

\*\*\*\*\*

**MINUTES OF SYMMES TOWNSHIP WORK SESSION**

**SEPTEMBER 25, 2018**

\*\*\*\*\*

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

Also present: Kim Lapensee – Administrator, Kevin McDonough – Law Director.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

OLD BUSINESS

1. Payroll/Finance Changes/Late Fees. Mr. Bryant stated that there were inconsistencies in some of the payments. He stated that he found a \$75.00 late fee on the speedway bill and that there were 7 bills for Duke Energy where some notes were written where it said “minus late fees” and others did not contain that note. Mr. Bryant stated that we have 41 lighting districts and some contained late fees. Ms. Sims stated that these were bills that were from July 10 through August 12 and they were available online August 13, received by her office on August 17 with a due date of September 4 and provided in warrant form on August 29 for the Trustees to sign. She stated that the bills were not mailed until September 5 due to lack of signatures. Mr. Bryant repeated Ms. Sims time lines and add that these warrants were not provided until Friday night of a holiday weekend and that she had 12 days to pay this bill but only gave the trustees 3 days to sign it. Ms. Leis stated that we all agreed to give the Trustees 3 working days to sign checks and because it was a holiday weekend, checks were actually signed in 1 day. Ms. Sims stated that Mr. Beck came in and signed on a Thursday (August 30) and Ms. Leis signed after the weekend and had questions. She stated that Mr. Bryant was gone all weekend. Ms. Sims stated to Ms. Leis that no late fees were paid. Ms. Leis stated that late fees may or may not have been paid, but when the bills are received by the township, there are late fees and Ms. Sims is having her staff continually remove the late fees by calling the vendors. Ms. Leis stated that this is unethical and we are a business. Ms. Leis stated that this has been going on for not only since they have been signing checks but for years. Mr. Bryant asked why they can’t process a check in less than 12 days. Ms. Sims stated that this was not a problem in the past. She stated that this only happened because Ms. Leis did not sign the release until September 4. Ms. Leis stated that is because there are late fees on the bills. Ms. Sims stated because she waited until after the due date, that is why there are late fees. Ms. Leis stated that Ms. Sims should have processed those bills at an earlier time other then August 29 since they were due on September 4 and it was a holiday weekend. Ms. Sims stated that had Ms. Leis signed on August 30<sup>th</sup> when she sent the email, they would have been mailed on August 31<sup>st</sup> and not been late. Mr. Bryant stated that the problem is that Ms. Sims has a note on the bottom of the document that states that “staff should contact Duke and request that the late fees be credited”. Mr. Bryant stated that he did not know if anyone on staff had seen this note until he came in to sign checks yesterday (September 24). Mr. Bryant stated that he brought it to staff’s attention but he asked Ms. Sims if that wasn’t her job to do instead. Ms. Sims stated that she does not feel its her fault because it was due to the fact that the Trustees did not sign the checks in a timely manner. Ms. Leis stated that she could have sent out the checks with only two signatures to avoid the late fees. Ms. Leis stated that she did not have the two signatures because Ken was out of town. Ms. Sims stated that she sent Ms. Leis multiple emails and Ms. Leis never responded. Ms. Leis stated that it is unethical to continually have late fees. Mr. Bryant asked about the 7 warrants that he still has not signed due to late fees. He asked Mr. McDonough if he was personally liable for the late fees if

