

Present: Council President Downey; President Pro-Tem Woodrow; Members: Domzal, McCleary, Mooney and Pfeifer

Absent: Schmitt

Also Present: Village Manager, Murphy  
Public Services Director, Spallasso  
Assistant to the Manager, Pasioka  
Director of Public Safety, Woodard  
Building Official, Byrwa  
Village Attorney, Ryan

President Downey called the meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

#### **ADDITIONS TO AGENDA/APPROVE AGENDA**

MOTION by Mooney, seconded by Pfeifer, to approve the agenda as published.

Motion carried.

#### **PUBLIC HEARING – SITE DEVELOPMENT ORDINANCE**

President Downey opened the public hearing at 7:32 p.m. to receive input on the proposed Site Development Requirements Ordinance Amendment. Council will have a first reading of the Ordinance during the business agenda portion of the meeting.

Domzal stated that planning consultant Caryn Wenzara from Langworthy Strader LeBlanc will present an overview of the Site Development Handbook codification. He reviewed that the Village developed a Site Development Handbook in 1995 in an attempt to provide guidelines for individuals developing commercial property or remodeling commercial buildings. The document includes specific recommendations in terms of architectural standards, landscaping, lighting, parking and access management.

Domzal commented that the Handbook was developed to create a sense of character in the commercial areas of Beverly Hills. There has been a realization that every new building façade or sign that is approved has a cumulative effect on the community. It is proposed that the Village review and provide input on certain building and design elements if the intent is to seek character, uniformity, and a sense of timelessness of commercial development within our community. The proposed ordinance prepared by the Planning Board and planning consultant represents forward thinking in terms of pursuing character in commercial development.

Wenzara explained that the purpose of commercial site development regulations is to upgrade the appearance of buildings, improve parking and circulation, increase green space and plantings, and improve the community image along corridors. The intent of the ordinance is to convert guidelines used in the Site Development Handbook into ordinance requirements. She reviewed the ordinance amendment process.

The Site Development Ordinance project involved the creation of a new zoning ordinance article that will include most regulations applicable to site development and include some revisions to other sections of the ordinance to properly address all elements of the Village's Site Development Handbook. Wenzara presented an overview of the content of the Site Development Ordinance which includes Intent, Applicability, Building Design, Landscaping, Lighting, Signs and Access Management.

The proposed ordinance applies to only non-residential development. New buildings will be required to be in 100% compliance with the regulations. Incremental compliance is required depending on the size of an expansion or extent of a façade improvement. Wenzara remarked that it is not the intent of the ordinance to regulate architectural style. The regulations are applicable to many types of building design as long as there is use of quality material and the design meets the intent to achieve timeless, quality design.

There were no comments from the public on the Site Development Ordinance. The public hearing was closed at 7:50 p.m.

#### **PUBLIC COMMENTS**

W. A. Zimmerman of 22191 Camelot Court expressed the view that it would serve the interests of the citizens if they had a choice of cable television providers. He maintains that high-speed Internet rates charged by Wide Open West are less than those charged by Comcast.

Andy Craig of 31239 Sunset representing Boy Scout Troop 1024 sponsored at Beverly School requested Council approval for the scouts to use Beverly Park for sledding on the evening of February 11 from 7:20-9:00 p.m. Craig came before Council because it is not common to reserve the park pavilion in the winter. It is proposed to have a small bonfire in the pavilion barbeque pit. A couple of battery-powered lanterns may be used to light the sled hill steps.

Council members had no objections to the requested use of the park. It was noted that Beverly Park is open until 10 p.m. daily. Craig agreed to provide the Village with a Certificate of Insurance with the Village named as an added party insured.

Bunker Kelly of 21526 Corsaut Lane refuted comments made at the last meeting by the Village Manager regarding the organization retained to facilitate the strategic plan development process. Kelly alleged that a subcommittee meeting and a focus group meeting associated with the Strategic Planning Development Committee were not posted in conformance with the Open Meetings Act. He will provide Murphy with specific dates at a later time.

Kelly challenged statements made by Domzal and Woodrow at the last Council meeting relative to providing resident Norm Downey with information on the Acacia Drain project. Kelly criticized comments made by Council President Downey relative to the nature of public comments made at Council meetings.

