

**COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD APRIL 26, 2012**

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

Present:
Dennis Stapleton, President
Ken O'Brien, Vice President
Tommy Thompson, Commissioner

RESOLUTION NO. 12-392

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD APRIL 23, 2012:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on April 23, 2012; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 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 Mr. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Aye

RESOLUTION NO. 12-393

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM WORK SESSION HELD APRIL 23, 2012:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in a work session on April 23, 2012; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 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 Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 12-394

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0425:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0425 and Purchase Orders as listed below:

PR Number	Vendor Name	Line Desc	Line Account	Amount	Line
R1203766	CITY OF DELAWARE	1ST QUARTER EMS RUNS	10011303 - 5345	\$149,119.57	0001
R1203773	AEP RETAIL ENERGY	ELECTRIC UTILITY INVOICES	10011105 - 5338	\$40,000.00	0001

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

RESOLUTION NO. 12-395

IN THE MATTER OF ACKNOWLEDGING RECEIPT OF ANNEXATION PETITION FROM AGENT FOR THE PETITIONER, JILL STEMEN TANGEMAN, ESQ., REQUESTING ANNEXATION OF 7.181 ACRES OF LAND IN ORANGE TOWNSHIP TO THE CITY OF COLUMBUS:

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It was moved by Mr. Thompson, seconded by Mr. Stapleton to acknowledge that on April 23, 2012, the Clerk to the Board of Commissioners received an annexation petition request to annex 7.181 acres from Orange Township to the City of Columbus.

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

RESOLUTION NO. 12-396

RESOLUTION OF NECESSITY FOR PURCHASE OR LEASE OF AUTOMOBILES FOR THE USE OF THE COUNTY COMMISSIONERS; ANY COUNTY DEPARTMENT, BOARD, COMMISSION, OFFICE OR AGENCY; OR ANY ELECTED COUNTY OFFICIAL OR HIS OR HER EMPLOYEES:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS; the Board of County Commissioners of Delaware County, Ohio are required by Ohio Revised Code §307.41, to find, by resolution of necessity, that it is necessary to expend county monies for the purchase or lease of a new automobile 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 of County Commissioners of Delaware, County, Ohio has before it a request from Facilities Management to expend county monies for the purchase a new vehicle for the Commissioners' Office; and

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

Section 1. That the Board of County Commissioners of Delaware County, Ohio, does hereby declare that a necessity exists to purchase a new vehicle for use by the Commissioners' Office for the replacement of a current vehicle.

Section 2. That the Board of County Commissioners of Delaware County, Ohio, does hereby declare that the make and model of the vehicle is a 2012 Dodge Grand Caravan at a cost not to exceed \$20,675.50.

Section 3. That the Board of County Commissioners of Delaware County, Ohio, does hereby declare that the purchase of said vehicle will be in accordance with the State of Ohio's cooperative purchasing program, pursuant to the contract and terms and conditions set forth in Contract # RS900712, which is, by this reference, fully incorporated herein and of which the purchase orders approved herein shall be made a part.

Section 4. The Board of County Commissioners does hereby approve a purchase order request for a total of \$20,675.50 to Charlie's Dodge, Inc. in Maumee, Ohio for one Dodge Grand Caravan being from fund number 40111402 – 5450.

Section 5. This Resolution shall take immediate effect upon passage.

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

RESOLUTION NO. 12-397

IN THE MATTER OF APPROVING AMENDMENT NO. 1 TO CASH LEASE FOR FARM LAND WITH THE SUCCESSOR ENTITY, KNOWN AS RHOADES FARMS:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

AMENDMENT NO. 1 TO CASH LEASE

The Original Cash Lease for farm land was entered into on the 5th day of December, 2011, by and between the Board of Commissioners for Delaware County, Ohio and Moil Means Farms LLC (collectively referred to as the "Parties"). The Parties hereby acknowledge that Moil Means Farms LLC has merged operations with a separate entity and that the Cash Lease shall be assigned to the successor entity, known as Rhoades Farms, which shall be the "Tenant" for purposes of the Cash Lease, effective as of the date of this Amendment, the 26th day of April, 2012.

The Parties hereto mutually agree that all other terms and conditions of the Cash Lease shall continue in full force and effect.

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

RESOLUTION NO. 12-398

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IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE RECORDS TECHNICIAN FOR THE RECORDS CENTER DEPARTMENT:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

Whereas, the Director of Administrative Services recommends approving the job description for the Records Technician for The Records Center Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Records Technician for The Records Center Department.

**DELAWARE COUNTY
Records Center Department**

TITLE: Records Technician

JOB OBJECTIVES: Individual is responsible for the collection, maintenance, retrieval, and disposition of county records and documents. Individual reports to Records Coordinator on behalf of the County Records Commission.

