

**REGULAR CAUCUS MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
TO BE HELD ON TUESDAY, APRIL 26, 2016**

The meeting was called to order by Council President Astorino at 7:00 p.m. The clerk called the roll and the following Members of Council replied:

SCOTT, BURGIO, SALVATORE, TROYER, POWERS, McCORMICK, MENCINI

Also in attendance were Mayor Coyne, Service Director Cayet, Finance Director Cingle, Law Director Horvath, Building Commissioner Hurst and Engineer Piatak.

APPROVAL OF MINUTES OF PRECEDING MEETINGS:

DISCUSSION:

1. LEGISLATION IDEAS – Councilwoman Powers – PER COUNCIL PRESIDENT ASTORINO

Mrs. Powers proposed that everyone agree to a resolution designating July as “Buy American Month” and that everyone dedicate themselves to making it a very active resolution by informing people of the importance of buying American; especially, for one month to make an impression on manufacturers/businessmen. She also proposed that Brook Park become a Monarch Butterfly sanctuary city, as some other cities have done, to protect the Monarchs as well as other insects/birds to provide natural mosquito control. She further proposed banning harmful pesticides in the future, which a lot of cities are doing and stated that she will be requesting a donation to Audrey’s Pantry by giving the monies set aside for the Brook Park’s Reach program to Audrey’s Pantry. Anyone wishing to sponsor any of these programs please contact her.

Mr. Burgio asked which month would be designated “Buy American”?

Mrs. Powers said buying American, particularly, in July recognizes and supports the month representing the birth of our nation. One month for everyone to be dedicated to buying only American products will force manufacturers to take notice because warehouses will fill up and merchants will be selling; it makes a strong point that our manufacturing base is needed back in this country.

Mr. Burgio liked the idea, but stated it is difficult to find products strictly made in America. Regarding pesticides, which ones would be band? Is there a list?

Discussion: cont.

Mrs. Powers said research shows Roundup is the most harmful to the environment. Children should only play on lawns that have been treated after they have been cut two to three times so as not to absorb the harmful chemical.

Mr. Burgio asked would a list of pesticides be included in the resolution or would it be general?

Mrs. Powers said it would be a general resolution; you can research and decide which is the least harmful.

Mr. Mencini asked, besides the resolution, how would the public be informed?

Mrs. Powers said any way that gets the word out, all ideas are welcome. This should be a dedicated effort to get people thinking about ways to get our manufacturing base back.

Motion by Mr. Salvatore, supported by Mr. Mencini, that item number one was discussed.

ROLL CALL: AYES: Salvatore, Mencini, McCormick, Powers, Troyer, Burgio, Scott.

NAYS: None. The motion carried.

2. BUSINESS OF THE DAY RECOGNITION – Councilman Mencini – PER
COUNCIL PRESIDENT ASTORINO

Mr. Mencini said this idea came to him when some money was being giving to a couple of businesses, and when Councilwoman Powers stated businesses that have been in Commerce Park a long time should be recognized. There are a lot of businesses in Brook Park, retail, manufacturing, etc.; input from Council and the Mayor would be welcome. Biographies would determine which businesses have been in the community the longest, or who has put a lot of time into the community; there are many ways to choose the business of the day. The goal is to have better contact with the community businesses who may then choose to work with the city by advertising at city events and sponsoring things at the recreation center. Ticker tape advertising sign boards are located on Rt. 82 and Pearl Road in Strongsville and in front of Berea High School; maybe Brook Park could have a similar board advertising events, such as, Council meetings and businesses could participate for a small cost. There was not much traction from the Chamber of Commerce regarding Shop in Brook Park Week last December and the question was asked if banners were put out on Engle and Smith and Mr. Mencini didn't think that had been done.

Discussion: cont.

Mr. Salvatore liked the idea, especially, recognizing long time businesses. However, consideration would have to be given as to how one business could be honored each day. We can work together to develop a package or formula for businesses to be recognized, i.e., inviting them to a Council meeting and presenting them with a Proclamation/Resolution to display over the years at their place of business. A lot of businesses already have accolades on their walls, but maybe not enough.

Mr. Troyer stated this was a decent idea, it would be the business for that day. Not necessarily recognizing a business each day. He would be happy to assist Mr. Mencini in working out the decision making process.