he signed the checks. Mr. McDonough stated that he could not tell Mr. Bryant that he wasn't personally liable for late fees. Ms. Leis stated that it is her understanding that if we know about late fees then we are responsible. She stated that if we did not know about late fees, then we won't be responsible. Mr. Bryant stated that the late fees total to 184 dollars and that there is a late fee of 75 in one of them. Ms. Sims stated that the check that contained the \$75-dollar late fee was voided and a new check was issued. Mr. Bryant stated that he did not know this. Ms. Sims stated that Ms. Leis just signed yesterday as well and it was after her signature that she voided the check. Ms. Leis stated that she was within her 3 days of signing checks as agreed to in the past. Mr. Beck stated that he was made it clear he does not support late fees or finance charges either, but if we don't pay the bills, then the bills get later and later. Mr. Beck stated that he thought we would get through the first batch of checks with late fees and then be done with them. He stated that this keeps coming up. He asked what process do we need to adhere to keep this from happening again. He stated that he recommends that we have a schedule and come in a regular basis to sign checks (once a week). He suggested that we keep it to the same day so we always know to come in and sign checks. Ms. Leis stated that if we know a check is due at the first of the month, then we should not wait until the last week its due to process it. She stated that we should process it mid-month. Ms. Sims stated that we have always paid warrants at the same time as payroll every two weeks. Ms. Leis stated that it is not working. She stated that Ms. Sims has been incurring late fees for years. Ms. Sims asked if she was referring to something that was under audit. Ms. Leis stated no, she was talking about VISA statements that she asked for as a public records request that she has yet to produce. Ms. Sims stated that those were given to the State Auditor for the last audit and she assumed that her Township Administrator gave those to her since she has copies. Ms. Leis stated that she asked Ms. Sims for the copies. Ms. Sims stated that they are available for review. Ms. Leis stated that she asked for them to be copied and put in her box. Ms. Sims stated that she tries to answer Ms. Leis's questions but they are quite obvious. She used the Johnson Electric bill as an example that there is a discount on the total if paid within 30 days and that she had asked a question twice. Ms. Sims stated that it would be nice if Ms. Leis would respond once Ms. Sims has answered her questions. Mr. Bryant stated that he still did not know if he should sign checks with late fees or not. Ms. Sims stated that it was not her fault that the checks were not sent out on time and she should not have to call to get the late fees waived. Ms. Sims stated that she already released those checks to avoid late fees. Mr. Bryant stated that he agreed, but won't we get late fees on top of late fees if the late fees aren't paid? Ms. Sims stated that staff needs to call and get them credited. Mr. Beck asked who called in the past. Mrs. Lapensee stated that Lawanda does it now, but Bill did it in the past. Mr. Bryant stated that he would call Duke Energy to see if we can get the fees waived as long as Ms. Sims provides all the information needed. Ms. Leis stated that he should ask how many times we have called in the past to have them waived. Ms. Sims stated that these bills are the first time there has been late fees on the lighting districts since we got caught up. She stated that these were only late because Ms. Leis did not come in to sign checks on August 30<sup>th</sup> like Mr. Beck. Ms. Sims stated that everyone knew that Mr. Bryant was out of town and they knew the importance of having two signatures on the checks. She stated that one trustee did their job, the other one came in late, had questions and didn't respond. Ms. Leis stated that Ms. Sims doesn't do her job and that is why we are all here. Mr. Bryant stated that if we don't pay the late fees, they will just compound. Ms. Sims stated that she would call, but its not her office's fault. Mr. Bryant stated that she has called in the past. Mr. Bryant stated that he wants to get beyond all of this. Ms. Sims stated that this all compounds because we have staff that does not provide the documents in a timely manner. Mrs. Lapensee interrupted and said that her office receives the mail, stamps it the day it is received and brings the mail over to their office that same day. Ms. Sims referenced a bill from Remington Clean Fill that was not processed the way it should have been. Mrs. Lapensee stated that we have been talking about lighting district bills and they do not require a purchase requisition. She stated that these are two completely different things. Ms. Sims stated that she has had to spend more time following up on paperwork for bills that her office should have processed correctly. She stated that she has asked that a purchase requisition number be placed on all the bills so that the correct PR# can be matched to the bills. She stated that Mrs. Lapensee is not doing what she asked. Mrs. Lapensee stated that we have had only one vendor put the number on the invoice. She stated that we ask and we can't make anyone do it. Ms. Leis stated that we need to process checks every week since

