

**COMMISSIONERS JOURNAL NO. 82 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD MARCH 6, 2025**

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THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

**Present:**  
**Barb Lewis, President**  
**Jeff Benton, Vice President**  
**Gary Merrell, Commissioner**

**1  
RESOLUTION NO. 25-160**

**IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD MARCH 3, 2025:**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on March 3, 2025; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion                      Mrs. Lewis   Aye                      Mr. Merrell   Aye                      Mr. Benton   Aye

**2  
PUBLIC COMMENT**

**3  
RESOLUTION NO. 25-161**

**IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0305 MEMO TRANSFERS IN BATCH NUMBERS MTAPR0305:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve Then and Now Certificates, payment of warrants in batch numbers CMAPR0305, memo transfers in batch numbers MTAPR0305, and Purchase Orders as listed below:

| <u>Vendor</u>       | <u>Description</u> | <u>Account</u> | <u>Amount</u> |
|---------------------|--------------------|----------------|---------------|
| <b>PO' Increase</b> |                    |                |               |
|                     |                    |                |               |

| <u>PR Number</u> | <u>Vendor Name</u>              | <u>Line Description</u>                           | <u>Account</u>  | <u>Amount</u> |
|------------------|---------------------------------|---|-----------------|---------------|
| R2502126         | BUCKEYE POWER SALES CO INC      | SERVICE CONTRACT                                  | 10011105 - 5325 | \$ 18,000.00  |
| R2502155         | AIR FORCE ONE INC               | SERVICE AGREEMENT                                 | 10011105 - 5325 | \$ 13,149.00  |
| R2502262         | STRAWSER PAVING CO INC          | JEWETT ROAD TRUNK SEWER IMPROVEMENTS - RESOLUTION | 66711900 - 5415 | \$ 294,232.00 |
| R2502269         | TAFT STETTINIUS & HOLLISTER LLP | BROADBAND CONSULTING SERVICES                     | 10011102 - 5301 | \$ 37,125.18  |
| R2502272         | CAPITAL FIRE PROTECTION CO INC  | INSPECTIONS                                       | 66211900 - 5328 | \$ 2,700.00   |
| R2502272         | CAPITAL FIRE PROTECTION CO INC  | REMOTE MONITORING                                 | 66211900 - 5345 | \$ 4,800.00   |
| R2502272         | CAPITAL FIRE PROTECTION CO INC  | TRAINING  | 66211900 - 5305 | \$ 2,800.00   |
| R2502279         | AECOM TECH SERVICES INC         | TROTTERS GAIT PUMP STATION IMPROVEMENTS - DESIGN  | 66611900 - 5410 | \$ 49,700.00  |
| R2502280         | PETERSON CONSTRUCTION CO        | RESOLUTION 24-152                                 | 66611900 - 5410 | \$ 30,000.00  |
| R2502298         | MCGRATH RENTCORP & SUBSIDIARIES | MODULAR BUILDING DOG SHELTER CHANGE ORDER 1       | 42311453 - 5410 | \$ 12,915.00  |
| R2502300         | B & C COMMUNICATIONS INC        | VESTA EIM UPGRADE FOR NG911                       | 21711326 - 5320 | \$ 34,101.67  |

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|          |                      |   |                 |              |
|----------|----------------------|---|-----------------|--------------|
| R2502320 | B L ANDERSON LLC     | PROJECT                                       | 66711900 - 5410 | \$ 14,268.00 |
| R2502336 | DIYANNI CUSTOM HOMES | REFUND OF CAPACITY FEE - 6624 SCIOTO BLUFF CT | 66211900 - 5319 | \$ 8,100.00  |
| R2502340 | DLZ OHIO INC         | DOWNSTREAM SEWER IMPROVEMENT PROJECT          | 66611900 - 5415 | \$ 42,075.00 |

Vote on Motion                    Mr. Benton Aye                    Mrs. Lewis Aye                    Mr. Merrell Aye

**4  
RESOLUTION NO. 25-162**

**IN THE MATTER OF GRANTING ANNEXATION PETITION FROM AGENT FOR THE PETITIONER, MICHAEL R. SHADE, ATTORNEY AT LAW, REQUESTING ANNEXATION OF 84.3 ACRES OF LAND IN DELAWARE TOWNSHIP TO THE CITY OF DELAWARE:**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following resolution:

WHEREAS, on February 4, 2025, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Michael R. Shade, agent for the petitioners, requesting annexation of 84.3 acres, more or less, from Delaware Township to the City of Delaware; and

WHEREAS, pursuant to section 709.023 of the Revised Code, if the Municipality or Township does not file an objection within 25 days after filing of the annexation petition, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

WHEREAS, 25 days have passed and the Clerk of the Board has not received an objection from the City of Delaware or the Township of Delaware;  
NOW, THEREFORE, BE IT RESOLVED that the Delaware County Board of Commissioners grants the petition requesting annexation of 84.3 acres, more or less, from Delaware Township to the City of Delaware.

Vote on Motion                    Mr. Merrell Aye                    Mr. Benton Aye                    Mrs. Lewis Aye

**5  
RESOLUTION NO. 25-163**

**IN THE MATTER OF SETTING DATE AND TIME FOR VIEWING AND PUBLIC HEARING FOR CONSIDERATION OF THE DRAINAGE IMPROVEMENT PETITION FOR THE EVERGREEN CEMETERY WATERSHED, FILED BY THE BERLIN TOWNSHIP TRUSTEES:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve the following:

WHEREAS, on February 19, 2025, the Clerk of this Board gave notice to the Board of County Commissioners and the County Engineer of Delaware County, Ohio, on the filing with her of a petition signed by the Berlin Township Trustees, to:

1. Generally improve the drainage, both surface and subsurface, to a good and sufficient outlet, by replacing, repairing, or altering the existing improvement as required and/or creating new surface and subsurface drainage mains or laterals, as requested, by this petition.
2. In Delaware County, Berlin Township, within the Evergreen Cemetery watershed and generally following, but not limited to, the course and termini of existing improvements.

