

THE PERRY TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING
Held on April 23, 2021

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Meeting was called to order by Trustee Wynne at 4:00 pm.

Roll Called: Trustee Wynne – Ayes Trustee Hartshorn – Ayes Trustee Mears – Ayes

Trustee Wynne: As you know from the phone call and email from Anu Sharma we cannot do payroll or anything without a Fiscal Officer to sign any checks we write. We have to do something quickly. Jason if we do the traveling guy and we go ahead with him can he start as soon as yesterday?**Trustee Hartshorn:** I believe so, I owe him a phone call, but I was going to wait until after this meeting to get in touch with him. I spoke with him last weekend and he was good to begin whenever we needed him. The only catch was that his day job was working at the State Auditors Office, so he would be available to support us though that roll but would be more focused on the afterhours. We would have to pay him afterhours support. **Trustee Wynne:** We have Rhonda's salary to utilize this to pay the afterhours that is a concern. **Trustee Hartshorn:** That is his availability, it is not the afterhours necessarily, that is when he would be dedicated to the work, we need him to do. **Trustee Wynne:** Right, but will it cost us extra. **Trustee Hartshorn:** No, \$30.00 an hour. **Trustee Wynne:** Help me understand, he does everything from a remote location without coming into our office, is that correct? **Trustee Hartshorn:** Yes, he is going to require some hands on the ground, put checks in the printer and do some other things and I figured since I had the laptop here and I am waiting to hear from UAN tech support, I am actually loading the backup on it so we can get up and operational that I would be those hands on the ground. **Trustee Wynne:** From what I understand from Sharma is that we can not put any checks out unless we have the signature of a Fiscal Officer. So how is he going to physically sign our checks. **Trustee Hartshorn:** That I do not know. There seems to be the discrepancy with what they said and the UAN director told me and what came up out of the ORC that Anu shared. **Trustee Wynne:** I understand from Mr. Maloney the conversation with you and Chief Littleton that we were okay and good to go. I spent the whole morning at the township doing payroll and then it turns out according to the ORC we are not good to go. **Trustee Hartshorn:** I ask Mr. Maloney a couple different times, the catch here is that we do not have a Fiscal Officer, no one to counter sign that is where he said all three of the Trustees would have to sign the checks, because there is no Fiscal Officer. This is an area where I have had to lean on him for information and trying to figure out what we need to do to get things done here. That is where I was looking forward from hearing from what OTA said if there were any Fiscal Officers in the area that would help us out. You were looking into that right Mindi? **Trustee Wynne:** I was trying to get with John Morris to see if he knew who was available and he said start reaching out to people, but this meeting is where we are going to decide what we are going to do. I can start contacting other townships to see if we can get somebody in. What they said to me is we can bring anybody from anywhere in, another township or whatever to be an assistant Fiscal Officer and hire them as a paid assistant Fiscal Officer who can get everything ready and prepared for our new Fiscal Officer to come in and sign and date. The assistant can not do everything for us but can certainly get everything ready that we do not understand. They do not have to get bonded anymore and then if they want to try and be the Fiscal Officer in November, we can do that. That person does not have to a traveling Fiscal Officer, they do not even have to be from Montgomery County they can be from any township in the state of Ohio. I can reach out to Heidi again. I could reach out and say this is what we need to find. That is a decision we want to make at this meeting now. **Trustee Hartshorn:** Mr. Maloney said we could write checks; the problem is tying everything together once the system is up and running. Rerunning payroll without paying people to pull their deductions, benefits, and everything else. That is messy but it can be done. It has been done before, that is why he told me we need all three Trustees to sign the checks. We cannot do any of that until this laptop is up and running. Right now, it is a blank slate. I have the backup that was run back in February by Rhonda that has been restored on this laptop and I need the UAN tech support to walk me through that once that has been done then anybody who would be helping us would be able to remote in and on this splash top application, and they install in it to be able to execute payroll and other things. That is still a hanging chad. The laptop has to be up and configured with all the data we can put on it to actually hit that step. I am going to mute myself for a moment and call Mr. Maloney let me give him a call and see if he is available. He could probably provide context and answer questions better than me. Stand by for a second.... **Trustee Wynne:** Missy did you get a hold of him, did you try to call him? **Trustee Mears:** Yes, he just called he said in situations like this you can hand write checks, but he cautioned us and said you have to be careful that you take the right amounts out. The impression I got from him is that it is not a good idea. Then I received the email from Anu, and my understanding was we were getting the UAN person, and we were either going to scan it and send it because we have the W4