Linda Beyer of 32810 Old Post thanked Council members for giving their time, talents and patience in service to the community. Beyer thinks she speaks for many residents who do not come to meetings when she says that we support you and thank you.

Sharon Tischler of 21415 Virmar Court commented that the Village of Beverly Hills along with the City of Birmingham and Villages of Franklin and Bingham Farms have a franchise agreement with Comcast. The franchise fee included on customer bills supports Cable Board activities. Tischler questioned what the Cable Board does on behalf of the consortium communities other than handle complaints. It does not appear that any of the jurisdictions are seriously considering terminating the franchise agreement with Comcast and opening the area for other cable companies to provide service.

Tischler expressed reservations with approving a ballot question that will amend Chapter 12 of the Village Charter by adopting an ordinance to determine policy relating to Village spending limitations prior to Council approval. She supports the current practice of going out for bids on expenditures over \$1,000, which often results in a range of costs and an economical purchase. Passing the proposed Charter Amendment would allow the spending limit to be regulated by an ordinance adopted by Council rather than being regulated by the Village Charter, which can only be changed by a vote of the residents.

Downey responded that the oversight and spending of funds regardless of the amount will continue to be the responsibility and obligation of this Council. An information package on the proposed Charter Amendments will be mailed to every resident via the Villager newsletter.

Robert Walsh of 20655 Smallwood Court expressed opposition to the fourth Charter Amendment. He noted that Sections 1, 2 and 3 of Chapter 12 of the Village Charter have been in place since the incorporation of the Village. He views the current Charter language as a check and balance on spending.

Walsh stated that Village of Beverly Hills councils have been known for practicing fiscal restraint. One of the key components of that constraint has been the \$1,000 restriction on administration spending without prior approval of Council and a requirement to go out for bids. The Charter Amendment eliminates that provision and leaves it to Council to adopt an ordinance that outlines spending policy. Walsh stated that he will vote in favor of the other three Charter Amendments.

In answer to an inquiry from Walsh, Murphy stated that the Strategic Planning Development Committee meeting on Tuesday, February 10 at Greenfield School will be open for public comments.

#### **CONSENT AGENDA**

Motion by Pfeifer, seconded by Mooney, to approve the Consent Agenda as follows:

- a. Review and consider minutes of a regular Council meeting held on January 20, 2004.
- b. Review and file bills recapped as of Monday, January 26, 2004.

Motion carried.

**BUSINESS AGENDA**

**FIRST READING OF AN ORDINANCE CODIFYING THE SITE DEVELOPMENT HANDBOOK**

Domzal stated that Village Planning Consultant Wenzara from Langworthy Strader Leblanc & Associates gave a comprehensive presentation on the Site Development Ordinance during the Public Hearing portion of the meeting. The proposed ordinance is on file for public review at the Village offices.

Sharon Tischler of 21415 Virmar Court asked if the Village business owners were made aware that this ordinance was being discussed at the Planning Board level. Wenzara commented that there were no specific invitations to the public as part of the Planning Board drafting of this ordinance.

The Village will notify business owners in the Village of the proposed Site Development Ordinance and the date of the second reading prior to Council consideration of its adoption.

**SET PUBLIC HEARING DATE OF FEBRUARY 17, 2004 TO REVIEW AND CONFIRM 2003 SPECIAL ASSESSMENT ROLL FOR THE SOUTHFIELD ROAD BUSINESS ASSESSMENT DISTRICT**

The Village maintains the public right-of-way along the Southfield Road business district and assesses the cost of landscape maintenance and water for the sprinkling system to the property owners on the west side of Southfield Road.

Motion by Pfeifer, seconded by Woodrow, to set a public hearing date of February 17, 2004 to review and confirm the 2003 Special Assessment Roll for the Southfield Road Business District.

Motion carried.

**REVIEW AND CONSIDER PURCHASE OF PATROL CAR FOR THE PUBLIC SAFETY DEPARTMENT**

The 2003/04 budget contains funding for the purchase of one patrol vehicle to replace an existing patrol vehicle with over 70,000 miles. Signature Ford of Owosso has been awarded the Macomb County Cooperative Bid program.

Motion by Mooney, seconded by McCleary.

Resolved that the Village of Beverly Hills Council awards the purchase of one 2004 Ford Crown Victoria patrol vehicle in the amount of \$20,290 to Signature Ford of Owosso. Funds for this purchase are available in Account #101-900-979 Capital Purchases Vehicle Purchases.