WHEREAS, the proper bond has been filed with the clerk, conditioned to pay all costs associated in preparing for the view and first hearing if the petition is not granted or if the petition is for any cause dismissed;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners that **Monday June 16, 2025, at 1:30P.M.**, with the use of video technology at the Office of the Board of County Commissioners, 91 North Sandusky Street Delaware, Ohio 43015, be and the same is hereby fixed as the time and place for the view thereon; and

BE IT FURTHER RESOLVED that **Monday September 8, 2025, at 10:00A.M.**, at the Office of the Board of County Commissioners, 91 North Sandusky Street Delaware, Ohio, be and the same is hereby fixed as the time and place for the first hearing on the petition; and

BE IT FURTHER RESOLVED that notice of said view and hearing be given, as required by law.

Vote on Motion                    Mrs. Lewis Aye                    Mr. Merrell Aye                    Mr. Benton Aye

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RESOLUTION NO. 25-164

**IN THE MATTER OF PROCLAIMING MARCH 16-22, 2025, AS NATIONAL AGRICULTURE WEEK IN DELAWARE COUNTY**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following resolution:

WHEREAS, when Americans sit down to a meal each day, we sometimes take for granted the quality, abundance and value of the food we eat. Our supermarkets, grocery stores and restaurants offer a tremendous selection of fruits, vegetables, meats, dairy products and other food items, but we often forget the hardworking men and women whose skill and effort put that food on our tables; and

WHEREAS, we should also recognize that agriculture in the United States plays a crucial role in strengthening our economy and in providing food for people around the world; and

WHEREAS, American farmers, while producing an abundance of safe and affordable food and fiber, also are an essential source of jobs in our communities, whether in production, distribution or marketing. U.S. agriculture remains our nation’s largest employer with more than 22 million people employed in this essential industry; and

WHEREAS, the world’s population is expected to exceed 9.6 billion people by 2050 and U.S. agriculture is poised to reach the demands of feeding this growing population.

THEREFORE, BE IT RESOLVED that the Delaware County Board of Commissioners proclaims March 16-22, 2025, as National Agriculture Week in Delaware County. We call upon our citizens to acknowledge and celebrate the achievements of all those who, working together, produce an abundance of agricultural products that strengthen and enrich our community and our nation.

Vote on Motion            Mr. Benton Aye            Mrs. Lewis Aye            Mr. Merrell Aye

7

RESOLUTION NO. 25-165

**IN THE MATTER OF RECOGNIZING THE MONTH OF MARCH 2025 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve the following:

WHEREAS, March 2025 marks the 38th anniversary of National Developmental Disabilities Awareness Month; and

WHEREAS, people with developmental disabilities are an important and valued part of our community; and

WHEREAS, the Delaware County Board of Developmental Disabilities, families of people with developmental disabilities, and service providers partner together to support more than 2,300 people with developmental disabilities throughout Delaware County; and

WHEREAS, it is essential to promote awareness and understanding of developmental disabilities to ensure that all members of our community receive the support and respect they deserve; and

WHEREAS, the Delaware County Commissioners acknowledge the importance of access to opportunities to live, learn, work, and play in Delaware County; and

WHEREAS, activities during this month will reinforce the value and talent people with developmental disabilities add to our communities and reaffirm the commitment of the Delaware County Commissioners to achieving a community where all people can lead personally fulfilling lives; and

THEREFORE, BE IT RESOLVED that the Delaware County Commissioners recognize and commemorate the 38th anniversary of National Developmental Disabilities Awareness Month.

BE IT FURTHER RESOLVED that the Delaware County Commissioners designate the month of March 2025 as Developmental Disabilities Awareness Month.

Vote on Motion            Mr. Merrell Aye            Mr. Benton Aye            Mrs. Lewis Aye

8

RESOLUTION NO. 25-166

**IN THE MATTER OF APPROVING THE SECOND AMENDMENT TO THE AGREEMENT BY AND BETWEEN THE COURT OF COMMON PLEAS, DELAWARE COUNTY, OHIO, PROBATE**

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**DIVISION AND THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, OHIO ON BEHALF OF THE DEPARTMENT OF JOB AND FAMILY SERVICES TO FUND THE DELAWARE COUNTY GUARDIANSHIP SERVICES BOARD:**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following:

WHEREAS, the Director of Job & Family Services recommends approval of the Second Amendment to the agreement by and between the Court of Common Pleas, Delaware County, Ohio, Probate Division and the Board of Commissioners of Delaware County, Ohio on behalf of the Department of Job and Family Services to fund the Delaware County Guardianship Services Board;

NOW, THEREFORE, BE IT RESOLVED that the Delaware County Board of Commissioners approves the following Second Amendment to the agreement by and between the Court of Common Pleas, Delaware County, Ohio, Probate Division and the Board of Commissioners of Delaware County, Ohio on behalf of the Department of Job and Family Services to fund the Delaware County Guardianship Services Board:

**SECOND AMENDMENT TO THE AGREEMENT TO FUND THE DELAWARE COUNTY GUARDIANSHIP SERVICES BOARD (R.C. § 2111.52)**

This Agreement is entered into this March 6, 2025, by and between the Court of Common Pleas, Delaware County, Ohio, Probate Division (“Court”), whose principal place of business is located at 145 North Union Street, 3rd Floor, Delaware, Ohio 43015 and the Board of Commissioners of Delaware County, Ohio on behalf of the Department of Job and Family Services (“JFS”), whose principal place of business is located at 91 North Sandusky Street, Delaware, Ohio 43015 (individually “Party,” collectively “Parties”)