Mr. Mencini thanked Mr. Salvatore and Mr. Troyer and other colleagues for their input and stated, for example, there is a florist that no one was particularly aware of on W. 130th that could be recognized to feel appreciated.

Mr. Burgio stated Sharon Zimmer with the Chamber of Commerce may be able to help.

Mr. Mencini said he has discussed this with her, however, it is something that should come from the City. So businesses are aware that the City is thinking of them, which will nurture partnerships within the community.

Motion by Mr. Salvatore, supported by Mr. Troyer, that item number two was discussed.

ROLL CALL: AYES: Salvatore, Troyer, Powers, McCormick, Mencini, Scott Burgio
NAYS: None. The motion carried.

3. PURPLE HEART RECOGNITION – Councilwoman McCormick – PER COUNCIL PRESIDENT ASTORINO

Ms. McCormick stated the Purple Heart Award was the first American Service Aware or decoration available to the common soldier, specifically, those members of the armed forces killed in action or wounded. She is proposing a resolution declaring August 7th as Purple Heart Day in Brook Park, which is the National Purple Heart Day. A second resolution declares Brook Park a Purple Heart City and the law director will have a third component designating special Purple Heart parking spaces.

Discussion: cont.

Law Director Horvath stated if enforceability is not possible, there could be signs and/or designated spots and parking would be on the honor system.

Ms. McCormick said a neighboring community addressed this as a resolution rather than an unenforceable ordinance.

Law Director Horvath stated that was the easier way to go while still showing veterans we appreciate and care about them.

Ms. McCormick continued signs will be provided at no cost by The Wounded Warrior Family Support Organization for August 7th Purple Heart Day. The local chapter of the Order of the Purple Heart provides signage for the Purple Heart City once there is a resolution and a proclamation. The idea would be for this August 7th Purple Heart Day to have a ceremony and the local chapter will send out members. It will be the official unveiling of the parking spots and the Purple Heart City sign and then would include all veterans in something separate after this first step. Mrs. McCormick asked for any co-sponsors.

Mr. Troyer was in favor of cosponsoring, but would wait until the third piece was available.

Ms. Powers said this is a great idea, and was in favor of it being all inclusive by recognizing every wounded warrior, rather than just one here and there.

Mr. Mencini asked to be a cosponsor.

Mr. Scott said this was a good idea and asked to be a cosponsor.

Mr. Burgio was in favor of what was presented and looked forward to the third component and would probably be a cosponsor. Brook Park has a tradition of honoring veterans, i.e., Flags of Honor, etc., and this would add to the tradition.

Mr. Salvatore was in favor of both resolutions and would cosponsor both even though the third component was not available. However, one resolution urges the Mayor to issue an official proclamation.

Discussion: cont.

Mayor Coyne stated he did not have a problem with issuing a proclamation.

Mr. Salvatore stated a resolution could be attached to the proclamation honoring the veterans and asked, if adopted, would the city be committed to following their rules or guidelines?

Ms. McCormick responded no, just that the city supports them and will provide a copy of what they are asking of the city.

Mr. Salvatore commented he would assist in finding a way to provide additional parking spaces, in or near the handicapped area, for the Purple Heart parking.

Ms. McCormick welcomed anyone interested in helping to plan the day.

Mayor Coyne asked the law director to research whether an existing handicapped spot could be designated for use as both a handicapped and Purple Heart spot, either or; there are several handicapped spots in all the parking lots. Veterans from WWII or Korea probably qualify for disabled parking and maybe some of the others ones do as well and a joint designation would prevent a Mayor's Court fine.

Law Director Horvath stated that she thought the State of Ohio may be looking at issuing veterans' ID cards, which would help immensely.

Motion by Mr. Salvatore, supported by Mr. Mencini, that item number three was discussed.

ROLL CALL: AYES: Salvatore, Mencini, McCormick, Powers, Troyer, Burgio, Scott.

NAYS: None. The motion carried.

Ms. McCormick stated she would wait for the third component before placing any of the legislation on an agenda.