forms and their time sheets. **Trustee Hartshorn:** The computer has all the UAN software on it, all W4's is loaded, all tax information, benefits are loaded to do the payroll. **Trustee Wynne:** The laptop does also? **Trustee Hartshorn:** It does. It just does not have the data yet. We need to restore the fields to do it. This laptop was meant to be a replacement for Rhonda's office tower. **Trustee Mears:** Can we take their W4 forms, and the employees time sheets can we take them to this gentleman or scan them to him and he hand put those in? Does it have to be run on the laptop can they do that remotely from theirs? **Trustee Hartshorn:** No because they do not have any of our data. The data is local to the office which the system is used. **Trustee Mears:** If we supply the W4 forms he still can not do them? **Trustee Hartshorn:** I do not believe so. Everybody I talked to about remoting into the system to do it. The laptop is all we have because the other system is unusable at this time. **Trustee Mears:** That was never set up I take it? **Trustee Hartshorn:** Operational, I have it up and running, but the UAN software was never installed on it or the data was never installed the tower to the laptop. I do not believe that was something that was never done by Rhonda, but the laptop was in her possession. **Trustee Wynne:** I am under the impression she never used the laptop, that it was just in the office and that the updates on the tower was 4 updates behind. **Trustee Hartshorn:** That is the other thing the tower should not really be used, once available to us we can run a backup, pull all the most current data off it, and then restore it onto the laptop to bring it current. I am going to mute again I was in the middle of calling Mr. Maloney.... **Trustee Hartshorn:** I have Mr. Maloney on mute at the moment. The question Missy ask about how he would sign the checks the UAN system is set up to use a digital signature that will print on the checks when they are printed. We would pass a resolution to say that we would allow digital signature for the duration of the traveling clerk to allow for timely distribution of payroll and payment of township funds. When I did ask him about doing the payroll manually, he quickly said he would go with what the prosecutor says. The problem is interpretation. I guess if there is no Fiscal Officer means the township principalities are dead in the water an unable to pay anything until one is in place. What are your thoughts on hiring Mr. Pranger he is not on site but that is not a issue, his rate is lower because he does not have to come on site and we do not get stuck with door to door bill, and his experience with the auditors office is going to be very handy and help rather we have an assistant Fiscal Officer and a new Fiscal Officer trained and up to speed he would be able to support that. Mr. Pranger is in Las Vegas. His day job is working with the State Auditors office and he comes highly recommended. Let me let Mr. Maloney go. I would like to make a motion first to allow for the use of digital signature printed on all township checks for the duration of the traveling clerk working with Perry Township. **Trustee Wynne:** I'll second.