In response to a question, Murphy stated that the original schedule was for the Village to replace two vehicles this year. Only one vehicle is being purchased considering budget constraints.

Roll Call Vote:

Motion carried (6 – 0).

**DISCUSSION ITEM – PRESENTATION REGARDING ACACIA DRAIN PROJECT APPORTIONMENT**

Downey reviewed that the Village entered into a contract with the City of Birmingham in 2001 to administer, design and build the Acacia Interceptor Project. The purpose of this agenda item is to answer questions that have been raised by residents on the Acacia Park Relief Drain project apportionment.

A recess was called at 8:23 p.m. to set up the presentation from Hubbell, Roth & Clark. The meeting was resumed at 8:27 p.m.

Spallasso introduced professional engineers Wally Alix, Principal, and Dan Mitchell, from the consulting engineering firm of Hubbell, Roth & Clark. Also present in the audience is Oakland County Drain Commissioner John McCulloch and Joseph Kozma, Manager of the Engineering and Construction Division.

Wally Alix presented a background of the Acacia Drain Project to provide an understanding of the determination made on the design and apportionment of the project. He reviewed that heavy rainstorms in 1995 and in 1998 caused basement flooding and sewer backups in the combined sewer areas of Beverly Hills and Birmingham. Alix displayed a map of the Acacia District showing where basement flooding was reported. There was a problem in the entire district with pipe sizes not being large enough to accommodate the flows.

Alix displayed a drawing of the proposed Acacia Park Drain Relief Project and the Acacia Park District. The Acacia Park Relief project was broken up into several phases. He pointed to the phase currently under construction starting at Evergreen Road, going north on Waltham, east on Warwick to Southfield Road, and up Southfield Road. The advanced construction work on 14 Mile Road was built two years ago as part of the reconstruction of the roadway. The phase in Birmingham and the last branch in Beverly Hills will be built in subsequent years.

Alix explained that communities that decide to participate in constructing a project must agree on a methodology for apportioning the project cost. If there is a Drainage Board involved, it is part of the apportionment process.

The Drain Code was established in 1956 to help communities with drainage projects. It empowered an elected Drain Commissioner to establish a drainage district and form a Drainage Board made up of the Drain Commissioner, the Chairman of the County Commissioners and the Finance Director of the County Commissioners. The Board is most often created when communities petition the Drain Office for its assistance with a project.

Birmingham and Beverly Hills petitioned the Drain Office in 1991 for construction of the Acacia Park Combined Sewer Overflow (CSO) basin. The Drain Board was authorized to construct, operate, maintain, and obtain funding to properly and equitably provide a drainage system and assess those costs. There are several examples of projects that were done in this way within

Beverly Hills including the North Arm Branch in 1996, John Garfield Drain, George W. Kuhn Drain, 12 Towns Drain, Acacia Park Drain RTB, and Rummell Drain.

Alix went into some detail on the Rummell Storm Drain, which was constructed in the late 1960's and early 1970's. The District consisted of four communities and the Road Commission, with most of the drain located in the City of Southfield. Southfield had an apportioned share of 70%; Beverly Hills 15%; Lathrup Village 10%; Southfield Township 1%; and the Road Commission 3%. This is an area where a drain was constructed within the Village of Beverly Hills with 70% of the project cost paid for by the City of Southfield.

The 12 Towns Drain project involved 14 communities. Beverly Hills' share of that project was 0.79% of the cost of that facility based on the acreage that contributed to the project.

Alix reviewed that the Acacia Park Drain District was established in 1926 and the drain was constructed at that time. In 1958 the Evergreen-Farmington Sewage Disposal System was constructed to take low flows from the sanitary flow to an interceptor that took the flow to the City of Detroit for treatment. The capacity of flow that was allowed to discharge into the Evergreen-Farmington system was exceeded during a heavy rainfall, which resulted in an overflow into the Rouge River.

An effort was made to stop this overflow in the early 1990's by constructing a Retention Treatment Basin in the Douglas-Evans Nature preserve. The RTB was established as a Chapter 20 Drain through a joint petition by Birmingham and Beverly Hills with apportionment percentages established using the Chapter 20 Drain Code. In 2001 Beverly Hills and Birmingham entered into an agreement to construct the Acacia Relief Drain using an apportionment similar to the method established by the Drain Commissioner's office.

