

Village of Gates Mills
MINUTES OF A SPECIAL MEETING OF COUNCIL
June 11, 2012

Pursuant to written notice, a special meeting of the Council of the Village of Gates Mills, Ohio was held on Monday, June 11, 2012 at 6:30 P.M. in the Village Hall following the public hearing on the 2013 budget. The Regular meeting to be held June 12, 2012 was cancelled.

Councilmembers present: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.

Councilmembers absent: None.

Mayor Riley presided.

Mayor Riley introduced Todd Hunt who was substituting for Law Director Charles Riehl.

The minutes of the meeting of May 8, 2012 were presented by the Clerk. Councilmember Turner questioned the amount on page 6 that was approved to spend on the 2012 road program. Councilmember Sogg said it was approved for \$175,000 so some other little things could be finished, also. It was moved by Councilmember Reynolds, seconded by Councilmember Barnes, that the minutes be approved.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.

Nays: None.

Motion carried.

Councilmember Reynolds suggested that since the meeting minutes are being taped, the written minutes could be less wordy. They could be bullet points and if anybody wants to review a discussion they could refer to the tape. She asked if that approach could be tried. Councilmember Bletcher said the minutes are the official legal document that summarizes what happened at the meeting. The Secretary of State mandates that the minutes be thorough. The minutes are published on the Village website so any resident who wants to know what happened only has to access the Village website. He has never tried it, but can't imagine the hassle of trying to go through hours of tape. He is comfortable with the idea of having thorough minutes.

Councilmember Schneider said she is comfortable making them a little less wordy, but thinks all the details have to be included. The Positively Gates Mills Committee is going to push the website; the website will be more current and changeable.

Councilmember Reynolds asked if Finance Administrator Lechman could be given a little bit of lee way to summarize, with maybe annotating that the complete discussion, in parentheses, is available via the tape recording for anyone who would like a more thorough discussion.

Councilmember Schneider said if someone comes in for the minutes it is going to be less drama to have the minutes in writing. It could end up being more of an interruption having to find what they are looking for on the tape record.

Councilmember Reynolds felt that Councilmember Schneider had a good point.

Councilmember Schneider said she could go either way. She feels that we have made the minutes available on-line; now we are going to change the details.

Councilmember Reynolds agreed to leave the minutes as they are. It was just a suggestion that perhaps could be more efficient.

Councilmember Barnes asked if someone for \$20 an hour could transcribe the recording and get the job off Finance Administrator Lechman's desk. He asked Finance Administrator Lechman how long it took her to write the minutes. She responded a day. Councilmember Reynolds said it is not the most efficient use of Finance Administrator Lechman's time. Councilmember Bletcher suggested the dispatchers might be able to transcribe the minutes. Finance Administrator Lechman said she would still take minutes. Mayor Riley said this method should be tried. He asked Police Chief Szeredy if he had a problem with it. Police Chief Szeredy said he did not. Mayor Riley said the way the minutes are approved at the meeting will be the same.

Pay Ordinance #1142 in the amount of \$882,573.24 was presented by the Clerk. It was moved by Councilmember Bletcher, seconded by Councilmember Sogg, that Pay Ordinance #1142 be approved.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.
Nays: None.
Motion carried.

The financial statement for the period ending May 31, 2012 was presented by the Clerk. Councilmember Barnes pointed out that comparing year to date, the salary and wages were running a little bit higher than he anticipated. This is because there was one extra pay period in 2012 compared to 2011. He noted that the revenues are very close to what they were last year. Operating expenses are about \$130,000 higher than last year, but he thinks as the pay period variances wash through, it will be very similar to last year. There was a 1% wage increase that's included in the budget, also. Obviously there is a big difference versus last year in terms of year to date inheritance tax revenue. The Village has a little over \$5 million in the bank at the end of May. The \$485,000 Downtown loan was paid off, which leaves \$850,000 of unfunded debt at 0% cost, payable at \$100,000 a year over the next eight or nine years. He feels the finances are good as far as this year is concerned.

