

**COMMISSIONERS JOURNAL NO. 55 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 3, 2011**

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

Present: Ken O'Brien, Dennis Stapleton, Tommy Thompson

RESOLUTION NO. 11-01

IN THE MATTER OF APPOINTING FOR YEAR 2011 THE CLERK AND DEPUTY CLERKS FOR THE BOARD OF COMMISSIONERS:

It was moved by Mr. O'Brien, seconded by Mr. Stapleton to appoint Jennifer Walraven, Clerk and Letha George and Dottie Brown Deputy Clerks to the Board of Delaware County Commissioners for the year 2011.

Vote on Motion Mr. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Aye

RESOLUTION NO. 11-02

IN THE MATTER OF APPROVING RESOLUTION ESTABLISHING MEETING DAYS FOR THE BOARD OF COMMISSIONERS FOR YEAR 2011 OR UNTIL OTHERWISE CHANGED BY BOARD ADOPTION:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien that in compliance with Section 121.22 Ohio Revised Code the following Resolution be adopted:

Resolved, that the Delaware County Board of Commissioners, shall meet in regular session at **9:30 AM on Monday and 10:00AM on Thursday** of each week at their Office at 101 N. Sandusky Street, Delaware, Ohio 43015, except when Monday or Thursday is a legal holiday, in which case, said Board of Commissioners shall meet at the scheduled time on the next regular working day thereafter. All those wishing to come before the Board must provide the purpose of such and schedule a time with the Clerk of the Board by 5:00 PM on the Wednesday preceding the Monday session and on the Tuesday at Noon preceding the Thursday session. An agenda item may be scheduled during regular session whereas the Board will allow presentation and discussion of an appropriate matter not previously scheduled.

Resolved, The Board of County Commissioners shall meet in regular session on Monday February 7, 2011 at 7:00 PM with no day session being held.

Be It Further Resolved, that when the Board of Commissioners attends advertised required viewings of locations concerning petitions filed under Ohio Revised Code (i.e. Ditch Petitions, Road Alternations, etc.) The Clerk to the Board or in the absence of the Clerk to the Board, The Deputy Clerk to the Board, will, as field conditions allow, capture a record of its proceedings which may serve as the official record of the Board's proceedings at the viewing.

It is Further Resolved, that notification of all special meetings except those requiring immediate emergency action of the Delaware County Board of Commissioners shall be publicly noticed at least 24 hours in advance by notifying media and posting on the internet.

It is Further Resolved, special meetings may be called upon the direction of the president of the board of commissioners or by the request of any two members of the board of commissioners.

Vote on Motion Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Aye

RESOLUTION NO. 11-03

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD DECEMBER 30, 2010:

It was moved by Mr. O'Brien, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on December 30, 2010; 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.

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Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 11-04

IN THE MATTER OF APPOINTING JOHN WHITNEY ACTING RECORDER FOR DELAWARE COUNTY:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to adopt the following resolution:

WHEREAS, by virtue of Delaware County Recorder Andy Brenner's resignation, effective December 31, 2010, the office of Delaware County Recorder is vacant; and

WHEREAS, pursuant to section 305.02(F) of the Revised Code, the Board of County Commissioners may appoint a person to hold the office of County Recorder as an acting officer and to perform the duties thereof between the occurrence of the vacancy and the time when the officer appointed by the central committee qualifies and takes the office; and

WHEREAS, given the time that will elapse before the central committee makes an appointment to fill the open office of Delaware County Recorder and the need to have a person perform the statutory and administrative duties and responsibilities of County Recorder, the Board of Commissioners has determined that it is necessary and proper to appoint an acting officer to perform said duties and responsibilities;

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

Section 1. John Whitney is hereby appointed to hold the office of County Recorder as an acting officer to perform the duties thereof between the effective date of this Resolution and the time when the County Recorder appointed by the central committee qualifies and takes the office.