Roll Called: Trustee Mears -Ayes Trustee Hartshorn- Ayes Trustee Wynne -Ayes
Trustee Hartshorn: There was a Template Contract that was provided. Anu provided some language that needed to be fixed on it. Did you guys get a chance to review what she sent and her suggestions.
Trustees responded yes. Anu thought that there were a few areas that the scope of services needed to be more defined as to what his role would be. Make sure that the language reflects that he would be acting in lieu of his glosser with all the responsibilities he has no problem attending meetings or anything else that we need. He understands that part of his commission the compensation she recommended since it is an ongoing agreement to set but not to exceed amount and that how much we are willing to appropriate for that. I do have the latest financial report put out and that shows what Rhonda's gross pay was so that we know what Rhonda's salary would afford us over a two-week period.
Trustee Mears: I think she just got paid once a month. **Trustee Wynne:** Bu excepting the duties of Fiscal Officer that would include taking minutes at the meetings? **Trustee Hartshorn:** Yes, and we can work that out. He understands his attendance in the meetings would be required in the role he is playing. If there is ever anytime there is a cross up Karen is able to step in and help with that. **Trustee Mears:** My biggest issue here is to get the laptop up, to get the UAN so we can get these checks cut because of that information is in there it should not take him that long to get these checks cut. **Trustee Hartshorn:** While UAN tech support has not responded yet, even though I sent the email first thing this morning to let them know I had the laptop, I just picked it up today. He is able to walk me through that because that is his day job. We would be able to get it up quickly. **Trustee Mears:** This week our goal is to get a Fiscal Officer a temporary Fiscal Officer until November hired as soon as possible. That is our goal. I only see us using the gentleman a month. **Trustee Wynne:** We have to have someone in place by May 13th. **Trustee Hartshorn:** The advertisement and everything we posted says it has to be in by April 26th which gives us plenty of time to get someone hired. The question is going to be how quickly we can get them trained. There is quite a steep learning curve for that position. **Trustee Mears:** There are other things that they can start looking at and reach out to other townships and maybe they will be able to help if the gentleman cannot, but it sounds like he would. Our main goal here is to get our employees paid and get someone hired ASAP! **Trustee Wynne:** One of the things we might want to look into id not discussed today, when I have spoken with other townships and said something about writing out our paychecks and mention payroll, they ask why you are using a payroll software. We are one of the very few that does not use a third party outside payroll software and have direct deposit. **Trustee Hartshorn:** I do know there are services out there like pay core and others, I do not know what their government fees are for that, but that was a question I ask last year was why we do not do it. The payroll is something

that has always been done by the Fiscal Officer. **Trustee Mears:** you are talking there are fees, and we are talking less than 20 people. **Trustee Wynne:** That is what I am wondering is it worth it. To do something like that are not. **Trustee Hartshorn:** The whole point to it is to reduce risk production if anything happens to where a Fiscal Officer is unavailable, or something happens to a trustee the checks can not be done. They can at least be set up for direct deposit, people still get paid. The money is held in an account there is less dependence on physical availability to sign checks. These are option we can discuss as we get someone else in here and figure out is there a way to efficiently buy down risk to assure our payroll goes smoothly. Fiscal Officer position will be on the ballot in November, and we may end up bringing in one person and get us to next April that is how the Fiscal Officer runs until April 1st. Anything we can do to get a little more efficient and reduce risk is a good idea. That will be something worth talking about in a couple of months. I am looking at Rhonda's gross pay, and it looks like her salary would pay for 47 hours of the traveling clerk at \$30.00 an hour if we had to set a bar that is where the limitation is and all things have to be done in that 40 hours, basically per month that is all we have. If we have him on contract for a month would help us at least get somebody in here and get them trained and give them somebody to work with before we end up having to pay more than one person. I would probably say paying this salary for two months. If we pay 40 hours a month for two months is the duration of the contract of the traveling clerk, then that buys us time to get payroll done through the end of June and we would have someone in place and get them up to speed. I think that is going to buy us the window that we need. **Trustee Wynne:** Do I understand correctly that this gentleman starts as soon as today, he still can not do our payroll until the software is up and running on the laptop? **Trustee Hartshorn:** My understanding is he can help me get this restore up. Actually, I can call him really quick too. Stand by for one second. I think its better to have the information from him to. I know he can help us get this laptop up and running after the conversation we had last weekend. Mr. Pranger he would still need the support of the UAN support, and they are not available until Monday. We are going to have to update the signature card so he can actually sign for the township at the bank. We will have to see if the Bank can email that form to him and if not, I can always go and pick it up and scan it in myself and try to get a copy worked out that way. **Trustee Wynne:** The bank called this morning they are aware of what is going on the big picture. They are just waiting to find out who is going to do what so if you go to the bank you will want to talk to Terry. **Trustee Hartshorn:** Do we have any questions for Mr. Pranger I have him on hold. Stand by..... **Mr. Pranger** is this the agenda for the meeting? **Trustee Hartshorn:** No, this is the template you sent to the prosecutor's office who helps us, recommended some adjustment to it. There are just a few things they felt that we needed to expand on. One is what services not limited to, what services would you be providing? Analyzing the needs of system users, determining needs, and instructing users in the use and operations of the procedures of the UAN Accounting and Payroll systems. We are asking that you preform the job functions of the fiscal officer such as payroll and just providing instructions on how others can do this. Compensation, you said your rate was \$30.00 an hour, based on that and what we were paying the previous fiscal officer we saw that we would likely be about 40 hours a month that we would be able to pay. **Mr. Pranger:** I do not see it being anything close to that. **Trustee Hartshorn:** We wanted to set a bar there, we know basically how much we can pay in a month and it is understood between partners the duration we were looking at was going to be two months that way that helps us get up a an sustain our fiscal operations. Get someone appointed, trained and a transition in a 60-day period. **Mr. Pranger:** That sounds good to me. **Trustee Wynne:** Can you summarize what our expectations should be. What will you be doing for us, so we understand completely? **Mr. Pranger:** Jason has described he would be like my right-hand man on that end of the situation. I would work with him my goal would be to teach him some of the ends and outs and have access with UAN systems and everything there and he can even take on doing not only on the employee's behalf. Start with payroll upload correctly and he could do a lot on his own. I would help with whatever number of employees he would fill comfortable with then process further there on without me having to charge any of my time. The same thing with the payments there is lot of things once the understanding is there it is really easy. I can teach, and my time is limited with you. I am not in it for the money I am here to help. That is how I see it. I have the knowledge and understanding of UAN completely. I have been doing this for 5 years and I know the program really well. I will be happy to be the signature for the Fiscal Officer on the checks so we can get that taken care of and sign off on that at the bank. **Trustee Wynne:** What would your availability be to us. Are there going to be set hours that we can reach out to you? **Mr. Pranger:** I work 9-5:30 next week. I am available this weekend, we can set up times to get together what we need to do. I am in Las Vegas; I am three hours behind you and in the evening your time it is in the afternoon my time. How many employees do you have? **Trustee Wynne:** Less then 20, we are small. **Mr. Pranger:** I looked at your track record with UAN, I made myself familiar with everything and it looks like the system was kept up to date by Rhonda. I am ready to go forward with what ever help I can provide. **Trustee Wynne:** We were behinds a few upgrades on the UAN software, if you come across anything you will catch us up and bring us up to speed? **Mr. Pranger:** Absolutely, I have access to the upgrade version. What is your most recent backup? **Trustee Hartshorn:** February 12th was the last back up. 30 days is required. If we restore the data from mid-February to the laptop, run payroll and then we get the tower back then we can run the backup for the tower can we

