

COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD OCTOBER 8, 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. 12-1008**

**IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD OCTOBER 4, 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 October 4, 2012; 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 Mr. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Aye

**PUBLIC COMMENT**

**ELECTED OFFICIAL COMMENT**

**RESOLUTION NO. 12-1009**

**IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR1005:**

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR1005 and Purchase Orders as listed below:

	<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>	
<b>PO' Increase</b>					
	Treasurer State of Ohio	Public Defender Office	10011202-5319	\$ 6,000.00	
<b>PR Number</b>	<b>Vendor Name</b>	<b>Line Desc</b>	<b>Line Account</b>	<b>Amount</b>	<b>Line</b>
R1205896	USA BLUEBOOK	TS80T BALDOR TOWABLE GENERATOR	66611903 - 5450	\$13,851.20	0001
R1205896	USA BLUEBOOK	TS80T BALDOR TOWABLE GENERATOR	66611904 - 5450	\$15,425.20	0002
R1205896	USA BLUEBOOK	TS80T BALDOR TOWABLE GENERATOR	66611906 - 5450	\$629.60	0003
R1205896	USA BLUEBOOK	TS80T BALDOR TOWABLE GENERATOR	66611907 - 5450	\$1,574.00	0004
R1205911	DOYLE EQUIPMENT MFG CO	DOYLE TOP SHOT AGGREGATE CONVEYOR	66611903 - 5450	\$17,100.60	0001
R1205911	DOYLE EQUIPMENT MFG CO	DOYLE TOP SHOT AGGREGATE CONVEYOR	66611904 - 5450	\$19,043.85	0002
R1205911	DOYLE EQUIPMENT MFG CO	DOYLE TOP SHOT AGGREGATE CONVEYOR	66611906 - 5450	\$777.30	0003
R1205911	DOYLE EQUIPMENT MFG CO	DOYLE TOP SHOT AGGREGATE CONVEYOR	66611907 - 5450	\$1,943.25	0004
R1205933	SHELLY & SANDS INC	WILLIS PARKING LOT	40111402 - 5410	\$104,006.60	0001

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

**RESOLUTION NO. 12-1010**

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**IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:**

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

Environmental Services is requesting that Chris Bean and Greg Miller attend the Central Ohio Code Officials Association Seminar on Chapter 11 of the 2013 Residential Code of Ohio (Energy Compliance) in Reynoldsburg, Ohio on October 10, 2012 at no cost.

The Child Support Enforcement Agency is requesting that Matthew Smith and Wendy Shannon attend an Hearing Officer Training in Knox County October 25, 2012; at no cost.

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

**RESOLUTION NO. 12-1011**

**IN THE MATTER OF A NEW LIQUOR LICENSE REQUEST FROM TRUE NORTH ENERGY LLC DBA TRUE NORTH 607 AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:**

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

Whereas, the Ohio Division of Liquor Control has notified both the Delaware County Board of Commissioners and the Berkshire Township Trustees that True North Energy LLC DBA True North 607 has requested new C1 and C2 permits located at 7332 SR37 Berkshire Township Sunbury, Ohio 43074, and

Whereas, the Delaware County Board of Commissioners has found no reason to file an objection,

Therefore Be it Resolved, The Clerk of the Board shall complete the necessary forms and notify the Ohio Division of Liquor Control that no objections are made and no hearing is requested by this Board of County Commissioners.

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

**RESOLUTION NO. 12-1012**

**IN THE MATTER OF A NEW LIQUOR LICENSE REQUEST FROM A F BURLEY ENTERPRISES LLC DBA WINE AND CANVAS AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:**

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

Whereas, the Ohio Division of Liquor Control has notified both the Delaware County Board of Commissioners and the Orange Township Trustees that A F Burley Enterprises LLC DBA Wine and Canvas has requested new D1 and D2 permits located at 1313 Cameron Ave. Orange Township Lewis Center, Ohio 43035, and

Whereas, the Delaware County Board of Commissioners has found no reason to file an objection,

Therefore Be it Resolved, The Clerk of the Board shall complete the necessary forms and notify the Ohio Division of Liquor Control that no objections are made and no hearing is requested by this Board of County Commissioners.