Mayor Riley asked if Councilmember Barnes had any thoughts about the Inheritance Tax. Councilmember Bletcher said we can't predict what we are going to get this year, but we all know that we are going to be losing \$1,000,000 a year from the state. We have some discussions underway under the umbrella of operating more efficiently, such as collaborating with other villages on various topics. He would feel more comfortable if there was an action plan to reduce costs by some number that's on the order of magnitude of what we need. He feels having such a plan would give a mind-set to really and truly watch the nickels and dimes. Because it's not just \$10,000 here and \$10,000 there, it could be \$100,000 here and \$100,000 there. It all adds up.

Mayor Riley reported that the Safety Committee, working with the Fire Chief and the Police Chief, have put together a request for proposal for dispatch services which has been distributed to Mayors of several communities. August 3rd is the deadline to receive proposals on the dispatch

service. The hope is to save significant dollars by outsourcing dispatch. Outsourcing will be done only if there are real savings and only if quality service can be maintained for the Village. His hope is to save at least \$100,000. Similarly, the EMS contract with Mayfield Village is up for renewal and there is an issue about our negotiating strategy to be discussed in the next executive session. Again, the hope is to save significant dollars. Early indications are that other communities will bid on the EMS and we will be able to realize some additional savings. He feels the focus right now is on those two big items. He has asked all of the various committees, from service to safety to administrative, to focus on cost savings. In order to cut through these problems, we are going to have to deal with the fact that we will need to outsource services, combine services with other communities, or raise revenue. We can't just cut service, that's not going to work.

Mayor Riley reported that he has been attending the Chagrin Valley Intergovernmental Council meetings. The group tends to be a pretty good forum for obtaining ideas. Several other communities have investigated participating in a program that Metro Health has put together for cost savings on health insurance, so he is going to pass that on to the appropriate committee to look into that. In addition, apparently Hunting Valley is using a health savings account program which has resulted in significant savings for that community, so we will also look into that. The Village has received a proposal to purchase from the Village some real estate located by the Chief's house. He is passing that on to the Planning and Zoning Commission, because that is where the original proposal began. Gates Mills Nature Camp opened this morning. The camp is sponsoring a Civil War battle reenactment on July 6th and 7th on the Polo Field. There will be people camping out there with bonfires, cooking food, and port-a-potties for two nights. There will also be a cannon fired once or twice during the day on July 7. Councilmember Reynolds felt a letter should be sent to the adjacent neighbors notifying them about this activity. Mayor Riley said the neighbors will be notified.

Mayor Riley reported the Legal Committee met. He, in the absence of Councilmember Sogg, chaired the meeting. The committee is looking to establish procedures for regular contracts that the village enters into, so there is a standard procedure whenever a contract is up for renewal, particularly longer term agreements. The committee is going to look into whether we should establish a charter review. It's been quite a few years, probably 20-25 years, since it has been reviewed. He feels the rules have changed enough that it's worth looking into it.

Councilmember Turner asked if the Request for Proposal for dispatch was sent to Highland Heights. Mayor Riley said it was not. It was sent to Lyndhurst, Mayfield Village, Mayfield Heights, and Chagrin Falls. He will send it to Highland Heights. He said it was not sent to them because they do not have a jail. Councilmember Bletcher suggested it be sent to Beachwood, also.

Councilmember Turner said services or quality can't be cut, but operationally it is hard to tell the committee chairman they have a responsibility to cut costs. That's not something that we necessarily do day in and day out, and are each councilmember doing it the same. She feels operationalizing that is a bit of an issue. She feels if putting something like purchase orders into place may help with levels of authority based on the amount reduced.

Councilmembers Schneider, Sogg, and Reynolds said the Village has a purchase order process in place.

