

COMMISSIONERS JOURNAL NO. 44- DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 6, 2003

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

Present: Kris Jordan, Deborah B. Martin, James D. Ward

- 10:00 AM Bid Opening Date And Time For The Project Known Delaware Run Ditch Improvement Project (50 Channing Street)
- 10:15 AM Bid Opening Date And Time For Corrugated Polyethylene Tubing & Pipe Materials (50 Channing Street)
- 7:30 PM Reconvening The Public Hearing For Consideration Of A Ditch Petition (Jones-Timms #516) Filed By Cecil Robinson And Others
- 8:00 PM Final Joint Public Hearing With Union County Commissioners For Consideration Of A Ditch Petition Filed By Donald Wilson

PUBLIC COMMENT

RESOLUTION NO. 03-8

IN THE MATTER OF APPROVING THE RESOLUTIONS AND RECORDS OF THE PROCEEDINGS FROM REGULAR MEETING HELD JANUARY 2, 2003 AS CONTAINED IN THE COUNTY'S OFFICIAL ELECTRONIC RECORDINGS OF THE PROCEEDINGS:

It was moved by Mr. Jordan, seconded by Mr. Ward to approve the resolutions and records of the proceedings from regular meeting held January 2, 2003 as contained in the county's official electronic recordings of the proceedings.

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 03-9

IN THE MATTER OF APPROVING PURCHASE ORDERS, VOUCHERS AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR013:

It was moved by Mr. Ward, seconded by Mr. Jordan to approve payment of warrants in batch numbers CMAPR013 and Purchase Orders and Vouchers as listed below:

PO's

<u>Vendor</u>	<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
Williams Insurance Agency	Excess Property Insurance	60111901-537037001	\$ 6,415.00
Increases			
Comfort Express	109 Sandusky	40111402-5410	\$ 5,853.69
Vouchers			
Williams Insurance Agency	Excess Property Insurance	60111901-537037001	\$ 6,415.00

Vote on Motion Mr. Jordan Aye Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 03-10

IN THE MATTER OF APPROVING PETITION FROM THE VILLAGE OF SHAWNEE HILLS TO CHANGE BOUNDARY LINES OF CONCORD TOWNSHIP TO MAKE THE BOUNDARIES OF LAND ANNEXED TO THE VILLAGE OF SHAWNEE HILLS (0.755 ACRES) RESOLUTION 02-38 COTERMINOUS WITH THE CORPORATE BOUNDARIES OF THE VILLAGE OF SHAWNEE HILLS:

It was moved by Mr. Jordan, seconded by Mr. Ward that pursuant to a petition from the Village of Shawnee Hills, Ohio and in conformity with the mandate of the Ohio Revised Code that the boundaries of Concord Township annexed to the Village of Shawnee Hills by their Ordinance 06-2002 be hereby changed to be coterminous with the corporate boundaries of the Village of Shawnee Hills.

Further, the Clerk shall transmit copies of this Resolution to the County Auditor, County Recorder and County Engineer's Map Department along with description and map.

Vote on Motion Mr. Ward Aye Mr. Jordan Aye Mrs. Martin Aye

RESOLUTION NO. 03-11

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IN THE MATTER OF APPROVING PETITION FROM THE VILLAGE OF SHAWNEE HILLS TO CHANGE BOUNDARY LINES OF CONCORD TOWNSHIP TO MAKE THE BOUNDARIES OF LAND ANNEXED TO THE VILLAGE OF SHAWNEE HILLS (0.777 ACRES) RESOLUTION 02-46 COTERMINOUS WITH THE CORPORATE BOUNDARIES OF THE VILLAGE OF SHAWNEE HILLS:

It was moved by Mr. Ward, seconded by Mr. Jordan that pursuant to a petition from the Village of Shawnee Hills, Ohio and in conformity with the mandate of the Ohio Revised Code that the boundaries of Concord Township annexed to the Village of Shawnee Hills by their Ordinance 07-2002 be hereby changed to be coterminous with the corporate boundaries of the Village of Shawnee Hills.

Further, the Clerk shall transmit copies of this Resolution to the County Auditor, County Recorder and County Engineer's Map Department along with description and map.

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 03-12

IN THE MATTER OF APPROVING PETITION FROM THE VILLAGE OF SHAWNEE HILLS TO CHANGE BOUNDARY LINES OF CONCORD TOWNSHIP TO MAKE THE BOUNDARIES OF LAND ANNEXED TO THE VILLAGE OF SHAWNEE HILLS (20.951 ACRES) RESOLUTION 02-49 COTERMINOUS WITH THE CORPORATE BOUNDARIES OF THE VILLAGE OF SHAWNEE HILLS:

It was moved by Mr. Ward, seconded by Mr. Jordan that pursuant to a petition from the Village of Shawnee Hills, Ohio and in conformity with the mandate of the Ohio Revised Code that the boundaries of Concord Township annexed to the Village of Shawnee Hills by their Ordinance 08-2002 be hereby changed to be coterminous with the corporate boundaries of the Village of Shawnee Hills.