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

**RESOLUTION NO. 12-1013**

**IN THE MATTER OF A LIQUOR AGENCY CONTRACT REQUEST FROM KROGER CO. 898 AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:**

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

Whereas, the Ohio Division of Liquor Control has notified both the Delaware County Board of Commissioners and the Liberty Township Trustees that Kroger CO. 898 has requested a Liquor Agency Contract located 3975 Powell Road Liberty Township Powell, Ohio 43065, and

Whereas, the Delaware County Board of Commissioners has found no reason to file an objection,

Therefore Be it Resolved, The Clerk of the Board shall complete the necessary forms and notify the Ohio Division of Liquor Control that no objections are made and no hearing is requested by this Board of County Commissioners.

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

**RESOLUTION NO. 12-1014**

**IN THE MATTER OF APPROVING THE PLAT OF SUBDIVISION FOR DIVISION 1 OF LOT 5122 OF BIG BEAR FARMS SECTION 10, LOT 4615, DIVISION 1:**

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

Whereas, Liberty F, LLC has submitted the Plat of Subdivision (“Plat”) for Division 1 of Lot 5122 of Big Bear Farms Section 10, Lot 4615, Division 1, including related development plans (“Plans”) and requests approval thereof by the Board of Commissioners of Delaware County; and

Whereas, the Liberty Township Zoning Officer has reviewed said Plat and Plans for conformance with Township Zoning Regulations and approved said Plat on August 6, 2012; and

Whereas, Del-Co Water Company has reviewed said Plat and Plans for conformance with its rules and regulations and approved said Plat on August 31, 2012; and

Whereas, the Delaware County Sanitary Engineer has reviewed said Plat and Plans for conformance with the Rules, Regulations, Standards and General Procedures Governing Sewerage in Delaware County and approved said Plat on August 31, 2012; and

Whereas, the Delaware County Engineer has reviewed said Plat and Plans for conformance with Delaware County Engineering and Surveying Standards and approved said Plat on August 31, 2012; and

Whereas, the Delaware County Regional Planning Commission has reviewed said Plat and Plans for conformance with Delaware County Subdivision Regulations and approved said Plat on September 28, 2012;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves the Plat of Subdivision for Division 1 of Lot 5122 of Big Bear Farms Section 10, Lot 4615, Division 1.

**Division 1 of Lot 5122 of Big Bear Farms Section 10, Lot 4615, Division 1:**

Situated In The State Of Ohio, County Of Delaware, Township Of Liberty, and being part of Farm Lot 11, Quarter Township 3, Range 19 West, United States Military Lands and being all of Lot Number 5122 of Big Bear Farms Section 10 ~ Lot 4615, Division #1, as shown for record in Plat Cabinet 4, Slides 8 & 8A, and as conveyed Liberty F, LLC. of record in Official Record 929, Page 2656, all references being to the Recorder’s Office, Delaware County, Ohio. Cost \$6.00.

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

**RESOLUTION NO. 12-1015**

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

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

Whereas the below requests to perform work within the right-of-way have been reviewed and approved by the Delaware County Engineer;

Now Therefore Be It Resolved that the following permits are hereby approved by The Board of Delaware County Commissioners:

Permit #	Applicant	Location	Type of Work
U12-052	Century Link	Wilson Road	Relocate buried cable
U12-053	American Electric Power	Hills Miller Road	Relocate facilities

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

**RESOLUTION NO. 12-1016**

**IN THE MATTER OF APPROVING THE PROPOSED U.S. BIKE ROUTE 50 THROUGH A PORTION OF DELAWARE COUNTY AND AUTHORIZING THE COUNTY ENGINEER TO COOPERATE WITH ODOT TO POST SIGNS IDENTIFYING THE ROUTE:**

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

WHEREAS, a number of surveys have shown that bicycle tourism is a growing industry in North American,

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contributing to the economies of communities that provide facilities for such tourists; and,

WHEREAS, the American Association of State Highway and Transportation Officials (AASHTO) has designated an east-west corridor crossing the center of Ohio to be developed as United States Bike Route 50 (USBR 50); and,

