

MINUTES OF THE CHESHIRE TOWN COUNCIL SPECIAL MEETING AND BUDGET COMMITTEE MEETING HELD ON TUESDAY, MARCH 20, 2019 AT 6:30 P.M. IN ROOM 207-209 TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Robert J. Oris, Jr. Chairman; Paul A. Bowman, Vice Chairman; Timothy Slocum (Budget Committee Chairman), Jeffrey Falk, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco, Peter Talbot, David Veleber.

Staff: Sean M. Kimball, Town Manager; Arnett Talbot, Assistant Town Manager; James Jaskot, Finance Director; Gina DeFilio, Deputy Finance Director; Keith Darin, Building Inspector; Neil Dryfe, Police Chief; Deputy Police Chief Brian Pichnarcik; Lt. Michael Durkee, CPD; Jack Casner, Fire Chief.

1. ROLL CALL

Chairman Oris called the special meeting to order at 6:32 P.M.

The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. PROPOSED FY 2019-2020 OPERATING BUDGET

Public Safety (Fire, Police, Animal Control, Inspection Department) and Social Services.

Town Manager Kimball brought Inspection Department to current status on the agenda.

INSPECTION DEPARTMENT – Pages 109-113 Budget Book

Mr. Kimball reported this is a status quo budget with a decrease of \$692. It has been a busy year for the department with lots of activity and getting the new on-line software system up and running. In response to a question regarding use of consultants during busy times, Mr. Kimball said there are reinforcements during busy periods. For complicated projects requiring additional expertise, things get done, and there is justification with increased building fees.

CHESHIRE POLICE DEPARTMENT – POLICE CHIEF NEIL DRYFE; Page 81.

Mr. Kimball reviewed the CPD budget request of \$1,167,328 which he approved. The overall impact is \$321,000 in salaries and benefits with increase from five (5) to ten (10) Dispatchers. One Dispatcher was approved for January 2019, and CPD requests five (5) additional Dispatchers.

Chief Dryfe referred to his memo of March 20, 2019 to Town Manager Kimball regarding “Additional Dispatchers” for CPD. This information has been discussed in executive session with the Town Council. Chief Dryfe reported CPD is grossly understaffed in the Dispatch operations, and he cited the Dispatcher Staffing Comparison with towns

similar to Cheshire...showing that Cheshire is understaffed. This is a public safety issue, and the Council focuses on public safety. Chief Dryfe reviewed the 2018 safety issues with tornado and storms, and the officer involved shooting. Fortunately, both times had two (2) Dispatchers on duty 3 p.m. to 11 p.m. shift. The model on which CPD is built for overwhelming situations has an officer pulled from the street to assist the Dispatcher. The problem is when things get overwhelming in the Dispatch Center, it is because something is going on out on the streets. For an accident there are numerous cell phone calls to 911 which require a response...and sometimes a simultaneous life alert call to centers located out of state...with the routine phone ringing without response. For a medical alert this could change the outcome.

Every CPD police officer receives the 40 hour State training for "Certified Tele-Communicator" (\$800 cost) and full 24 hour medical emergency dispatch training. CPD officers might sit in the Dispatch Center once every 30 days, but the certification is required.

Memo page 2 Staffing Model– the proposed roster for 4/4/2 shift assignments for ten (10) full-time dispatchers was reviewed by Chief Dryfe and the Council. Chief Dryfe noted this must be worked out with the union; there must be agreement to dispatch Fire Department calls; the union will not make a commitment until it is known how many Dispatchers will be in CPD. This schedule will reduce overtime.

Memo Page 3 Costs – The staffing costs were cited with base salary, fringe benefit rate, fringe benefit costs...total cost of hiring five (5) additional Dispatchers will range from a low of \$295,325 to a high of \$362,530.

At the present time, Chief Dryfe has been interviewing Dispatcher candidates for the 6th position. One person is fully State certified, a Cheshire resident, and an offer will be made shortly, with this person able to start immediately. There are other qualified candidates and additional Dispatchers could be hired from this group.

The Chief explained that he pulls a police officer from the road for Dispatcher duty. With the proposal before the Council the goal is to free up police officers from sitting in the Dispatch Center and away from their police duties. However, the police officers must continue to be trained as Certified Tele-Communicators.