ESSENTIAL JOB FUNCTIONS:

- * Ensures that all records are properly stored and maintained, according to law and regulations;
- * Establishes operational routines and work practices for accurate and timely storage, presentation, retrieval reference, and timely disposal services of records;
- * Makes budget recommendations for the Record Center operations;
- * Prepares files to be scanned and sent to microfilm;
- * Makes microfiche duplicates, duplicates roll film for outside agencies as needed;
- * Operates and maintains data processing, imaging, various records preparation, archiving equipment and general office equipment;
- * Responsible for various records preparation,
- * Retrieves and re-files all files and processes requests for records;
- * Assists researchers, makes copies, and prepares receipts;
- * Processes film to meet archival standards, including running test film and documenting density readings and temperatures;
- * Creates disposal sheets and disposes files according to records retention schedule;
- * Processes departmental and public requests;
- * Orders necessary office supplies;
- * Performs general clerical duties including, but not limited to, paying invoices and tracking payments. Tracking receivables, answering telephone, typing forms and letters, filing, processing mail and reception work;
- * Completes quality control check for department's tapes, scans and microfilm. Forwards back up tapes to departments;
- * Communicates with various vendors regarding scanning, processing procedures, and hardware and software complications;
- * Project management; including but not limited to, assisting vendors with the retrieval and delivery of records. Communicates technical information with companies regarding software and hardware issues and with vendors to ensure production as necessary;
- * Attends necessary training classes, seminars and meetings.
- * Completes and distributes monthly and annual reports;

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- * Supports records programs and other programs by working with local agencies regarding records management;
- * Devises correspondence, researches records retention, completes forms, and develops reports associated with records retention and management;
- * Handles client complaints and public inquiries regarding programs; and
- * Other duties as assigned by the supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential/Non-Essential functions as required.

- * Acts as back up Receptionist for the County Operator.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Equipment: Ability to operate a variety of modern office equipment such as computer, archive writer, copier, typewriter, telephone, calculator, FAX machine, scanner, processor, roll-to-roll duplicator, shredder and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- * Thorough knowledge of laws, rules, and regulations of records management;
- * Knowledge of county record retention schedules;
- * Ability to operate imaging equipment and other equipment relative to records retention and disposition;
- * Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- * Ability to communicate effectively, both orally and written;
- * Ability to adapt and learn new computer software programs and related hardware pertaining to imaging technology;
- * Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- * Ability to work independently, under pressure, and to set and achieve goals;
- * Ability to organize and maintain large volumes of information and paperwork; and
- * Ability to effectively and independently plan and collaborate with other staff units and outside agencies.

Job Standards:

Associates degree in Records Management or related area is preferred, plus two years of related work experience. Must possess a valid Ohio Driver's License and an acceptable driving record. Must meet and maintain qualifications for driving on county business at all times. All required licenses and certifications must be maintained as a continued condition of employment.

Work consists of moderately complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual confronts a wide variety of problems that are solved by asking co-workers questions, drawing conclusions, and acting on same.

II. RESPONSIBILITY

Individual makes some decisions without supervisor approval. Individual is given general direction from supervisor in following established practices and clear cut policies. Work is reviewed upon conclusion. Errors are generally readily detected in normal course of work by standard checking resulting in little or no difficulty in loss of time to correct.

III. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The

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purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, and handle questions about Department, programs and client concerns.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements:

The physical requirements for the position are identified as a variety of sedentary, light and moderate work, which may require the lifting of up to fifty (50) pounds.

Physical Activity:

The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, stooping, balancing, crouching, pushing, pulling, lifting and walking.

Visual Activity:

The minimum visual activity of the seeing job is close to the eyes, and requires viewing a computer terminal and microfilm reader screen while proofreading information.

Job Location:

The minimum work conditions for the position indicate that the individual is exposed to old documents, dust and chemicals. Environmental temperature and humidity is controlled.

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

RESOLUTION NO. 12-399

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

The Director of Emergency Medical Services recommends accepting the resignation of Wayne Kleman as a part-time paramedic with the EMS Department; effective December 30, 2011;

Therefore Be It Resolved, that the Board of Commissioners accept the resignation of Wayne Kleman as a part-time paramedic with the EMS Department; effective December 30, 2011.

The Director of Emergency Medical Services recommends accepting the resignation of Jo Tranchita as a Full-time paramedic with the EMS Department and approval of part-time status; effective April 10, 2012;

Therefore Be It Resolved, that the Board of Commissioners accept the resignation of Jo Tranchita as a Full-time paramedic with the EMS Department and approve part-time status; effective April 10, 2012.

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

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien

-Regional Planning Meeting Tonight

-On Tuesday Will Attend A 911 Administrative Meeting; The 911 Board Meeting And An EMA Meeting

Commissioner Thompson

-Attended The Hindu Temple Ceremony In Lewis Center

Commissioner Stapleton

-No Reports

RESOLUTION NO. 12-400

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT; EMPLOYMENT; PROMOTION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL AND FOR PENDING OR IMMINENT LITIGATION:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn into Executive Session at 10:15AM.

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

RESOLUTION NO. 12-401

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

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It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn out of Executive Session at 10:55 AM.

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

There being no further business, the meeting adjourned.

Ken O'Brien

Dennis Stapleton

Tommy Thompson

Jennifer Walraven, Clerk to the Commissioners