Further, the Clerk shall transmit copies of this Resolution to the County Auditor, County Recorder and County Engineer's Map Department along with description and map.

Vote on Motion Mr. Jordan Aye Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 03 -13

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Jordan, seconded by Mr. Ward to approve the following:

The Commissioners Office is requesting that Letha George attend a Health Insurance Portability and Accountability Act Meeting in Delaware, Ohio January 31, 2003, at the cost of \$50.00

The Department Of Job and Family Services is requesting that Kathy Mason attend a Suicide Awareness Seminar in Delaware, Ohio January 10, 2003, at the cost of \$40.00.

The Department Of Job and Family Services is requesting that Tammy Manna smith attend a Child Care Training Seminar in Clark County January 28 and 30, 2003, at no cost.

The Economic Development Department is requesting that Dottie Brown attend a Grant Writing Seminar in Cincinnati, Ohio February 11, 2003, at the cost of \$10.00.

The Department Of Job and Family Services is requesting the following Required Training/Meetings:

Cost of training to be paid from local/state/federal appropriated funds.

Following are itemized the anticipated expenses necessary to be incurred during such period.

NOTE: The total will be the maximum that would be reimbursed. Staff will use a county vehicle if available, reasonable and efficient.

I hereby request authorization for: Julie Apt, Kathy Butler, Lisa Cabot, Rosemary Halterman, Sarah Hoffer, Keith Matlack, Lori Powers, Patti Rayburn, Carrie Block, Donna Bukovec, Marcy Downing, Craig Hill, John Reeves, Judy McCormick, Lee Hayes, Jim Little, Patrick Brandt, Crystal Ufferman, Kathy Mason, Diana Bratton

to attend, at the expense of Delaware County, training at various locations, primarily 1919 Frank Rd., Columbus for the period of 01/01/03 through 12/31/03.

(6 trainings x 20 staff x 80 miles x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$ 2,880
Parking for actual cost	\$ 200
Registration for actual cost (1 training x 20 staff x \$150.00)	<u>\$ 3,000</u>

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Approximate of total request \$ 6,080

I hereby request authorization for: Kathy Mason, Diana Bratton, Crystal Ufferman

to attend, at the expense of Delaware County, quarterly FACSIS meetings at various locations for the period of 01/01/03 through 12/31/03

(4 meetings x 100 miles x \$0.30)
Mileage for personal automobile actual miles at \$0.30 \$ 120
Parking for actual cost (4 meetings x \$10.00) \$ 40
Registration for actual cost \$ -0-
Approximate of total request \$ 160

I hereby request authorization for: Judy McCormick, Carrie Block, Donna Bukovec, Lee Hayes

to attend, at the expense of Delaware County, quarterly foster/adoption coordinator meetings, regional adoption meetings, RAPS (risk assessment problem solving) meetings at Columbus, OH for the period of 01/01/03 through 12/31/2003.

(10 meetings x 60 miles x \$0.30)
Mileage for personal automobile actual miles at \$0.30 \$ 180
Parking for actual cost (10 meetings x \$10.00) \$ 100
Registration for actual cost \$ -0-
Approximate of total request \$ 280

I hereby request authorization for: Lee Hayes, Jim Little, Angela Thomas, Mona Reilly

to attend, at the expense of Delaware County, quarterly Regional Social Services Supervisor/Administrator meetings at 899 E. Broad Street, Columbus, OH for the period of 01/01/03 through 12/31/03.

(4 meetings x 60 miles x \$0.30)
Mileage for personal automobile actual miles at \$0.30 \$ 72
Parking for actual cost (11 meetings x \$10.00) \$ -0-
Registration for actual cost \$ -0-
Approximate of total request \$ 72

I hereby request authorization for: Julie Kunkle, Joan Benner, Susan Chronaberry, Candy Kelley, Joyce Marquart, Mary Sedlacek, Margaret Shields, Deanna Slone, Larry Hager, Rhonda Leasure, Donna Eckman, Ceilia Vail, Perry Harper, Pam Pruet, Anne Tallent, Tammy Mannasmith, Wendi Stephens, Sharon Aspery, Candace Hendrickson, Sharon Lloyd, Tracey Merrin, Tammy Clawson, Jennifer Laird, Heather Roberts, Chad Richardson, Angela Rayburn, Julie Smith, Carleen Miller

to attend, at the expense of Delaware County, CRISE and TOPS training at Columbus State Community College and various locations in Ohio for the period of 01/01/03 through 12/31/03.