**PREAMBLE**

**WHEREAS**, the Parties entered into an Agreement (hereinafter “Agreement”) dated June 6, 2023, (A copy of which is attached hereto and incorporated by this reference) and,

**WHEREAS**, the Parties entered into First Amendment (hereinafter “First Amendment”) dated March 11, 2024, (A copy of which is attached hereto and incorporated by this reference) and,

**WHEREAS**, the Parties agree to amend certain provisions to the Agreement.

**NOW THEREFORE:**

1. The Parties agree to amend the Agreement as follows:
  2. **TERM:** The term of this Agreement is extended to December 31, 2025.
  3. **FUNDING AND USE OF FUNDS:** JFS shall pay on or before March 31, 2025 to the Court \$15,000.00.
  4. **MAXIMUM PAYMENT:** The maximum amount payable pursuant to this Agreement is \$15,000.00 for calendar year 2025.

**2. Signatures**

Any person executing this Second Amendment in a representative capacity hereby warrants that he/she has authority to sign this Second Amendment or has been duly authorized by his/her principal to execute this Second Amendment on such principal’s behalf.

**3. Conflicts**

In the event of a conflict between the terms of the Agreement, the First Amendment, and the Second Amendment, the terms of this Second Amendment shall prevail.

**4. Terms of Agreement Unchanged**

All terms and conditions not changed by this Second Amendment remain the same, unchanged, and in full force and effect.

Vote on Motion                      Mrs. Lewis Aye                      Mr. Merrell Aye                      Mr. Benton Aye

**9  
RESOLUTION NO. 25-167**

**IN THE MATTER OF APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, THE DELAWARE COUNTY BOARD OF COMMISSIONERS, AND DEVELOPMENTAL DISABILITIES FOR SERVICES FROM RESCARE OHIO, INC.:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve the following:

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**INTERGOVERNMENTAL COOPERATION AGREEMENT**

**Section 1 – Parties to the Agreement**

This Agreement is made and entered into this 6<sup>th</sup> day of March, 2025 by and between the Delaware County Department of Job and Family Services and the Delaware County Board of Commissioners, 91 North Sandusky Street, Delaware, Ohio 43015 (collectively, the “County”), and the Board of Developmental Disabilities, 7991 Columbus Pike, Lewis Center, Ohio 43035 (the “Board”), (hereinafter referred to individually as “Party” or collectively as the “Parties”).

**Section 2 – Purpose**

This Agreement is authorized by sections 9.482, 329.04, and 5126.05, et seq., of the Revised Code. The County and Board desire to enter into an agreement to set forth the cost-sharing expenses relating to an individual in the permanent custody of County, herein referred to as “D.P.” D.P. will receive services from ResCare Ohio, Inc. (“ResCare”) in a supported living facility in Canton, Ohio.

**Section 3 – Division of Responsibilities**

The Board shall pay ResCare directly for D.P.’s care under D.P.’s Ohio Individual Service Plan (OISP). County shall pay ResCare for D.P.’s room and board, food, utilities, and incidentals under the terms of a separate agreement. County shall reimburse Board for **35.47%** (the Medicaid match) of the Board’s cost of D.P.’s care with ResCare **through June 30, 2025. Beginning July 1, 2025, County shall reimburse Board for 35.21%** (the Medicaid match) of the Board’s cost of D.P.’s care with ResCare, as set forth in section 4 below. Both parties shall cooperate in sharing records and information to insure proper accounting of the cost-sharing under this Agreement. Both parties shall communicate with each other regarding D.P.’s care and living arrangements.

**Section 4 – Compensation**

The County agrees to pay the Board up to **Fifty-Two Thousand Dollars (\$52,000.00)** over the term of this Agreement.

The cost of D.P.’s care is variable and dependent upon the number of other individuals that ResCare will provide services to in the supported living facility. It is possible that D.P. will be the only individual in the facility for the entire term of this Agreement, in which case the maximum amount of **Fifty-Two Thousand Dollars (\$52,000.00)** shall be paid by County. In the event that ResCare has other individuals living with D.P. and sharing the costs of care, the amount to be reimbursed from County to Board will be lessened commensurately.

The amount to be reimbursed by County to Board shall be the actual cost of care, to be determined as this Agreement progresses through its term.

The total amount of compensation under this Agreement shall not exceed **Fifty-Two Thousand Dollars (\$52,000.00)** for the term of this Agreement, unless this Agreement is amended in writing and signed by both Parties.

**Section 5 – Records**

The Parties agree that each shall maintain their respective public records concerning the services provided under this Agreement, pursuant to the laws of the State of Ohio pertaining to public records.

**Section 6 – Term**

This Agreement shall take immediate effect upon approval by all Parties hereto and shall continue in full force and effect **through February 2, 2026**, whereupon the Parties mutually agree to review this Agreement for consideration of renewal. This Agreement may only be amended or renewed in writing with the mutual consent and agreement of the Parties.

**Section 7 – Legal Contingencies**

In the event a change in law, whether by statute, judicial determination, or administrative action, affects this Agreement or the ability of the Parties to enter into, or continue to operate pursuant to, this Agreement, the Parties mutually agree to immediately institute a review of this Agreement. The Parties agree to negotiate in good faith to address any necessary modifications to this Agreement, to the extent permitted by applicable law.

