

RECORD OF PROCEEDINGS
Minutes of the Trustees of Sycamore Township Meeting
Sycamore Township, Hamilton County, Ohio
October 13, 2020

NOTE: Due to the COVID-19 pandemic and the issuance of guidelines to limit indoor public gatherings to ten people or less by Governor DeWine and the Director of the Ohio Department of Health, and due to enabling legislation (House Bill 197) which permits Ohio governments to meet remotely during this time, this meeting was held remotely via Zoom. Video of the meeting was live streamed to the public on the internet.

The meeting was called to order at 9:01 a.m. Present for the meeting were Chairman LaBarbara, Vice Chairman James, Trustee Weidman, Fiscal Officer Porter, Law Director Desai, Administrator Warrick, Superintendent/Assistant Administrator Kellums, Planning & Zoning Administrator Miller, Fire Chief Penny and Lt. Tarr from the Hamilton County Sheriff's Office.

Mr. LaBarbara asked for approval from the Trustees, Fiscal Officer Porter and Law Director Desai for their signatures to be added electronically to any documents approved at this meeting. All agreed.

Approval of the September 29, 2020 Trustees Workshop Meeting Minutes

The September 29, 2020 Trustees Workshop Meeting Minutes were presented for approval. Mr. LaBarbara made a motion, seconded by Mr. James to accept them. Mr. LaBarbara called roll. Vote: All Aye.

Proclamation – Designating October 30th 2020 as Wanda Wagner-Turiak Day in Sycamore Township

Mr. Miller stated he had a proclamation for the Board's consideration recognizing an esteemed member of our business community on the occasion of her retirement.

The Proclamation "Designating October 30th 2020 as Wanda Wagner-Turiak Day" in Sycamore Township was read by Mr. Miller. Mr. Weidman made a motion, seconded by Mr. James, to approve the proclamation. Mr. LaBarbara called roll. Vote: All Aye.

Recommendation Citizen Finance Committee

Mr. LaBarbara stated members of the Citizen's Finance Committee were present to review recommendations they have made to the Trustees. He noted the members of the committee are Christopher Virgulak, Joel Donahoe, Tom Brockman, Charles Gall and Stephen Ginn and that Mr. Virgulak, Mr. Brockman and Mr. Ginn have joined the Zoom meeting today.

Mr. Virgulak, Chairman of the Citizen Finance Committee, reported the committee had distributed a memo on October 8th to the Trustees consisting of two recommendations. Mr. Virgulak stated the committee has reviewed the Township's financial software, monthly reporting, and annual financial statements. He noted that the Township's CPA Mark Hurst, Fiscal Officer Rob Porter, and Finance and Accounting Director Debbie Campbell had all attended at least one Citizen Finance Committee Meeting.

Mr. Virgulak discussed two broad categories included in the committee's recommendation to the Board. He reported the committee looked at the existing BUCS accounting software system, other systems that are available, and what systems other Townships use. Mr. Virgulak stated the recommendation of the committee is for the Township to move from BUCS to UAN software. He went on to discuss the importance of loading correct data saying instead of putting appropriations in BUCS and measuring spending, BUCS currently has budgeted information. He stated it is also important to have the annual sources of revenue entered that have been approved by Hamilton County.

Mr. Virgulak said the second recommendation involves the level of financial reporting on an annual basis. He said the State of Ohio allows for three levels of reporting and the committee decided the Township should move from regulatory reporting to the second level of reporting called GASB34. He stated this would allow real estate and liabilities to be fully disclosed and included in the financial statement. He pointed out Mr. Hurst agreed this is a good move and confirmed he has experience preparing those types of reports.

Mr. Weidman thanked Mr. Virgulak, as well as committee members Steve Ginn and Tom Brockman, for joining the meeting and serving on the committee. He said he can't make an informed decision without all the information. Mr. Weidman asked who brought this topic up to the committee for review and in what context.