the process we have now isn't working. Ms. Sims stated that she has made multiple check runs this week to try and alleviate the problems. Ms. Leis stated that we will take the hit this time on the late fees. She asked Ms. Sims how many other times have there been late fees in the past where the trustees were not involved. Ms. Sims stated that late fees have only accumulated on credit cards and that everyone knows how she feels about credit cards. She stated that if paperwork is not received by staff then the credit card is not processed and there is a late fee. She stated that she is not going to call to ask that the late fee be waived because its not her fault that the paperwork is not being received on time to avoid the late fee. Ms. Leis stated that Ms. Sims is lying on camera and that she has to accept blame for some of these items. Ms. Leis stated that there are certain things that Ms. Sims hid from the trustees because she did not want people to see what was happening. Ms. Leis stated that when we took over the mail, we figured it out. She stated that this is Ms. Sims fault and no one else's and she needs to start taking responsibility for it. Ms. Sims stated that if the process is done correctly, it will work. She stated that staff needs to step up and process the PR's in a timely manner. She stated that her office will start processing bills on a weekly basis now and then the Board needs to come in and sign the checks. Mr. Beck stated that he has noticed that since they have been signing, they have been putting notes on the warrants and they fall into about 4 categories: if there are late fees, if there is a discount, sales tax discrepancy, or if there is a partial payment. He asked if there are any of those questions that come up, can we just develop a process to go ahead and pay but provide us with answers. Ms. Sims stated that if there is a discount, she can't see why you all can't see that. She stated that its obvious to anyone. She stated that she does not pay taxes, franchise fees or late fees. Mr. Bryant asked that it be listed on a note. Ms. Sims stated that she talks to them. Ms. Leis stated that we should not be receiving late fees on any bills at any time. Ms. Sims stated that she is not going to pay a bill unless there is proper documentation for each bill and she has trouble getting that from staff. Ms. Leis asked if Mrs. Lapensee if all the late fees we have had in the past are from the documentation not coming over in a timely manner. Mrs. Lapensee stated that we have occasionally not filled out the paperwork needed but she said that Ms. Sims is very particular about the way it has to be filled out sometimes and we could do this an easier way that is quicker. Mr. Bryant stated that the way be pay bills is convoluted. Everyone agreed. Ms. Sims stated that this is why she keeps asking for the credit card sign out/sign in sheet to be sent over weekly instead of monthly so that she can keep tabs on our VISA card. Ms. Leis stated that she has asked other Fiscal Officers how they pay their VISA cards. She stated that most pay the entire amount and then just attach the receipts to them. Mr. Bryant stated that he will defend Ms. Sims on this one because she separates the expenditures into fund groups then pays each separately. Ms. Sims stated that she does not pay from statements and if one paper will hold up the entire payment, then she pays it separately to try and avoid the late fees. Mr. Bryant stated that there has to be a better way. He stated that he wants to see the total bill/statement. Ms. Sims stated that she has no clue what gets charged every time and that is why she needs to weekly sheet to be sent over. Mrs. Lapensee stated that she is already getting the PR so she is able to see the purchases. She stated that all the sign out/sign in sheet does is certify that the credit card went out and came back in. Ms. Lapensee stated that she feels we do not have a problem with credit cards. She admits that we have had problems with filling out paperwork for Remington Clean Fill, but we have had some problems with them. Ms. Sims stated that she wants that PR number placed on the paperwork. Mrs. Lapensee stated that she can't make the vendor put the PR number on the invoice. Ms. Sims stated again that she has asked for the credit card sheet to come over weekly. Mr. Bryant wanted to know what exactly was on the form that was important. Ms. Sims stated that there is a place on the form for the PR# so it can be matched up easily. She stated that she does not know why its so hard to send this form over weekly. Mr. Bryant stated that if we are going to ask Ms. Sims to pay bills weekly, then we should ask Mrs. Lapensee to send over the log for credit cards. Ms. Sims stated that mail has to start coming over earlier in the day. She stated that we agreed to have the mail come over at 1:00 p.m. and its coming over at 1:00 p.m. Mr. Bryant stated that this is so petty. She stated that Lawanda leaves at 2:00 p.m. and it does not give her enough time to process the mail. Mr. Bryant asked what happens if the mail does not get there until after 3? Ms. Leis stated that Mrs. Lapensee needs time to process the mail too. Ms. Sims stated that she thought Jana was processing that. Mr. Bryant stated that Mrs. Lapensee can assign that to whomever. Mr. Bryant stated that if the mail gets there at 1:00 p.m. then its on time.