**Section 8 – Personnel**

The Parties each agree to maintain control over their respective personnel, and this Agreement shall not be construed to alter the employment relationship each Party has with its respective personnel. Each Party shall be responsible for the compensation, benefits, and liabilities of its respective personnel and hereby agrees to release the other Party from any responsibility therefor. In no event shall County’s employees be considered employees of the Board within the meaning or application of any federal, state or local laws or regulations and vice versa.

**Section 9 – Insurance and Liability**

Each Party shall, for the life of this Agreement, maintain comprehensive general liability insurance coverage, with minimum limits in the amount of \$1,000,000.00 each occurrence or equivalent and \$2,000,000.00 in the aggregate, and shall cause the other Party to be named as an additional insured on any applicable insurance policies.

The Parties acknowledge that they are each political subdivisions of the State of Ohio and lack the authority to indemnify and therefore, each Party agrees to be responsible for the negligent acts of its employees, agent, and volunteers. Nothing in this Agreement shall impute or transfer any liability or responsibility from one Party to the other.

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**Section 10 – Miscellaneous Terms & Conditions**

- 10.1 **Entire Agreement:** This Agreement shall constitute the entire understanding and agreement between the Parties and shall supersede all prior understandings and agreements relating to the subject matter hereof. This Agreement shall not be assigned.
- 10.2 **Governing Law and Disputes:** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Ohio. The Parties shall make good faith efforts to directly negotiate any disputes arising from this Agreement. If direct negotiations shall fail, the Parties agree to mediate the dispute with a mediator chosen by agreement between the Parties. If mediation shall fail, any and all legal disputes arising from this Agreement may only be filed in and heard before the courts of Delaware County, Ohio.
- 10.3 **Headings:** The subject headings of the Sections and Subsections in this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both Parties and no purposes of interpretation shall be made to the contrary.
- 10.4 **Waivers:** No waiver of breach of any provision of this Agreement shall in any way constitute a waiver of any prior, concurrent, subsequent, or future breach of this Agreement or any other provision hereof. No term or provision of this Agreement shall be deemed waived, and no breach excused, unless such a waiver or consent is expressly made in writing and signed by the party claimed to have waived or consented. Such waiver shall not constitute and shall not in any way be interpreted as a waiver of any other term or provision or future breach unless said waiver expressly states an intention to waive another specific term or provision or future breach.
- 10.5 **Severability:** If any item, condition, portion, or section of this Agreement or the application thereof to any person, premises, or circumstance shall to any extent, be held to be invalid or unenforceable, the remainder hereof and the application of such term, condition, provision, or section to persons, premises, or circumstances other than those as to whom it shall be held invalid or unenforceable shall not be affected thereby, and this Agreement and all the terms, conditions, provisions, or sections hereof shall, in all other respects, continue in full force and effect.

Vote on Motion            Mr. Benton Aye            Mrs. Lewis Aye            Mr. Merrell Aye

**10  
RESOLUTION NO. 25-168**

**IN THE MATTER OF SETTING DATE AND TIME FOR REQUEST FOR PROPOSALS FOR TRANSPORTATION SERVICES FOR DELAWARE COUNTY, OHIO, DEPARTMENT OF JOB AND FAMILY SERVICES:**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following:

WHEREAS, the Director and Staff of the Delaware County Department of Job and Family Services desire to solicit proposals for Transportation Services for the Delaware County Department of Job and Family Services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Delaware County, State of Ohio, hereby approves the request for proposal documents for Transportation Services for the Delaware County Department of Job and Family Services and authorizes the Director to advertise for and receive proposals on behalf of the Board in accordance with the following Public Notice:

**PUBLIC NOTICE  
REQUEST FOR PROPOSALS  
RFP # 01-CY25  
For  
Transportation Services  
For  
Delaware County Department of Job and Family Services**

Delaware County Department of Job and Family Services is seeking proposals from providers of Transportation Services for Delaware County.

Request For Proposal packets and related documents can be viewed and downloaded from Delaware County’s web page at: <http://co.delaware.oh.us/media-room/bids/>.

The contract resulting from the RFP will have an initial service period of July 1, 2025 through June 30, 2026 with an option to extend the contract for two (2) additional one (1) year periods.

Maximum compensation for this contract will be **\$300,000 annually**.

The Provider awarded the contract will provide primarily, a non-fixed route, demand-responsive, curb-to-curb transportation service for eligible DCDJFS customers. Eligible DCDJFS customers will be referred to the provider through a transportation authorization referral process. There will be occasions when door-to-door transportation

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will be required. Provider must be able to provide both types of transportation services. The provider must be able to provide wheel-chair accessible services. The Provider will transport low-income clients to and from employment, medical appointments, child care, and/or other social services programs. Most transports will be within the City of Delaware or Delaware County, however, some transports (primarily for Medicaid required purposes) will be outside of Delaware County but within the State of Ohio (primarily in the central Ohio region).

Any proposals submitted to Delaware County, Ohio are to be prepared at the submitter’s expense. Delaware County reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and Delaware County. Delaware County shall have no liability whatsoever to any submitter whose proposal is not accepted.

A Public Information Session regarding the request proposal and program will be held on March 6, 2:00pm at the Rutherford B. Hayes Administration Building, 145 N. Union Street, Second Floor, Room 235, Delaware, Ohio 43015.

Deadline for Proposal Submission is April 1, 2025  
Requests to extend deadline will not be granted.