(4 staff x 18 days x 60 miles x \$0.30)
Mileage for personal automobile actual miles at \$0.30 \$ 1296
Parking for actual cost \$ 120
Registration for actual cost \$ -0-
Approximate of total request \$ 1416

I hereby request authorization for: Julie Kunkle, Rhonda Leasure, Sharon Lloyd, Larry Hager, Donna Eckman, Chad Richardson, Perry Harper, Tracey Merrin, Julie King, Celia Vail, Carleen Miller, Mona Reilly

to attend, at the expense of Delaware County, WIA/One Stop Technical Assistance meetings, Monthly Workforce Development meetings, One Stop Consortium meetings, Workforce Development Systems Operations meetings, IM Supervisor meetings, Quarterly Family Stability Regional meetings, Delaware-Knox Board meetings, at various locations for the period of 01/01/03 through 12/31/03.

(100 miles x 12 x \$0.30) + (60 miles x 6 x \$0.30)
Mileage for personal automobile actual miles at \$0.30 \$ 468
Parking for actual cost (6 meetings x \$10.00) \$ 120
Meals (\$10 x 2 meetings x 2) \$ 80
Registration for actual cost \$ 240
Approximate of total request \$ 908

I hereby request authorization for: Sharon Aspery, Wendi Stephens, Tammy Mannasmith, Larry Hager, Heather Roberts

to attend, at the expense of Delaware County, Quarterly Child Care meetings at various locations in Ohio for the

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period of 01/01/03 through 12/31/03.

(4 meetings x 100 miles x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$ 120
Parking for actual cost	\$ 40
Meals(2 meals X 4 meetings)	<u>\$ 80</u>
Approximate of total request	\$ 240

I hereby request authorization for: Anne Tallent, Pam Pruett, Larry Hager

to attend, at the expense of Delaware County, Quarterly Fraud/Overpayment meetings at various locations for the period of 01/01/03 through 12/31/03.

(100 miles x 4 meetings x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$120
Parking for actual cost	\$ -0-
Registration for actual cost	\$ -0-
Meals (4 lunches at \$10.00)	<u>\$ 40</u>
Approximate of total request	\$160

I hereby request authorization for: Rhonda Leasure, Perry Harper, Donna Eckman, Celia Vail, Chad Richardson, Tracey Merrin, Mona Reilly, Sharon Lloyd, Julie King

to attend, at the expense of Delaware County, Chamber of Commerce Functions, Trainings and Workshops at various locations for the period of 01/01/03 through 12/31/03.

(1 car x 30 miles x 9 x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$ 81
Parking for actual cost	\$ N/A
Registration for actual cost(\$15 x 3 staff x 9 functions)	<u>\$ 405</u>
Approximate of total request	\$ 486

I hereby request authorization for: Perry Harper

to attend, at the expense of Delaware County, quarterly ADA meetings at Columbus for the period of 01/01/03 through 12/31/03.

(4 meetings x 60 miles x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$ 72
Parking for actual cost	\$ 40
Registration for actual cost (\$15 x 3 staff x 9 functions)	<u>\$ 405</u>
Approximate of total request	\$ 517

I hereby request authorization for: Mona Reilly, Angela Thomas

to attend, at the expense of Delaware County, Quarterly PCSAO (Public Children Services Assoc. of Ohio), ODJFS (Ohio Job and Family Services Directors Assoc.), ODJFS Children Services Directors, Region 1 Directors meetings, OJFSDA Committee Meetings, at various locations for the period of 01/01/03 through 12/31/03.

(44 meetings x 75 miles x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$ 990
Parking for actual cost (12 meetings x \$10)	\$ 120
Registration for actual cost	<u>\$ 600</u>
Approximate of total request	\$ 1710

I hereby request authorization for Jackie Williams, Angela Thomas, Mona Reilly
to attend, at the expense of Delaware County, Quarterly Fiscal meetings at Columbus for the period of 01/01/03 through 12/31/03.

(4 meetings x 60 miles x \$0.30)	
Mileage for personal automobile actual miles at \$0.30	\$ 72
Parking for actual cost	\$ -0-
Registration for actual cost	<u>\$ -0-</u>
Approximate of total request	\$ 72

I hereby request authorization for: Jackie Williams, Diane Bowersmith, Vickie Kerns, Barbara Thomas, Becky Ward, Sarah Gast

to attend, at the expense of Delaware County, Semi-annual EBT (Electronic Benefit Transfer)/ food stamp card

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meetings at Columbus for the period of 01/01/03 through 12/31/03.