Ms. Sims stated that if she has checks before 1:00 p.m. for a check run, she can include it with her current check run. She stated that if it comes over after that time, then it has to wait. Mr. Bryant stated that she and her staff could overlap hours to avoid that. Mr. Bryant wanted to make sure our finance policy addresses all these issues.

There was a long discussion about how to fill out a purchase order, why its needed, who fills it out, what should the process look like, if employees can't fill out the paperwork/discipline, etc. Mrs. Lapensee restated again that it would be simpler if we just filled out purchase orders for so many vendors that we use every year. Mr. Beck stated that we will agree to do more training, have more leadership when it comes to bills, and send over weekly credit card sheets. Mr. Bryant stated that he wants to make sure all the checks are getting mailed out on a timely basis too. He stated that he has seen checks sitting over there in a pile from the last check run. Ms. Sims stated that those checks were the ones Ms. Leis had questions on. Ms. Leis stated that she had two signatures on those checks and should have mailed them. Ms. Sims stated that Ms. Leis did not sign the certification so that is why she held them up. Mr. Bryant stated that if we sign the checks we should also sign the certification paper. Ms. Leis stated that there was one occasion where Ms. Sims called Ms. Leis in Columbus and wanted her to come home and sign the certification statement for checks even though she already had two signatures. Mrs. Lapensee asked if that applies to all checks, one check, etc. Mr. Bryant asked how we are going to handle that if we don't sign all the checks. Mr. Beck stated that we should just note that on the certification form. Ms. Leis stated that she still wanted 3 business days to sign the checks. Mr. Bryant agreed. Ms. Sims stated that she wants them to come in and sign as soon as she can. Ms. Leis stated that she needs 3 days due to her schedule. Ms. Sims stated that she can't start a new check run until the first one is signed and sent out. Mrs. Lapensee suggested that they go the weekly run as Mr. Beck suggested where the check would be ready on Thursday and they have Thursday night, Friday or Monday to sign them. Ms. Sims stated that she could not guarantee that her schedule would allow that. Ms. Sims stated that she would like notification from the Board that they will be out of town. Ms. Leis stated that she did not realize she had to provide her schedule. Ms. Sims stated that Mr. Bryant and Mr. Beck do. She stated that it will be nice to know that Ms. Leis is out of town so she is not sitting here waiting on her to sign checks.

Mr. Beck stated that he wanted to go through his email that he sent to everyone for discussion. He said the first issue is warrants and figuring out a solution for payments to avoid late fees. He stated that the second item is the monthly financial report. He stated that he would like all the same information that we currently provide, but a report contains an analysis. He stated that he would like to see that report contain which lines/fund items concern the fiscal officer and why, what is the status of every bank account, investments, and credit cards statements with balances, any monthly payroll issues, and a summary of all late fees and/or tax discrepancies. Ms. Sims stated that this is the first time she has heard that he wanted a detailed report. She stated that the report she prints now is the same report that John used to hand out. Mr. Beck stated that he is making this recommendation because its something we need to have and should make it more professional. Ms. Sims stated that she tells the Board when funds get low and makes recommendations to amend the line items during the meetings. She stated that is how she handles that. Mr. Beck stated that he wants to see that in a monthly report so he can see it each month. Ms. Sims stated that the monthly report may not be filed directly after the month is over depending on the meeting schedule. Mr. Beck stated that he understood. Mr. Bryant asked Ms. Sims to pull all the 2018 bank statements so that he can start to go through those to reconcile them. Ms. Sims stated that they are all over in that office next to Lawanda. Mr. Beck stated that he has asked that all those reports be ready two days prior to the trustees meeting so they have time to review the information. Ms. Sims stated that this won't happen. Mr. Beck stated that they need to be able to digest it. Ms. Sims gave examples of why she could close the books until later (checks not being signed, etc.). Ms. Sims stated that she always put that information in your boxes but then at the recommendation of the auditor, she provided to you at the meeting. She stated that when we had the audit meeting, we all agreed that it would be sent to you all ahead of time. She stated that the last report came to all of them via the packet from Kim, but she stated that she made a note that she will send this report via electronically to the Board when she closes her books for the month. Mr. Bryant asked

if they would get the entire report at that time. Ms. Sims stated no. She stated that she will send you the report that they have always prepared, but do the full-blown report next month. She stated that she could not guarantee what day she would close her books and she will send it electronically.