FINANCE COMMITTEE – CHAIRWOMAN McCORMICK:

1. AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE ADMINISTRATIVE CODE TO PROVIDE ADJUSTMENTS IN COMPENSATION FOR EMPLOYEES OF THE CITY, OTHER THAN ELECTED OFFICIALS OR THOSE COVERED UNDER NEGOTIATED LABOR CONTRACTS AND DECLARING AN EMERGENCY Introduced by Councilwoman McCormick
P/C 4/5/16; Cau 4/12/16

Finance Committee - Chairwoman, McCormick: cont.

Ms. McCormick stated this legislation deals with boards and commissions that was discussed at the last Caucus meeting; and would reduce the pay of the boards and commissions to \$75.00 per month. The Mayor did not provide his recommendations so this was placed on the agenda for further discussion to start moving forward on the issue.

Mayor Coyne stated the compensation recommendations would be provided this evening during Executive Session under personnel matters regarding contracts, administration, boards and commissions and part-time employment.

Ms. McCormick stated she was not aware of that.

Mr. Mencini said this was on Caucus to provide the Mayor an opportunity to present his proposals and go from there.

Ms. McCormick suggested a motion to table to the next caucus since there is now information to be reviewed later this evening.

Motion by McCormick, supported by Mr. Troyer, to table to the May 10, 2016, Caucus meeting.

ROLL CALL: AYES: McCormick, Troyer, Powers, Mencini, Scott, Burgio, Salvatore.

NAYS: None. The motion carried.

SERVICE COMMITTEE – CHAIRMAN BURGIO:

1. ORDINANCE NO. 10010-2016, ENACTING CHAPTER 741 OF THE BROOK PARK CODIFIED ORDINANCES ENTITLED 'SNOW REMOVAL AND LANDSCAPING/LAWN MAINTENANCE CONTRACTORS' AND DECLARING AN EMERGENCY Introduced by Mayor Coyne, Council Members Salvatore, Burgio, Scott, Mencini, Troyer **P/C 3/15/16; Caucus 3/22/16; 1st R 4/5/16 per Council Rule No. 13; 2nd R 4/19/16; Caucus 4/26/16; 3rd R 4/26/16 Sp. Council**

Mr. Burgio stated four of the seven items in his committee deal with roads and sewers that were placed in his committee last week.

Service Committee - Chairman, Burgio: cont.

Motion by Mr. Salvatore, supported by Mr. Mencini, to place Ordinance No. 10010-2016 on tonight's Special Council meeting.

Mr. Troyer said the proper motion was that it was discussed.

Mr. Salvatore disagreed stating that taking something from Caucus requires a motion to move it to the Special Council meeting.

Mr. Troyer said it is on third reading tonight. Normally, it would go from Caucus and put on first reading, but in this case it is already on third reading, it was placed on the Caucus agenda for discussion.

Mr. Salvatore said at the last council meeting the motion was to place it on to the next Caucus meeting.

Mr. Astorino said it could be done either way and also pointed out that due to an oversight an additional packet was provided for tonight's meeting, as the previous one did not have the amendments that were made in the past.

Mr. Troyer said there was a typo in the amendments as the word "trees" was left out after the word "shrubs" in 741.03(b).

All Members of Council voted AYE to the motion by Mr. Salvatore, supported by Mr. Mencini, to place on the special Council agenda immediately following.

- 2. ORDINANCE NO. 10011-2016, REPEALING CHAPTER 938 ENTITLED 'GRASS CUTTING SERVICE' AND DECLARING AN EMERGENCY Introduced by Mayor Coyne, Council Members Salvatore, Burgio, Scott, Mencini **P/C 4/12/16; Cau 4/12/16; 1st R 4/5/16 per Council Rule No. 13; 2nd R 4/19/16 - Amended; Cau 4/26/16; 3rd R 4/26/16 Sp. Council**

Motion by Mr. Salvatore, supported by Mr. Scott, to place Ordinance No. 10011-2016 on the Special Council agenda immediately following.

Mr. Troyer asked the law director if there is a problem approving the 937 new ordinance with grass cutting on it while 938 is still in effect?

Service Committee - Chairman, Burgio: cont.

Law Director Horvath responded it is probably something that has happened in the past. She hoped that Council would have consistency between the two ordinances, but if that is the case, that can be done.

Mr. Troyer continued if someone preferred the old service and did not want to eliminate it, even though it will not be provided at this time, they could vote against repealing it, still have it on the books, and still vote for the next one, which would provide the only service available now. So, there is no problem with that, it just matters what the administration wants to implement?