Mr. Virgulak answered he looked at video of past meetings and looked at what other Townships were doing for monthly financial reporting. He said he looked at the Sycamore Township website and couldn't find anything except for the reading of receipts and disbursements at meetings. He said the committee identified increased financial transparency as an issue.

Mr. Ginn added it was a blank sheet of paper when the committee was formed and there has been good collaboration in the group.

Mr. Weidman asked if some of committee members are CPAs.

Mr. Virgulak answered yes and gave his background information.

Mr. Weidman asked Debbie Campbell to join the meeting since she has more experience in BUCS than anyone else present. He asked Ms. Campbell how long she's been using BUCS and requested she address the bullet points comparing BUCS and UAN in the committee's memo.

Ms. Campbell answered she has been using BUCS for about 15 years. She said she had never been asked to give the reports mentioned until Mr. Warrick became Administrator, and he was just interested in the UAN report. She said she did have that report created for him and it is the same report that Hamilton Township has to create in an excel spreadsheet from three different UAN reports. She said she plans to run this report at the end of each month before moving on to the next month, pointing out it cannot be run for a prior period.

Ms. Campbell addressed the next item "correct budgetary data" saying she believes this is a management call. She said former Administrator Greg Bickford had her enter the budget with the transfers he was going to do at the end of the year. She said she has been told Mr. Warrick wants to transfer the JEDZ at beginning of the year and also wants the appropriations which she did last month, the first time she has been asked to do that, along with the revenues.

Ms. Campbell addressed the custom reports and said it did cost \$375.00 to create the report but that was important because it was what Mr. Warrick wanted to see. She said Mr. Porter gave her approval to pay the fee to generate the report. She stated as far as shortcomings, BUCS is there to change anything we need them to change and she gave examples.

Ms. Campbell stated the Township has had all clean audits and she is not sure to what the next bullet point refers. She said the year-end adjustments were the result of the way Mr. Bickford chose to do it which she confirmed with Mark Hurst will have to be done if the Township switches to UAN as well.

Ms. Campbell said it is correct that in some cases expenditures have exceeded appropriations and she again contributed that to a management issue. She stated she asked Mr. Warrick on September 30th if he wanted to create the resolutions to transfer funds at that time so they wouldn't be negative, and he decided not to do them at that time and just create the one for Administrator salary.

Mr. Weidman asked Ms. Campbell about Mr. Warrick deciding against adjusting all of the appropriations after she asked him about it on September 30th.

Mr. Warrick explained the reason he held off on the other appropriations was because he spoke to Mark Hurst about it who said to wait until we put the appropriations in, then we will be dealing with the real numbers. He said Mr. Hurst is going to help us do that in the next week or so. Mr. Warrick said then we can proceed with resolutions to correct all those.

Ms. Campbell said those numbers are already entered in BUCS.

Mr. Weidman asked Ms. Campbell to explain how Hamilton Township actually arrives at the monthly report Mr. Warrick had said was generated with a touch of a button in UAN.

Ms. Campbell reported when she spoke to Ellen Horman at Hamilton Township about that particular report, Ms. Horman informed her she takes three UAN reports and manually enters them into a spreadsheet to get that monthly report.

Mr. Weidman said he understood that to be different based on Mr. Warrick's past presentation. He then asked Ms. Campbell if she thought a switch from BUCS to UAN would benefit Sycamore Township.

Ms. Campbell answered they are all accounting software, and she doesn't know why we would switch. She said she thinks we should concentrate on reports the people want stating she does not think it is a difference in reporting; she thinks it's a difference in the information we are inputting

which is a management level choice. She said up until now Mr. Warrick has not said what how he wants data entered. She said it is now entered as he directed and, for next year, the appropriations will be entered as Mr. Warrick sees fit.

Mr. James commented we are rehashing past discussions rather than looking at what the committee has actually recommended. He said he asked Ms. Campbell for reports such as this from previous months and the current system just can't produce them.

Ms. Campbell agreed BUCS cannot produce those reports but said neither can UAN; the reports have to be created. She said that is why she said she would run that report at the end of every month, so we have it going forward.