Ms. Sims asked if we could talk about the financial policy next. Mr. Bryant stated sure and she was the only one who was objecting to it.

- Process for Warrants, Purchase Orders and Blanket Purchase Orders, item #2, that she would like language added that states the vendors shall be given the PR# for all invoices. Mrs. Lapensee asked what would happen if the staff gives the vendor the PR# and the vendor fails to put the number on the invoice. Ms. Sims stated that she would call the vendor and make sure they put the number on it. Mrs. Lapensee asked if that would hold up the payment if the number is not on the invoice. Ms. Sims stated no. Mr. Bryant asked if this was something new since we have not done this in the past. Ms. Sims stated that we just talked about this earlier. Mr. Bryant stated that then staff will have to have the PR# in front of them to order then provide it to the vendor then provide it to the finance staff. Mrs. Lapensee stated that it will just make it more difficult for everyone to follow. Ms. Sims stated that it would be nice if the number was on the invoice. Mr. Bryant asked if that was Ms. Sims job already to match up the invoice with the PR#. Mr. Bryant asked how difficult it would be for Ms. Sims to write the number. There was a discussion over providing the PR# to the vendor. Mr. Beck suggested that we add the PR# as practical.
- Purchase Authorization Process, #2, “be placed on the Boards agenda” for PR’s over \$2,500.00.
- Process for Warrants, etc. #7, Ms. Sims asked that payments shall be taken to the Trustees for approval “as a then and now expenditure” if certain expenditures aren’t certified by the FO.
- Process for Warrants, etc. #8, Ms. Sims stated that she reworded it to say “at least” 2 members of the Board when it comes to signing warrants.
- Process for Warrants, etc. #9, Ms. Sims stated that she would like to add “the BOT shall be notified when the warrants are completed and ready for signatures” and “the BOT signing the warrants shall complete and date the “certificate of warrant review and signature”” or any discrepancies shall be noted on the form. Ms. Leis stated that she wanted to make sure it’s written in there that we have 3 working days to sign the checks. She stated that she also wants the ability to ask questions, but it should not hold up the bills being paid. Ms. Leis stated that she wants the checks released as long as they have two signatures on the checks. Mr. Bryant agreed, if he has a question, then the checks should not be held up, but he still wants his questions answered. Mr. Beck stated that he thought it was better to issue the check and sort-out the discrepancy later. Ms. Leis stated that she does not want a question she has about the payment to be held against her.
- Process for Warrants, etc. #11, Ms. Sims stated that she would like the wording to say “warrants for vendors shall be processed in conjunction with payroll weeks or in a separate warrant run as determined by the Fiscal Officer”. She stated that this would replace no later than the next trustee meeting or 30 days, whichever comes first. Mr. Beck stated that he would like to see it done weekly. Ms. Sims stated that she knows that is what he wants, but she can’t guarantee that it will be done weekly. She stated that we could add “typically weekly” after that sentence.
- Credit Cards, Ms. Sims asked why we were going back to multiple cards when the board wanted to get rid of all cards and go to one card. Mr. Bryant stated that the Home Depot card has a discount and we will lose it. Ms. Sims stated that Home Depot does not give us any discounts. She stated that she looked through all the bills. Ms. Sims stated that we don’t need that high of a credit limit for Staples. She stated that it scares her to have that much credit. Mr. Bryant stated that it was the Board’s original intent to cut back on the number of cards and increase the limit on the VISA to accommodate the loss of the other cards. Mrs. Lapensee stated that she did not care as long as they have two VISA cards in case one is gone. Mr. Beck stated that the VISA will stay at 18,500 and there will be two cards, one with Mrs. Lapensee’s name on it and the super America card limits will stay the same.