Vote on Motion                      Mr. Merrell Aye                      Mr. Benton Aye                      Mrs. Lewis Aye

**11  
RESOLUTION NO. 25-169**

**IN THE MATTER OF SETTING DATE AND TIME FOR REQUEST FOR QUOTATIONS  
FOR OVER THE PHONE INTERPRETATION SERVICES FOR DELAWARE COUNTY, OHIO  
DEPARTMENT OF JOB AND FAMILY SERVICES:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve the following:

WHEREAS, the Director and Staff of the Delaware County Department of Job and Family Services desire to solicit quotations for Over the Phone Interpretation Services Delaware County Department of Job and Family Services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Delaware County, State of Ohio, hereby approves the request for quotations documents for Over the Phone Interpretation Services for the Delaware County Department of Job and Family Services and authorizes the Director to advertise for and receive quotations on behalf of the Board in accordance with the following Public Notice:

**REQUEST FOR QUOTATIONS**

**Over the Phone Interpretation Services**

**RFQ #: 01-CY25**

**For**

**Delaware County Department of Job & Family Services (DCDJFS)**

**145 North Union Street**

**Delaware, Ohio 43015**

**740-833-2304**

**Deadline for Quotation Submission is April 21, 2025**

**REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED**

**Purpose**

The Delaware County Department of Job and Family Services (DCDJFS) is seeking quotes for over-the-phone language interpretation services from qualified and cost-effective service providers.

**Background**

The DCDJFS serves customers whose primary language is not English who require verbal interpretation services.

**Contract Term**

Initial Service Period: July 1, 2025 – June 30, 2026

The DCDJFS intends to award a one (1) year contract (with an option to extend two (2) additional one (1) year periods).

**Maximum Compensation**

Up to \$10,000 annually

**Scope**

The DCDJFS is seeking a quotation for the following services:

**Over-The-Phone Interpretation**

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Minimum Required Service Level

- Services must be available 24/7, 365 days per year with no notice scheduling and simple dial-in request service.
- Providers should be able to demonstrate average connect time to interpreters for all languages (except Spanish) of sixty (60) seconds or less.
- Providers should be able to demonstrate average connect time to interpreters for Spanish of thirty (30) seconds or less.
- Rates for the interpretation service must be billed monthly on a cost-per-minute basis.
- Providers must demonstrate an ability to provide interpretation services for the following languages as a **minimum**:

|           |            |            |
|-----------|------------|------------|
| Mandarin  | Urdu       | Vietnamese |
| Cantonese | Armenian   | Haitian    |
| Spanish   | Gujarati   | Nepali     |
| French    | Polish     | Thai       |
| Korean    | Portuguese | Teluga     |
| Somali    | Bengali    | Swahili    |
| German    | Arabic     | Turkish    |
| Italian   | Russian    | Japanese   |
| Hindi     | Punjabi    |            |

**Historical Interpretation Requirements from July 2024- January 2025**

| Month     | Minutes | Calls |
|-----------|---------|-------|
| July      | 939     | 76    |
| August    | 1260    | 104   |
| September | 1057    | 78    |
| October   | 1393    | 111   |
| November  | 1092    | 87    |
| December  | 1103    | 85    |
| January   | 705     | 75    |

**Administrative Requirements for Interpretation Services**

Minimum Required Service Level

- Provider must have security and confidentiality processes in place to protect clients.
- Provider must have continuing education processes for translators and interpreters in place to ensure accurate interpretation and translation.
- Provider must demonstrate simple billing and reporting capabilities.
- Provider must provide three (3) references of satisfied customers with similar needs.

Provider awarded the contract as a result of the winning quote agrees to the terms set forth in the “Sample Contract” included with this Request for Quote.

**Quote Submission**

**Quotations are due not later than 11:59pm, local time, April 21, 2025**

Quotations are to be submitted by email to [sara.damato2@jfs.ohio.gov](mailto:sara.damato2@jfs.ohio.gov)

**\*\*\* Quotations are to be submitted as electronic documents attached to the email address referenced above. \*\*\***

**\*\*\* Proposers (bidders) must use the DCDJFS Phone Interpretation Proposal Form included with this RFQ \*\*\***

**\*\*\* Please do not provide additional information that was not requested \*\*\***

**Questions**

Questions regarding clarification of the RFP must be submitted by **email only**. No phone calls please.

All questions must be submitted not later than **April 1, 2025**.

Email: [sara.damato2@jfs.ohio.gov](mailto:sara.damato2@jfs.ohio.gov)

[Questions and answers regarding clarification of the RFQ will be posted anonymously and publicly on the Delaware County Public Notices and Bid Information section of the county website at the following URL: https://co.delaware.oh.us/media-room/bids/](https://co.delaware.oh.us/media-room/bids/)

Vote on Motion

Mrs. Lewis Aye

Mr. Merrell Aye

Mr. Benton Aye



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**RESOLUTION NO. 25-170**

**IN THE MATTER OF DESIGNATING THE COUNTY ADMINISTRATOR AS THE BOARD’S REPRESENTATIVE AT MEETINGS OF THE UNIT OWNERS’ ASSOCIATION FOR THE ORANGE CORPORATE CENTER COMMERCIAL CONDOMINIUMS:**

It was moved by Mr. Benton, and seconded by Mr. Merrell, to approve the following:

WHEREAS, the Delaware County Board of Commissioners (the “Board”) is the owner of the real property located at 7991 Columbus Pike, Lewis Center, Ohio 43035, consisting of a ±73,700 square foot condominium unit and an appurtenant 70.64% undivided interest in the common elements and limited common elements of the Orange Corporate Center Commercial Condominium (the “Condominium”); and

WHEREAS, pursuant to the declarations for the Condominium, the Board is entitled to vote at meetings of the Condominium Unit Owners’ Association (the “Association”); and

WHEREAS, pursuant to section 305.30(K) of the Revised Code, the County Administrator shall perform such duties as the Board may determine by resolution;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Delaware County, State of Ohio, hereby designates the County Administrator as the Board’s representative at meetings of the Association and authorizes the County Administrator to vote on behalf of the Board and take all other actions related to the Association and the Condominium that the County Administrator deems necessary and proper.