Councilmember Turner said there is still not an oversight. She pointed out the bid with Ontario did not have a cap on the total expense, only the cost per pound was authorized. As a councilmember she will not be approving requests that come in that don't have a total amount at the end of the day, just a cumulative or aggregate of different small expenditures. Councilmember Schneider explained that the price per pound was approved so that the Service Department can purchase it in emergency situations. Councilmember Turner said in terms of the request that came before the council, there was no total expenditure. Service Director Biggert said he doesn't know how much winter slag he will need. Councilmember Turner asked at what level of authority does Service Director Biggert have to spend on slag, and when does the Mayor have to get involved. Councilmember Barnes said this is the same as salt. We can't cap that. Service Director said we get a bid that says so much per ton. Finance Administrator said we create a purchase order based on the previous year. Service Director said we limit the amount in the bid so the bidder knows how much we're going to buy. Councilmember Turner said there still has to be a maximum amount for that in the budget; there has to be something in the budget that we are working against. Councilmembers Barnes and Schneider said there is; it is just the best estimate. Mayor Riley said he thought Councilmember Turner's point is what would stop somebody from saying "I've got the authority to buy salt at \$xx a time, I'm just going to go out and buy willy-nilly." What is the procedure to make sure that does not happen. Service Director said he wouldn't be doing his job. Councilmember Schneider said if he did that, where would it be stored. Finance Administrator said that council approves the bill when it is paid. Then they see the expense on the financial statement which shows at what point the budget has been exceeded. Councilmember Barnes points it out when he gives his report, or someone on Council will point it out. It will be explained that it is because the weather's been bad. Spending more than estimated is obvious on the budget.

Councilmember Bletcher said the example of stone or slag may not be a good example. He continues to believe the Village needs a proper purchase process that enables for whatever we decide is the proper review of the purchase orders, depending on their value. In other words if somebody on the service department, and it may not be Dave, needs a \$5 part to keep plowing, they should be able to go get the \$5 part. But if \$3,000, \$5,000, \$10,000 is going to be spent on road striping, he's not sure that it is a separate line item in the budget. If we're going to spend \$10,000, even if the state doesn't require it because it's less than \$25,000, we go to bid. There should be some oversight before we spend something of that size. Mayor Riley asked Service Director Biggert how much an employee in the Service Department can spend before coming to him. He said anything over \$500 or anything that is a multiple purchase (a case or pallet), even if it is below \$500, the employee must fill out a form. Mayor Riley said he assumes that is the same for the Police Department. Finance Administrator Lechman said it doesn't apply to the Fire Department because their total budget is small. Mayor Riley summarized: so we do have procedures in place to make sure that a service department employee or somebody from the police department doesn't run to the store and buy extraordinary amounts. And in turn, Dave, Steve, and to an extent Tom, review with me any significant purchases so I have a sense. We just bought an air conditioner that cost us about \$100. We agonized over it. They didn't even have to ask me but they did. So this stuff is coming across my desk.

Councilmember Schneider said the department heads also talk about these things at the staff meeting which is held the week before council meets. Mayor Riley said he would invite everyone to the staff meeting except if he did, the meeting would have to be a special council meeting. He said that he and Councilmember Schneider go through with the staff all these types of issues. Even cost saving issues are discussed.

Councilmember Welsh asked if the Village is going to have a Mayor's Court. Mayor Riley said it is being investigated. He'll have the Legal Committee give Councilmember Welsh a report on that. A Mayor's Court could be a new revenue source for the Village.

Councilmember Turner reported on the Gas Well Safety Committee. She said there will be a committee meeting on June 27. Fortunately things are quiet. There haven't been any new wells drilled, they're probably going for big property elsewhere.

Councilmember Turner reported on the Mayfield School Liaison Committee. There is a reception for Dr. Price on the 21st of June at Lander Haven. It is 5:30 to 7:30 with a program at 6:30. They really would like to see as many Village representatives there as possible. It's a reception, not a dinner. There is no cost.

Councilmember Reynolds said there's an article in the newspaper showing Gates Mills as the community with the second largest number of gas wells in the county.

Councilmember Sogg reported on the Beautification Committee. The committee met; everyone is very enthusiastic. They are going to start working on entry ways to the village, making sure that they are up to snuff. There are going to be inspections of all of the entry ways. Service Director Biggert supplied the committee with the locations. The Committee is also looking at some grants to be used to improve the look of some areas, particularly Old Mill Road.

Councilmember Schneider reported on the Positively Gates Mills Committee. There was a second reception which wasn't as well attended as hoped, but those who came were pleased with the information and pleasantly surprised. The Committee reported on the Village and George Hughes reported on the school. Councilmember Schneider distributed to Council copies of what was handed out at the reception including a Mayfield School calendar. The Committee's booklet is now on the Village's website. The Committee is going to try to get villager's emails. There was a request in the *Pink Sheet*.