WHEREAS, the Ohio Department of Transportation is supportive of AASHTO designated bicycle routes through Ohio, subject to ongoing collaboration with affected jurisdictions to inventory, analyze, and designate specific facilities that the routes will traverse; and,

WHEREAS, the Ohio Department of Transportation and other stakeholders have proposed a specific route to be designated as USBR 50, a portion of which uses County Road 24 (South Old 3C Highway), County Road 30 (Sunbury Road), County Road 31 (Red Bank Road) and County Road 25 (Center Village Road) in Delaware County, as shown on the official proposed map of the route, hereby incorporated into this resolution by reference; and,

WHEREAS, the County Engineer has investigated the proposed route and finds it to be suitable for the proposed use; and,

WHEREAS, the Ohio Department of Transportation has stated that the route may change over time if new facilities are constructed that are more suitable for bicyclists;

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

Section 1: The Board hereby expresses its approval and support for the development of USBR 50, and requests that the appropriate state officials work to have the route designated by AASHTO at the earliest date possible; and,

Section 2: The County Engineer is authorized to cooperate with the Ohio Department of Transportation to post signs within the right of way identifying and promoting the route once the official designation has been made.

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

**RESOLUTION NO. 12-1017**

**IN THE MATTER OF AWARDING A BID AND APPROVING A CONTRACT BETWEEN THE DELAWARE COUNTY COMMISSIONERS AND THE CRAWFORD CONSTRUCTION COMPANY FOR THE PROJECT KNOWN AS DEL-CR235-0.08, CLAYPOOL ROAD BRIDGE REPLACEMENT:**

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

**DEL-CR235-0.08, Claypool Road Bridge Replacement  
Bid Opening of September 18, 2012**

Whereas, as the result of the above referenced bid opening, The Engineer recommends that a bid award be made to The Crawford Construction Company, the low bidder for the project. A copy of the bid tabulation is available for your information; and

Whereas, also available are two copies of the Contract with Double Z for your approval. All necessary documentation for this approval has been received (Certification/Affidavit in Compliance with O.R.C. Section 3517.13t, etc.), and

Whereas, the County Engineer recommends approval of the Contract between the Delaware County Commissioners and The Crawford Construction Company for the project known as DEL-CR235-0.08, Claypool Road Bridge Replacements:

**CONTRACT**

THIS AGREEMENT is made this 8<sup>th</sup> day of October, 2012 by and between **The Crawford Construction Company, Inc., P. O. Box 148, Galion, Ohio 44833**, hereinafter called the "Contractor" and the Delaware County Commissioners, hereinafter called the "Owner".

The Contractor and the Owner for the considerations stated herein mutually agree as follows:

**ARTICLE 1. Statement of Work**

The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, and services, including utility and transportation services, and perform and complete all work required for the construction of the improvements embraced in the project named **"DEL-CR235-0.08, Claypool Road Bridge**

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**Replacement**, and required supplemental work for the project all in strict accordance with the Contract Documents.

**ARTICLE 2. The Contract Price**

The Owner will pay the Contractor for the total quantities of work performed at the unit prices stipulated in the Bid for the respective items of work completed for the sum not to exceed *Two Hundred Ninety-Four Thousand Eight Hundred Sixty-Three Dollars and Sixteen Cents (\$294,863.16)*, subject to additions and deductions as provided in the Contract Documents.

**ARTICLE 3. Contract**

The executed Contract Documents shall consist of the following:

- a. This Agreement
- b. Addenda
- c. Invitation to Bid
- d. Instructions to Bidders
- e. Signed copy of bid
- f. Work Specifications (including all plans, drawings, etc.)
- g. Specifications – General Provisions
- h. Federal and State Requirements

This Agreement, together with other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the parties hereto. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this ARTICLE 3 shall govern except as otherwise specifically stated.

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approve the contract between The Delaware County Commissioners and The Crawford Construction Company for the project known as DEL-CR235-0.08, Claypool Road Bridge Replacement.