Vote on Motion                      Mr. Benton   Aye                      Mrs. Lewis   Aye                      Mr. Merrell   Aye

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**RESOLUTION NO. 25-171**

**RESOLUTION OF NECESSITY FOR PURCHASE OR LEASE OF MOTOR VEHICLES FOR THE USE OF THE DELAWARE COUNTY EMERGENCY MEDICAL SERVICES DEPARTMENT:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve the following:

WHEREAS, pursuant to section 307.41 of the Revised Code, the Board of Commissioners of Delaware County, Ohio (the “Board”) may find, by resolution of necessity, that it is necessary to expend county monies for the purchase or lease of motor vehicles to be used by the County Commissioners, by any county department, board, commission, office or agency, or by any elected county official or his or her employees; and

WHEREAS, the Board has before it a request from the Director of Facilities to expend county monies for the lease of a new motor vehicle; and

WHEREAS, the motor vehicle is available for lease through the Enterprise Government Vehicle Leasing Program, TIPS Contract 190402 (the “Program”);

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, OHIO:

Section 1. The Board hereby declares that it is necessary to expend county monies for the lease of a motor vehicle to be used by the Delaware County Emergency Medical Services Department because an existing motor vehicle has reached the end of the unit’s useful service life.

Section 2. The Board hereby approves the lease of the following motor vehicle from the Program and declares that the lease of said motor vehicle shall be in accordance with the Lease Rate Quote for each vehicle, pursuant to the contract and terms and conditions set forth in Resolution No. 18-824 approving the Fleet Management Master Equity Lease Agreement, Amendment to Master Equity Lease Agreement, and Credit Application with Enterprise FM Trust:

All General Fund and Other Fund Vehicle to be Leased

| Vehicle Type | 2025 Vehicle Make and Model | Estimated Annual Lease Payment |
|--------------|-----------------------------|--------------------------------|
| Pickup Truck | Ford F-250                  | \$11,410.20                    |

Section 3. The Clerk of the Board is hereby directed to certify a copy of this Resolution to the Director of Facilities and the County Auditor.

Vote on Motion                      Mr. Merrell   Aye                      Mr. Benton   Aye                      Mrs. Lewis   Aye

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RESOLUTION NO. 25-172

**IN THE MATTER OF APPROVING A TRANSFER OF APPROPRIATIONS AND SUPPLEMENTAL APPROPRIATIONS:**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following:

| <b>Transfer of Appropriations</b>                   |  |            |
|---|--|------------|
| <b>From:</b>  | <b>To:</b>   |            |
| 27526315-5201                                       | 27526315-5308  | 300.00     |
| State Victim Asst Grant/Gen Supplies & Equip <1,000 | State Victim Asst Grant /Membership, Subscriptions, Dues |            |
| <b>Supplemental Appropriations</b>                  |  |            |
| 22111502-5365                                       | Litter Grant/Grant Related Services                      | 4,000.00   |
| 48140481-5715                                       | Africa Road 2020 SIB Loan/Principal Payments-Note/Loan   | 737,500.00 |
| 10011302-5201                                       | Employee Safety/Gen Supplies & Equip <1,000              | 5,600.00   |
| 10026201-5319                                       | Juvenile Court/Reimbursement/Refund                      | 35,000.00  |

Vote on Motion                      Mrs. Lewis Aye                      Mr. Merrell Aye                      Mr. Benton Aye

15  
RESOLUTION NO. 25-173

**IN THE MATTER OF APPROVING THE INVITATION TO BID FOR LAWN MOWING SERVICES:**

It was moved by Mr. Merrell, seconded by Mr. Benton, to approve the following:

WHEREAS, the Director of Facilities recommends approval of the Invitation to Bid for lawn mowing services;

NOW, THEREFORE, BE IT RESOLVED that the Delaware County Board of Commissioners approves the Invitation to Bid and authorizes the Director of Facilities to issue the ITB in accordance with the following Public Notice:

**PUBLIC NOTICE  
INVITATION TO BID  
ITB #25-01 – FACILITIES LAWN MOWING SERVICES**

Sealed bids for Facilities Lawn Mowing Services for Delaware County will be received by the Board of Commissioners, Delaware County, Ohio, 91 North Sandusky Street, Delaware, Ohio 43015, until 10:00 AM on Monday, March 31, 2025, at which time they will be publicly opened and read.

Notice to Bidders is posted on the internet and may be viewed on Delaware County’s web site at <https://co.delaware.oh.us/> under the heading “Public Notices and Bids.”

**Each bid must contain the full name of every person or company interested in same, and be accompanied by a bond or certified check in the amount of \$500.00 made payable to Delaware County, Ohio. Contract specifications may be obtained online or by contacting the Delaware County Facilities Management Office at (740) 833-2280, email [jmelvin@co.delaware.oh.us](mailto:jmelvin@co.delaware.oh.us), or in person at 1610 State Route 521, Delaware, Ohio during normal business hours.**

Bids shall be submitted in a sealed envelope marked “Sealed Bid for Lawn Mowing Services.” Any bid submitted to Delaware County, Ohio shall be prepared at the submitter’s expense. Delaware County reserves the right to reject any and all bids, in whole or in part, and the right to waive any immaterial defect in a bid. Acceptance of a bid shall not constitute an agreement between the bidder and Delaware County. Delaware County shall have no liability whatsoever to any offeror whose bid is not accepted. If an award is made, it shall be to the lowest and best bidder as determined by the Board of Commissioners.