The Positively Gates Mills Committee discovered the software that runs the Village's website, is quite old. Nothing has been changed on it for almost 12 years when it was first set up. It has become problematic because often when there is an update, Peerless, the Village's website host, has to do it. There are a few things that can be done in house; Chief Dispatcher Toni Wilson does them. But for the most part it's really become an inconvenience. The Committee is trying to encourage people to go to the website and feel that since changes are not obvious, the browser thinks no change has been made. A Peerless representative made a presentation. He will give the committee some information which she will pass on to Council after another committee meeting. Councilmember Bletcher suggested getting more prices. Councilmember Schneider said the only decision made is that something is going to be done. Councilmember Turner said the idea was great.

Councilmember Bletcher gave a Safety Committee report. He said there have been no injuries due to reckless bicycle riding on the pedestrian bridge.

Clerk Beth DeCapite gave a report on the Clerk's office. During the bi-annual audit it was mentioned that there is a perceived shortcoming in the way that Finance Administrator Lechman's

computer is backed up. Finance Administrator Lechman asked the current software provider what would be the appropriate way and price to not only back-up her system but to plan for a disaster. The total price over two years would be about \$5,500, they would not have a piece of equipment in the Town Hall, and they would not back-up everything. Only the accounting and the payroll data would be backed up. A quote from a company that Clerk DeCapite works with at her business included a piece of equipment that would back not just data but also all the programs for an additional \$600 over that two year period. Another advantage, if anybody else in the building was on the same network this piece of equipment would be capable of backing it up. Clerk DeCapite explained this information she is providing is an attempt to keep Council informed. She feels that (Treasurer Bob Reitman was involved with this was well) this is something the Clerk's office has a responsibility to do. If the Finance Administrator's computer were stolen or destroyed, or something happened and the computer disappeared, everyone would be asking why we didn't do this. So she, Treasurer Reitman, and Finance Administrator Lechman have decided to go with this two year \$6,000 endeavor. It's not in the budget but she thought it would be a courtesy to explain the situation to Council.

Councilmember Bletcher asked where the back-up would be housed. Clerk DeCapite explained it would physically be in the Clerk's office but simultaneously there is a data center in Akron that would have a duplicate set of data. Councilmember Bletcher said there are web-based back-up companies that are relatively inexpensive that should be considered. Mayor Riley said they were investigated. For the amount of data involved, this amount, particularly the initial expense, probably wouldn't be cost effective. He said the back-up for his personal computer is \$300-\$400 a year per PC.

Councilmember Welsh said having the back-up off-site is the main thing. Councilmember Reynolds said it sounds like it makes so much sense that we do it not only to satisfy the auditors but to be safe ourselves. Councilmember Welsh said it is imperative we get off-site back-up now. Councilmember Bletcher asked how much memory is involved. Clerk DeCapite said 10 gigabytes. Councilmember Bletcher asked how much memory we need. Clerk DeCapite said 500 GB Deduplicated. Councilmember Bletcher felt that was not very much. He wants to talk to her about this.

Police Chief Szeredy presented a written report for the Police Department for the preceding period. There was one burglary on May 15. There was an alarm system but the homeowner failed to activate it. There was one credit card fraud. Councilmember Welsh asked how many alarms are hooked up to the Dispatch Center. Police Chief Szeredy said 450 alarms.

Service Director Biggert submitted a written report for his department for the preceding period. He said the Old Mill Bridge will open June 26th or sooner. Councilmember Welsh asked if anyone is using the tennis courts. Service Director Biggert said they were. Mayor Riley said there needs to be a decision on the tennis courts, whether to fix them or get rid of them. Service Director Biggert said they are going to power wash them. Mayor Riley asked what the estimate to replace them was. Service Director Biggert said to resurface them was about \$25,000 - \$30,000. To totally replace them was about \$75,000.