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

**RESOLUTION NO. 12-1018**

**IN THE MATTER OF AWARDING A BID AND APPROVING A CONTRACT BETWEEN THE DELAWARE COUNTY COMMISSIONERS AND SHELLY AND SANDS, INC. FOR THE PROJECT KNOWN AS DELAWARE COUNTY PARKING LOT PROJECT, PAVING OF VARIOUS COUNTY PARKING LOTS:**

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

**Delaware County Parking Lot Project, Paving of Various County Parking Lots  
Bid Opening of September 18, 2012**

Whereas, as the result of the above referenced bid opening, The Engineer recommends that a bid award be made to Shelly and Sands, Inc., the low bidder for the project. A copy of the bid tabulation is available for your information; and

Whereas, also available are two copies of the Contract with Shelly and Sands for your approval. All necessary documentation for this approval has been received (Certification/Affidavit in Compliance with O.R.C. Section 3517.13t, etc.), and

Whereas, the County Engineer recommends approval of the Contract between the Delaware County Commissioners and Shelly and Sands, Inc. for the project known as Delaware County Parking Lot Project, Paving of Various County Parking Lots:

**CONTRACT**

THIS AGREEMENT is made this 8<sup>th</sup> day of October, 2012 by and between **Shelly and Sands, Inc., 1515 Harmon Avenue, Columbus, Ohio 43223**, hereinafter called the "Contractor" and the Delaware County Commissioners, hereinafter called the "Owner".

The Contractor and the Owner for the considerations stated herein mutually agree as follows:

**ARTICLE 1. Statement of Work**

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The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, and services, including utility and transportation services, and perform and complete all work required for the construction of the improvements embraced in the project named **“Delaware County Parking Lot Project, Paving of Various County Parking Lots**, and required supplemental work for the project all in strict accordance with the Contract Documents.

**ARTICLE 2. The Contract Price**

The Owner will pay the Contractor for the total quantities of work performed at the unit prices stipulated in the Bid for the respective items of work completed for the sum not to exceed ***Two Hundred Sixty Thousand Sixteen Dollars and Fifty Cents (\$260,016.50)***, subject to additions and deductions as provided in the Contract Documents.

**ARTICLE 3. Contract**

The executed Contract Documents shall consist of the following:

- a. This Agreement
- b. Addenda
- c. Invitation to Bid
- d. Instructions to Bidders
- e. Signed copy of bid
- f. Work Specifications (including all plans, drawings, etc.)
- g. Specifications – General Provisions
- h. Federal and State Requirements

This Agreement, together with other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the parties hereto. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this ARTICLE 3 shall govern except as otherwise specifically stated.

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approve the contract between The Delaware County Commissioners and Shelly and Sands, Inc. for the project known as Delaware County Parking Lot Project, Paving of Various County Parking Lots.

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

**RESOLUTION NO. 12-1019**

**IN THE MATTER OF AMENDING RESOLUTION NO. 12-387, FINDING THE 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 Stapleton to approve the following:

WHEREAS, on April 23, 2012, the Board of Commissioners of Delaware County, Ohio (the “Board”) adopted Resolution No. 12-387, finding that it is necessary to expend county monies for the purchase or lease of a new automobile to be used by the Regional Sewer District; and

WHEREAS, the Board has before it a request from the Director of Environmental Services to alter the type of vehicles to be purchased; and

WHEREAS, pursuant to Resolution No. 12-387, the Regional Sewer District was authorized to purchase one Ford F-350 cab and chassis DRW extended cab with four wheel drive for \$26,986.70; and

WHEREAS, the approved vehicle was a flex-fuel vehicle but the diesel version of the vehicle was ordered and delivered by the vendor; and

WHEREAS, the diesel Ford F-350 cab and chassis is part of the State of Ohio’s cooperative purchasing program; and

WHEREAS, the vehicle is needed by the sewer district now, the truck’s utility/crane bed has been delivered, and the current cooperative purchasing contract expired on 9/30/12; and

WHEREAS, the Director of Environmental Services is recommending an increase to the purchase order to Middletown Ford, Inc. by \$4,849.00 to accommodate for the diesel vehicle delivered.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF DELAWARE**

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COUNTY, OHIO:

Section 1. The Board hereby amends Section 3 of Resolution No. 12-387 by revising the purchase price of the one Ford F-350 cab and chassis to \$31,835.70.