Vote on Motion                      Mr. Benton Aye                      Mrs. Lewis Aye                      Mr. Merrell Aye

16  
RESOLUTION NO. 25-174

**IN THE MATTER OF APPROVING THE UPDATED EMERGENCY MEDICAL SERVICES BILLING POLICY AND CONFIRMING THE RATES FOR AMBULANCE TRANSPORT AND EMERGENCY MEDICAL SERVICES COST RECOVERY FOR DELAWARE COUNTY EMS:**

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following:

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WHEREAS, pursuant to section 307.05 of the Revised Code, the Delaware County Board of Commissioners (the “Board”) has established EMS insurance-only billing and rates and charges for ambulance transport and emergency medical services by Delaware County; and

WHEREAS, the Director of Delaware County EMS recommends approving an updated EMS billing policy and confirming the rates and charges to reflect current billing practices at a 3% increase of the 2024 rates;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio: Section 1. The Board hereby approves the Delaware County Emergency Medical Services Billing Policy attached hereto and incorporated herein.

Section 2. The Board hereby confirms the rates and charges for Ambulance and Emergency Medical Services by Delaware County as follows:

|                          |                               |
|--------------------------|-------------------------------|
| Description:             | Charge Amount:                |
| Basic Life Support:      | \$788.32                      |
| Advanced Life Support I  | \$932.17                      |
| Advanced Life Support II | \$1,352.21                    |
| Transport Mileage        | \$16.68 per mile of transport |

Section 3. This Resolution shall be effective immediately upon adoption, and the billing policy and rates and charges approved herein shall remain in effect until superseded by a subsequent resolution of this Board. All previous resolutions inconsistent with this Resolution are hereby superseded.

**Attachment**

**DELAWARE COUNTY EMERGENCY MEDICAL SERVICES  
BILLING POLICY**

**Preamble:**

DCEMS bills for the services provided to help offset some of the operational cost of providing 24/7 Ambulance coverage to the citizens and residents of Delaware County.

**1. Purpose**

This policy establishes the billing procedures and guidelines for Delaware County Emergency Medical Services (DCEMS) to ensure consistent and equitable practices. It applies to all billable EMS services provided by DCEMS.

**2. Scope**

This policy applies to all patients who receive emergency medical services from DCEMS, including both residents and non-residents of Delaware County. It covers billing for transport and non-transport services as defined by DCEMS.

The authority for counties in Ohio to bill for ambulance transport services is generally found in **Ohio Revised Code (ORC) Section 307.05**. This section allows counties to establish and maintain emergency medical services (EMS), including setting reasonable rates for services. Billing practices and procedures shall be in accordance with all applicable federal and state laws, rules, and regulations.

**3. Definitions**

- **Billable Services:** Services provided by DCEMS that are eligible for billing, including patient transport to a medical facility and certain non-transport services.
- **Patient Transport:** The movement of a patient from the scene of an incident to a medical facility.
- **Non-Transport Services:** Services provided at the scene that do not result in patient transport but may still be billable.

**4. Billing Procedures**

**A. Patient Information Collection:**

- DCEMS personnel must make every effort to collect all necessary patient information at the time of service, including accurate first and last names, birthdate, and social security number.
- Patient consent for billing and the release of information for insurance purposes must be obtained in compliance with HIPAA regulations.

**B. Billing Rates:**

- DCEMS will maintain a fee schedule that is reviewed and approved annually by the Delaware County Board of Commissioners.
- The fee schedule will include rates for basic life support (BLS), advanced life support (ALS), mileage, and other billable services.

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- Rates will be applied uniformly to all patients, regardless of residency status.

**C. Insurance-Only Billing:**

- DCEMS will bill a patient's primary insurance first. Secondary insurance, if applicable, will be billed after primary insurance payments are received.
- Only the patient's insurer(s) will be billed for services, and any patient copayments, coinsurance, and deductibles will be waived.
- DCEMS billing will comply at all times with the federal anti-kickback safe harbor for the waiver of EMS cost sharing amounts, 42 CFR 1001.952(k)(4), as may be amended.
  - DCEMS is and will continue to be owned and operated by Delaware County
  - Insurance only billing applies only to transports responding immediately at the BLS or ALS1 level of service to a 911 call
  - Insurance only billing applies uniformly to all individuals transported
  - The amount of any charges waived will not be claimed as a bad debt or other cost which is shifted onto federal or state government health care programs, other payers or individuals

**D. Third-Party Billing Services:**

- DCEMS contracts with a third-party billing service to manage invoicing and payment collection.
- The third-party service must comply with all federal and state laws, rules, and regulations governing EMS billing practices.

**E. Payment Terms:**

- Payments are due within 30 days of the invoice date unless a payment plan has been established.
- Payments can be made via check, credit card, or other methods specified on the invoice.

**F. Delinquent Accounts:**

- Delinquent accounts are administered by the third-party billing service and not submitted to a separate collections agent.
- Delaware County EMS does not engage in hard billing or collection practices.

**G. Refunds:**

- Overpayments will be refunded to the patient or payer within 30 days of identification of the overpayment.
- Refunds will not be processed until all insurance claims have been settled.

**H. Write-Offs and Adjustments:**

- DCEMS reserves the right to adjust or write off charges for uncollectible accounts, consistent with county policies on bad debt and charity care.
- Settlement of any bills will require approval by the Delaware County Board of Commissioners or County Administrator.

**I. Exemptions from Billing**

- **Delaware County Sheriff's Office:** DCEMS will not bill the Delaware County Sheriff's Office for inmates transported who are in the custody of the Sheriff's department.
- **Delaware County Self-Funded Workers' Compensation Fund:** DCEMS will not bill the Delaware County self-funded workers' compensation fund for covered individuals.