Mr. James stated both are capable accounting systems. He said Mr. Warrick provided initial guidance and the committee ran with it coming to a consensus and unanimous recommendations. He noted Mr. Porter and Ms. Campbell were both participating in this process. Mr. James then asked Mr. Porter to comment.

Mr. Porter said Mr. Warrick called a meeting early in his tenure with Mr. Porter, Ms. Campbell, and Mr. Hurst to inform them the Township would be moving to UAN. Then resident Standish Fortin, his defeated opponent in the November election, recommended the establishment of a Citizen Finance Committee during the public comment portion of a meeting. He said then Mr. LaBarbara made a motion to establish the committee at the end of the meeting when the topic was not on the agenda and with no discussion. He said there was a rapid formation of the committee with members handpicked by Mr. Warrick.

Mr. Porter said the first meeting of the committee was an hour-long session of trashing Mr. Porter's office and how he handles things. He said Mr. Hurst was invited to attend the second meeting but it was not recorded. Mr. Porter said he called Mr. Hurst who said UAN would be a step back for the Township as it is not robust enough for a Township like Sycamore. He said Mr. Hurst gave recommendations if want to change of other software he thought would be better, but the committee did not look at other options. He said he and Ms. Campbell attended the third meeting which went well. Mr. Porter said at the fourth meeting he had a stack of various reports that BUCS can create but he never got to show the committee the reports or discuss them with the committee as the Chairman read a long statement recommending UAN and the committee voted unanimously in agreement.

Mr. Porter said the next day he called UAN and spoke to Tony who said he had just gotten off the phone with Mr. Warrick. Mr. Porter asked about implementing the software and Tony from UAN said the Fiscal Officer must execute the contract. Mr. Porter said he will not sign a contract with UAN. He stated if the Trustees moves to UAN without his permission he will only allow certain staff access to input into it. He said he has received 50 communications from residents saying they do not want Mr. Warrick involved with Township finances. He stated the committee doesn't represent all areas of Township. Mr. Porter said Mr. Warrick is not looking for best operating system for the Township, only UAN versus BUCS. He stated Mr. Warrick does not like to work in a cooperative manner with the Fiscal Office.

Mr. Porter stated the next item on the agenda for the Citizen Finance Committee is whether or not to have TIFs. He said Mr. Warrick has made it clear he wants UAN and he wants to look into the elimination of TIFs as he did in Hamilton Township. Mr. Porter stated elections have consequences, he won the election and runs his own office. He said in four years in the election turn out differently the accounting software may then be changed.

Mr. James asked Mr. Desai to address the signature question. He stated he would like to ask the committee members their thoughts about what Mr. Porter said and to address the TIF question.

Mr. Virgulak said the committee's agenda is put together independently of Mr. Warrick and said the first thing he did was look at the major sources of revenue and where the assets of the Township are, and 49% of the revenue comes from the TIFs. He said the committee was not handpicked by Mr. Warrick.

Mr. Virgulak said he is happy to help but, if it becomes political, he doesn't want to be involved. He stated he understands the Township has had clean audits but UAN is more efficient. He said the committee's recommendations are not political and they are not recommending elimination of TIF.

Mr. Ginn spoke about the formation of the committee and said the TIF was brought up because they are large item assets and revenue. He said the committee is representing residents as advisors to the Trustees. He said the committee is not letting any politics in to their recommendations. He spoke about the TIF on Kugler Mill saying there was never any discussion about not having a TIF on Kugler Mill it was about comparing them from a financial aspect and is strictly about accounting methodology. Mr. Ginn praised Mr. Warrick's experience. He said the committee made the best recommendation they could with no politics.

Mr. James asked Mr. Desai or Mr. Warrick if they have an opinion about Mr. Porter refusing to sign the contract and if the Trustees can make this decision without his approval.