Section 2. The Board hereby approves an increase of \$4,849.00 to the purchase order with Middletown Ford, Inc. with \$2,133.55 being from 66611903 – 5450, \$2,376.00 being from 66611904 – 5450, \$97.00 being from 66611906 - 5450 and \$242.45 being from 66611907 – 5450.

Section 3. All other Sections of Resolution No. 12-387 shall remain in full force and effect except as specifically amended by this Resolution and Resolution 12-874.

Section 4. This Resolution shall take effect immediately upon adoption.

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

**RESOLUTION NO. 12-1020**

**IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR ENVIRONMENTAL SERVICES:**

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

<b>Transfer of Appropriations</b>		<b>Amount</b>
<b>From</b>	<b>To</b>	
66211903 - 5201 SRF OECC/Supplies and Parts	66211903 – 5328 SRF OECC/ Maintenance & Repair Services	\$20,000.00
66611910 – 5415 URF Scioto Hills/ Sewer Construction	66611910 – 5250 URF Scioto Hills/ Minor Equipment (<\$1,000)	\$5,000.00
66611910 - 5415 URF Scioto Hills/ Sewer Construction	66611910 - 5260 URF Scioto Hills/ Inventoried Equipment (>\$1,000)	\$10,000.00
66611910 - 5415 URF Scioto Hills/ Sewer Construction	66611910 - 5292 URF Scioto Hills/ Sewer Parts	\$35,000.00

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

**RESOLUTION NO. 12-1021**

**IN THE MATTER OF APPROVING PERSONNEL ACTIONS:**

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

The Director of Job and Family Services recommends promoting Corrine Yager to a Social Services Worker II with the JFS Department; effective October 15, 2012;

Therefore Be It Resolved, that the Board of Commissioners promote Corrine Yager to a Social Services Worker II with the JFS Department; effective October 15, 2012.

The Director of Job and Family Services recommends accepting the resignation of Erin Brite as a Social Services Worker III with the JFS Department; effective October 1, 2012;

Therefore Be It Resolved, that the Board of Commissioners accept the resignation of Erin Brite as a Social Services Worker III with the JFS Department; effective October 1, 2012.

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

**RESOLUTION NO. 12-1022**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE WORKFORCE DEVELOPMENT SUPERVISOR FOR THE DEPARTMENT OF JOB AND FAMILY SERVICES:**

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

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Whereas, the Director of Administrative Services and the Director of Job and Family Services recommends approving the job description for the Workforce Development Supervisor for the Department of Job and Family Services;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Workforce Development Supervisor for the Department of Job and Family Services;

**DELAWARE COUNTY  
Department of Job and Family Services**

**TITLE:** Workforce Development Supervisor

**JOB OBJECTIVES:** Individual provides direction to staff personnel working with Workforce Investment Act (WIA), Universal and Public Assistance clients seeking employment. Individual assures that the rules and regulations of all training and educational programs are followed. Individual arranges contracts for education and training programs, work experience sites and performs job development activities. Individual reports to Assistant Director of the Department of Job and Family Services.

**ESSENTIAL JOB FUNCTIONS:**

- \* Projects and recommends annual budget;
- \* Responsible for planning and recommending purchases of all departmental needs, such as equipment, office equipment and supplies, service contracts;
- \* Interprets and implements Federal and State policies and regulations;
- \* Recommends, administers and enforces, in a consistent manner, departmental policies and procedures;
- \* Supports, WIA and other programs by working with local agencies to include recommending and monitoring contracts, attending meetings, conferences, workshops, training sessions and performing a variety of public relations duties;
- \* Oversees and insures the efficient operation of the One Stop staff;
- \* Supervises WIA staff to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, conducting annual evaluations, time and attendance scheduling of personnel, authorizing overtime, sick and vacation leave, approval of bi-weekly payroll, resolving problems, grievances, and personnel situations;
- \* Approves clients for work sites;
- \* Develops and evaluates competitive procurements to enhance Delaware County Employment Services;
- \* Engages in job development activities as required;
- \* Plans and coordinates departmental training;
- \* Devises correspondence, completing forms and developing reports associated with the department;
- \* Handles client complaints and public inquiries regarding programs;
- \* Completes reports; and
- \* Other duties as assigned by the supervisor.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential/Non-Essential functions as required.