Alix explained the methodology developed and utilized by the Oakland County Drain Commission to apportion costs for drain improvements. It is based on the amount of storm water runoff that each entity contributes to that drain. The runoff is not necessarily related to the land area but is modified by the amount of impervious acreage. In the case of the Acacia Drain, the City of Birmingham has a more densely developed area so it has more hard surface, roofs, sidewalks and roadways compared to the area in the district within Beverly Hills. The impervious factor in Beverly Hills was considered 40%; The impervious factor in Birmingham was 50%.

Alix displayed a chart showing the apportionment for the Acacia Park Retention Treatment Basin. He referred to the computations for impervious acreage for the Road Commission, Birmingham and Beverly Hills. Dividing the resulting total impervious acreage into each entity's impervious acreages results in the percentage used in the apportionment of the project.

Because Beverly Hills and Birmingham chose to proceed with the project without using the Drain Office, the Road Commission was not included in the project. Alix noted that the Road Commission did give some concessions on 14 Mile Road drainage improvements that equated to the amount of money it would have contributed to this project. The Road Commission's share of acreage as determined in the Acacia Park RTB project apportionment was distributed between

Beverly Hills and Birmingham. The result was an approximate 70%-30% apportionment between Beverly Hills and Birmingham. Those are the numbers in the Agreement signed by Birmingham and Beverly Hills in 2001.

Drain Commissioner McCullough commended Mr. Alix on his overview of the traditional method used in the apportionment process. The Acacia Park Drain District is one of hundreds of drainage districts throughout the County that typically follow this type of calculation. Although the Drain Commission is not directly involved with the Acacia Relief Drain project, it is supporting a number of aspects of the project and integrates itself in the much larger district. The Drain Commissioner's office fully agrees with the apportionment process that has taken place on this particular project.

Pfeifer asked questions about the amount of flow in different phases of the project. The point was made that the most expensive portion of pipe in terms of size and construction cost is that portion closer to the CSO facility in Beverly Hills. Pfeifer stated that she looks at this project in terms of a Drainage District and not community versus community. Beverly Hills may be paying 70% of Birmingham's costs, but Birmingham is paying 30% of the Village's costs with the most expensive portion of this project being in Beverly Hills.

Domzal commented that this is one of the Village's largest public works projects with a large amount of money involved. This exercise will benefit the Village when considering calculations of cost apportionment percentages as part of future intergovernmental agreements. Domzal stated that he has reviewed the statute and agrees that everything was done appropriately and in a fair manner.

Woodrow remarked that he does not see anything done by past councils that is a breach of fiduciary duty. The Village should honor the agreement with Birmingham, which follows standard methodology that has been in place for a long time in many communities.

Downey questioned how many various apportionment methods are used by communities in Oakland County. Joseph Kozma, manager of the County Drain Commission's Engineering and Construction division, responded that about 98-99% of the drain projects since 1972 have been apportioned roughly in this manner.

Village Attorney Ryan affirmed that the apportionment of the Acacia Park Drain Relief Project was fully discussed at the Council table when this agreement was entered into in 2001. There was no breach of public duty or untoward activity by anyone on Council, administration, or consulting engineering firm. The apportionment agreed upon is a tried and true method that has been utilized by the County for many years. This is a major public works project that has been studied and discussed for eight or nine years, well before the dedicated millage was passed by the citizens of this Village in 1997. Beverly Hills and Birmingham agreed to enter a contract to administer, design, and build the project. The communities were able to save money by not proceeding on the basis of an Oakland County Chapter 20 Drain project.

The apportionment agreed upon by the two communities for this project was 70.21% to be paid by Beverly Hills and 29.79% from Birmingham. This benefit-apportionment method has been

used for Acacia Park Drainage District projects since 1926. If someone has a new apportionment method that they want to proffer, it is incumbent upon that individual to bring it forward for the professional engineers to consider. A new apportionment cannot be applied to a contract that has been executed using a method based on sound data.

Ryan reminded everyone that there were residents clamoring for relief from flooded basements and sewer backups in 1995 and 1998. That relief is being provided by means of this relief drain project. The Village has been collecting money for a number of years and the Acacia Relief Drain has been discussed for years by people in this room.