Mr. Warrick said he spoke to Mr. Desai because he suspected this might be a roadblock. He stated the Trustees could approve a resolution authorizing Mr. Warrick or someone else to sign in place of Mr. Porter. He asked UAN about that and they said it works for them. Mr. Warrick said he sent Mr. Porter a memo detailing several problems he saw with BUCS before the meeting they had early on so for him to say he didn't know that would be discussed is surprising. He said if the Board wants to stay with BUCS, go ahead, it's an embarrassment to the size of this Township and to the citizens.

Mr. Warrick apologized to the Citizen Committee for being attacked and he certainly didn't handpick them. He said he doesn't appreciate being involved in the politics of it, the letters and emails and he is tired of it. He said it is an embarrassment for this Township to not report its finances over all these years and he is astonished that Mr. Porter is so against it.

Mr. Warrick said the committee did discuss other software options besides UAN and BUCS when Mr. Hurst was present. He stated he thinks UAN would be an easy transition.

Mr. LaBarbara said he sent Ms. Campbell an email on August 7th asking for a report. He said 19 days later he finally received the report and when he asked her why she said Mr. Porter told her not to give him the report. He said this is a political battle between Mr. Porter and the Trustees. He read emails from Mr. Porter and spoke about the CCOST letter and trying to get Mr. Warrick out to do the business they want done. Mr. LaBarbara said he went to the County Auditor who asked him what they are afraid of him finding out. Mr. LaBarbara stated 94% of Townships use UAN. He said once the Township moves to UAN if Mr. Porter continues to resist, they will go to O.R.C. 117.43, where he is required to sign checks, or O.R.C. 507.13, Removal of a Fiscal Officer. Mr. LaBarbara stated he asked Mr. Porter who did an interview with him for the CCOST letter and Mr. Porter told him he didn't have to tell him.

Mr. Weidman asked Mr. Virgulak if the committee had looked into the possibility that BUCS has the ability to create the reports the committee wants.

Mr. Virgulak stated the reports generated by BUCS are difficult to follow. He said they are not efficient nor integrated. He said the committee looked at the adequacy of reporting and that is what drove their recommendation.

Mr. Weidman asked if it is possible that BUCS is capable of giving the necessary reports.

Mr. Virgulak stated BUCS reports were not being prepared or reviewed and the data is not useful, and he is not sure if they could they be modified or revised. He said he is frustrated by BUCS reports and noted other Townships using UAN have much better reporting. He said UAN has over 200 different standard reports that they provide.

Mr. Weidman asked Mr. Virgulak about Mr. Hurst's suggestion that switching to UAN is actually a step backward for a Township like Sycamore and better software is available if we are going to switch. He asked how this became a binary decision between BUCS and UAN.

Mr. Virgulak said most Townships use UAN. He said Mr. Hurst did bring up others but when he looked at UAN, it seems to be the most efficient and others are not supported by the State of Ohio.

Mr. Weidman asked if UAN is designed to accommodate 1330 Townships in Ohio who benefit from a plug and play accounting system due to their small size. He said there might be better options out there for the complexity of Sycamore Township's finances.

Mr. Virgulak reviewed the number of Townships who use UAN in Hamilton County, Butler County, Warren County and Clermont County saying some of those Townships have pretty sizable budgets. He said the financial reporting through UAN is much more sophisticated.

Mr. James asked Mr. Desai about Mr. Porter's signature being required on the UAN agreement.

Mr. Desai answered there is a signature block that asks for the Fiscal Officer's signature; however, the Board of Trustees may pass a resolution authorizing someone else to sign it.