- Tax Exempt Forms and Credit Applications, #2, Ms. Sims stated that she wants “all copies of any forms issued a tax-exempt form shall be provided to the FO”. Mr. Bryant suggested that #1 be shortened to “tax exempt forms will be sent to all vendors”.
- Forms of Payment, #1, Ms. Sims stated that we should remove cash and add credit/debit. She would like to add “cash will only be accepted when person is unable to pay by the other options and the FO shall be notified if cash is accepted.
- Forms of Payment, add #2, Ms. Sims stated that she wants to add “any receipts received by staff shall forwarded on a daily basis”.
- Forms of Payment, old #2, Ms. Sims stated that she wants the payer using the credit card to pay the convenience fees.
- Forms of Payment, old #3, refunds shall be given by warrant if there is a cancellation.
- Forms of Payment, #6, Ms. Sims stated that she wanted a separate checking account set up just for these forms of payment so there is less to reconcile in the larger account. Mr. Bryant asked how this would work for refunds. Ms. Sims stated that the person would not get their 3% back if they are issued a refund. Ms. Leis wanted to know where all the money would be credited to. Ms. Sims stated that it would be credited to the fund that it applies to.
- Forms of Payment, old #4, shorten to say that the receipt shall be printed and attached to the proper form if a credit card is being used for posting on a daily basis. Ms. Leis stated that she would like for us all the meet to discuss how the whole thing would work and how it will be sent over to the FO.
- Presentation of the Treasurer’s Report, Ms. Sims stated that she has not had a chance to review this. Mr. Beck stated that he would cross out “at least 2 working days” and just go with prior to each monthly meeting.
- Bank Depositories and Investments, Ms. Sims stated that she added “Reports” to the heading. Ms. Sims stated that she added in here that the Board President shall be responsible for reviewing the bank reconciliation statements.
- Bank Deposits, #2, statements would be monthly instead of quarterly.
- Bank Deposits, #3, signatures, Ms. Sims stated that the investment policy states that all investments and deposits are governed by the FO solely. Mr. Bryant wanted to know when it was adopted. Ms. Sims stated June of 2013. She stated that when she transferred that money from PNC to Huntington Bank, she had the authority to do so and was doing it to avoid high fees. Ms. Leis stated that she does not believe that any one person should have their names on the accounts. Mr. Bryant stated that we will just need to change it. Mr. Bryant stated that the reason we got mad before was because the Board was not consulted or informed about the decision to move that money. He stated that he is not challenging the FO’s authority, but she should have talked to the Board about moving the money first. Ms. Leis stated that the Fiscal Office purposely separates itself from everyone and they think they don’t have to work with the Trustees. She stated that if something is going on with money, there is no transparency in the fiscal office. There was a discussion over public records and not providing them. Ms. Leis asked Mr. Grossi if he had received his public records request. He stated that he had only received a part of them. Ms. Sims stated that they are making 3,800 copies for Mr. Grossi and it takes time to do this. Mr. Bryant wanted to know if we kept copies of the records we gave to the State Auditor during the audit and why couldn’t we just make copies of those records. Ms. Sims stated that she did not make copies for herself to keep. Mr. Bryant stated that it was in our policy to do so. Ms. Leis stated that she has still not received her public records that she asked for last year or this year. She stated that she was told they were ready, but were never given to her. Ms. Sims stated that she told Ms. Leis she could come over and look at them. Ms. Leis reiterated that we need transparency and anyone should be able to come over at any time and look at any of our records or get a copy of anything they want. Ms. Leis stated that it appears to her that the Fiscal Officer just does not want anyone knowing what is going on next door except for her. She stated that in her opinion that Ms. Sims does not want anyone telling her how to do her job or interfering in any way. Ms. Sims asked Mr. Grossi if he could verify that Ms. Sims has been keeping him in the loop as far as the status of

his records. Mr. Grossi stated yes. Ms. Sims stated that she has 2013 available but said that Mr. Grossi told her that he wanted to wait to come pick up his records when they were all ready. Ms. Leis stated that she does not want the Fiscal Office to control all the records and does not feel its transparent to the public when certain records are email only or strictly just have on-line access when the paper copies have been turned off. Mr. Bryant asked if this was true. Ms. Sims stated that she asked that Super fleet to available online to lengthen the time frame for payment. Ms. Leis stated that the Spectrum bill was shut off to staff as well. Mr. Bryant stated that he would request that any account that is only available on-line be printed with the checks for signatures so that the trustees can see them.