basically chew up the data what we have on the laptop and what we have with the tower? **Mr. Pranger:** I would hope with in the files that the transaction that went in since February 12th backed up as you are required to and that we can rebuild from there going forward into the laptop and that would be ideal you would not have to wait for anything from the desktop. **Trustee Wynne:** We may not get the desk top back for 9 months. **Mr. Pranger:** That is why we need to move forward incase we can dig through the files. **Trustee Hartshorn:** We can get the transition back from the bank if that sufficient, maybe can tackle that together. **Mr. Pranger:** We can get to the point that there would be not need for the other one to be returned. If everything balances on the bank statements. That what really supposed to happen with the new laptop. It is supposed to be transferred over to that. All the records like minutes that can be rebuilt. **Trustee Hartshorn:** We are missing on month financial records. I have the one from April 13th. March 9th is the one we might have to back to the bank records and reconstitute that is the best that we can. I do not know what the records look like there, because there will be stuff lost between the gross payment and the net payments to the employees. **Trustee Wynne:** If there is a discrepancy that you come across or what one of our employees says my W4 says this, and my Taxes says that are those things you can and will correct as well moving forward and everything is accurate? **Mr. Pranger:** Absolutely. The biggest thing I need someone on the other end is the grab the mail brings it in, we need to pay these bills. **Trustee Hartshorn:** We just need to work on the process. The blanket that we had a sign off on that will be manual process still, the blanket certificate we still have to manually sign off on. I will take care of getting those printed off and put them in the signature folder. It sounds like what was Identified by Anu the prosecutor's office there was nothing that was egregious on the shared window I had up since we can not do anything until Monday What I am going to do is update the wording of the contract template that Mr. Pranger sent and that Anu commented on, I am going to send it out to Nathaniel and Anu to get their read on it and I will make sure actually the other Trustee are cc on it for informational purposes and they see the traffic coming back from them. Then once that has done, I can get that scanned in, well we will have to sign it, we will have to run it around and get it signed over the weekend, and then I will send it back to Mr. Pranger and once we actually have a motion, then we can hit the ground running on Monday. **Mr. Pranger:** I do work at the UAN online Monday through Friday 8 to 5:30, I can step off and help in what ever way I can to get everything going for you guys and we can proceed after I get of work. **Trustee Hartshorn:** So, the first thing Monday morning I will get with you on the tech support team I am actually going to call since I sent the email this morning, and I will push on getting data loaded so by Monday afternoon we could actually run payroll, that will be our goal and pay bills and we will take it day by day after that. I want to reasonably base our expectation with the Perry Township employees. I want them to understand their paycheck is coming. When we expect it to be coming and when we can put it in their hands. The paychecks should be processed and ready the Trustees signature by Monday evening. **Trustee Wynne:** Does that sound doable? **Mr. Pranger:** Absolutely. **Trustee Hartshorn:** I also wanted to let the Trustees know when they are going to be needed to sign checks. Are there any other comments, discussion points or anything else? I would like to make a motion that we hire Mr. Pranger for a period of time not to exceed 60 days and not to exceed 40 hours a month at the rate of \$30.00 an Hour to assist Perry Township in the execution of fiscal operations and help mentor and train the new fiscal officer or assistant – duty fiscal officer for Perry Township with an expected start date of April 26, 2021. **Trustee Wynne:** I will second.