Councilmember Turner asked about the traffic being diverted during the Mayfield Road construction. Police Chief Szeredy said he doesn't have the answers for that yet, but there have been some preconceived ideas for vehicle traffic, one being using Wilson Mills and Old Mill road

as a detour, commercial traffic will be detoured to the north on Route 6, and south on Route 87. SOM Center Road would be in intermediate between them and so would Route 306. It appears both sides will be closed. However, they are trying to maintain westbound traffic to ensure people getting to the hospital. Mayor Riley said it is too narrow for two lanes on one side. There isn't enough room for commercial traffic. Councilmember Bletcher said he thought the plan was to allow cars; it is what was done before. Service Director Biggert said the State does not want to alter or change the detour route. The road is not wide enough to put any type of barriers between the north and south lanes. So traffic will be one way, westbound.

Fire Chief Robinson presented a written report for the Fire Department for the preceding period. Councilmember Schneider said she received information today about a grant. Councilmember Bletcher asked if the Grant Committee was aware of it. Councilmember Schneider said not yet, she thought she would give it to Fire Chief Robinson first. Fire Chief Robinson said he would like it forwarded to the Grant Committee. Councilmember Schneider said she will forward it to Dr. John Kramer from her computer.

Councilmember Barnes reported that at 6:15 tonight there was a Public Hearing on the 2013 Budget. The forms that need to be submitted to the county to make sure that we have sufficient revenues were presented. There was some discussion but no one objected.

Resolution #2012-16 entitled "A Resolution Accepting The Alternative 2013 Village Tax Budget," was introduced by Councilmember Barnes and read by the Clerk. It was moved by Councilmember Schneider, seconded by Councilmember Barnes, that the rules requiring resolutions to be read on three different days be suspended and that Resolution #2012-16 be placed upon its final passage.

Roll call: Ayes: Barnes, Bletcher, Nemastil, Reynolds, Riley, Schneider, Welsh.
Nays: None.
Motion carried.

It was then moved by Councilmember Barnes, seconded by Councilmember Schneider, that Resolution #2012-16 be approved.

Roll call: Ayes: Barnes, Bletcher, Nemastil, Reynolds, Riley, Schneider, Welsh.
Nays: None.
Motion carried.

Resolution #2012-17 entitled "An Ordinance Reclassifying An Advance From The Capital Improvement Fund To The Wastewater Plant Fund," was introduced by Councilmember Barnes and read by the Clerk. Finance Administrator explained that an advance is typically for one year. This advance was made in 2001. The auditors (this year Ciuni and Panichi) recommend that the advance be replaced with a transfer since it appears the Wastewater Plant Fund will never be able to return the advance. Councilmember Sogg asked what happens if it can be repaid in the future. Finance Administrator Lechman said it can be transferred back. You can always transfer to and from the General Fund. It was moved by Councilmember Barnes, seconded by Councilmember Reynolds, that the rules requiring ordinances to be read on three different days be suspended and that Ordinance #2012-17 be placed upon its final passage.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.
 Nays: None.
 Motion carried.

It was then moved by Councilmember Barnes, seconded by Councilmember Reynolds, that Ordinance #2012-17 be approved.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.
 Nays: None.
 Motion carried.

Resolution #2012-18 entitled "A Resolution Giving Consent To The Director Of Transportation To Resurface River Road (SR-174) From Old Mill Road To The North Corporation Line," was introduced by Councilmember Barnes and read by the Clerk. Councilmember Barnes explained the repaving would be from Old Mill Road to approximately Rogers Road. ODOT is responsible for the work and 100% of the expenses unless there is a feature the Village requests that is outside the standard contract. Barnes asked Service Director Biggert if he expects any expenditure like that. Service Director Biggert said he did not. He could talk to ODOT about concrete curbing and see what happens. Striping and crosswalks will be paid by them also. They may object to the crosswalk striping in front of the Library. Councilmember Reynolds said she has received requests to widen the pavement from the pedestrian bridge to the Post Office; several people walk to the Post Office. It was moved by Councilmember Barnes, seconded by Councilmember Bletcher, that the rules requiring ordinances to be read on three different days be suspended and that Ordinance #2012-18 be placed upon its final passage.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.
 Nays: None.
 Motion carried.

It was then moved by Councilmember Barnes, seconded by Councilmember Bletcher, that Ordinance #2012-18 be approved.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner, Welsh.
 Nays: None.
 Motion carried.