Norm Downey of 23042 Nottingham Drive stated that he does not understand why \$1 million of taxpayer money is being used to build the upper portion of the Acacia Relief Drain that is located in Birmingham and used strictly by Birmingham residents. He asked what Beverly Hills gets for that \$1 million expenditure.

Joseph Kozma from the Oakland County Drain Commissioner's office responded that Beverly Hills gets Birmingham's contribution to the portion of the drain that is built in Beverly Hills.

N. Downey referred to the drawing of the Acacia Park Drain Relief Project to expound on his calculations relative to Birmingham and Beverly Hills contributions to the flow in particular phases of the project. He questioned why Beverly Hills must pay for 70% of the cost of this relief system when it is only using about 56% of the capacity according to his calculations.

President Downey reiterated that the calculation uses a method based on a proportional amount of runoff that each entity contributes to the Drain.

Alix remarked that this project is viewed as one drainage district known as the Acacia Park Drain. He used the diagram to discuss the flow throughout the project noting that there are variables in terms of flow rates from different line sections and diverted flows due to the balancing of the system. Sections of pipe built in Birmingham are part of the project cost because they are a benefit to the district at large.

Norm Downey summarized that he believes that Beverly Hills contributes 70% of the sewer capacity at the terminus of the project but the Village's capacity continually diminishes as the drain continues upstream until it reaches a point where Beverly Hills contributes zero percent of the capacity. He assumes the average capacity of Beverly Hills to be about 50%.

Bunker Kelly of 21526 Corsaut understands that the Village entered into a contract for the Acacia Park project whereby Beverly Hills pays 70% and Birmingham pays 30% of the project cost. The contract with Birmingham is based upon a traditional method of apportionment that has been around for 70 years. He questioned Council's interest in looking into new methods and formulas for calculating apportionment percentages. Kelly expressed the opinion that the Villagers are potentially over-paying in the neighborhood of \$2 million for this project as shown in Norm Downey's research.

McCullough stated that there was a comment made that the “traditional” method of apportionment is 70 plus years old. He emphasized that this does not mean that the method is out of date or incorrect. We are talking about flow. McCullough is a firm believer that water doesn’t start or stop at jurisdictional boundaries. That is why there are districts and watersheds established to deal with drain issues.

John Mooney of 19111 Devonshire commented that he is disheartened that there are some people who have forgotten that we are not a community that is bounded by 14 Mile Road, Beverly Road, or 13 Mile Road. Beverly Hills has traditionally tried to work with surrounding communities to make sure that the health and safety of citizens are protected. The Acacia Park Drain District, which has been in existence since the 1920’s, served Beverly Hills and Birmingham well until the 1990’s when problems developed in both communities.

Sewer problems were discussed, superb engineering work was presented, and there was a careful examination of how to proceed to best protect the health, safety and welfare of the community. Mooney recalls when citizens demanded that Council take action in 1996 through 1998 to alleviate basement flooding and sewer backups. He remarked that the same people who are casting aspersions upon this Council and the Village for spending too much money are those who demanded immediate action to improve and repair the sewer system. He agrees that the method used in calculating percentages for apportioning drainage projects in the Acacia Drain District for 80 years is appropriate and that it is the only way to have financed the Acacia Relief Drain.

Pfeifer stated that John Mooney was part of the Council that was instrumental and responsive to putting the dedicated millage and sewer relief project in place. A special election was called in 1997 to institute corrections to the sewer problems the communities were experiencing. Sixty-three percent of the residents voted to pass this dedicated millage. She mentioned a number of priority improvements that were accomplished as part of this sewer repair and improvement program.

Pfeifer stated that past Councils and this Council have stepped up to what had to be done. She takes exception to the criticism that Council has not responded to questions from the public. She knows of hours that have spent with residents on a one-to-one basis by administration and Council members. She believes that the money spent to have HRC make a presentation to the public is money well spent if we are educating the public.

President Downey thanked Wally Alix from Hubbell, Roth & Clark, Drain Commissioner John McCullough, Joseph Kozma, and Village administration for their presentations.

#### **PUBLIC COMMENTS**

Bunker Kelly of 21526 Corsaut quoted from Council meeting minutes of July and August of 1997. He quoted Councilman Mooney as saying that voters will be asked to approve 2 mills over 12 years, which will result in a sufficient amount of money to repair the sewers and provide necessary relief.