Mr. James shared state recommendations from Auditor Dave Yost about who should review monthly financial reports and what should be reviewed. He said historically the Township's Board has not asked for these reports and now when the Board has asked for them it has been like pulling teeth. He said this is no criticism of Ms. Campbell saying he knows she and Mr. Porter have been working to provide the information but a large stack of reports to go through is not going to help. He then spoke about the need for summary reports saying Ms. Campbell gave a great report but told him BUCS can't produce that report for past months. He said UAN is supposed to be able to do this. He wants to be able to see limited historical use data to track Township finances. He spoke about the Fiscal Officer's duties, but the Trustees have to keep a tight handle on the purse strings. He said there are other software options out there but UAN provides the needed reports at a lower monthly cost. He said, according to Mr. Hurst, the data in BUCS doesn't really match the data the Township reports to the State. Mr. James stated the committee of volunteers took a lot of time to make recommendation and he would like to have Mr. Porter on board but, if the Trustees have to move forward with him in opposition, so be it.

Mr. LaBarbara made a motion to move forward with whatever the Township has to do to change to UAN, seconded by Mr. James.

Mr. Weidman said he wants the best reporting for the Board and the residents and is troubled by Mark Hurst saying this is a step backward. He said he is not an accountant but that he can't support this because there is other software that may be better for the Township's needs.

Mr. James said the Township is not getting the reports we want from BUCS and asked committee members if UAN a step backward.

Mr. Ginn said Mr. Hurst never said in their meeting that UAN would be a step backward. He said UAN is the easiest to implement without a whole lot of expense. He said other more robust software takes a lot of customization and is expensive. He stated not one person on the committee would say UAN is a step backward. He said we need data to make big decisions understanding that the Trustees are not accountants and need reports to help in getting them to a place where they can make good decisions.

Mr. LaBarbara called roll. James: Aye; LaBarbara: Aye; Weidman: No

Mr. LaBarbara made a motion to give Mr. Warrick authority to hire someone to help with the transition to UAN.

Mr. James said he will second that with the understanding that this is if needed.

Mr. Weidman said he will not support this because he has no idea what it would cost the Township. He said he would need more information to approve.

Mr. Porter said UAN told him he is the sole executing officer for this, and the Trustees better make sure they have the authority to do this because it sounds like a takeover of the Fiscal Officer's office. He said he is the one who will operate UAN. He pointed out the residents voted to put him in office noting his long record of clean audits.

Mr. James said Mr. Weidman made a good point that we are not authorizing a salary. He said no one is trying to take over the Fiscal Office, we are trying to provide better tools for better reporting. He said this is not a criticism of the Fiscal Office, it is a criticism of Administration. Mr. James stated he would like to work with Mr. Porter.

Mr. LaBarbara called roll. Vote: James: Aye; LaBarbara: Aye; Weidman: No

The Trustees all thanked the Citizen Finance Committee Members for their service. Mr. James suggested if anyone in Dillonvale is interested in participating in the committee they are encouraged to do so.

SHERIFF PATROL ITEMS

Lt. Tarr reported the Sheriff's Office is continuing limited response due to COVID-19 by handling some reports by phone and limiting their response to medical runs.

Lt. Tarr reported the Sheriff's Office participated in an active shooter drill at the Kenwood Towne Center on October 4, 2020. He said the drill was in conjunction with the Fire Department, Hamilton County Communications Center and mall security and went well.

Mr. Warrick asked about the Hamilton County Sheriff's Officer who was injured in Anderson Township.

Lt. Tarr answered his thoughts are with the officer's family as his condition is unchanged at this time.

EMS AND FIRE ITEMS

Mr. LaBarbara commented it is amazing no one was injured in the recent explosion at the roundabout construction area in the City of Montgomery.

Chief Penny agreed saying it is amazing no one was killed. He explained a grader was grading the dirt trying to level it out and fell into a really soft spot. He said the engine then ignited causing the explosion. He reported there was vehicle damage but the fact that the person operating the grader was uninjured is amazing. Chief Penny stated it took a while for them to figure out how to turn off the gas without causing issues at nearby Bethesda North Hospital. He reported the Sycamore Township firefighters on scene did very well.

COVID-19 Update

Chief Penny reported there have been 16 additional people quarantined at home with COVID-19 in the Township.

Full-Time Firefighter Replacements

Chief Penny requested permission to replace two full time firefighters who will be off the schedule by the end of October. He said Lt. Mike Flaig has been with the Department since the beginning and, after 25 years, is retiring.