(4 meetings x 60 miles x \$0.30)

Mileage for personal automobile actual miles at \$0.30	\$ 72
Parking for actual cost (2 meetings x \$10)	\$ 40
Registration for actual cost	<u>\$ n/a</u>
Approximate of total request	\$ 112

I hereby request authorization for: Jackie Williams, Barbara Minnick, Marty Starkey, Becky Ward, Angela Thomas

to attend, at the expense of Delaware County, Annual PET & QUIC user meetings (fiscal software at various locations for the period of 01/01/03 through 12/31/03.

(4 days x 100 miles x \$0.30)

Mileage for personal automobile actual miles at \$0.30	\$ 120
Parking for actual cost	\$ -0-
Registration for actual cost	<u>\$ 900</u>
Approximate of total request	\$ 1020

Requested/Recommend by: Mona Reilly, Director Delaware County Department of Job and Family Services

Vote on Motion Mr. Jordan Aye Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 03 -14

IN THE MATTER OF APPROVING RIGHT OF WAY WORK PERMIT SUMMARY SHEET:

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following work permits:

Permit #	Applicant	Location	Type of Work
U02200	Suburban Natural Gas	Glen Oak Section 1	Install gas main
U02204	Columbia Gas	Sawmill Road	Install tapping tees
U02205	Columbia Gas	Harbor Pointe Section 3A	Install gas main

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 03-15

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

It was moved by Mr. Jordan, seconded by Mr. Ward to approve the following:

David Maggard, Data Entry Inventory Clerk in the Maintenance Department, is going from Part-Time to full-time effective January 1, 2003.

Vote on Motion Mr. Ward Aye Mr. Jordan Aye Mrs. Martin Aye

RESOLUTION NO. 03-16

IN THE MATTER OF ADOPTING RESOLUTION PROVIDING FOR RETAINING CERTAIN LEGAL SERVICES OF SCOTT, SCRIVEN AND WAHOFF IN CONNECTION WITH MATTERS RELATING TO LABOR RELATIONS:

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following:

Be It Resolved, by the Board of County Commissioners of the County of Delaware, State of Ohio, that:

Section 1. This Board of County Commissioners in conjunction with the Prosecuting Attorney of this County, desires to retain the legal services of the law firm of Scott, Scriven & Wahoff (the "Firm") for advice and assistance in matters relating to labor relations and employment. For reasonable fees as shall be approved by this Board, plus reimbursement for actual out of pocket expenses (including but not limited to travel, long-distance telephone, and duplicating expenses) incurred in rendering the legal services as may from time to time be requested by this Board, the Firm will provide advice and representation: in court or administrative investigations or proceedings, such as representation and unfair labor practice matters before the State Employment Relations Board, equal employment opportunity charges, workers' compensation, and unemployment compensation claims; in labor arbitration; in preparing for and participating in collective bargaining; in on-site consultation as necessary for preparation of employees handbooks and management training; and advice requiring office research time or consultation with other Firm attorneys.

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Section 2. In rendering such legal services, as an independent contractor and in an attorney-client relationship, Scott, Scriven and Wahoff shall not exercise any administrative discretion on behalf of this Board in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, any county, or cities or of this Board, or the execution of public trusts. The retention of such services may be terminated at any time by this Board or this Firm by written notice to the other.

Section 3. This Board of County Commissioners shall join with the Prosecuting Attorney of this County in application pursuant to Section 305.14 Ohio Revised Code, to the Court of Common Pleas of Delaware County for approval of the retention of the legal services of the Firm for the purpose stated in Section 1 hereof and for authority to pay the Firm for those legal services as provided for in Section 1 hereof from funds appropriated, or that may be appropriated, by this Board from time to time for such purpose. The County Auditor is hereby authorized and directed to make appropriate certification as to the availability of funds for those fees and any reimbursement and the issue an appropriate order for the payment of same as they shall become payable.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such format action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The foregoing motion having been put to vote, the result of the roll call was as follows:

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 03-17

IN THE MATTER OF ADOPTING RESOLUTION PROVIDING FOR RETAINING LEGAL SERVICES OF SQUIRE, SANDERS & DEMPSEY L.L.P. IN CONNECTION WITH LEGAL MATTERS RELATING TO ECONOMIC DEVELOPMENT AND CAPITAL FACILITIES OR OPERATIONS FOR THE BENEFIT OF THE COUNTY OR OTHERS:

It was moved by Mr. Jordan, seconded by Mr. Ward to approve the following:

Section 1. That the Board of Commissioners of Delaware County desires, in conjunction with the Prosecuting Attorney of the County, to retain the legal services of the law firm of Squire, Sanders & Dempsey L.L.P., such legal services to be in the nature of legal advice, recommendations, preparation of recommended documents and proceedings, and legal opinions in connection with legal matters relating to economic development and capital facilities or operations for the benefit of the County or others as the same may from time to time be requested by this Board.