Law Director Horvath stated I believe that was correct.

Members of Council voted AYE to the motion by Mr. Salvatore supported by Mr. Scott, to place Ordinance No. 10011-2016 on tonight's special Council agenda. The motion carried.

3. ORDINANCE NO. 10012-2016, AMENDING CHAPTER 937 OF THE BROOK PARK CODIFIED ORDINANCES ENTITLED 'SENIOR CITIZENS AND PHYSICALLY DISABLED SERVICES' AND DECLARING AN EMERGENCY Introduced by Mayor Coyne, Council Members Salvatore, Burgio, Scott, Mencini **P/C 4/12/16; Cau 4/12/16; 1st R 4/5/16 per Council Rule No. 13; 2nd R 4/19/16 – Amended; Cau 4/26/16; 3rd R 4/26/16 Sp. Council**

Mr. Troyer stated comments were made that some Members of Council held up this legislation and some other pieces like this last month, which is misleading. If passed tonight would be passed in half the time of the normal six weeks.

Mr. Astorino asked Finance Director Cingle if a cost analysis requested at a previous Caucus meeting had been provided.

Mr. Cingle stated it was and he and Mr. Salvatore, who had made the request, have discussed the same; the numbers are based on how the program will run through October of this year. Driving individuals around to each resident's home with a foreman for seventeen weeks puts the cost at approximately \$83,000 and approximately \$58,000 without the foreman; this is using \$10 per hour verses using a lower amount for minimum wage in the past.

Ms. McCormick read an amendment for Council's consideration which adds 937.06 'Yard Waste Removal Services' to provide additional services for seniors and disabled residents.

Service Committee - Chairman, Burgio: cont.

Motion by Ms. McCormick, amend by inserting 937.06.

Mr. Salvatore stated this is better as a standalone item or done as policy and should be addressed with the service director and administration to determine how to deal with yard waste rather than delaying this legislation, since it is tied to the contractors. Contractors will probably remove yard waste based on their arrangements with residents.

Mr. Mencini stated he was in favor of this, however, it was the first time he had heard about the idea. He concurred with Mr. Salvatore and assumed the contractor would be removing the waste and agreed this should be handled through the service director.

Ms. McCormick said the amendment would make her more comfortable voting in favor of the legislation. The service department would still be able to provide some services for seniors, rather than a weekly service, it would be once per month in the summer during the grass cutting period. It is for Chapter 937 that part did not, specifically, mention contractors, that was in Ordinance 10010-2016. This is more general services for those populations, if not supported this evening it could be a standalone, as Mr. Salvatore suggested, to get it going and then prepare it as an addition.

Mr. Salvatore stated as a standalone program there are issues that need to be addressed, but it has merit.

Mr. Burgio concurred it could be worked on.

Mayor Coyne stated this proposal sounds simple, but it is labor intensive. There is an assistance program for those that qualify and all they have to do is provide a bag for the contractor to put into the rubbish container for them. Those that do not qualify can purchase the same program for a reduced amount. Seniors or disabled persons who do not qualify for assistance by contract have the right to participate in the program. The way services were provided has changed because we do not have the personnel in the service department. The service director could observe bulk pick up and determine how labor intensive this would be as a once per month service. For other citizens it seems what they cannot get into the rubbish can they utilize the containers that the city has. The problem may be remedied for those who do not have assistance if they take advantage of the program and everything will be resolved. Mayor Coyne continued he would not

Service Committee - Chairman, Burgio: cont.

advocate the proposals at this time because due to the labor intensity and personnel would not be added to do the work. He suggested waiting to see who participates this year for those who do not receive the assistance and who still have an interest and go from there. If it presents a problem the existing legislation could be amended, but at this time he did not see the merits of this proposal.

Ms. McCormick stated there is more to yard work than just grass cutting. Seniors are not always capable of doing the work and would appreciate the help.

Mayor Coyne responded most of them have contractors remove trees and anything a little larger can be taken to the curb for bulk pick up; more people are using the dumpsters. Maybe seniors can or cannot do that, but if they cannot put it in their can it can be part of the regular bulk pick up on an individual basis.

Ms. McCormick asked can people put it in their bulk pick up?