- Investments, Ms. Sims stated that she and Rik Vonderhaar met with the Meeder Group to discuss the investments for the township. She stated that they make recommendations concerning investments of public monies. She stated that they did a presentation to us. Mr. Bryant asked if it was just Ms. Sims and Mr. Vonderhaar that they were presenting to. Ms. Leis stated yes. Ms. Sims passed out a packet and stated that Meeder has put together a proposal for us and she is recommending that they come to the October meeting to do a full-blown presentation. Mr. Bryant asked why Mr. Vonderhaar was the only one there and if he had something to gain from this. Ms. Sims stated that he had nothing to gain. She stated that she asked him to be there. Mr. Bryant asked why she had not asked the entire Finance Committee to be there. Ms. Sims stated that Mr. Vonderhaar is the most knowledgeable about investments. Mr. Bryant and Ms. Leis both agreed that she does not know that and they think they all should have been invited. Mr. Bryant stated that he would like to see justification on why our money was moved from PNC to Huntington. Mr. Grossi asked if he could ask how much money was moved. Mr. Bryant stated that he couldn't ask. Ms. Sims stated that she moved the money from PNC to Huntington because we were getting charged \$1,800.00 a quarter and not making any money. Mr. Bryant asked why she did not tell them before now? She stated that Meeder Group seems they can do us much better and they are willing to do a presentation. Mrs. Lapensee asked if we should have multiple vendors come in and do presentations just we would for architects, insurance brokers, etc. Mr. Bryant stated that we should check with all the other townships to see what they do. He asked if we are making any more money with Huntington Bank. Ms. Sims stated that we are making money with Huntington. Ms. Sims stated that she recommends that we hear this in October because she has 3 Million in the money market account that she needs to do something with. Mr. Bryant asked Mrs. Lapensee if she could revisit with the investment policy by the next meeting. She stated yes. Ms. Leis asked if we could go talk to Horter Investments? Ms. Sims stated that there are restrictions with public monies and Meeder has experience with public monies. The Board asked Mrs. Lapensee to put Meeder on the agenda for November.
- Time Sheets, Paycor. Ms. Sims stated that she wants to eliminate this whole section. She stated that we already have a time sheet that we use and it works. Mr. Bryant stated that he does not like getting two different stories from two different people (leave balances). Mrs. Lapensee stated that this section would be going away from entering time on paper sheets to entering it into the computer through Paycor. Mr. Bryant stated that he was told that we have information pertinent to this topic from Mr. McDonough. Mr. McDonough stated that he talked to the Lonnie Crisp (the supervisor) from the Auditors Office and he said that he was going to advise Ms. Sims that they are not going to provide a legal opinion to her regarding the Paycor opinion and that they will defer to the legal opinion provided to the Board by the Law Director. Ms. Sims stated that she has not heard from Lonnie and until she does...Ms. Leis stated that we are not going to avoid this and she wants someone to call Mr. Crisp. Mr. Bryant suggested that Mr. McDonough call Mr. Crisp and tell him to call Ms. Sims so that she knows. Mr. Bryant stated that with all that being said, we have approved a resolution that was signed by all the trustees to go to Paycor for payroll. He asked when the information that Paycor needs to set up the account will be provided to them and the Administrator. Ms. Sims stated that when she hears from Mr. Crisp, then she will have a discussion with him. Mr.