Section 2. In rendering such legal services, as an independent contractor and in an attorney-client relationship, the law firm shall not exercise any administrative discretion on behalf of this Board in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, any county, or cities or of this Board, or the execution of public trusts. The retention of such services may be terminated at any time by the Board or the law firm by written notice to the other.

Section 3. That the Board of County Commissioners of Delaware County shall join with the Prosecuting Attorney of said County in application pursuant to Section 305.14, Ohio Revised Code, to the Court of Common Pleas of Delaware County for approval of the retention of the legal services of the law firm for the purposes stated in Section 1 and for authority to pay the law firm for those legal services reasonable fees as approved by the Board, and to reimburse it for actual out-of-pocket expenses (including, but not limited to, travel, delivery, long-distance telephone, facsimile transmission, and duplicating expenses) incurred in rendering those legal services, from funds appropriated, or that may be appropriated, by the Board from time to time for such purpose.

Section 4. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 5. This Resolution shall be in full force and effect immediately upon its passage.

Vote on Motion Mr. Jordan Aye Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 03-18

IN THE MATTER OF AUTHORIZING EXECUTION OF CONTRACT WITH DAN CURTIS FOR APIARY INSPECTION SERVICES:

It was moved by Mr. Ward, seconded by Mr. Jordan to authorize the execution of the following:

This contract is made this 6th day of January 2003, by and between Delaware County by the Delaware County

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Commissioners and Dan Curtis, the Contractor.

1. Delaware County requires the services of an Apiary Inspector for calendar year 2003.
2. Dan Curtis, contractor, agrees to provide the services and supplies necessary to perform the tasks as determined by the Commissioners including and limited to providing those services pertaining to apiary Inspections.
3. For the services performed by Dan Curtis, the Commissioners agree to pay him a stipend computed on a monthly basis in the amount of \$592.85, not to exceed \$4,150.00.
4. The relationship of the County and the County Commissioners to Dan Curtis, shall be that of an independent contractor and Mr. Curtis shall be responsible for all Federal, State and Local, and Social Security taxes and all insurance and all workers compensation obligations.
5. Either party may terminate this contract by providing the other party 60-day advance notice.
6. This contract constitutes the entire agreement between the parties with respect to the subject matter hereof and may not be modified, changed or amended except in writing signed by each of the parties.

Vote on Motion Mr. Ward Aye Mr. Jordan Aye Mrs. Martin Aye

RESOLUTION NO. 03-19

IN THE MATTER OF GRANTING SIGNATURE AUTHORITY FOR PURCHASE ORDER AND VOUCHER REQUESTS AND/OR APPROVAL:

It was moved by Mr. Jordan, seconded by Mr. Ward to authorize the following:

- Whereas, Chapter 5705 of the Ohio Revised Code governs expenditure procedures for county governments, and
- Whereas, the Board of County Commissioners are required to make annual appropriations to fund the various expenditures of county government, and
- Whereas, each expenditure must be made by warrant against the appropriate fund and the warrant must show the appropriation, authorized by the Board of Commissioners, that authorizes the expenditure and the fund against which the warrant is drawn, and
- Whereas, Ohio Revised Code 305.30 permits a Board of Commissioners to delegate authority to pay claims for goods received and services rendered within limits provided by resolution of the board,

Now Therefore be it resolved, that the Board of County Commissioners of Delaware County, State of Ohio, grant signature authority to the following list of individuals to request expenditure of the indicated funds within the appropriated amounts,

		<u>Authorized to Request</u>		
		<u>Payroll</u>	<u>P.O.</u>	<u>Vouchers</u>
ADMINISTRATIVE SERVICES				
<u>Personnel</u>				
	Director of Administrative Services	X	X	X
#10011108	Personnel Coordinator	X	X	X
#10011109	Personnel Coordinator		X	X
<u>Insurance & Risk</u>				
	Director of Administrative Services	X	X	X
#60211902	Insurance & Risk Technician		X	X
#60111901	Insurance & Risk Technician		X	X
#75010901	Insurance & Risk Technician		X	X
#75110902	Insurance & Risk Technician		X	X
<u>Safety</u>				
	Director of Administrative Services	X	X	X
#10011302	Safety Officer	X	X	X
<u>Animal Control (Dog & Kennel)</u>				
	Director of Administrative Services	X	X	X
#20411305	Dog Warden	X	X	X

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Records Center

	Director of Administrative Services	X	X	X
#10011103	Records Center Coordinator	X	X	X

ECONOMIC DEVELOPMENT

#210	Director of Economic Development	X	X	X
#230	Director of Economic Development		X	X
#053	Director of Economic Development		X	X