Section 2. This Resolution shall take effect immediately upon passage.

Vote On Motion Mr. Thompson Aye Mr. O'Brien Aye Mr. Stapleton Aye

RESOLUTION NO. 11-05

IN THE MATTER OF ACCEPTING THE TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 2010:

It was moved by Mr. O'Brien, seconded by Mr. Stapleton to accept the Treasurer's Report for the month of November 2010.

(Copy available for review at the Commissioners' Office until no longer of administrative value.)

Vote on Motion Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Aye

RESOLUTION NO. 11-06

IN THE MATTER OF ACCEPTING A GRANT FROM THE COUNCIL FOR OLDER ADULTS FOR JUVENILE COURT:

It was moved by Mr. O'Brien, seconded by Mr. Stapleton to approve the following:

| | |
|---------------|------------|
| Grant number: | 2011COA |
| COA | \$3,000.00 |
| County Match | 0 |
| Total | \$3,000.00 |

These funds support the School Alternative Program (SAP) assistant directors salary. The SAP program youth serve referrals from the Council for Older Adults.

Vote On Motion Mr. Stapleton Aye Mr. O'Brien Aye Mr. Thompson Aye

RESOLUTION NO. 11-07

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

It was moved by Mr. O'Brien, seconded by Mr. Stapleton 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 is 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, grants 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>Human Resources</u> | | | | |
| | Director of Administrative Services | X | X | X |
| #10011108 | Human Resource Director | X | X | X |
| #10011109 | Human Resource Director | | X | X |
| <u>Insurance & Risk</u> | | | | |
| | Director of Administrative Services | X | X | X |
| | Human Resource Director | X | X | X |
| #602 | Insurance & Risk Technician | | X | X |
| #601 | Insurance & Risk Technician | | X | X |
| #613 | WC Coordinator | | X | X |
| #750 | Insurance & Risk Technician | | X | X |
| #751 | Insurance & Risk Technician | | X | X |
| <u>Safety</u> | | | | |
| | Director of Administrative Services | X | X | X |
| | Human Resource Director | X | X | X |
| #10011302 | Safety Officer | X | X | X |
| <u>Animal Control (Dog & Kennel)</u> | | | | |
| | Director of Administrative Services | X | X | |
| | Human Resource Director | X | X | X |
| #20411305 | Dog Warden | X | X | X |
| <u>Records Center</u> | | | | |
| | Director of Administrative Services | X | X | X |
| | Human Resource Director | X | X | X |
| #10011103 | Records Center Coordinator | X | X | X |
| EMERGENCY SERVICES | | | | |
| <u>9-1-1 Center</u> | | | | |
| #214 | 911 Director | X | X | X |
| #10011304 | 911 Director | X | X | X |
| <u>EMS</u> | | | | |
| | Director of EMS | X | X | X |
| #10011303 | EMS Asst. Director | X | X | X |
| <u>EMS Construction</u> | | | | |
| | Director of Emergency Services | | X | X |

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| | | | | |
|------|-----------------------|--|---|---|
| #402 | 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 | X |

Sanitary Engineering

| | | | | |
|------|---|---|---|---|
| | Director of Environmental Services | X | | X |
| #662 | Lead Project Engineer, Operations Manager | X | X | X |
| #663 | Lead Project Engineer | | X | X |
| #664 | Lead Project Engineer | | X | X |
| #665 | Lead Project Engineer | | X | X |
| #666 | Lead Project Engineer, Operations Manager | | X | X |
| #667 | Lead Project Engineer | | X | X |

Transfer Station

| | | | | |
|------|------------------------------------|---|---|---|
| #680 | Director of Environmental Services | X | X | X |
| | Lead Project Engineer | X | X | X |

Maintenance Bond Fund

| | | | | |
|------|------------------------------------|--|---|---|
| #765 | Director of Environmental Services | | X | |
| | Lead Project Engineer | | | X |