Mr. Oris talked about savings by having one dispatcher and one police officer in the Dispatch Center during limited times...reducing the number of requested Dispatchers. If officers will not be in the Center, he said there is no dispatcher training and savings.

Chief Dryfe said hundreds of shifts are filled each year by police officers. The training is about \$800 per officer.

Fire Chief Casner reported significant CFD events with a call for help to CPD...with only one dispatcher handling another call, and the consequences involved. Chief Casner said none of the firefighters are trained to dispatch...and CFD now estimates average response time. This is not the way to provide data on CFD calls, responses, etc. Chief Casner stated the “dispatchers” are more than that...they are “Public Safety Tele-Communicators” who deal with fire, police, schools, hundreds of public work calls during snow storms and other weather events, bus company, etc. The dispatcher’s priority is 911...not CFD...and there have been situations where CFD people are put at risk a few times a year.

With two dispatchers at the Center, Chief Dryfe said one would handle the fire call, stay with the CFD call from the initial dispatch to conclusion with the last fire truck back at the fire station. There are times when the Dispatch Center has slower times, i.e. Sunday afternoons. With the Lead Dispatcher there will be supervisory and management tasks to be undertaken (alarm reports/records)...and going to CFD to check their dispatch center, insure all equipment is working, handle dispatching a fire call.

The Lead Dispatcher will be on the first shift, will have supervisory responsibilities, Monday to Friday, handle and track training, perform administrative duties (payroll, time cards, vacation and day off requests) and dispatcher duties. Supervision on other shifts can be handled by the Police Sergeant.

The Dispatch Center is temporarily moved to the lower level classroom in the CPD headquarters as part of the radio project upgrade. The Center will have new flooring, wiring/cabling, new consoles, cameras, lighting, and equipment. There will be two dispatcher positions with consoles, and the 3rd Dispatcher will be the person working at the Fire Department.

Mr. Talbot asked about the CFD headquarters 3rd spot, and if it is upgraded with new equipment etc.

There are two positions at CFD, and Chief Casner said it will be an upgrade, with a layer of redundancy built in for any dispatcher to come to CFD and for things to continue to run seamlessly.

With regard to the upgrade to the Dispatch Center at CPD, Mr. Bowman asked if the funds are operational or capital funds and if PBC will weigh in on the project.

This is all part of the capital radio project. Mr. Kimball said the changes are not major, and not a project to PBC.

Mr. Bowman has concerns with this, as the Dispatch Center will be the heart of public safety operations, a critically important component, which must be done right. He asked about HVAC work and project responsibility.

It was pointed out by Chief Dryfe that CPD is paying out \$98,000 to a consultant who acts as the construction administrator. The firm is on board for this project, weighs in on weekly conference calls, has scheduled site visits. The project is taking out tables, desks, installing new wiring, cables, moving a vent 6 or 7 feet by a private vendor, possibly removing a leaking internal window (near a console) by a contractor...which might not be necessary.

Mr. Slocum asked about hiring a 6th Dispatcher with three requested in the prior year's budget...and what was different with fire and police activity at that time.

In response, Chief Dryfe said it was not anticipated going to the Dispatcher Union and asking for change of job description. With three dispatchers, one would be added to each shift, reducing time of police officers on dispatch duty. It would not have given the extra two people to mandate two dispatchers working. Chief Dryfe said there could be talks with the union about having someone with rotating shifts, days and evenings, but this is a tough work schedule. Some towns have part-time dispatchers to handle shifts, but this is hard to schedule.

The Town Manager's budget increase request for Dispatchers is \$321,755, and Mr. Slocum noted the Chief has indicated a high of \$362,530.

Mr. Kimball said the benefit piece is in the insurance budget, about \$18,800 per employee, and there is a budget line item for this cost.

The issue of regionalization of dispatch services was raised by Mr. Veleber, who asked if this is an opportunity for Cheshire.

Mr. Kimball replied that there has been initial conversation with North Haven's First Selectman, but he has not engaged with Wallingford's Mayor on the issue. He would be looking for Council guidance to pursue this large effort which involves negotiating location, how and where it would work, etc. for regionalization.