Mayor Coyne responded that depends and that he was not saying, generally, everybody can take yard waste to the front lawn because it would be a tragedy; they usually have contractors. The city cannot volunteer to do things for seniors because the city's rubbish trucks may not be designed for picking up the yard waste that is being picked up currently; adding logs and similar thing can damage the trucks. Normal bushes can be cut up most of the time and would fit in our container and additional containers are available if needed. The systems are being provided right now and people seem to have adjusted to them and they seem to be successful. Helping the seniors would be best done by encouraging them to take advantage (those not getting the assistance) of the consolidated program provided for them because these contractors will also provide some of those services for them. They can contract for other things independent of our assistance if they so choose.

Mr. Troyer was in favor of the idea and said logistics was another matter. He thought this should not be part of the ordinance because there should be a lower threshold for age and income should not matter. Getting a full bag of grass up over the top of large garbage cans, at some point, is going to become more difficult and there are issues for people. This should be looked at separately and there should be a way to do a pick up where pre-seniors, so to speak, or just seniors could use this service. This should be revisited in two months, not six months or another year, but soon in order to get things done. And, it should be younger and aimed at people who are not part of ordinance 937.

Service Committee - Chairman, Burgio: cont.

Ms. McCormick asked the Mayor if she withdrew the motion would he permit her to contact the service director for additional information.

Mayor Coyne responded the service director could provide all the information she would need.

Mrs. McCormick withdrew her motion to amend.

Mr. Burgio commented so noted.

Motion by Mr. Salvatore, supported by Mr. Scott, to place Ordinance No. 10012-2016, on the special Council meeting immediately following. All members of Council voted AYE. The motion carried.

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4. AN ORDINANCE AUTHORIZING THE CONSULTING ENGINEER TO PREPARE PLANS AND SPECIFICATIONS AND THE MAYOR TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACTS FOR THE 2016 ROADS PROGRAM AND DECLARING AN EMERGENCY Introduced by Mayor Coyne **Placed in Committee 4/19/16**

Mr. Troyer asked the engineer if Fry Road would be widened.

Engineer Piatak said it was anticipated that Fry Road would be widened by one foot on both sides of the road.

Mr. Troyer stated the Charter requires any change to a road widening is required to go through the Planning Commission and asked if the law director agreed.

Law Director Horvath said that would be something she would have to research.

Mr. Troyer said he thought this had to go through the Planning Commission.

Mayor Coyne stated that is required when adding lanes; this is within the right of way that we already own; there are no hydrants, poles or anything else being moved. Ambulances use that for a main route and there is parking so this does not have to go to the Planning Commission, it is not that kind of improvement.

Mr. Troyer read Page 28 of the Charter, 11.03 Planning Commission, (c).

Service Committee - Chairman, Burgio: cont.

Mayor Coyne said this was an attempt to hold up a project. a curb is being installed; this could be an argument for every street that has a curb installed. Since it is widening the road six inches or whatever it takes to do the reveal of the curb; this is not adding a lane or widening the road.

Motion by Ms. McCormick, supported by Mr. Scott, to place on the next regular Council agenda.

Mr. Troyer asked the law director if this had to be referred to the Planning Commission.

Law Director Horvath stated she would have an answer by Friday.

Mr. Troyer asked for 'point of order' and stated he did not vote on the last motion and his vote was "yes".

Mr. Salvatore stated for clarification was that vote on that last piece of unanimous then?

Mr. Troyer responded, correct, I believe.

Mr. Salvatore to Mr. Burgio all items in your committee have been voted on unanimously?

Mr. Burgio responded yes, they have.

- 4. AN ORDINANCE AUTHORIZING THE MAYOR TO HIRE INSPECTOR(S) FOR THE 2016 ROADS PROGRAM AND DECLARING AN EMERGENCY Introduced by Mayor Coyne **Place in Committee 4/19/16**

Motion by McCormick, supported by Mr. Mencini, to place on the next Council agenda. Members of Council voted AYE. The motion carried.

- 5. AN ORDINANCE AUTHORIZING THE MAYOR TO CONTRACT FOR THE NECESSARY CONSTRUCTION ADMINISTRATIONS SERVICES, CONSTRUCTION INSPECTION SERVICES AND CONSTRUCTION TESTING SERVICES FOR THE SMITH ROAD SANITARY RELIEF SEWER PROJECT – PHASE 4 AND DECLARING AN EMERGENCY Introduced by Mayor Coyne **Placed in Committee 4/19/16**

Service Committee - Chairman, Burgio: cont.