McDonough asked Ms. Sims if when she hears from Mr. Crisp and he tells her that they are deferring to his opinion about Paycor, will this be the end. Ms. Sims stated no. She wants clarification that his opinion includes the right for the Board to sign a contract and does it include the right for the Board to do her job. She stated that she feels that the Board does not have a right to enter into that contract. She also stated that she does not feel that the Trustees have the right to interfere with her job which includes payroll and they can't tell her the time, place or manner in which to do her job. Mr. McDonough stated that just we are clear, he stated that he has provided an opinion where it indicates that Ms. Sims is wrong, and she sought out advise from the Auditors Office and they are going to tell Ms. Sims that they will defer to his opinion. He asked if this will go to the governor's office? Ms. Sims stated that was very sarcastic. She stated that in this paperwork the representative is Mrs. Lapensee and why was she not brought in at the very beginning. Mrs. Lapensee stated that Ms. Sims was involved and attended a meeting with Paycor that showed how all this was all going to be set up. She stated that she met one time with Brook who had set up a meeting with her to see if we would be interested in having Paycor do payroll for the township. Mr. Bryant stated that he made the statement in earlier meetings that he would not be on board with Paycor unless they could provide needed information to our employees that was not already being provided. Ms. Sims stated that she does not understand why we would farm out payroll when its been done in house for a lot less money. She stated that all that was said to her was can she provide the leave hours information at the bottom of the paycheck stub and the answer was no. She stated that she was never asked anything else. Mrs. Lapensee stated that was not true, she asked Ms. Sims to provide that information on a printed sheet so that it could be provided to the employees each pay period and she was told no, that the employees could come ask her if they wanted to know their balances. Ms. Sims stated that they could provide a separate sheet or make a notation on the stubs. She stated that Lawanda stated that it would be very easy for them to provide it on the computer. Mr. Bryant wanted to know if it could be available 24/7. Mr. Beck stated that the opinion from Mr. Crisp should be in writing. Mr. Bryant asked Ms. Sims again if when she talks to the State Auditor, when will this information be available to Paycor for setup? Ms. Sims stated that when she talks to Lonnie Crisp. Mr. McDonough stated that Mr. Bryant has asked when she is going to provide the information, the information belongs to Symmes Township...Ms. Sims stated that Mr. Bryant can have the information but the information is not going to go to Paycor and Paycor will not be doing payroll. Mr. McDonough stated that if the Trustees are asking for the information from Ms. Sims and if they want to use it as scrap paper, they can have it. Ms. Sims stated that they want the information so Paycor can be implemented. Mr. McDonough stated that she can provide the information to the Trustees and what they do with that information pursuant to a resolution that they have already passed, they can do. Ms. Sims stated that we are not going with Paycor and they cannot take over her payroll responsibilities. Mr. McDonough stated that he is going to briefly go here and Ms. Sims has failed to provide this information, but under what section of the ORC, OAC or any other authority specifically gives the sole authority to do payroll to the Fiscal Officer in a home rule township. Ms. Sims asked where in the ORC does it give the board the right to take away her responsibilities. Mr. McDonough stated that the ORC gives the board the right to oversee and provide governance. Ms. Sims stated that as long as it does not interfere with another elected official's responsibilities and that is in the ORC under the Home Rule section. She stated that payroll is her responsibility and she is going to continue to do payroll. Mr. McDonough stated that there is only one section of the ORC that states the Fiscal Officer is the keeper of the records and minutes of the meetings and the OAC and it imposes on the Trustees fiscal oversight and including financial and employee records. Ms. Sims stated that until she talks with Mr. Crisp, she is not going to give the information. Mr. McDonough stated that he will then call Mr. Crisp and tell him that Ms. Sims is still refusing to defer to his legal opinion. Ms. Leis wanted to know what recourse the Trustees have if Ms. Sims still refuses to accept the legal opinion from Mr. McDonough even after she talks to the Auditor's Office. Mr.

McDonough stated that we will have to talk about that in Executive Session. Mr. Beck wants this all documented and nothing verbal.

NEW BUSINESS

None.

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

Meeting adjourned at 8:26 p.m.

Approved:

---

Kenneth Bryant, Board President

---

Carol Sims, Fiscal Officer