This is a viable option and Chief Dryfe does not share concerns about a "dark station", and said there could be set up for kiosks, phones and safe room setup. The Chief informed the Council it is almost as hard to hire qualified dispatchers as it is to hire qualified police officers. If the Council approves hiring the dispatchers, he wants to find qualified people. Regarding the breakdown of the regionalization plan, he said the various town staff was of different minds on dispatch center management, how this

would work out, governing board representation, etc. With current technology, Chief Dryfe believes a regional center could work out.

Ms. Flynn-Harris talked about hiring professional dispatchers.

Training for a new hire dispatcher is the same as training of 40 hours for a police officer, and Chief Dryfe said it is not like going to a public safety academy for three months.

With regionalization of a dispatch center, Mr. Bowman asked about trending of regionalization of police departments.

This subject has not been discussed, and Chief Dryfe noted the Governor has raised school and COG regionalization. The State Police are 300 troopers short now, and by 2022, another 400 are eligible to retire. The Commissioner has requested funds to hire 400 troopers, but received authority to hire 100 troopers. Chief Dryfe said the current State Trooper model may not continue to be viable, and may force regionalization.

On the sheet listing towns, Chief Dryfe advised Farmington now dispatches for Burlington; Glastonbury entered an agreement with East Hampton for fire and EMS dispatch services; Pennsylvania police departments contract with neighboring agencies to provide police services. There has been nothing about regionalization in Connecticut.

Mr. Oris reviewed the Town Manager's information showing in 2017 police officers manned dispatch station 1698 hours, and in 2018 hours were 1760. This is 88% of the year, almost a full police officer. The question is whether to eliminate one police officer position to go with five dispatchers. Mr. Oris is not hearing this is a public safety issue with one less officer and fully staffed in dispatch.

This can be evaluated going forward and Chief Dryfe stated the 49th officer was not funded last year. CPD was four officers short (3 in training at academy, and certified officer hired later in the year). This year CPD has one officer in the academy; anticipate losing another young officer to a department with a pension plan; this reduces the force to 48 officers, with one officer in the academy and one on military leave...with CPD operating with 46 officers. Overtime has been high due to staffing, and the UTC strike requiring police details. Last year CPD had one officer on military leave, and one on maternity leave.

With one less dispatcher, Mr. Oris said a police officer could continue to man one seat in the dispatch center, and would not sacrifice public safety. He stated the Council supports public safety, has fiscal responsibilities, and will protect the community in the right way.

Chief Dryfe said he has presented the best theory to work. If Council says nine (9) dispatchers, and it works, he will not come back next year for ten (10).

On the Fire Department side, Chief Casner told the Council that more dispatchers are critical to the CFD. In the 1970's, 80's and 90's CFD had people to dispatch, but now he needs every set of boots on the street, with CFD dispatching on its own. This is a dangerous situation, people calling for help, without anyone on the other end of the radio to send CFD what is needed. The dispatchers reside in CPD, but it is also a CFD issue, unsafe for the fire department and public safety. Chief Casner noted there is a lower number of volunteer firefighters and fire calls can no longer be handled.

Under the EMS contract, Chief Dryfe explained there is benefit of transferring medical calls to the Campion dispatcher, who is responsible for providing emergency medical dispatching (EMD)...pre-arrival instructions. The call is received at CPD, information is received, dispatches a police officer, transfers the call to Campion, which sends an ambulance, stays on the call giving pre-arrival instructions and directions. If that duty ever becomes CPD duty, there must be two dispatchers. Once pre-arrival instructions begin, they cannot be stopped...i.e. chest compressions.

Mr. Kimball stated Trinity Healthcare is committing to having the Campion Dispatch Center becoming certified and accredited.

When this was first discussed, Chief Dryfe said there was talk about putting the ambulance service out to bid...putting ambulance and medic in town, without having a dispatch center. Trinity seems to be the front runner, with commitment of maintaining the service.

Ms. Nichols commented on Elim Park having new management, and asked about any possible changes in contributions, or conversations with the new President of the facility.

Town Manager Kimball informed the Council he has had meetings with the new Elim Park Director, and is building a good relationship with him and the facility. Elim Park is committed to its donation, and increased it to \$190,000 for CFD and CPD this year.

Page 84 Budget Book, Line 5209 Personnel Services, \$18,000

Mr. Oris asked about this line item. Chief Dryfe advised that promotional examination are anticipated, and they are not done internally.

