it contains the amounts and dates and explained the two issues we had in July. Mr. Grossi asked if these two events sparked the change in the sheet to something that has been done forever. Ms. Sims stated no. She stated that she looks at the charges on-line weekly and would like to match them up at the point. Mr. Bryant asked if the current sheet was monthly or weekly. Mrs. Lapensee stated weekly. Mr. Bryant stated that we are already filling it out, why can't it just be turned in weekly. Mrs. Lapensee stated that she already has the PR so this would just be redundant paperwork. Mr. Bryant stated that maybe what Ms. Sims is saying is that she does not have the PR's. Mrs. Leis asked if we receive the statements for the VISA card. Mrs. Lapensee stated no, they do not come in the mail anymore. Ms. Leis stated that she has the ability to go on-line and look at the charges. She asked if anyone else has on-line access to this account. Mrs. Lapensee stated that she is only processing checks every two weeks anyway so she really wouldn't need the sheet but every two weeks. Mr. Bryant stated that there is a compromise, process it bi-weekly. Ms. Sims stated that the next item is the processing of credit cards for payment. She stated that it was her understanding that she and the Administrator were supposed to get together to discuss a policy for handling the cards. She stated that this still has not been done. She stated that she feels a policy needs to be developed. Mrs. Lapensee asked what she wanted in the policy. She stated that in her mind, all that needed to be done was filling out a form and attaching the receipt to it, then turn it in just like any other payment. Ms. Sims stated that under the tax-exempt forms, she would like the staff to make her a copy of any forms that they send. Mrs. Lapensee stated that she still does not have the forms because they have not been given to her. Ms. Sims stated that we will also continue to accept cash but she continues to have problems with that coming over to her office. Ms. Sims requested that we set up a separate account for the credit cards. Ms. Sims stated that two working days is not enough time to get a report and it won't happen.

Mr. Bryant asked if anyone else had any questions. Mr. Beck asked how many names are on the credit cards. Ms. Sims stated that the credit card only has her name on it since she applied for it, but it is a Symmes Township credit card. Mr. Beck wanted to know if they could put multiple names on the card. Ms. Sims stated that she did not know if they could or not. Mr. Beck stated that he would like to see multiple names on the paperwork. Ms. Sims stated that she signs all the credit applications per the policy. Mr. Bryant stated that he sees in the policy where she would sign the application, but for checks and balances should there be other names on it as well. Ms. Sims stated that she has no problem with putting another name on the paperwork.

Mr. Bryant asked what they want to do. Mr. Beck stated that he recommends that Carol send us her comments in writing so we can process them. Mr. Bryant made a motion to table this resolution. Mr. Beck seconded the motion. Mr. Beck suggested that we schedule this discussion for the next work session so it can be decided at the next board meeting.

The roll call vote was as follows: Mr. Bryant - 'aye', Mr. Beck - 'aye', Ms. Leis - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-69 – Resolution Authorizing the Township Administrator to enter into an agreement with webcemeteries.com to purchase new

cemetery software and provide a monthly support service for the on-line cemetery access and information not to exceed \$16,998.00. Ms. Leis seconded the motion. Discussion continued.

Ms. Lapensee stated that the current software we have is from the early 1990's which is almost 30 years old and is the old DOS system. She stated that we would like to upgrade that to a new windows-based system which will be more user friendly and can be used by more individuals. She stated that we will be able to track the information put into the system and it will have a link on our website which can be viewed and used by the general public. She stated that the system comes with enhanced mapping capabilities which will allow us and the general public to see graves taken, reserved and available. She stated that it will also give the public searching capabilities to find their loved ones. Mr. Bryant asked if we will be able to search for veterans. Mrs. Lapensee stated yes. Ms. Leis asked if there was a monthly fee for this. Mrs. Lapensee stated yes. The cost to purchase the software is around \$12,000 and there is a monthly fee of \$349.00 which is a maintenance/support fee for the link on our website. Mr. Bryant stated that we talked about this in our work session meeting and if we don't want to use the support fee later, we can cancel it. Mrs. Lapensee stated that it doesn't work that way. She stated that the monthly fee pays for the link on the website and the storage of all the data. Ms. Leis asked if we could revisit the maintenance fee when the initial contract is up to see if people are using the on-line feature. Mr. Bryant stated that it is costly to provide this. Mrs. Lapensee stated that we could look at this that we have done nothing to upgrade the system for 30 years and if you take that cost and divide it out over that time period it would be roughly \$500.00 a year. Ms. Leis stated that she does not want to waste money. Mrs. Lapensee stated that she would not look at it as wasting money. She stated that we are updating a system and bringing it into current times and it will be more efficient for the staff to use. Ms. Sims stated that the cemetery funds are generally low, but it is healthy now. Mrs. Lapensee stated that there is \$95,000.00 dollars in that account.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-70 – Resolution Authorizing the Township Administrator to Enter into a Joint Agreement between Hamilton County and the Board of Township Trustees of Symmes Township for the Construction of Improvements to Lebanon Road. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this project has already been completed. She stated that the County Engineer called us this past month and asked us if we could go ahead and get the work done and they will reimburse us for the costs (up to \$75,000.00). She stated that it was in-between meetings so they called the contractor and was able to schedule the work to get it done. She stated that she is just following up with the paperwork now. Mr. Bryant asked if anyone signed the agreement. Mrs. Lapensee stated no, it was a verbal agreement and she would like the board to go ahead and approve it so the county will send us money to be reimbursed. She stated that all of this additional paving is still under the amount approved in the original resolution of \$440,000.00. Ms. Sims stated that the bid specs did not include Lebanon Road and she does not understand how we could do it. She stated that our estimates are way off. Mrs. Lapensee stated that Mr. Pitman measures and comes up with an estimate and then we put that out for a bid and get bid pricing. She stated that the original estimate is just an estimate. Ms. Sims stated that we should amend the contract to include Lebanon Road. Mr. Beck asked if we were still under adding in Lebanon Road. Mrs. Lapensee stated yes. Mr. Beck stated that we are just a pass through and we should just add the road but not change the amount. Ms. Sims stated that she needs the breakdowns for Lebanon Road and the quantities. Mrs. Lapensee stated that she already gave Ms. Sims all the paperwork she needs.