EMERGENCY SERVICES9-1-1 Center

	Director of Emergency Services	X	X	X
#21411306	Operations Manager	X	X	X
#10011304	Operations Manager	X	X	X

EMA

	Director of Emergency Services	X	X	X
#21511307	EMA Supervisor	X	X	X

EMS

	Director of Emergency Services	X	X	X
#10011303	EMS Supervisor	X	X	X

EMS Construction

	Director of Emergency Services		X	X
#40211404	Facilities Supervisor		X	X

ENVIRONMENTAL SERVICESCode Compliance

	Director of Environmental Services	X	X	X
#10011301	Code Compliance Supervisor	X	X	X
#10011107	Code Compliance Supervisor		X	X

Sanitary Engineering

	Director of Environmental Services	X		X
#671	Sanitary Engineer		X	X
#655	Sanitary Engineer		X	X
#651	Sanitary Engineer		X	X

Operations

	Director of Environmental Services	X	X	X
#654	Treatment Plant Manager	X	X	X
#660	Treatment Plant Manager	X	X	X
#652	Treatment Plant Manager	X	X	X

Transfer Station

#680	Director of Environmental Services	X	X	X
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FACILITIESBuilding & Grounds

	Facilities Supervisor	X	X	X
#10011105	Maintenance Supervisor	X	X	X

Service Center

	Facilities Supervisor	X	X	X
#10011106	Lead Mechanic		X	X

HUMAN SERVICES

	Director of Human Services	X	X	X
#224	Asst. Director of Human Services	X	X	X
	Fiscal Supervisor/Office Manager		X	X
#225	Asst. Director of Human Services	X	X	X
	Fiscal Supervisor/Office Manager		X	X

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COMMISSIONERS

Administrative

#10011101	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X

General

#10011102	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X

CORONER

#10030301	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X

PERMANENT IMPROVEMENT

#401	Facilities Supervisor		X	X
	Clerk to Commissioners		X	X
	Asst. Clerk to Commissioners		X	X

20/20 PROJECTS

#404	Facilities Supervisor		X	X
	Clerk to Commissioners		X	X
	Asst. Clerk to Commissioners		X	X

LAW LIBRARY

#10011201	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X

PUBLIC DEFENDER/ADULT PROBATION

#10011202	Public Defender Secretary		X	X
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BOARD OF EDUCATION

#209	Director of Facilities		X	X
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BOND RETIREMENT

#501	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X
		X	X	

LODGING TAX

#730	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X

MARRIAGE LICENSES

#249	Clerk to Commissioners	X	X	X
	Asst. Clerk to Commissioners	X	X	X

The County Administrator may make purchase order and/or voucher requests from any of the above listed funds, and in the extended absence of the County Administrator, the Director of Administrative Services shall become the acting County Administrator, for the specific purpose of this resolution to make purchase order and/or voucher requests, and

Further be it resolved, that the Board of Commissioners of Delaware County, State of Ohio, grant signature authority to the following list of individuals to approve purchase orders and expenditure vouchers, not requested by the same individual, at the indicated amounts:

- A. County Administrator up to \$5,000.00
The only exception to the \$5,000 limit is the EFT payment for health insurance claims in which the County Administrator, and in the extended absence of the County Administrator, the Director of Administrative Services shall become the acting County Administrator for the specific purpose of this resolution and may approve processing of the voucher.
- B. In the extended absence of the County Administrator, the Director of Administrative Services will become acting County Administrator to approve purchase orders and expenditure vouchers up to \$5,000.00

Vote on Motion	Mrs. Martin	Aye	Mr. Jordan	Aye	Mr. Ward	Aye
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RESOLUTION NO. 03-20

IN THE MATTER OF DELEGATING AUTHORITY TO SPECIFIC STAFF FOR THE
ADMINISTRATION OF PERSONNEL MATTERS, PAYROLL ITEMS, AND VARIOUS
AGREEMENTS:

It was moved by Mr. Ward, seconded by Mr. Jordan to authorize the following:

- Whereas, under Ohio Revised Code Section 305.30 the Board of County Commissioners may delegate contracting authority, authority to pay claims for goods received and services rendered, and authority to perform any and all personnel functions otherwise conferred or incumbent upon the board of commissioners, and
- Whereas, first year employees of Delaware County, who are not eligible for vacation, request unpaid leaves of absence from time-to-time for personal matters, and
- Whereas, the Family & Medical Leave Act (FMLA) requires employers to provide up to twelve weeks of unpaid leave to employees who meet the requirements of the FMLA, and
- Whereas, the Delaware County Auditor’s Office allows offices to electronically submit payrolls which requires timeliness of approval and submission of the hard copy, and
- Whereas, many contracts and agreements are administrative in nature and need timely execution to achieve the optimal result,