Roll Called: Trustee Wynne – Ayes Trustee Hartshorn – Ayes Trustee Mears – Ayes

Trustee Hartshorn: Mr. Pranger I will get that contract to you as soon as I get it typed up and through our prosecutor's office, I will call them after I get off this call and them know it is coming. They can review it and hopefully over the weekend, I will get the trustees to sign it and I will get it emailed to you hopefully at the very latest Sunday evening. **Mr. Pranger:** Okay that sounds good to me. If you want to get together this weekend do any organization, we can I can help there is you wanted to. **Trustee Hartshorn:** We do not know what we do not know at this point. There is a lot of stuff we need to figure out. I will make sure you have our email addresses and contact information and that way you can let us know, what you need coming out of the gates and we will get that information together and try to get it to you in a timely fashion. **Trustee Wynne:** Mr. Pranger you may have better opportunity to find out where we stand with the State Auditors office and what we can or can move forward on a lot of things we need done. I think there are still some items in question. **Mr. Pranger** I will look into that on Monday. I would proceed Jason and I spending some time together Monday evening. That would be great, and I would be more than happy to be completely available Monday afternoon for me so we can get everything taken care of. **Trustee Hartshorn:** With that said I am wondering if one of the other trustees could step in for me Monday afternoon, they are doing the ramp inspection at the township, I was going to be there for that but, if I need to be available to help with this work is there anyone who could be there for that inspection? **Trustee Wynne:** What time? **Trustee Hartshorn:** It was set for 4:00 pm. At the township building, it is going to be a review and the final inspection of the ramp project. **Trustee Mears:** I can do it. **Mr. Pranger:** Jason on Monday when you get things taken care of at the bank or I can send you a picture of my signature it that helps in any way. **Trustee Hartshorn:** I am going to talk

to the bank and actually figure out how to execute this if it is a form that is not carboned copied, I will see if I can have them emailed to you. The bank is going to work with us on that. This is something obviously aware of and we are going to find a way to get it done. We will see what we have to do the bank is open tomorrow I might be able to get a hold of someone tomorrow I do not know. **Mr. Pranger:** Okay feel free to text me or email me whatever you need. **Trustee Hartshorn:** we certainly will. Thank you, Mr. Pranger. Any other comments, questions, concerns.

Then I make a Motion that we adjourn:

Second: Trustee Mears

Roll called: Trustee Mears – Ayes

Trustee Hartshorn – Ayes

Trustee Wynne – Ayes

Thank you everyone, look forward to working with you Mr. Pranger. **Mr. Pranger:** Me too.


Karen Kayler


President, Trustee