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 |

JOB AND FAMILY SERVICES

| | | | | |
|-----------|---|---|---|---|
| | Director of Job and Family Services | X | | X |
| #10011110 | Asst. Director of Job and Family Services | | X | X |
| | Fiscal Supervisor | | X | X |
| #10011501 | Asst. Director of Job and Family Services | | X | X |
| | Fiscal Supervisor | | X | X |
| #223 | Asst. Director of Job and Family Services | X | X | X |
| | Fiscal Supervisor | X | X | X |
| #224 | Asst. Director of Job and Family Services | X | X | X |
| | Fiscal Supervisor | X | X | X |
| #225 | Asst. Director of Job and Family Services | | X | X |
| | Fiscal Supervisor | | X | X |
| #228 | Asst. Director of Job and Family Services | | X | X |
| | Fiscal Supervisor | | X | X |
| #701 | Asst. Director of Job and Family Services | | X | X |
| | Fiscal Supervisor | | X | X |

CSEA

| | | | | |
|------|---------------------------------------|---|---|---|
| #237 | Dir. Child Support Enforcement Agency | X | X | X |
| | Fiscal Supervisor | X | X | X |

COMMISSIONERSAdministrative

| | | | | |
|-----------|--------------------------------|---|---|---|
| #10011101 | Assistant County Administrator | X | X | X |
| | Clerk to Commissioners | | X | X |

General

| | | | | |
|-----------|--------------------------------|---|---|---|
| #10011102 | Assistant County Administrator | X | X | X |
| | Clerk to Commissioners | | X | X |

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County Home

| | | | | |
|-----------|--------------------------------|--|---|---|
| #10011501 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |

Clean Ohio Trails Fund

| | | | | |
|------|--------------------------------|--|---|---|
| #238 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |

PERMANENT IMPROVEMENT

| | | | | |
|------|--------------------------------|--|---|---|
| #401 | Facilities Supervisor | | X | X |
| | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |

CAPITAL PROJECTS

| | | | | |
|------|--------------------------------|--|---|---|
| #404 | Facilities Supervisor | | X | X |
| | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |

| | | | | |
|------|--------------------------------|--|---|---|
| #412 | Facilities Supervisor | | X | X |
| | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |

| | | | | |
|------|--------------------------------|--|---|---|
| #414 | Facilities Supervisor | | X | X |
| | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |

COURTS

| | | | | |
|-----------|--------------------------------|---|---|---|
| #10029202 | Assistant County Administrator | | X | |
| | Clerk to Commissioners | | X | |
| | Auditor's Fiscal Dept | | | X |
| #10029203 | Assistant County Administrator | X | X | |
| | Clerk to Commissioners | X | X | |
| | Auditor's Fiscal Dept | | | X |

PUBLIC DEFENDER

| | | | | |
|-----------|--------------------------------|---|---|---|
| #10011202 | Assistant County Administrator | X | X | |
| | Clerk to Commissioners | X | X | X |
| | Public Defender Secretary | | X | X |

BOND RETIREMENT

| | | | | |
|------|--------------------------------|--|---|---|
| #501 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #502 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #503 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #504 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #505 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #506 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #507 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #508 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #509 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #510 | Assistant County Administrator | | X | X |
| | Clerk to Commissioners | | X | X |
| #511 | Assistant County Administrator | | X | X |

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| | | | |
|------|--------------------------------|---|---|
| #512 | Clerk to Commissioners | X | X |
| | Assistant County Administrator | X | X |
| #513 | Clerk to Commissioners | X | X |
| | Assistant County Administrator | X | X |
| #514 | Clerk to Commissioners | X | X |
| | Assistant County Administrator | X | X |
| #515 | Clerk to Commissioners | X | X |
| | Assistant County Administrator | X | X |
| #516 | Clerk to Commissioners | X | X |
| | Assistant County Administrator | X | X |
| #517 | Clerk to Commissioners | X | X |
| | Assistant County Administrator | X | X |