Page 86 Budget Book, Line 5102, +\$212,305 +8.98%

Mr. Kimball explained that the contract last year was unsettled; there was an accrued salary adjustment, and once settled, this is the first year in the personnel line; there were retroactive payments for CPD.

CPD - ELIM PARK GIFT DONATION, \$190,000

Chief Dryfe referred to his memo of March 20th which outlined how the gift funds would be used in the Police Department. He noted the expenditures are intended to supplement the operating budget with purchase of equipment, services, programs which are not supported in the current fiscal environment.

Equipment - \$135,000 - Desktop Computers/Ancillary costs \$42,000; Mobile computers for cars \$20,000; Ammunition for SRT \$17,000; Taser cartridges & batteries \$5,000; O.C.Spray \$500; Body-Worn Cameras & Accessories \$7,500; Cruiser Changeover & Equipment \$44,000; Training \$21,000; Community Programs \$15,000; Uniforms & Personal Equipment \$13,000; Line Painting \$5,000.

There was a brief discussion on some bike related signage throughout the town (#5409 Other - \$1,500), bike safety, and Bike Cheshire supporting the program; #5405, \$400 for rental cars for investigations.

With regard to CPD income, Mr. Bowman advocates for some of this money going into the CPD budget for department use. Chief Dryfe stated year to date revenue is \$80,000. Mr. Kimball will have the CPD revenue numbers and information for the Council to review.

The Elim Park funds are used to offset CPD capital expenditures, and are not used for offsetting the operating budget. Chief Dryfe cited ammunition for patrol officers and detectives out of the operating budget; the SWAT team is fully funded (other than salaries) out of the gift account; line painting is funded out of the operating budget and is supplemented out of the gift account.

Fire Chief Casner stated that CFD's Elim Park Gift Account is directly related to the operating budget.

If the gift account went away, Chief Dryfe said there would be decisions on level of service, i.e. continuation of a SWAT team with costs, training absorbed by the operating budget. The SWAT team has always been funded by the gift account. For uniforms, there is \$50,000 budget line item; in 2019 a police department needs computers, and the gift account funds this expense. Without the gift account the computers and accessories would still be needed and funded out of the operating budget.

The SWAT team trains two days a week with Wallingford; is not mobilized often; and Chief Dryfe explained it is a joint team with Wallingford police department.

Page 101 Summary Book/Revenue Budget Report

Mr. Talbot asked about CPD actual \$118,000 FY 18; estimated revenue of \$127,000, and Town Manager recommendation of \$105,000 for FY 19-20, and what the revenue includes.

Mr. Kimball said this revenue is alarm fees, fingerprinting fees, with vast majority of the revenue from car sales.

Public Comments/Questions

Derf Kleist, 251 Lancaster Way, asked about School Resource Officers at the middle and high schools, and if these officers are paid out of the town or BOE operating budgets.

Chief Dryfe reported these officers are funded out of the CPD budget. They are School Resource Officers (SRO) during time when school is in session. Other times they undertake regular police officer/patrol duties in the CPD.

When police officers are on utility company duty, they are paid by the utility company...and Mr. Kleist asked about officers on school duty, and BOE paying their salaries.

Chief Dryfe replied that this decision was a Council decision.

Cindy Kleist, 251 Lancaster Way, asked about the dispatching, with two bad accidents, and 911 calls rolling over to a police sergeant rather than having another dispatcher.

Chief Dryfe explained that 911 calls not answered in four rings rolls over to another 911 center...Cheshire's first backup is Wolcott. A sergeant is not always in the building or the office, and there is nowhere for internal rollover.

Ms. Kleist asked about the regionalization and Wallingford wanting the dispatch center in one location, and tasers being fixed and the cartridges.

The tasers can be fixed, and Chief Dryfe said there is one cartridge in a taser; once the cartridge is fired it cannot be reused. For certification a police officer must fire two cartridges.

CHESHIRE FIRE DEPARTMENT, CHIEF JACK CASNER Page 104

Civil Preparedness Page 97-98, Line item 5409, \$10,000 Increase.

Mr. Talbot asked about this line item, Code Red Emergency Notification, \$14,000, and how many notifications this provides in a year.