Kelly stated that Council received a report last February from HRC indicating that the Acacia Sewer Project was under-funded by \$1.5 million. Council has recently done an internal study that estimates that the project will end in the red by \$623,386. Kelly reported that the Village's general expenses have exceeded revenue by \$286,956 over the last two fiscal years. In order to balance the budget in the current fiscal year, Council has raised permit fees and has taken money out of Road Fund accounts to deposit in the General Fund. Kelly questions whether there have been discussions of belt tightening.

Kelly said that Villagers are burdened with rising heat, electric, cable, and water rates. He believes that Council ignores the facts by taking money out of savings to pay its present bills. Kelly contends that Council is asking voters on March 8 to amend the Village Charter and abolish fiscal spending limits and controls on Council and administration. He does not think that this Council should be given such discretionary abilities.

John Mooney of 19111 Devonshire stands by everything he said in 1997 and maintains that the Village will come in under budget on the Acacia Relief Drain project. He reiterated that the Council discussed sewer system improvements in great detail. He noted that water and sewer operating funds were to be used to help build this system.

Mooney expressed the view that this Council has done an outstanding job of maintaining fiscal responsibility. He maintains that it is pandering to those who fear taxes to suggest that this Council has not acted responsibly. This Council and every Council for many years has kept the Village at the lowest tax rate of any community of similar size in the Detroit metropolitan area.

#### **REPORTS – MANAGER**

Murphy stated that the Strategic Planning Development Committee is meeting next Tuesday, February 10 at 7:00 p.m. at Greenfield Elementary School. The Village offices will be closed on February 16 in observance of President's Day. The last day for residents to pay their winter taxes to Southfield Township is February 17<sup>th</sup>.

Downey questioned the status of Rummell Drain work in the Village. Spallasso responded that improvements to the drain have been completed. Crews are currently working on bridge reconstruction. Equipment and materials will be removed in the spring as soon as final restoration work is completed.

#### **COUNCIL**

Mooney announced that the second annual "Heart of the Home House Tour" will be held on Sunday, February 8 from noon to 4 p.m. The tour showcases six beautiful homes in Franklin, Beverly Hills and West Bloomfield. The tickets are \$20 and can be purchased at Groves High School and at the Apple Tree Room in Franklin. The event is sponsored by the Groves High School Senior Parent Committee.

Mooney commented on the formation and charge of the Strategic Planning Development Committee and acknowledged the value of the process of developing a strategic plan for the Village.

Pfeifer reported on an all day strategic planning session for Birmingham Schools that she recently attended as a representative of the Birmingham Area Seniors Coordinating Council. Pfeifer hopes that the next Council will appoint a Birmingham Schools liaison who will make regular visits to school board meetings and report back to the Village.

Domzal stated that the next regularly scheduled meeting of the Planning Board is February 11. At Domzal's invitation, Council candidates Dave Taylor of 16950 Buckingham and Roseanne Koss of 17506 Kinross stepped to the lectern and introduced themselves.

Domzal questioned whether recent comments about the Birmingham Area Cable Board and Comcast service suggests a sentiment throughout the community that there is really a problem with Comcast. He expressed the view that there is a need to regulate digital transmission as we move into digital television and telephone technology. Domzal will be interested in learning whether this topic evokes interest among residents as part of the survey circulated by the Strategic Planning Development Committee. If it is a serious concern throughout this community, Council may want to become more involved.

Downey reported on the January 27<sup>th</sup> meeting of the Retirement Board. An investment consultant reviewed an Asset Allocation Analysis report of the Public Safety Officers' Pension Fund. The Board is involved in an information process and discussion of investment alternatives as part of its review of the current portfolio.

Downey extended an invitation to all Council members to attend a dinner meeting of the South Oakland County Mayors Association on February 11.

Downey stated that he will encourage public involvement at Council meetings. He asked everyone to move forward in a positive manner and work together as a community.

Motion by Mooney, seconded by McCleary, to adjourn the meeting at 9:51 p.m.

Motion carried.

**Doyle Downey**  
**Council President**

**Ellen E. Marshall**  
**Village Clerk**

**Susan Bernard**  
**Recording Secretary**