**I. JOB REQUIREMENTS**

**Equipment:** Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, VCR, and other equipment necessary to perform duties.



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**Critical Skills/Expertise:**

- \* Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with WIA programs. Includes, but is not limited to: /WIA procedure manual, Ohio Revised Code, Food Stamp Manual and CRISE Users Manual;
- \* Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- \* Thorough knowledge of recruiting, interviewing, and counseling;
- \* Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- \* Thorough knowledge of and ability to apply CRISE/Gazelle computer system and its software to complete jobs and aid staff in using the system;
- \* Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- \* Ability to communicate effectively, both orally and in writing;
- \* Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- \* Ability to motivate and counsel staff and clients;
- \* Ability to organize and maintain large volumes of information and paperwork; and,
- \* Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.

**Job Standards:** Bachelors degree in Human or Social Services, Education, Sociology or a related field combined with a minimum of five (5) years related work experience. Must demonstrate the ability to manage and lead subordinate personnel. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times.

**II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs under extremely complex and difficult situations. The position requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

**III. RESPONSIBILITY**

Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, and may cause overpayment or underpayment in benefits issued and may ultimately result in fiscal sanction against the agency.

**IV. PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about Department, programs and client concerns.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical**

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- Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.
- Physical Activity:** The physical activity of the position includes manual dexterity, talking, hearing, reaching, and walking.
- Visual Activity:** The minimum visual activity of the seeing job is close to the eyes.
- Job Location:** The minimum work conditions for the position indicates that the individual is not exposed to adverse environmental conditions.

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

**RESOLUTION NO. 12-1023**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE SOCIAL SERVICES CASE CONTROL REVIEWER/TRAINER FOR THE JOB AND FAMILY SERVICES DEPARTMENT:**

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

Whereas, the Director of Administrative Services and the Director of Job and Family Services recommend approving the job description for the Social Services Case Control Reviewer/Trainer for the Job and Family Services Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Social Services Case Control Reviewer/Trainer for the Job and Family Services Department;

**DELAWARE COUNTY  
 Job and Family Services Department**

**TITLE:** Social Services Case Control Reviewer/Trainer

**JOB OBJECTIVES:** Individual is responsible for conducting in-house reviews of children services cases to detect, correct and reduce errors. This position is also responsible for developing in-house policies and procedures for quality and assurance that can be applied to children services cases. Individual reports to the Assistant Director

**ESSENTIAL JOB FUNCTIONS:**

- \* Analyzes information in case records for accuracy and completeness;
- \* Determines, using Family, Children, and Adult Services regulations and CPOE (Child Protection and Oversight Evaluation) regulations case requirements and prepares guidelines and checklists for use in evaluating cases;
- \* Reviews case records for criteria established by supervisor and for compliance with various rules and regulations;
- \* Provides assistance to caseworkers regarding completion of necessary paperwork ;
- \* Compares case record information with information recorded in SACWIS for consistency;
- \* Consults and works in conjunction with caseworker and supervisors on development of corrective action plans to resolve errors and monitors corrective action plan;
- \* Maintains records and monthly, quarterly and annual statistical reports;
- \* Explains and provides detail information as needed;
- \* Interprets and implements Federal and State policies, best practice standards, as well as develops in-house policies and procedures in collaboration with supervisor;
- \* Supports Children Services and other programs by working with local agencies to include attendance at meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- \* Creates and facilitates staff training on policies, procedures and corrective actions;
- \* Devises correspondence, completes forms and develops reports associated with the children services operation;

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- \* Develops training guides for workers and coordinates training for workers as directed; and
- \* Reviews practices and procedures in relation to PCSAO (Public Children Services Association of Ohio) and COA(Council on Accreditation) standards and makes recommendations for practice changes;
- \* Serves as facilitator for Semi Annual Reviews;
- \* Completes all reports as directed; and
- \* Completes all other duties as assigned by the supervisor

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential/Non-Essential functions as required.

**I. JOB REQUIREMENTS**

**Equipment:** Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, VCR, and other equipment necessary to perform duties.

