

**VILLAGE OF NEW LEBABON  
OF  
MONTGOMERY COUNTY, OHIO**

**RESOLUTION NO: 2024-05**

**BY**

**MAYOR DAVID NICKERSON**

**A RESOLUTION: AUTHORIZING THE VILLAGE COUNCIL TO PLACE VILLAGE MANAGER, GLENA MADDEN, CHIEF FINANCIAL OFFICER PHILLIP HINSON, VILLAGE LAW DIRECTOR RONALD KEENER, POLICE CHIEF CURTIS HENSLEY, AND SERVICE SUPERINTENDENT SCOTT BROCK ON PAID ADMINISTRATIVE LEAVE DURING THE PENDENCY OF THE INVESTIGATION, OR UNTIL FURTHER NOTICE, CONCERNING THE VILLAGE'S ADMINISTRATIVE, FINANCIAL, LEGAL AFFAIRS, AND POLICE AFFAIRS.**

**WHEREAS**, the Village Council has determined that it must conduct an internal investigation of the Village's administrative, financial, legal affairs; and police affairs; and

**WHEREAS**, the Village Council has determined that it is in the best interests of the Village to place Village Manager, Glena Madden, Chief Financial Officer Phillip Hinson, Village Law Director Ronald Keener, Police Chief Curtis Hensley, and Service Superintendent Scott Brock on paid administrative leave during the pendency of its investigation, or until further notice, concerning conduct and performance; and

**WHEREAS**, Mayor David Nickerson has proposed that the Village place Glena Madden, Chief Financial Officer Phillip Hinson, Village Law Director Ronald Keener, Police Chief Curtis Hensley, and Service Superintendent Scott Brock on paid administrative leave.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF NEW LEBANON, MONTGOMERY COUNTY, OHIO, AS FOLLOWS:**

**SECTION I**            That the Village is hereby authorized to place Village Manager, Glena Madden, Chief Financial Officer Phillip Hinson, Village Law Director Ronald Keener, Police Chief Curtis Hensley, and Service Superintendent Scott Brock on paid administrative leave during the pendency of its investigation of the Village's administrative, financial, and legal affairs.

**SECTION II**            During the pendency of the Village's internal investigation, Glena Madden, Chief Financial Officer Phillip Hinson, Village Law Director Ronald Keener, Police Chief Curtis Hensley, and Service Superintendent Scott Brock:

- (1) Shall not access, destroy, manipulate, tamper with or otherwise revise any physical or digital documents, files, or records, including, but not limited to: correspondence and drafts of correspondence; emails; instant messages; text messages; voicemails; audio

recordings and files; photographs, digital photos, or videos; electronic presentations; spreadsheets; forms, schedules or worksheets; inter- and intra-office memoranda; reports; comments; worksheets; plans; minutes; notes; notices or; notifications; findings memoranda; notes, records, summaries, or other reports of conferences, meetings, telephone conversations; executed or proposed agreements, contracts; proposals; diaries, desk calendars, appointment books, or telephone call books; affidavits, statements and depositions, or summaries or excerpts thereof, stenographic notes; books and records, including but not limited to, journals, ledgers, balance sheets, profit and loss statements, together with all adjustments to the same and all notes and memoranda concerning them; financial data; newspaper or magazine articles; pamphlets, books, texts, magazines, journals and publications; notepads, tabulations, calculations, or computations; schedules; drafts; forecasts and projections; pleadings and court filings; checks and check stubs (front and back); records or transcripts of statements, depositions, conversations, meetings, discussions, conferences, or interviews, whether in person or by telephone or by other means; work papers; printouts or other stored information from computers or other information retention or processing systems; government reports, regulations, filings or orders; and all other records kept by electronic, photographic, or mechanical means, and things similar to any of the foregoing, however denominated, except as authorized and prescribed by law;

- (2) Shall not access any Village computer systems, email accounts, share drives, and any other digital platform where documents or records are stored, either by their own doing or by directing any other person; and
- (3) Shall not communicate with Village staff, contractors, or any other individuals involved in Village affairs regarding documents, records, or Village affairs; and
- (4) Shall not be present on, remain on, or have access to any Village property via themselves or at the request of another person during the pendency of the Village's investigation. Glenna Madden, Phillip Hinson, Ronald Keener, Curtis Hensley, and Scott Brock shall turn over all Village property they are currently in possession of as outlined in **Section II (1)** and any means of access, i.e., keys, computers, access cards, etc. to Village property; and
- (5) Shall be relieved of all duties and responsibilities associated with their respective position during the pendency of the Village's investigation; and
- (6) Shall refrain from performing any duties or exercising any authority associated with their respective position.

**SECTION III** Prior to exiting this meeting, Village Manager, Glenna Madden, Chief Financial Officer Phillip Hinson, Village Law Director Ronald Keener, Police Chief Curtis Hensley, and Service Superintendent Scott Brock:

- (1) Shall, prior to exiting this meeting, provide the Sheriffs with the location and list of any and all Village property enumerated in **Sections II(1) and II(4)** in your possession, or

that have access to, that you do not currently have on your person or in your vehicle, regardless of its current location; and

- (2) Shall return all listed property provided to the Sheriffs to the Village by 10:00 a.m., February 20, 2024.

**SECTION IV** If it is determined that Village Manager, Glenna Madden, Chief Financial Officer Phillip Hinson, Village Law Director Ronald Keener, Police Chief Curtis Hensley, or Service Superintendent Scott Brock violated **Sections II or III** of this Resolution, did not provide a complete list to the Sheriffs, or failed to return any Village property whatsoever you shall subject yourself to possible termination, unpaid leave, and criminal action, including, but not limited to, conversion or theft.

**SECTION V** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public; in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.


**SECTION VI** That this Resolution shall take effect immediately upon adoption and shall remain in effect until such time as the investigation is concluded and Village Council has taken appropriate action based on its findings.

PASSED this 20 day of February, 2024.

Approved:


  
\_\_\_\_\_  
David Nickerson, Mayor

Attest:

  
\_\_\_\_\_  
Nicole Adkins                      Date: February 20, 2024  
Vice Mayor/Acting Clerk of Council

**CERTIFICATION**

I, Nicole Adkins, Acting Clerk of Council for the Municipality of New Lebanon, Ohio do hereby certify that the foregoing is a true and correct copy of the Resolution 2024-05 as passed by Council and approved by the Mayor and that the same has been published as required by Section 2.17 of the Charter of the Municipality of New Lebanon.

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Nicole Adkins      Date: February 20, 2024  
Vice Mayor/Acting Clerk of Council

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