Chief Casner said it is a flat fee paid, with the Town choosing when to use the system.

Hydrants - \$10,000 Town Manager recommendation

The Council was informed by Chief Casner that CFD received many complaints about the poor condition of the fire hydrants. There are 1178 hydrants; cost is \$60,000 to do all the hydrants; Route 10 hydrants are in the poorest condition and would be a priority;

over three years the intent is to do maintenance work on the hydrants. There is more to maintenance than just painting the hydrants; caps are taken off; gaskets greased and replaced; RWA opens the hydrants and does all the testing. Chief Casner is okay with \$10,000 funding in the FY19-20 budget. Outside groups (Boy Scouts or college kids) doing the painting of hydrants could be a liability for the Town if someone were hurt. People doing the work should be trained as the hydrant stems could get broken. There are concerns about failures and having testing done on a regular basis. \$30,000 would do 50% of the hydrants; \$60,000 would do all the hydrants in town; CFD will make a phase-in hydrant project work. Chief Casner stated every five (5) years the hydrants should have maintenance work and testing. He can work with RWA, identify the oldest hydrants, and put a program in place.

Defibrillators – The CFD maintains the defibrillators in parks, baseball fields at the schools, and checks them monthly for batteries and pads. Cheshire is the first town in the State to have defibrillators in its parks. All coaches are CPR certified. Chief Casner will check on whether coaches are certified in AED.

Page 104 – Cheshire Fire Department

Mr. Kimball explained there was a retirement in the Administrative Assistant position, which he has requested to be upgraded to Assistant to the Chief, TH-5; salary difference is about \$1,200; retirement savings is +\$10,000.

Line Item #5104 – Temporary Fire Inspectors \$20,000. Mr. Kimball noted these people are per diem laborers, and they provide a good way to improve maintenance.

Chief Casner explained that one Fire Marshal is doing fire administrative duties. With the temporary fire inspectors, he modeled the plan after other communities who were successful with such a program. Pay is \$20 per hour, 20 hours a week, Monday to Friday; they do station and vehicle maintenance, cleaning the station house, and are available to respond to a daytime emergency call. This would insure weekly maintenance and apparatus testing, and accountability that all the chores and tasks are being done. Part-time firefighters cannot do inspections, but can be assigned to some of the Fire Marshal duties. Deputy Fire Marshal Youngquist prepares all the reports to the State, and some of this recording work could be reassigned to part-time staff.

Chief Casner stated that the Fire Marshals have restructured and modified the inspection process and inspection schedule. A Fire Marshal can drive the fire trucks, and CFD needs additional boots on the ground. The \$20,000 for temporary fire inspectors could be reallocated and pay for the part-time people handling other CFD work being done by the Fire Marshals. The Chief has a significant file and plan for the CFD and will provide a copy to the Town Council.

The issue of the past increase in per fire call and more incentives was raised by Mr. Veleber, and the impact it has on firefighter turnover.

CFD is maintaining a steady number of firefighters and Chief Casner said there has been maintaining of the number. Some departments pay \$20 to \$30 per call, but CFD is not there. The current incentives do not bring in new people, but maintains the current staffing.

Elim Park \$190,000 Gift Fund – Chief Casner stated that the CFD gift is used for department needs. He cited the list – Other Equipment \$94,000; Contractual Services \$5,000; Personnel Expenses \$20,000; Training Expenses \$15,000; Automotive Expenses and Supplies \$30,000; Property Maintenance and Improvements \$21,000; Office Supplies \$5,000. Without the Elim Park funds, the Chief said there would be a significant impact on the CFD operating budget.

Chief Casner informed the Council that the new fire truck should arrive in 8 to 9 months.

SOCIAL SERVICES, MICHELLE PICCERILLO, Page 141.

Council Chairman Oris, on behalf of the Town Council, commended Ms. Piccerillo and her staff for doing wonderful things for the town and school system with the recent tragedy in town.

Page 143 – Mr. Kimball talked about the restructuring proposal of Youth Services and Human Services committees and functions.

Line Item #5102 – Secretary position recommended for adjustment to Administrative Assistant, TH-4. Total amount for all the proposed changes in the operating budget is \$7,800.

Mr. Ruocco commented on the immediate impact not being much, moving TH-3 to TH-4, but the potential salary growth is higher until it is maxed out.