Now Therefore be it resolved, that the Board of County Commissioners of Delaware County, State of Ohio, grant authority to the County Administrator to:

- I. Approve departmental payrolls for all departments under the Board of Commissioners
- II. In the extended absence of the County Administrator, the Director of Administrative Services shall become the acting County Administrator, for the specific purpose of this resolution:
- III. Approve unpaid leaves of absence for up to 2 weeks
- IV. Negotiate, approve, and execute contracts and agreements and change orders under \$5,000 and for one (1) year or less (with advance notice to the Board of Commissioners)
- V. The County Administrator shall have the authority, and in the extended absence of the County Administrator, the Director of Administrative Services shall have the authority to approve the specific purpose of this resolution:
 - 1. Workers compensation settlement agreements for amounts less than or equal to \$5,000 with notice to the Board of Commissioners in advance
 - 2. Property and liability claim settlement agreements for amounts less than or equal to \$5,000 with follow-up written notice within three business days to the Board of Commissioners
 - 3. Medical claim exceptions for amounts less than or equal to \$5,000 with follow-up written within three business days to the Board of Commissioners
 - 4. Merit, Educational, Certification, Probationary, Bargaining Agreement, Market Review wage increases or otherwise that have been approved indirectly by the Board of Commissioner resolution
 - 5. Mortgages Final Payment

Further be it resolved that the Board of Commissioners of Delaware County, State of Ohio, assign the following individuals the duty of prevailing wage officer for the assigned areas:

- I. Delaware County Engineer for Motor & Gas Fund and Road & Bridge Issue II Projects
- II. Director of Environmental Services for Environmental Services Funds Projects
- III. Director of Economic Development for all Economic Development Grants and Funds
- IV. Facilities Supervisor for all other Funds

Vote on Motion Mr. Jordan Aye Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 03-21

7:30 PM RECONVENING THE PUBLIC HEARING FOR CONSIDERATION OF A DITCH
PETITION (JONES-TIMMS #516) FILED BY CECIL ROBINSON AND OTHERS:

It was moved by Mr. Jordan, seconded by Mr. Ward to open the hearing at 7:30PM.

Vote on Motion Mrs. Martin Aye Mr. Jordan Aye Mr. Ward Aye

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Denise Jones- Dildine Road is against the Ditch

RESOLUTION NO. 03-22

IN THE MATTER OF CONTINUING THE PUBLIC HEARING FOR CONSIDERATION OF A DITCH PETITION (JONES-TIMMS #516) FILED BY CECIL ROBINSON AND OTHERS TO APRIL 7, 2003 AT 7:30 PM:

It was moved by Mr. Ward, seconded by Mr. Jordan to continue the public Hearing to April 7, 2003 at 7:30PM.

Vote on Motion Mr. Jordan Aye Mrs. Martin Aye Mr. Ward Aye

RESOLUTION NO. 03-23

8:00 PM FINAL JOINT PUBLIC HEARING WITH UNION COUNTY COMMISSIONERS FOR CONSIDERATION OF A DITCH PETITION FILED BY DONALD WILSON:

It was moved by Mr. Ward, seconded by Mr. Jordan to open the Hearing at 8:00PM.

Vote on Motion: Mr. Lee, Union County Commissioner Aye
 Mr. McCarthy, Union County Commissioner Aye
 Mr. Mitchell, Union County Commissioner Aye
 Mrs. Martin, Delaware County Commissioner Aye
 Mr. Jordan, Delaware County Commissioner Aye
 Mr. Ward, Delaware County Commissioner Aye

RESOLUTION NO. 03-24

IN THE MATTER OF APPOINTING LETHA GEORGE ACTING CLERK FOR UNION COUNTY FOR THE JOINT PUBLIC HEARING WITH UNION COUNTY COMMISSIONERS FOR CONSIDERATION OF A DITCH PETITION FILED BY DONALD WILSON:

It was moved by Mr. Mitchell, seconded by Mr. McCarthy to approve Letha George as acting Clerk for Union County.

Vote on Motion: Mr. Lee, Union County Commissioner Aye
 Mr. McCarthy, Union County Commissioner Aye
 Mr. Mitchell, Union County Commissioner Aye
 Mrs. Martin, Delaware County Commissioner Aye
 Mr. Jordan, Delaware County Commissioner Aye
 Mr. Ward, Delaware County Commissioner Aye

- Mr. McCarthy cost to land owners
- Mr. Ward and Chris Bauserman
- Don Wilson – If he is paying?- What is to be done
- Chris Bauserman’s Response: Mr. Wilson Pays construction and Property owners pay maintenance

RESOLUTION NO. 03-25

IN THE MATTER OF CLOSING THE JOINT PUBLIC HEARING WITH UNION COUNTY COMMISSIONERS FOR CONSIDERATION OF A DITCH PETITION FILED BY DONALD WILSON:

It was moved by Mr. Ward, seconded by Mr. Jordan to close the Hearing at 8:30PM.