**5. Patient Rights and Responsibilities**

**Rights:**

- Patients have the right to receive a clear and accurate bill.
- Patients have the right to request an itemized statement of charges.
- Patients have the right to dispute any charges they believe are incorrect.

**6. Compliance and Audit**

- DCEMS will comply with all applicable federal, state, and local laws, rules, and regulations regarding EMS billing.

**8. Holding of Claims**

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- **Insurance Claims:** The third-party billing vendor will hold all private health insurance claims for a minimum of 30 days before billing for services.

**9. Policy Review**

This policy will be reviewed annually by the DCEMS administration and the Delaware County Board of Commissioners to ensure it remains current with industry standards and regulatory requirements.

Vote on Motion                      Mr. Merrell   Aye                      Mr. Benton   Aye                      Mrs. Lewis   Aye

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**COMMISSIONERS  
SEMI-ANNUAL REVIEW OF INVESTMENT PROCEDURES  
(JULY 1, 2024 THROUGH DECEMBER 31, 2024)**

**RESOLUTION NO. 25-175**

**IN THE MATTER OF CONFIRMING THE SEMI-ANNUAL REVIEW OF INVESTMENT PROCEDURES AND ISSUING WRITTEN FINDINGS BASED ON THE REVIEW:**

It was moved by Mr. Benton, seconded by Mr. Merrell to approve the following:

WHEREAS, the Delaware County Investment Advisory Committee (the “Committee”) has established written county investment policies, pursuant to section 135.341 of the Revised Code; and

WHEREAS, pursuant to section 135.34 of the Revised Code, the Delaware County Board of Commissioners (the “Board”) may review semiannually the investment procedures of the investing authority, and when it is determined that the investing authority has failed to invest the inactive moneys of the county as provided by law, or in documented substantial, material, and continuing disregard of the advice or written policies of the Committee, the Board shall inform, by written notice, the investing authority of its finding; and

WHEREAS, as a result of the review of the investment procedures of the investing authority for the time period of January 1, 2024, through June 30, 2024, the Board adopted Resolution No. 24-759, confirming the semiannual review of investment procedures, issuing written findings based on the review, and providing written notice to the investing authority; and

WHEREAS, pursuant to section 135.34 of the Revised Code, if at the time of the next succeeding semiannual review, the Board finds that such procedures, as included in the written notice, have not been corrected, the Board may designate, by resolution, the Board as a whole, one of its members, or one of its employees as the investing authority, and thereafter, until such action is rescinded by resolution of the Board, the investing authority shall be as designated by the Board; and

WHEREAS, the Board has conducted a review of the investment procedures of the investing authority for the time period of July 1, 2024, through December 31, 2024, and is prepared to issue written findings based on the review;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio, that:

Section 1. The Board hereby confirms that it has conducted a semiannual review of the investment procedures of the investing authority, based on the investing authority’s reports, public records, and additional information provided in accordance with section 135.34 of the Revised Code.

Section 2. Based on the review of investment procedures, the Board hereby finds and determines that the investing authority has not corrected the policy violations and improper investment procedures identified in the preceding semiannual review, as confirmed in Resolution No. 24-759 and has failed to invest the inactive moneys of the county as provided by law, or has invested the inactive moneys of the county in documented, substantial, material, and continuing disregard of the advice or written policies of the Committee, specifically with respect to investments that are in violation of Section V.B. of the Committee’s Investment and Depository Policy.

Section 3. The Board hereby elects to not designate a replacement investing authority but directs the Board’s legal counsel to initiate and prosecute legal action to enforce Section V.B. of the Committee’s Investment and Depository Policy.

Section 4. The Board hereby directs the Clerk of the Board to provide written notice and a copy of this Resolution to the Delaware County Treasurer informing him of the Board’s findings.

Vote on Motion                      Mr. Benton   Aye                      Mr. Merrell   Aye                      Mrs. Lewis   Aye

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**ADMINISTRATOR REPORTS**

**CA Davies** – Nothing to report.

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Attorney Hochstettler – Nothing to report.

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COMMISSIONERS’ COMMITTEES REPORTS

Commissioner Merrell – Acknowledging the loss of Brad Allen and recognizing his contributions to the Library Board.

Commissioner Benton – will be attending the MORPC Executive Meeting this afternoon. Gave reminder of Daylight Savings Time change this weekend.

Commissioner Lewis – Nothing to report.

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RESOLUTION NO. 25-176

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR PENDING OR  
IMMINENT LITIGATION:

It was moved by Mr. Benton, seconded by Mr. Merrell, to approve the following:

WHEREAS, pursuant to section 121.22(G) of the Revised Code, a public body may hold an executive session only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the matters specified in section 121.22(G)(1)–(7) of the Revised Code; and

WHEREAS, pursuant to section 121.22(G)(8) of the Revised Code, a public body may hold an executive session to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

(1) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project; and

(2) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:

Section 1. The Board hereby adjourns into executive session for Pending or Imminent Litigation.

Vote on Motion                      Mrs. Lewis Aye                      Mr. Merrell Aye                      Mr. Benton Aye

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RESOLUTION NO. 25-177

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Merrell, seconded by Mr. Benton, to adjourn out of Executive Session.

Vote on Motion                      Mr. Benton Aye                      Mrs. Lewis Aye                      Mr. Merrell Aye

There being no further business, the meeting adjourned.

\_\_\_\_\_  
Jeff Benton

\_\_\_\_\_  
Barb Lewis

\_\_\_\_\_  
Gary Merrell