Mr. Weidman made a motion to give Chief Penny authority to fill the two vacant spots in the Fire Department. Mr. James seconded the motion and then asked Mr. Warrick if he had any concerns about the financial impact of filling these positions.

Mr. Warrick answered no, as they are existing positions.

Mr. LaBarbara called roll. Vote: All Aye.

ROADS, MAINTENANCE & RECREATION ITEMS

Mr. Kellums reported on the Sycamore Road Project saying the base course of pavement is currently being poured and the project is on schedule. He stated the final surface course of pavement on the entire road from Plainfield Road to Kenwood Road will be done the last week of October.

Mr. Kellums reported the Maintenance Storage Building Project is running a little behind schedule with contractors now shooting for a mid-November completion date. He noted there is still a lot of work to be done and he will be surprised if they make that new deadline.

Mr. Kellums reported both Trash Bash events which took place in September were very successful noting about 3,400 pounds of electronics, hundreds of tires, and 90 refrigerators were collected. He said the North Trash Bash filled 17 dumpsters and the South Trash Bash filled 23 dumpsters. He said it is great to see people taking advantage of this service.

Mr. Kellums reported curb side leaf pick up starts next Monday, October 19th and noted the Maintenance Department is working hard wrapping up in house projects before that date.

Mr. Kellums reported he has been working with Mr. Warrick to put together a road project plan to use the 25% of unencumbered TIF funds available to the Township.

Mr. Weidman asked if there was a deadline for that.

Mr. Kellums said it may not begin before October 15th and the money must be spent by the end of next year.

Mr. Weidman stated he suspects a lot of other Townships will be doing the same thing and we want to get out in front of them.

Mr. James thanked Mr. Kellums for responding to a Sturbridge resident about sidewalk repair, saying he heard from this resident again this morning with concerns about the Maintenance Department being careful so as not to damage an adjacent tree.

Mr. Kellums stated the tree roots are what is causing damage to the sidewalk.

Mr. James stated some residents have emailed him requesting a second or later leaf pick up in January or February.

Mr. Kellums said the problem is the Maintenance Department uses the same trucks for leaf season as it does for snowplows and salting roads in the winter. He said having to switch the trucks from snowplows/salt spreading to leaf pick up makes a second leaf pick up in the winter difficult to do.

Mr. LaBarbara thanked Mr. Kellums for getting right back to a resident who had emailed Mr. LaBarbara with a concern.

Mr. James stated there is one resident unhappy with the stop signs approved for the intersection of Branford Court and Wetherfield Lane being a three way stop. He said Mr. Kellums had said traffic standards require a three way stop and asked if it is possible to only have one stop sign there.

Mr. Kellums answered it is an engineering standard but that he will reach out to the Hamilton County Engineer about it. He pointed out Branford is not the main road as it is double cul-de-sac.

Mr. James asked the status of the locks on the park restrooms.

Mr. Kellums answered the company is currently working on that.

Mr. Ginn, of the Citizen Finance Committee, complimented Mr. Kellums saying the contractor is doing a good job on traffic control on Kugler Mill and asked if they will rebase the section between Montgomery and Kenwood Roads.

Mr. Kellums answered AMS is working there for Duke Energy gas services lowering all of the gas services to a minimum of 36 inches to prepare for a full depth reclamation of the road.

PLANNING AND ZONING ITEMS

Mr. Miller reported he had one nuisance resolution for the Board's consideration. He showed photos of the property noting the areas in violation. He said his office was able to contact the owner of this rental property who requested time to take care of this. He said time has now run out and the owner is no longer responding.

Resolution – 6952 Rosemary Lane Nuisance Property

"A Resolution Providing for and Authorizing Removal of Vegetation, Garbage, Refuse and Other Debris and Declaring a Nuisance for the Property Located at 6952 Rosemary Lane Sycamore Township, Ohio 45236" was presented by Mr. Miller. A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, to approve the resolution and dispense with the second reading. Mr. LaBarbara called the roll. Vote: All Aye.