Vote on Motion: Mr. Lee, Union County Commissioner Aye
 Mr. McCarthy, Union County Commissioner Aye
 Mr. Mitchell, Union County Commissioner Aye
 Mrs. Martin, Delaware County Commissioner Aye
 Mr. Jordan, Delaware County Commissioner Aye
 Mr. Ward, Delaware County Commissioner Aye

RESOLUTION NO. 03-26

IN THE MATTER OF COMMISSIONERS’ FINDING AFFIRMING ORDER, CONFIRMING THE ASSESSMENTS, AND ORDERING THE LETTING OF THE CONTRACTS:

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It was moved by Mr. Ward, seconded by Mr. Mitchell to approve the following:

In The Matter Of The Wilson Ditch Petition Filed By Donald Wilson On May 22, 2002.

WHEREAS, this being the day fixed by said Board in the order dated the 6th day of January 2003, for the final hearing on the Reports, Plans, and Schedules of the County engineer, on the estimated assessments, on claims for compensation or damages and on the proceedings for the improvement.

WHEREAS, The Board finds that due and legal notice of this final hearing has been given as required by law; and

WHEREAS, The Board has heard all the evidence offered in the proceedings and received and considered all the schedules, plans, and reports filed by the County Engineer:

WHEREAS, this Board has considered the cost of location and construction, the compensation for land taken, the effect on land along or in the vicinity of the route of the improvement, the effect on land below the lower terminus of the improvement that may be caused by constructing the improvement, the sufficiency of the outlet, the benefits to the public welfare, and the special benefits to land needing the improvement, etc.;

THEREFORE BE IT RESOLVED, that the Board herby approves the maps, profiles, plans, schedules and reports for prepared by the Delaware County Engineer, and

FURTHER BE IT RESOLVED, That once the water shed is confirmed, the Delaware County Engineer's estimated assessments are hereby approved and confirmed, and the Engineer is ordered to receive bids for the construction of the improvement, and

FURTHER BE IT RESOLVED, That county general funds be used to pay for the improvement, and that five years shall be the period of time, in semi-annual installments, as taxes are paid, given the owners of land benefited, to pay the assessments that may be made for the improvement, and no interest shall be charged on the installments, and

FURTHER BE IT RESOLVED, The County Engineer is hereby directed to prepare the necessary bid documents and legal advertisements; and

FURTHER BE IT RESOLVED, That the County Engineer be and he is hereby directed to give at least two weeks public notice as required by law of the time when and the place where bids will be received for furnishing any material for the improvement, or for the construction of the improvement, or any part thereof, and in case manufactured material is required for the construction of the improvement, the County Engineer is hereby directed to send copies of the notice by mail to dealers and manufacturers and all bids shall be received at the office of the Delaware County Engineer, 50 Channing Street, Delaware, Ohio.

Vote on Motion:	Mr. Lee, Union County Commissioner	Aye
	Mr. McCarthy, Union County Commissioner	Aye
	Mr. Mitchell, Union County Commissioner	Aye
	Mrs. Martin, Delaware County Commissioner	Aye
	Mr. Jordan, Delaware County Commissioner	Aye
	Mr. Ward, Delaware County Commissioner	Aye

RESOLUTION NO. 03-27

IN THE MATTER OF AN AGREEMENT BETWEEN THE UNION COUNTY COMMISSIONERS AND THE DELAWARE COUNTY COMMISSIONERS THAT THE DELAWARE COUNTY COMMISSIONERS ARE AUTHORIZED TO APPROVE THE AWARDING OF CONSTRUCTION CONTRACTS FOR THE WILSON DITCH PETITION:

It was moved by Mr. Mitchell, seconded by Mr. Lee to approve that the Delaware County Commissioners are authorized to approve the awarding of construction contracts for the Wilson Ditch Petition

Vote on Motion:	Mr. Lee, Union County Commissioner	Aye
	Mr. McCarthy, Union County Commissioner	Aye
	Mr. Mitchell, Union County Commissioner	Aye
	Mrs. Martin, Delaware County Commissioner	Aye
	Mr. Jordan, Delaware County Commissioner	Aye
	Mr. Ward, Delaware County Commissioner	Aye

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There being no further business the meeting adjourned.

Kris Jordan

Deborah B. Martin

James D. Ward

Letha George, Clerk to the Commissioners