**Critical Skills/Expertise:**

- \* Thorough knowledge of and ability to apply rules, regulations, and guidelines associated with Children Services mandates and CPOE. Includes, but is not limited to Family and Adult Services Manual and the Ohio Revised Code;
- \* Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- \* Thorough knowledge of social work practice;
- \* Thorough knowledge of and ability to apply SACWIS computer system and ability to aid staff in using the system;
- \* Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- \* Ability to communicate effectively, both orally and written;
- \* Ability to work independently, under pressure, and to set and achieve goals; and
- \* Ability to organize and maintain large volumes of information and paperwork.

**Job Standards:** Bachelors degree in Behavioral Science, Social Services, Social Work or related field. A minimum of 3 (three) years experience in the social services field. Must have advanced knowledge of computer data base (Microsoft Word, Access, Excel, etc.). Must have ability to create and analyze statistical data. Continuing education of 36 hours a year. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times. All required licenses and certifications / training must be maintained as a continued condition of employment.

**DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs, the computer system and the application of this under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

**III. RESPONSIBILITY**

Supervisor provides general guidance allowing the Individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical

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data resulting in inaccurate or incomplete information, and may cause overpayment or underpayment in benefits issued and may ultimately result in fiscal sanction against the agency.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress or work assigned, coordinating services, and handle questions about Department, programs and client concerns.

V PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity required of the position is manual dexterity, talking, hearing, reaching and walking.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

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

RESOLUTION NO. 12-1024

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE ADMINISTRATIVE ASSISTANT TO THE COMMISSIONERS' OFFICE:

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

Whereas, the Director of Administrative Services and the County Administrator recommend approving the job description for the Administrative Assistant to the Commissioners' Office;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Administrative Assistant to the Commissioners' Office;

DELAWARE COUNTY  
Board of Commissioners

TITLE: Administrative Assistant to the Commissioners' Office

JOB OBJECTIVES: Individual is responsible for providing administrative and clerical support to the Commissioners, County Administrator, Assistant County Administrator, Clerk, and Communications Manager. Individual reports to the Assistant County Administrator.

ESSENTIAL JOB FUNCTIONS:

- \* Answers telephone, screens calls, makes referrals, and gives and receives information;
- \* Receives, prepares, files and maintains documents, records, and correspondence;
- \* Performs accurate typing, word processing, and related computer operations;
- \* Devises correspondence, completes forms and develops reports associated with the Commissioners Office operations;
- \* Faxes and copies materials as requested;
- \* Receives and greets clients and visitors for any offices within the Commissioners Building;
- \* Reviews all media sources, including electronic and print versions of newspapers, radio and television, for stories involving the Commissioners and the county for clipping and collection; compiles monthly report of clippings for distribution by the Communications Manager;
- \* Compiles year-long online directory of Delaware County Officials, organizations and associations to be available by electronic or print version; oversees print production in January of each year;
- \* Completes payroll functions for the Commissioners, Economic Development and the Public Defender

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Offices:

- \* Completes accounting and bookkeeping functions including maintaining expenditures, receivables records, and processing bills for payment for the Commissioners;
- \* Assists with compiling public records requests, faxes and copies materials as requested;
- \* Orders and distributes office supplies;
- \* Processes and distributes incoming and outgoing documentation and correspondence;
- \* Assists other departmental staff in various projects and functions;
- \* Operates office equipment as needed;
- \* Posts employment opportunities, board appointments and other notices on bulletin board in lobby and other locations as requested;
- \* Receives customer complaints and directs to the appropriate personnel;
- \* Handles general public inquiries;
- \* Maintains appointment calendars as requested; and
- \* Other duties as assigned by the supervisor.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential/Non-Essential functions as required.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK**

**Equipment:** Ability to use a variety of office equipment such as computer, copier, typewriter, multi-line telephone, calculator, FAX machine, and software and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

**Critical Skills/Expertise:**

- \* Ability to operate a multi-line telephone system, and other standard office equipment;
- \* Must possess a pleasant and professional personality and telephone voice;
- \* Ability to organize and prioritize assignments;
- \* Ability to define and solve problems, collect data, accurately enter data; establish facts, draw valid conclusions using judgment, and analytical skills;
- \* Ability to communicate effectively, both orally and written;
- \* Considerable skills to provide exemplary customer service including the ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- \* Ability to work independently, under pressure, and to set and achieve goals;
- \* Knowledge of and the ability to adhere to applicable County and departmental policies and procedures;
- \* Knowledge of English usage, grammar, spelling, and punctuation;
- \* Knowledge of security measures for handling confidential and sensitive material;
- \* Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.