The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', Mr. Beck - 'aye'. Motion passes.

Mr. Bryant made a motion to amend the contract with Barrett Paving to include Lebanon Road repaving with the county reimbursing us \$75,000.00 for the work. Motion seconded by Mr. Beck. Motion carries.

The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', Mr. Beck - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-71 – Resolution Authorizing the Fire Department to group purchase a SimMan 3G from Laerdal Medical Corporation in the amount of \$25,000.00. Ms. Leis seconded the motion. Discussion continued.

Ms. Leis asked what this was. Mr. Bryant stated that it helps first responders train and diagnose conditions and also how to treat them. He stated that it is a joint purchase and will be paid for by Symmes Township, the City of Loveland and the City of Mason. He stated that the total amount came to \$85,000.00 and the Candy Cook Memorial Fund will be used to pay for a part of it with our portion being \$25,000.00. Ms. Sims stated that the resolution indicates that the money will be taken from the EMS fund. She stated in the past that major purchases have been taken from the TIF fund. Mrs. Lapensee stated that she does not think it's a capital item. She stated that it is a piece of equipment that is used for EMS purposes and should be taken from the EMS account. Ms. Sims stated that we will need to amend fund 14-A-4 from \$5,000 to \$30,000.00 in order to buy this.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve the following expenditures and authorization for the Township Administrator to sign any necessary contracts/agreement or paperwork:

- a. Amend the following Line Items:
 1. 12-A-5 from \$31,751.00 to \$36,751.00
 2. 5-A-8 from \$8,141.00 to \$13,410.00
 3. 5-A-11 from \$38,000.00 to \$42,188.00
 4. 10-A-15 from \$30,312.00 to 35,312.00
 5. 12-A-3 from \$55,000.00 to \$60,000.00
 6. 14-A-6 from \$15,000.00 to \$18,000.00
 7. 23-A-9 from \$18,000.00 to \$20,000.00
 8. 14-A-4 from \$5,000.00 to \$30,000.00
- b. Then and Now - \$2,944.75 Best One Tire to replace 2 tires on the tractor.
- c. Then and Now - \$708.99 Zep for cleaning supplies. Ms. Sims stated that those are sprayers.

Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye', Mr. Beck - 'aye', Ms. Leis - 'aye'. Motion passes.

HEARING FROM RESIDENTS

CJ Carr, 10403 Willow Drive, asked if Lebanon Road was being paid for by the township but hopefully being reimbursed by the County. Mrs. Lapensee stated yes. He stated that the paving this year was in his subdivision. He wondered if there was an extra charge in the contract with Barrett and if we paid any extra for the work they did in his subdivision (Loveland Park). He stated that there were multiple areas in the subdivision (Willow, Mulberry) were they ground out an area and did not do full-depth repairs. He stated that at Cinnamon and Maple, they took out 4" and did not put 4" back into that spot. He stated that they came back and repaved two roads in the subdivision. He stated that he overhead the road crew stating that the roads were not good, they needed to be rebuilt and would only last another 5 years. He stated that he was waiting for a charge for the extra paving. Mr. Bryant stated that there is a spec out there that the paving contractor has to meet and they better meet it. Mrs. Lapensee stated that Mr. Pitman was out there with them the whole week and she can't imagine that he wouldn't have caught that. Ms. Sims stated that she had been given the approval to go ahead and pay the bill.

Ms. Leis asked Mr. Carr if he had called Mr. Pitman to let him know. Mr. Carr stated that he had not called him to ask. Mr. Bryant stated that he needs to work through Mrs. Lapensee on this issue through Mr. Pitman. Mr. Carr didn't agree with the quality of the work.

EXECUTIVE SESSION

Mr. Bryant made a motion to adjourn into executive session per ORC Section 121.22(G) (3) To have a conference with the Law Director concerning pending or imminent court action at 9:47

Minutes of REGULAR

Held Township Admin. Bldg.

September 11, 2018

p.m. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - aye'. Motion passes.

Mr. Bryant made a motion to return from Executive Session at 10:45 p.m. No further action was taken.

ADJOURNMENT

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

Meeting adjourned at 10:46 p.m.

Approved:

Kenneth Bryant, Board President

Carol Sims, Fiscal Officer