Mr. Troyer asked the engineer when this was expected to start and how long it was expected to take.

Engineer Piatak said he is waiting for a check from the finance department, then, plans will be submitted to the Ohio EPA (Environmental Protection Agency) before starting construction and anticipates that process taking a month or so. Construction should begin perhaps mid-June and should be wrapped up before the end of the construction season in December.

Mr. Astorino asked that Attachment A mentioned in Section 2 of the ordinance be provided.

Motion by Ms. McCormick, supported by Mr. Mencini, to place on the next regular Council agenda. All Members of Council voted AYE. The motion carried.

- 6. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CONSTRUCTION MANAGEMENT SERVICES IN CONNECTION WITH THE SHOW ROAD RESURFACING PROJECT (PID 100238) AND DECLARING AN EMERGENCY Introduced by Mayor Coyne **Placed in committee 4/19/16**

Mr. Troyer stated to Engineer Piatak when will this project begin and end?

Engineer Piatak responded this project will be let by ODOT (Ohio Department of Transportation) and think they currently have it scheduled to sell in June; so I anticipate a late June start. I'm not quite sure if they'll be able to finish it this season given the shut-down time with the RNC (Republican National Convention) and proximity to the airport; so we'll have to see if they can finish it up by the end of the year.

Mr. Troyer stated you will keep us apprised of that as we go along.

Mr. Piatak concurred.

Motion by Mrs. McCormick, supported by Mr. Mencini, to place on the next Council agenda. Members of Council voted AYE. The motion carried.

Service Committee - Chairman, Burgio: cont.

Motion by Mr. Salvatore, supported by Mr. Mencini, to reconsider item number five - AN ORDINANCE AUTHORIZING THE MAYOR TO HIRE INSPECTOR(S) FOR THE 2016 ROADS PROGRAM AND DECLARING AN EMERGENCY Introduced by Mayor Coyne **Place in Committee 4/19/16**

ROLL CALL: AYES: Salvatore, Mencini, McCormick, Powers, Troyer, Burgio, Scott.
NAYS: None. The motion for reconsideration carried.

Mr. Mencini stated Fry Road is in his ward, and could the engineer tell him if adding the one foot on each side of the road is a done deal.

Engineer Piatak stated the design has not started, but widening the road has been the intent and would be the direction given and the direction to proceed.

Mr. Mencini continued last year he explained to some Fry Road residents that it could, possibly, be widened by one foot and there were no objections.

Mr. Troyer stated I'm not saying it shouldn't be widened or get it done I'm just saying according to the Charter it requires to go to the Planning Commission. So if that's what we're going to do we need to have the plans drawn up and run through the Planning Commission to get this road done.

Mr. Burgio was not sure if there was a precedence for doing that and I'm not saying your point isn't valid but I'm just wondering if we didn't have to absolutely do that according to the law director; would this postpone getting Fry Road done?

Mr. Troyer interjected no, it wouldn't, there would just have to be a quick Planning Commission meeting.

Mr. Burgio clarified a Special Planning Commission meeting?

Mayor Coyne when we did Remora, Muskingum and all those streets we put a curb and gutter on the street that wasn't quite one foot but close and that is not what the Planning Commission envisioned. If we were increasing lanes, I would say that's correct or a substantial widening, like a half-lane on each side of the street. I don't think that's the intention of the Planning Commission and don't recall the city ever doing that; I think we're on good ground, notwithstanding the law director's research.

Mr. Mencini concurred with the Mayor and wanted the project completed as soon as possible as well as the other 14 or 15 streets in his ward that need to be done.

There being no further business to come before this meeting Council President Astorino declared the meeting adjourned at 8:06 p.m.

RESPECTFULLY SUBMITTED *Michelle Blazak*
Michelle Blazak
Clerk of Council

APPROVED *October 25, 2016*

THESE MEETING MINUTES APPROVED BY BROOK PARK CITY COUNCIL ARE A SYNOPSIS, NOT TRANSCRIBED IN THEIR ENTIRETY, ALTHOUGH ACCURATE.