**Job Standards:** The minimum education requirements include: High School diploma or GED and two years of related work experience. Individual shall be a licensed notary public or obtain the license within six months of employment. Must possess a valid Ohio Driver's License and acceptable driving record. All licenses and certifications must be maintained as continued condition of employment.

**II. DIFFICULTY OF WORK**

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Work consists of 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 and drawing conclusions.

**III. RESPONSIBILITY**

Individual is given general direction and guidance allowing for the planning of procedures and methods to obtain objectives. Work is requested by individuals listed above and reviewed in process. Errors are generally readily detected in the normal course of work by standard checking resulting in little or no loss of time.

**IV. PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, and handle questions about Department, programs and visitors' concerns.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, reaching, stooping and walking.

**Visual Activity:** The minimum visual activity of the seeing job is close to the eyes, and requires viewing a computer terminal and proofreading information.

**Job Location:** The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions and work is generally sedentary.

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

**RESOLUTION NO. 12-1025**

**IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR THE RECORDS CENTER:**

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

**Transfer of Appropriation**

<b>From</b>	<b>To</b>		
10011103-5001 Records Center Compensation	10011103-5101 Records Center/Insurance	\$	3,900.00
10011103-5450 Records Center/Capital	10011103-5250 Records Center/Minor Tools	\$	1,040.00
10011103-5450 Records Center/Capital	10011103-5320 Records Center/Software License	\$	2,000.00
10011103-5450 Records Center/Capital	10011103-5325 Records Center/Maintenance Contract	\$	2,035.00

**Supplemental Appropriations**

40111402-5450	Permanent Improvement/Capital Equip	\$10,000.00
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Vote on Motion Mr. Thompson Aye Mr. O'Brien Aye Mr. Stapleton Aye

**RESOLUTION NO. 12-1026**

**IN THE MATTER OF AUTHORIZING THE USE OF DELAWARE COUNTY 911 FUNDS TO ASSIST IN FUNDING THE PURCHASE OF COFFEE, MEALS, REFRESHMENTS, AND OTHER AMENITIES FOR THE 911 BOARD MEMBER RETREAT:**

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

WHEREAS, The Ohio Attorney General Opinion No. 82-006 addresses the issue Expenditure Of Public Funds For Proper "Public Purpose", and

WHEREAS, The October 20, 2003, State Auditor's ruling on payment of Expenditures Of Public Funds For Proper "Public Purpose" states that for persons who are employees or non-employees of the County, the

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Commissioners must pre-approve expenditures for the purchase of coffee, meals, refreshments and other amenities.

WHEREAS, the Delaware County 911 Board is holding an all day Board Member Retreat were lunch and refreshments will be provided;

WHEREAS, the County Administrator recommends the expenditure;

NOW THEREFORE, PURSUANT TO THE FOREGOING, BE IT HEREBY RESOLVED, by the Board of Commissioners, County of Delaware, State of Ohio as follows:

Section 1. That the Delaware County Board of Commissioners hereby authorizes the use of 911 Funds in an amount not to exceed \$750.00, to assist in funding the purchase of coffee, meals, refreshments and other amenities For The 911 Board Member Retreat.

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

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien  
-No Additional Reports

Commissioner Thompson  
-Happy To Be Back In The Office This Week

Commissioner Stapleton  
-Special Session Executive Session Later Today

RECESS /RECONVENE AT 10:20AM

RESOLUTION NO. 12-1027

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn into Executive Session at 10:20AM.

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

RESOLUTION NO. 12-1028

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn out of Executive Session at 10:40AM.

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

There being no further business, the meeting adjourned.

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Ken O'Brien

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Dennis Stapleton

\_\_\_\_\_  
Tommy Thompson