Resolution #2012-19 entitled "An Ordinance Enacting Section 1313.081 Entitled 'Review Procedure For Demolition Permit In All Areas Other Than Historic Districts And/Or Historic Landmarks' And Section 1313.082 Entitled 'Planning And Zoning Commission Review Of Applications For Demolition Of Buildings Or Structures'," was introduced by Councilmember Schneider and given its first reading by the Clerk. Councilmember Schneider explained that the Village has an Ordinance that addresses demolition within the historic district. This one is for outside that area. There have been three requests for demolitions brought to Planning and Zoning Commission. The most important part of the Ordinance is it explains how the request goes through the boards. It requires a guarantee bond and a plan to utilize the best available technology. Councilmember Bletcher asked what the difference is between a building and a structure. Councilmember Schneider said a building would be the house and a structure would be the accessory building. Service Director Biggert said when talking in general, he would use the

terms interchangeably. Councilmember Bletcher asked if there is a small garden shed the owner wants to demolish, are we going to put them through the three review boards. Councilmember Schneider said it is mainly for houses. Councilmember Bletcher felt there should be something that says how many square feet this Ordinance applies to. Governments pass regulations with the greatest of intent and then in real life what this does is open up one more avenue for a law suit. Councilmember Schneider said at the moment there is nothing to regulate it, so we're thinking that it is now a law suit waiting to happen. When the fiberglass or asbestos from the house being demolished blows onto the neighbor and somebody gets sick, it becomes a problem. She will check with Law Director Riehl and see if he'll do something. Councilmember Reynolds said maybe there could be something in the first paragraph. Since this is just the first reading it gives Councilmember Schneider an opportunity to make changes. Councilmember Schneider said the Ordinance definitely should address if it's houses or if it's an accessory structure. Service Director said the inconsistencies are typically when people come to him. They say they want to build a shed 20x40. He tells them that is not a shed, it's an accessory structure. To be consistent maybe the Ordinance should stay with 10x12 or 120 square feet. Councilmember Schneider said she thought there needed to be detail in the Ordinance. Mayor Riley suggested everyone take a look at the Ordinance and raise issues for the next reading. Councilmember Bletcher said he always thought if you make it difficult for people, meaning multiple meetings and multiple boards, to take down a deteriorated building some people could say the heck with it all and just let it sit there and deteriorate. Councilmember Schneider said at the moment all this is covered in the historic district. It's outside that there isn't anything and that's where all the problems are. When they came in for a couple of these demolitions the Board wasn't so thrilled about losing a house on the tax duplicate. Councilmember Welsh asked what was done with the Dimling property. Councilmember Schneider said that it was a safety issue. Service Director said the Village tore it down and put the expense on his tax duplicate.

Councilmember Schneider announced there will be a public hearing for Ordinance 2012-19 at 6:15 p.m. before the council meeting on July 10, 2012. Finance Administrator Lechman asked if changes to the Ordinance can be made after a Public Hearing. Councilmember Schneider said they could. Law Director Hunt agreed.

Business from the audience:

MaryAnn Kish said the doors inside the Post Office are all scuffed at the bottom. She suggested kick plates be put on them. Also, single residents have told her they don't go the Council meetings because things fall on deaf ears. That is why she is bringing up their issues. The single people feel they are being robbed on trash pick-up. Bi-weekly should be almost half the amount of the weekly pick up and it's not. This needs to be looked at when the contract is brought up. Mayor Riley said if the Village paid for trash service those people would overpay even more than they feel they are overpaying now. That is because it would be spread based on property value as opposed to getting a discount off the standard service. So they are actually better off with this arrangement. Finance Administrator Lechman said we are exercising a year option on the trash contract. Councilmember Bletcher said we expressed our intent to renew Rumpke's contract for next year.

At 7:35 it was moved by Councilmember Schneider, seconded by Councilmember Reynolds, that Council go into executive session to discuss contracts.

Roll call: Ayes: Barnes, Bletcher, Reynolds, Schneider, Sogg, Turner.

Nays: Welsh.
Motion carried.

Councilmember Welsh left the meeting at this point.

At 7:45 Council returned from Executive Session.

There being no further business, it was moved by Councilmember Sogg, seconded by Councilmember Schneider, and unanimously carried, that the council meeting be adjourned.

Respectfully submitted,

Beth DeCapite, Clerk

Approved:

Shawn M. Riley, Mayor