MARRIAGE LICENSES

| | | | |
|-----------|--------------------------------|---|---|
| #24911311 | Assistant County Administrator | X | X |
| | Clerk to Commissioners | X | X |

DRAINAGE IMPROVEMENT

| | | | |
|------|--------------------------------|---|---|
| #403 | Assistant County Administrator | X | X |
| | Clerk to Commissioners | X | X |

DITCH MAINTENANCE

| | | | |
|------|--------------------------------|---|---|
| #219 | Assistant County Administrator | X | X |
| | Clerk to Commissioners | X | X |

LODGING FUND

| | | | |
|------|-----------------------|--|---|
| #730 | Auditor’s Fiscal Dept | | X |
|------|-----------------------|--|---|

The County Administrator may make purchase order and/or voucher requests from any of the above listed funds, and in the absence of the County Administrator, the Director of Administrative Services or the Assistant County Administrator 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 not requested by the same individual, at the indicated amounts:

- A. County Administrator up to and including \$5,000.00
- B. In the absence of the County Administrator, the Director of Administrative Services or the Assistant County Administrator will become acting County Administrator to approve purchase orders and expenditure vouchers up to and including \$5,000.00
- C. Grant Funds shall be administered by the Appointing Authority as designed in the grant award.
- D. Soil & Water Conservation District shall administer the Ditch Maintenance Fund in accordance with the current agreement, with the exception of any reimbursement made from the Ditch Maintenance Fund to the Soil & Water Conservation District.
- E. The County Auditor is hereby authorized to release payroll warrants upon approval of electronically submit payrolls and submission of the hard copy payroll reports.

BE IT FURTHER RESOLVED, that this resolution supersedes all previous actions.

Vote On Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

RESOLUTION NO. 11-08

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. O’Brien, seconded by Mr. Stapleton 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

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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 absence of the County Administrator, the Director of Administrative Services or the Assistant County Administrator shall become acting County Administrator for the specific purpose of this resolution:
- III. Approve unpaid leaves of absence for up to 2 weeks. The County Administrator, or in the absence of the County Administrator, the Director of Administrative Services, may place employees on Paid Administrative Leave for up to 10 Days.
- IV. Negotiate, approve, and execute contracts and agreements and change orders under \$5,000 and for one (1) year or less.
- V. The County Administrator shall have the authority, and in the absence of the County Administrator, the Director of Administrative Services or the Assistant County Administrator 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
 2. Property and liability claim settlement agreements for amounts less than or equal to \$5,000
 3. Merit, Educational, Certification, Probationary, Bargaining Unit Agreement, Market Review wage increases or otherwise that have been approved indirectly by the Board of Commissioner resolution
 4. 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 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. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Aye

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien
-911 Board Meeting On Tuesday January 4, 2011

Commissioner Stapleton
-Nothing At This Time

Commissioner Thompson
-A Thank-You To Mr. Stapleton For Reviewing Some Of The Procedures In The Office

RESOLUTION NO. 11-09

**IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF
APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR
COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL AND FOR PENDING OR IMMINENT
LITIGATION:**

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It was moved by Mr. O’Brien, seconded by Mr. Stapleton to adjourn into Executive Session at 9:15AM.

Vote on Motion Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Aye

RESOLUTION NO. 11-10

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Stapleton, seconded by Mr. Stapleton to adjourn out of Executive Session at 10:25AM.

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

RESOLUTION NO. 11-11

IN THE MATTER OF ADJOURNING THE MEETING:

It was moved by Mr. O’Brien, seconded by Mr. Stapleton to adjourn the meeting.

Vote On Motion Mr. Thompson Aye Mr. O'Brien Aye Mr. Stapleton Aye

Ken O’Brien

Dennis Stapleton

Tommy Thompson

Jennifer Walraven, Clerk to the Commissioners