

COMMISSIONERS JOURNAL NO. 58 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD OCTOBER 25, 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. 12-1087

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD OCTOBER 22, 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 22, 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

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 12-1088

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR1024:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR1024 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
<b>PO' Increase</b>			
Siemens (line 1)	Bioxide Collections Systems	66211903-5290	\$ 25,000.00
Siemens (line 2)	Bioxide Collections Systems	66211904-5290	\$ 50,000.00
Beems BP	Fuel	10011106-5228	\$ 50,000.00

<u>PR Number</u>	<u>Vendor Name</u>	<u>Line Desc</u>	<u>Line Account</u>	<u>Amount</u>	<u>Line</u>
R1206246	UNIVERSAL ENTERPRISES INC	GAS PIPE ON JAIL	40111402 - 5328	\$6,346.00	0001

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

RESOLUTION NO. 12-1089

IN THE MATTER OF PICKING UP FROM THE TABLE RESOLUTION NO. 12-1077:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to pick up from the table resolution No. 12-1077:

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

RESOLUTION NO. 12-1078

IN THE MATTER OF AMENDING, AS PRESENTED, RESOLUTION NO. 12-1077 TO INCLUDE "LOCAL SHARE" IN SECTION 3-FUNDING (SECTION 3 – FUNDING: DELAWARE COUNTY WILL PROVIDE NECESSARY "LOCAL SHARE" FUNDING FOR THE IMPROVEMENT USING FUNDS APPROPRIATED FOR ROAD AND BRIDGE CONSTRUCTION):

It was moved by Mr. Thompson, seconded by Mr. Stapleton to amend, as presented, Resolution No. 12-1077 to include "local share" in section 3-funding (section 3 – funding: Delaware County will provide necessary "local share" funding for the improvement using funds appropriated for road and bridge construction.

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

**RESOLUTION NO. 12-1077**

**IN THE MATTER OF APPROVING, AS AMENDED BY RESOLUTION NO. 12-1078, THE RESOLUTION DECLARING THE NEED FOR IMPROVEMENTS TO WORTHINGTON ROAD AND AUTHORIZING THE COUNTY ENGINEER TO PREPARE PLANS, SPECIFICATIONS AND ESTIMATES AND SUBMIT AN APPLICATION FOR FUNDING ASSISTANCE TO THE MID-OHIO REGIONAL PLANNING COMMISSION:**

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

WHEREAS, Section 5555.022 provides that a Board of Commissioners may resolve, by majority vote, to make improvements to any public road in the county; and,

WHEREAS, the County Engineer has identified Worthington Road (County Road 13) as being in need of safety and traffic flow improvements and recommends that the Board proceed with improvements to said road between East Powell Road and Africa Road; and,

WHEREAS, federal funds are made available to counties through the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and the Surface Transportation Program (STP) which are administered by the Mid-Ohio Regional Planning Commission;

NOW, THEREFORE be it resolved by the Board of Commissioners of Delaware County, that:

Section 1 – Declaration of Need:

The Board has determined that improvements to Worthington Road, extending approximately from East Powell Road to Africa Road, are necessary for the safety, convenience and welfare of the public, and hereby declares that the Improvement known as Worthington Road Improvements shall be initiated for this purpose; and,

Section 2 – Authorization to Prepare Plans, Specifications, Estimates

The County Engineer is hereby authorized to prepare surveys, plans, profiles, cross sections, estimates of cost, and specifications for the Improvement, and;

Section 3 – Funding:

Delaware County will provide necessary local share funding for the Improvement using funds appropriated for road and bridge construction, and;

Section 4 – Maintenance:

Delaware County commits to (1) provide adequate maintenance for the described Improvement in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for maintenance of the described Improvement; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes, and;

Section 5 – Administration and Authority to Sign:

The County Engineer is designated as the Project Manager and is empowered on behalf of the Board to complete and sign any necessary funding applications for the Improvement and to cooperate with the necessary agencies to facilitate development of the Improvement.

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

**RESOLUTION NO. 12-1090**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE SITE TRAINER-CLIENT TRANSPORTATION REPRESENTATIVE -GENERAL PROGRAM ASSISTANT 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 Site Trainer-Client Transportation Representative -General Program Assistant for the Job and Family Services Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Site Trainer-Client Transportation Representative -General Program Assistant for the Job and Family Services Department.

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

**TITLE:** Site Trainer-Client Transportation Representative -General Program Assistant

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**JOB OBJECTIVES:** Individual is responsible for providing hands-on instruction, direction and training to program participants. Individual helps participants develop educational, career and employment goals and assures all the rules and regulations of the Workforce Development Training Program are being followed. Individual transports clients to employment related or medical appointments. Individual also provides general office assisting/support work. Individual reports to the Supervisor of Workforce Development and Assistant Director.

**ESSENTIAL JOB FUNCTIONS:**

- \* Oversees and monitors participants on the training crew;
- \* Instructs and assists participants on common manual labor and basic building maintenance to develop skills in the areas including, but not limited to, moving equipment, records and furniture, painting, mowing, weeding, lawn care, general cleaning and common office and household maintenance;
- \* Assists with general office work within Delaware County Job and Family Services, such as monitoring training sessions, assisting clients with job search and job readiness skill obtainment;
- \* Provides transportation to clients for medical appointments and employment related appointments;
- \* Assures all policies, procedures, rules and regulations of the training and educational program are being followed at all times;
- \* Assists, trains and teaches participants on the job skills;
- \* Documents and maintains case notes of participants in the program;
- \* Responsible for the safety and location of all participants at **ALL** times;
- \* Provides positive guidance and mentoring to participants at all times;
- \* Establishes or is provided the daily schedule of work to be completed, including the necessary materials/supplies required for each job;
- \* Transports the work crew and supplies to and from the worksite using a County vehicle and trailer;
- \* Teaches and instructs participants with the skills necessary for specific projects and activities relating to job development;
- \* Completes daily, weekly and monthly reports; and
- \* 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 vehicle / trailer tow, lawn mower, weed eater, rake, hoe, shovel, garden shears, garden pruners, paint brush, hammer and screwdriver, basic power tools, step and extension ladders, and other general hand tools necessary to perform duties. Individual also uses rubber gloves, safety glasses and ear protection for safety when necessary. Ability to operate a variety of office equipment such as computer, copier, multi-line telephone, calculator, FAX machine, and other equipment necessary to perform duties.

**Critical Skills/Expertise:**

- \* Knowledge of and the ability to follow applicable Federal, State and department policies, procedures, guidelines and methods;
- \* Knowledge of and ability to apply the computer system and its software to complete jobs and aid staff in achieving departmental goals;
- \* Ability to communicate, work with, train, teach and guide a work crew in an effective and efficient manner;

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- \* Knowledge of safety protocols, First Aid, injury reporting, and first response calls;
- \* Ability to incorporate basic housekeeping skills to the job;
- \* Ability to follow written instructions regarding proper use and care of power equipment, and preparation, storage, and proper use of cleaning agents;
- \* Ability to complete case notes, reports, time lines and correspondence;
- \* Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- \* Ability to define problems, counsel and initiate corrective action with program participants;
- \* Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage the program participants;
- \* Extensive knowledge of and ability to apply program policies and procedures to assist the program participants in the performance of their responsibilities;
- \* Ability to communicate effectively, both orally and in writing;
- \* Thorough knowledge of Minor Labor Laws and ability to follow laws relating to working with minors;
- \* 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 organize and maintain large volumes of confidential information and paperwork;
- \* Ability to effectively program plan independently and in collaboration with other staff units and outside agencies; and
- \* Ability to work independently, under pressure, manage time and to set and achieve goals;

**Job Standards:** High School diploma and related work experience supervising staff combined with training in the building maintenance field required. 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 and as a continued condition of employment.

## **II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of Minor Labor Laws, First Responder / First Aid Manual, Delaware County Policies and Procedures and the Summer Youth Operation Manual. Individual provides supervision, conflict resolution, assistance, training and motivation to program participants. The position requires the individual to continually supervise the participants who are in the program. The individual must provide work related training to the participants and work with the participants to instill a positive work ethic and to maintain appropriate behavior.

## **III. RESPONSIBILITY**

Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments and establishing priorities. The individual operates independently in handling daily operations, normally receiving the supervisors input when needed. Work is reviewed in the process. Errors are generally readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct

## **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, and job development of the participants in the program.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

### **Physical**

**Requirements:** The physical requirements of the position are identified as heavy work, which may require occasionally lifting weight up to one hundred (100) pounds.

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**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, reaching, balancing, standing, stooping, walking, kneeling, crouching, crawling, climbing, pushing, pulling, lifting and grasping.

**Visual Activity:** The minimum visual activity of the job is at, or within arms length.

**Job Location:** Individual works both inside and outside and is exposed to temperatures ranging from below 32 degrees to above 100 degrees for period of more than one (1) hours. Individual is also exposed to atmospheric conditions such as sun, fumes, odors, dusts, mists, gases, or poor ventilation, poison ivy, poison oak.

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

**RESOLUTION NO. 12-1091**

**IN THE MATTER OF ESTABLISHING DELAWARE COUNTY EMPLOYEE INSURANCE BENEFITS FOR 2013:**

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

WHEREAS, the Delaware County Board of Commissioners (the "Board") has, pursuant to sections 9.833 and 305.171 of the Revised Code, provided certain group insurance coverage for county officers and employees; and

WHEREAS, the Board wishes to establish the group insurance coverage benefits for Delaware County employees for 2013; and

WHEREAS, competitive bidding under section 307.86 of the Revised Code would increase, rather than decrease, the cost of procuring the group dental and life insurance coverage; and

WHEREAS, the Board has requested proposals from issuers of applicable policies and negotiated with the issuers to achieve the best and lowest price reasonably possible for the county; and

WHEREAS, the Board has also requested proposals from issuers of group vision insurance coverage to achieve the best and lowest price reasonably possible for those Delaware County employees that elect to participate in the voluntary vision plan; and

WHEREAS, the County Administrator, the Director of Administrative Services, and the Insurance & Risk Technician jointly recommend that the Board establish the Delaware County employee insurance benefits for 2013 as described herein;

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

Section 1. The Board hereby approves group dental coverage, which shall be optional for each eligible Delaware County employee, via MetLife. Employees may choose between the MetLife Core Plan and the MetLife Buy Up Plan, which each provide options for Single, Single+1, and Family. The final dental rates are dependent upon total group enrollment.

For any employee that chooses to participate in any of the available dental plan options, the employer shall contribute an amount equal to the final total rate for the MetLife Core Plan Single Option or \$18.32 per employee per month, whichever is lower. The employee shall pay any portion of the premium rate that exceeds the employer's contribution approved herein.

Section 2. The Board hereby approves group supplemental vision coverage, which shall be optional for each eligible Delaware County employee, via VSP Choice at the following rates:

**VSP Choice Plan:**  
 Single: \$3.55 per pay  
 Single + 1: \$7.10 per pay  
 Family: \$11.42 per pay

Section 3. The Board hereby approves group term life insurance coverage for each eligible full-time Delaware County employee via Prudential, changing from the current Prudential term life plan that offers a maximum term life benefit of \$15,000 to plan option two (2) that allows a one-time benefit amount equal to the full time employee's annual salary up to a maximum benefit amount of \$125,000. The total cost of the plan is \$62,700 per year.

Section 4. The Delaware County employee insurance benefits established and approved herein shall take effect January 1, 2013, whereupon all prior insurance benefits and rates inconsistent with those established and

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approved herein shall terminate.

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

**RESOLUTION NO. 12-1092**

**IN THE MATTER OF APPROVING AN ADVANCE OF FUNDS FOR THE SHERIFF'S OFFICE GRANTS AND SUPPLEMENTAL APPROPRIATIONS FOR AN ADULT COURT SERVICES GRANT:**

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

**Advance of Funds**

10011102	24331334		
General Fund	FY11 2nd Chance Adult Offender	\$	25,000.00

10011102	24231333		
<b>General Fund</b>	FY11 2nd Chance Family Based	\$	20,000.00

**Supplemental Appropriation**

25422301-5301	Community Based Grant/Professional Services	\$	1,050.00
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Vote on Motion Mr. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Aye

**RESOLUTION NO. 12-1093**

**IN THE MATTER OF DESIGNATING A COUNTY-OWNED PARKING LOT FOR EXCLUSIVE USE BY DELAWARE COUNTY EMPLOYEES:**

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

WHEREAS, the Delaware County Board of Commissioners (the "Board") currently owns a surface parking lot, located at the rear of 110 North Sandusky Street in the City of Delaware and bearing Parcel Number 51943105029000 (the "Parking Lot"); and

WHEREAS, in order to reserve parking for Delaware County employees, the Board wishes to designate the Parking Lot for exclusive use by Delaware County employees;

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

Section 1. The Board hereby designates the Parking Lot for exclusive use by Delaware County employees.

Section 2. The Board hereby directs the County Administrator to coordinate the proper procedures through the City of Delaware to provide parking restriction enforcement, to provide proper signage in and about the Parking Lot, and to develop a permit process for the Delaware County employees permitted to use the Parking Lot.

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

**RESOLUTION NO. 12-1094**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE BOARD OF REVISION/HEARING BOARD OFFICER FOR THE COMMISSIONERS' OFFICE:**

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

**DELAWARE COUNTY  
Board of Commissioners**

TITLE: Board of Revision / Hearing Board Officer

JOB OBJECTIVES: Serves as the Commissioner's designee for Board of Revision / Hearing Board hearings on an as needed basis. As a Board of Revision/ Hearing Board member, the individual is responsible for the review of property valuation complaints filed with the Auditor's Office. Individual reviews and analyzes Real Estate financial statements, and other documents submitted by property owners to support property comparables, valuation adjustments. Individual reports to the County Administrator.

**I. KNOWLEDGE AND SKILLS**

- Individual must have thorough knowledge of Delaware County properties, real estate valuation, real estate taxation, and related governmental policies and procedures, to include federal, state, and local rules and

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regulations;

- Individual must be able to accurately project appraisal requirements, to define and solve problems; to collect data, establish facts, and draw valid conclusions using practical judgment and analytical skills; to communicate effectively, both orally and in writing; to work independently, under pressure, to achieve goals, to organize and maintain information and documentation; and to effectively plan independently and in collaboration with other staff,
- Individual must have and maintain a comprehensive knowledge of appraisal practices and laws, government structure and process; office practices and procedures;
- A Bachelor's degree is required along with a minimum of five (5) to ten (10) years related equivalent experience;
- Individual must have a working knowledge of Microsoft Word, Excel and experience with iPad devices.

**II. IMPACT**

Attends periodic meetings with contracted appraisal staff to review recommendations for valuation adjustments based on property valuation complaints submitted by property owners. Reviews HUD settlement statements, appraisals, and other documents provided by the property owns. Reviews MLS listings for comparable sales data. The position is required to attend and participate in the adjudication of the Board of Revision hearings.

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

**DISCUSSION:  
CONSIDER A MODIFICATION IN THE 2012 HOLIDAY SCHEDULE**

**COMMISSIONERS' COMMITTEES REPORTS**

**Commissioner O'Brien**  
**-Budget Hearings; No Committee Reports**

**Commissioner Thompson**  
**-Nice Weather**

**Commissioner Stapleton**  
**-no reports**

**RESOLUTION NO. 12-1095**

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

It was moved by Mr. Stapleton, seconded by Mr. Thompson to adjourn into Executive Session at 10:45AM.

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

**RESOLUTION NO. 12-1096**

**IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:**

It was moved by Mr. Stapleton, seconded by Mr. Thompson to adjourn out of Executive Session at 11:50AM.

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

There being no further business, the meeting adjourned.

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Ken O'Brien

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Dennis Stapleton

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Tommy Thompson

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Jennifer Walraven, Clerk to the Commissioners