Resolution No. 2020-76 passed this 13th day of October, 2020.

Mr. Miller said there is a Zoning Commission Meeting tonight for Case 2020-06P2 on Deerfield Road. He noted this is the proposed self-storage facility located both in Sycamore Township and in Blue Ash. He reported a public hearing was held yesterday for the part of the project on the Blue Ash side.

LAW DIRECTOR ITEMS

Mr. Desai stated he had nothing to report at this time.

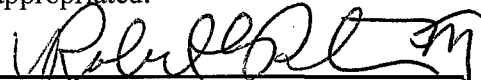
ADMINISTRATOR ITEMS

Mr. Warrick reported the agenda item pay bills and read receipts was skipped.

PAY BILLS AND READ RECEIPTS

The receipts, in the amount of \$719,418.15, and disbursements, in the amount \$1,508,997.56, for October 13, 2020 were read and are hereby made a part of these minutes.

I hereby certify that the money for payment of these bills is in the fund provided and duly and properly appropriated.

Signed: 
Robert C. Porter III, Fiscal Officer

Mr. Weidman made a motion, seconded by Mr. James, to accept them.

Mr. LaBarbara called roll. Vote: All Aye.

Mr. Warrick stated he had a resolution for the Board's consideration to appropriate the other two CARES Act amounts.

Resolution – Amending 2020 Appropriations for the CARES Act Coronavirus Relief Fund II

“A Resolution Amending 2020 Appropriations for the CARES Act Coronavirus Relief Fund II, Dispensing with a Second Reading, and Declaring an Emergency” was presented by Mr. Warrick. A motion was made by Mr. Weidman, seconded by Mr. James, to approve the resolution. Mr. LaBarbara called the roll. Vote: All Aye.

Resolution No. 2020-77 passed this 13th day of October, 2020.

Mr. Warrick said he has some large purchase orders for consideration.

Purchase Orders over \$2,500.00

Mr. Desai said, presuming it pleases the Board to approve the purchase orders for CARES Act expenditures, the motion should say the funds are needed for the COVID-19 crisis.

Mr. Warrick said the first purchase order for consideration is a TIF payment to the Port Authority.

U.S. Bank	Kenwood Towne Place	\$633,158.94
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Mr. Weidman made a motion to approve this request. Mr. James seconded. Mr. James asked if the purchase order was fully appropriated.

Mr. Warrick answered yes.

Mr. James said if any of the purchase orders are not appropriated properly to please notify the Board.

Mr. Warrick presented a purchase order for CARES Act expenditures.

Blanket Vendor	HB 641 CRF (CARES Act)	\$579,247.00
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Mr. Weidman made a motion to approve this request. Mr. James seconded. Mr. LaBarbara called roll. Vote: All Aye.

Mr. Warrick reported the following purchase order is another CARES Act expense that required a specific vendor.

CDW Government, Inc.	COVID Telework Capabilities	\$22,389.31
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Mr. Weidman made a motion to approve this request. Mr. James seconded. Mr. LaBarbara called roll. Vote: All Aye.

FISCAL OFFICER ITEMS

Mr. Porter stated he had no communications.

TRUSTEE ITEMS

Mr. Weidman thanked Chief Penny and his crew for arranging to have a fire truck and sheriff vehicles present for Mr. Herbert M. Heilbrun's 100th birthday celebration on October 11th.

Mr. Weidman stated in January we have either eliminated or pushed out the Trustees meeting due to the New Year's Day Holiday. He stated January 1st is a Friday and suggested January 12th for the Workshop Meeting and January 14th for the Board of Trustees Meeting.

Mr. LaBarbara said the Board may change the meeting and workshop schedule for next year.

Mr. Weidman requested the Board review this now because of how the holiday falls.

Mr. James stated it should be discussed at the November meeting.

Mr. James stated early voting is available if convenient for people to do it that way. He thanked Wanda Wagner-Turiak for her service to the community and making Kenwood Towne Center a centerpiece of the Township. Mr. James said long time Troop 502 Scout Leader Gary Banfield had a stroke a few months ago and is recovering back home in Sycamore Township. He wished him well saying Mr. Banfield has helped raise a lot of Township youth through scouting. He asked for continued prayers for Mr. Banfield's recovery.

Mr. LaBarbara stated at the last Board of Zoning Appeals meeting, Mr. Eichmann, the Treasurer for Mr. Weidman's campaign, made remarks that upset some residents. Mr. LaBarbara said we are looking into discipline or removal of Jim Eichmann.

ANNOUNCEMENT CHANGES

Mr. LaBarbara stated the Records Commission Meeting today is cancelled and will be rescheduled and the next Trustees Workshop scheduled for November 3rd is cancelled due to election day.

A motion to adjourn into **Executive Session** with Law Director Deepak Desai as permitted by Ohio Revised Code Section 121.22 "Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other items and conditions of their employment"; to adjourn into Executive Session with Law Director Deepak Desai to discuss employment of a public employee as permitted by Ohio Revised Code Section 121.22; to adjourn into Executive Session with Law Director Deepak Desai to discuss pending litigation as permitted by Ohio Revised Code Section 121.22; and to adjourn into Executive Session with Law Director Deepak Desai as permitted by Ohio Revised Code Section 121.22(G)(2) to consider the sale of property at competitive bidding in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest was made by Mr. LaBarbara and seconded by Mr. Weidman.

Mr. LaBarbara called roll: Vote: James: Aye; LaBarbara: Aye; Weidman: Aye

Mr. LaBarbara invited the following people into the Executive Session with the three Trustees: Rob Porter, Ray Warrick, Chief Penny, Skylor Miller and Tracy Kellums.

End regular session: 10:56 a.m.

Begin Executive Session: 11:06 a.m.

Topic 1: Collective Bargaining discussed

Topic 2: Employment of Public Employee discussed

Topic 3: Pending Litigation discussed

Topic 4: Sale of Property discussed

End Executive Session: 11:55 a.m.

Back in regular session: 11:56 a.m.

Mr. LaBarbara called roll. The three Trustees all indicated they were present.

Mr. LaBarbara made a motion to approve an amendment to sign a settlement agreement authorizing the immediate filing of dismissals referenced in Sections Two, Three and Seven of the Settlement Agreement as well as extending the deadline for defendants contained in Section Two providing an additional 14 days for them to apply for the State permit for the rear sign and

authorizing the Township Administrator to sign the amendment on behalf of the Township for the House of Brows. Mr. James seconded the motion. Mr. LaBarbara called roll: Vote: James: Aye; LaBarbara: Aye; Weidman: Aye

Mr. James made a motion to give the Administrator permission to sign a non-binding letter of intent or LOI in relation to the potential sale of property subject to the Law Director's Review. Mr. LaBarbara seconded the motion. Mr. LaBarbara called roll: Vote: James: Aye; LaBarbara: Aye; Weidman: Aye

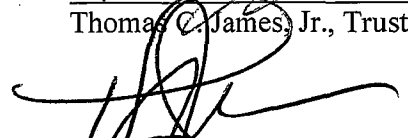
A motion to adjourn was made by Trustee Weidman and seconded by Trustee James. Vote: All Aye.

End regular session: 11:58 a.m.

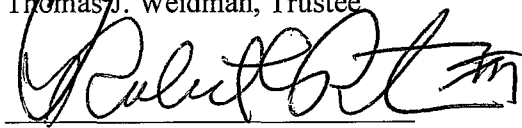
Jim LaBarbara, Chairman



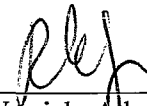
Thomas C. James, Jr., Trustee



Thomas J. Weidman, Trustee



Robert C. Porter III, Fiscal Officer



Ray Warrick, Administrator

Workshop Minutes 10/13/2020