Mr. Kimball pointed out the key driver being the reorganization, upgrade of positions into full-time and elimination of some part-time positions.

Ms. Piccerillo talked about the Yellow House programs which help kids build healthy relationship, have role models, mentoring programs...which have a positive impact on the young people. There is one full-time position and some part-time positions. The scheduling is after school, Friday and Saturday nights, with a high turnover of part-time staff who receive good training. With these programs, Ms. Piccerillo explained that the kids must connect and interact with the staff. Her recommendation is to eliminate some of the part-time positions, create a full-time position as back-up to the Yellow House, and the cost impact is \$18,000.

Page 148 - #5102 part-timers come out and #5104 full-time position is added; Program Supervisor goes from TH-7 to TH-8.

Ms. Piccerillo noted that the Yellow House services thousands of students, and the number of students participating in the programs continues to increase...at 10th grade level student participation decreases. The programs serve kids from grade 1 to grade 8 on a regular basis. The social programs require students to come without cell phones, interact with each other, activities are designed for kids to communicate and support each other. There are other successful programs, i.e. Girls Circle for 5th and 6th grade girls; offerings can be increased on a regular basis with more staff; and there is good feedback from parents on the programs provided.

Youth Mentoring Program – this program pairs elementary kids with high school students who serve as mentors; the high school kids are trained, serve as role models, teach kids values such as respectful behaviors. Ms. Piccerillo commented on social media plaguing us for a long time, is problematic, and out of control for kids and parents.

Page 142 Utilities – listing of \$3,500, +\$1,400 increase. Ms. Piccerillo explained it is cell phone usage for staff; she and Kristen are on call 24/7; there are three cell phones and I-pad in the department, and Senior Center also has a cell phone.

Mr. Kimball said there are some cell phones on the First Net Program eligible through the public safety system, and some are budgeted outside. The account was also under-budgeted. Ms. Piccerillo said this account was adjusted.

Senior Center – Ms. Piccerillo informed the Council that all is going well at the Center. The increase in the Social Worker's hours has enabled more home bound visits, updating of the at-risk list and other tasks. There is a new senior bus, the fourth one in four years.

Lunch Program – Ms. Piccerillo said there was an offer for lunch on Mondays. The numbers and level of interest on Monday lunch is being looked into by staff...the program requires a minimum of 15 people, and there would be a slight budget impact.

Page 146, #5102 – Mr. Kimball pointed out the hours added to the Social Worker last year, and the numbers shown are just where it was budgeted last year.

Page 148 #5102 – Mr. Talbot said this is the change with the part-timers and full timer.

Page 143 #5102 – Administrative Assistant at \$48,173. Mr. Talbot looked at this line item and 5102 on page 148, 2nd Youth and Family Counselor, N-3, \$48,110. He asked for the ranges of these two positions from the Personnel Director.

Ms. Piccerillo explained one position is 35 hours a week; the other (Admin. Asst.) is 30 hours per week.

The issue of overload work from the BOE to the Human Services Dept. was raised by Mr. Oris. He noted BOE is looking for more counselors in its budget.

The Council was told by Ms. Piccerillo that BOE having more counselors will be helpful to the Human Services Dept. She said her department provides more involved services for kids, which cannot be dealt with during a school day. With more BOE counselors there will be immediate response, brief intervention, and less reaching out to the town department. Ms. Piccerillo stated her confidence in the support services of the school system...they are the best in the State. But, more help is needed.

With regard to the BOE taxing the Human Service Dept. services, Ms. Piccerillo said referrals come from the school system...mostly from Dodd and CHS, with some from the elementary schools. Additional mental health support for kids will be beneficial, particularly in a school based setting.

Mr. Talbot commented on the Council not capturing the overall BOE numbers. The BOE requires help from the Recreation, Social Services Departments...and this is in-kind support. Looking at the per student number, which is low, and by adding in the town support services, this number increases.

Mr. Slocum asked for the Council to receive a summary of positions, by department, adding up total dollars, including benefits, pension, etc.

March 26th, BOE presentation to the Town Council.

4. ADJOURNMENT

MOTION by Mr. Talbot; seconded by Mr. Slocum.

MOVED to adjourn the meeting at 8:55 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk