

**COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 15, 2013**

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

Present:

Ken O'Brien, President

Dennis Stapleton, Vice President

Gary Merrell, Commissioner

RESOLUTION NO. 13-834

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD AUGUST 12, 2013:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on August 12, 2013; 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. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 13-835

IN THE MATTER OF ADOPTING A RESOLUTION IN SUPPORT OF DESIGNATING A PORTION OF INTERSTATE 71 WITHIN DELAWARE COUNTY, OHIO AS THE "LEE M. RIZOR MEMORIAL HIGHWAY":

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

WHEREAS, on April 22, 2013, Lee M. Rizor, an employee of the Ohio Department of Transportation ("ODOT"), was tragically killed while operating a backhoe on the right shoulder of I-71 when a tractor trailer struck the backhoe he was operating; and

WHEREAS, the Delaware County Board of Commissioners (the "Board") wishes to honor Mr. Rizor's memory by asking the Director of Transportation to designate the portion of I-71 between mile markers 125 and 128 within Delaware County, Ohio as the "Lee M. Rizor Memorial Highway";

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

Section 1. The Board hereby declares its support of designating the portion of I-71 between mile markers 125 and 128 within Delaware County, Ohio as the "Lee M. Rizor Memorial Highway."

Section 2. The Clerk of the Board is hereby directed to send a certified copy of this Resolution to Ferzan M. Ahmed, P.E., Deputy Director for ODOT District 6.

Section 3. This Resolution shall take immediate effect upon adoption.

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

RESOLUTION NO. 13-836

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0814, MEMO TRANSFERS IN BATCH NUMBERS MTAPR0814:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0814, memo transfers in batch numbers MTAPR0814 and Purchase Orders as listed below:

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| PR Number | Vendor Name | Line Description | Line Account | Amount |
|---|--------------------|---|-----------------|-------------|
| EMS – SERVICE AND CHARGES | | | | |
| R1304820 | PHYSIO CONTROL INC | MAINTENANCE AGREEMENT -- CARDIAC MONITORS | 10011303 - 5325 | \$53,373.00 |
| PERMANENT IMPROVEMENT-SERVICES AND CHARGES | | | | |
| R1305102 | HILLS BLACKTOP INC | EMS 9 - BLACKTOP SEAL COAT | 40111402 - 5328 | \$15,549.00 |

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

RESOLUTION NO. 13-837

IN THE MATTER OF ACCEPTING THE TREASURER’S REPORT FOR THE MONTH OF JULY 2013:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to accept the Treasurer’s Report for the month of July 2013.

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

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

RESOLUTION NO. 13-838

IN THE MATTER OF SETTING DATE AND TIME FOR FILING APPLICATIONS FOR DESIGNATION OF PUBLIC DEPOSITORY OF ACTIVE PUBLIC MONEYS FOR DELAWARE COUNTY FOR A FOUR YEAR PERIOD COMMENCING DECEMBER 1, 2013 PURSUANT TO PROVISIONS OF SECTION 135.33 OF THE OHIO REVISED CODE:

It was move by Mr. Merrell, seconded by Mr. Stapleton to set **Monday, September 16, 2013, at 4:30 p.m.** at the Commissioners Office, 101 North Sandusky Street, Delaware, Ohio, as the deadline for filing the active depository designation of County Active Public Moneys for a four year period commencing December 1, 2013. The County Treasurer having estimated that the aggregate amount of public moneys that might be available for deposit as active moneys at any one time during the next four-year period is \$150,000.000.

Further, the Board of Commissioners, upon recommendation of the Treasurer, shall designate, by resolution, said depositories during their regularly scheduled session on Monday October 14, 2013.

The Clerk shall give notice of this action to all eligible institutions as provided by Treasurer.

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

RESOLUTION NO. 13-839

IN THE MATTER OF APPROVING BID DOCUMENTS AND SETTING THE BID AND OPENING DATE FOR THE PROJECT KNOWN AS VILLAGE OF SHAWNEE HILLS SIDEWALK IMPROVEMENTS:

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

WHEREAS, the Delaware County Board of Commissioners (the “Board”) approved Community Development Block Grant (CDBG) activity funding, per Resolutions 12-1361(CDBG Grant Agreement B-F-12-1AT-1 with the Ohio Development Services Agency) and 12-605 (authorizing use of Revolving Loan Funds), for Ashley street improvements (Grant Activity 1), Ostrander sidewalk improvements (Grant Activity 2), Shawnee Hills sidewalk improvements (Grant Activity 3), Galena public rehabilitation (Grant Activity 4), county-wide home repair (Grant Activity 5), and fair housing (Grant Activity 6); and

WHEREAS, the Delaware County Economic Development Director and the Ohio Regional Development Corporation (“Grant Consultant”) have prepared all necessary bid documents for the project known as the Village of Shawnee Hills Sidewalk Improvements (Grant Activity 3); and

WHEREAS, the Environmental Release of Funds acknowledgement from the Ohio Development Services Agency (ODSA) authorizing funding of Grant Activity 3 was approved by ODSA on June 3, 2013; and

WHEREAS, the Delaware County Economic Development Director and the Grant Consultant jointly recommend approving the bid documents and advertising for bids for the project.

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

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Section 1: The bid documents for the project known as Village of Shawnee Hills Sidewalk Improvements are hereby approved.

Section 2: The Delaware County Economic Development Director and Grant Consultant are authorized to advertise for (published on August 23rd and 30th; and placed on the County’s website) and receive bids on behalf of the Board in accordance with the following Notice to Contractors:

NOTICE TO CONTRACTORS

Sealed proposals for the Shawnee Hills Old Municipal Building Sidewalk Project will be received by the Delaware County Commissioners at 101 North Sandusky Street, Delaware, OH 43015 until 11:30 a.m., Sept 10, 2013, and then at 11:30 a.m. at said office opened and read aloud.

Plans, Specifications, and bid forms may be secured from the Ohio Regional Development Corporation, 120 ½ S. 4th Street, Coshocton, OH 43812 (740) 622-0529. A nonrefundable fee of \$25.00 dollars will be required for each set of plans and specifications, checks made payable to Ohio Regional Development Corporation. The project includes: 443 LF of 4" thick concrete sidewalk (5' wide), 272 SY of subgrade compaction, 61 CY of 8" aggregate base, 24 CY of asphalt concrete, and the clearing, grubbing, grading, seeding and mulching necessary to construct a parking lot and sidewalks for the Village of Shawnee Hills Old Municipal Building
Engineer’s Estimate: \$23,655.50

Each bid must be accompanied by either a bid bond in an amount of 100% of the bid amount with a surety satisfactory to the aforesaid Delaware County or by certified check, cashiers- check, or letter of credit upon a solvent bank in the amount of not less than 10% of the bid amount in favor of the aforesaid Delaware County. Bid Bonds shall be accompanied by Proof of Authority of the official or agent signing the bond.

Bids shall be sealed and marked as Bid for Shawnee Hills Old Municipal Building Sidewalk Project and mailed or delivered to:

Delaware County Commissioners
101 North Sandusky St
Delaware, OH 43015

A pre-bid meeting will be held on September 4, 2013 at 11:30 am at the Delaware County Commissioners Conference Room, 101 N. Sandusky St, Delaware, OH. Potential bidders are encouraged but not required to attend.

Publish: Aug 23, 2013 & Aug 30, 2013

The County reserves the right to waive any informality or to reject any or all bids. Attention of bidders is called to all of the requirements contained in this bid packet, particularly to the Federal Labor Standards Provisions and Davis-Bacon Wages, various insurance requirements, various equal opportunity provisions, and the requirement for a payment bond and performance bond for 100% of the contract price. No bidder may withdraw his bid within thirty (30) days after the actual date of the opening thereof.

Section 3. This resolution shall take effect and be in force immediately after its passage.

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

**DENNY SCHOOLEY, EXECUTIVE DIRECTOR DELAWARE COUNTY TRANSIT BOARD
– PRESENTATION DELAWARE AREA TRANSIT AGENCY**

RESOLUTION NO. 13-840

IN THE MATTER OF PROCURING AN EXCESS INSURANCE POLICY FOR DELAWARE COUNTY’S SELF INSURED WORKERS’ COMPENSATION PROGRAM AND AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE NECESSARY DOCUMENTS IN FURTHERANCE THEREOF:

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

WHEREAS, effective September 1, 2008, the Ohio Bureau of Workers’ Compensation has approved Delaware County as an authorized self-insured employer; and

WHEREAS, the Delaware County Board of Commissioners (the “Board”) has since 2008 procured excess workers’ compensation coverage through Midwest Employers Casualty Company; and

WHEREAS, the existing policy expires on August 31, 2013, and the board wishes to procure excess workers’ compensation coverage commencing on September 1, 2013; and

WHEREAS, Competitive bidding under section 307.86 of the Revised Code would increase, rather than decrease, the cost of the purchase; and

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WHEREAS, the Board, through the Agent of Record, Smith Feike Minton, Insurance 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, pursuant to section 305.30(K) of the Revised Code, the County Administrator shall perform such duties as the Board may determine by resolution;

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

Section 1. The Board hereby approves procuring excess workers' compensation coverage through Midwest Employers Casualty Company, upon the following terms:

- (a) The policy shall be effective September 1, 2013 through August 31, 2014;
- (b) The premium shall be \$79,995.00; and
- (c) The S.I.R. shall be \$500,000.

Section 2. The Board hereby approves a purchase order and voucher for the premium payment of \$79,995.00 (R1303128) to Smith-Feike-Minton, Inc. Insurance.

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

RESOLUTION NO. 13-841

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The Director of Emergency Communications recommends changing David Potts's position to a Full-Time Telecommunicator with the 911 department; effective August 17, 2013.

Therefore Be it Resolved the Board of Commissioners approve David Potts as a Full-Time Telecommunicator with the 911 department; effective August 17, 2013.

The Director of Emergency Communications recommends accepting the transfer of Brandi Daniels, from the Clerk of Courts, to a Full Time Telecommunicator with the 911 department; effective August 31, 2013.

Therefore Be it Resolved the Board of Commissioners approve the transfer of Brandi Daniels, from the Clerk of Courts, to a Full Time Telecommunicator with the 911 department; effective August 31, 2013.

The Director of Emergency Communications recommends Amanda Crist for promotion to an Emergency Communications Coordinator; effective September 3, 2103.

Therefore Be it Resolved the Board of Commissioners approve the promotion of Amanda Crist to an Emergency Communications Coordinator; effective September 3, 2013.

The Director of Emergency Communications recommends hiring Katrina Nicholl as a Telecommunicator with the 911 department; effective August 31, 2013.

Therefore Be it Resolved the Board of Commissioners approve hiring Katrina Nicholl as a Telecommunicator with the 911 department; effective August 31, 2013.

The Director of Emergency Communications recommends hiring Jaclyn Frea as a Telecommunicator with the 911 department; effective August 31, 2013.

Therefore Be it Resolved the Board of Commissioners approve hiring Jaclyn Frea as a Telecommunicator with the 911 department; effective August 31, 2013.

The Director of Emergency Communications recommends hiring Bryan Rand as a Telecommunicator with the 911 department; effective August 31, 2013.

Therefore Be it Resolved the Board of Commissioners approve hiring Bryan Rand as a Telecommunicator with the 911 department; effective August 31, 2013.

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

RESOLUTION NO. 13-842

IN THE MATTER OF THE DELAWARE COUNTY BOARD OF COMMISSIONERS ADOPTING AN

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EVALUATION TOOL FOR DELAWARE COUNTY EMPLOYEE PERFORMANCE APPRAISAL:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to adopt the following:

Whereas, The County Administrator and Assistant County Administrator/ Director of Administrative Services recommend approval of adopting the evaluation tool for Delaware county employee performance appraisal;

Therefore be it Resolved, the Board of Commissioners approve adopting the evaluation tool for Delaware county employee performance appraisal:

**Delaware County
Employee Performance Appraisal**

Performance Period From: _____ To: _____

Reviewing Supervisor: _____

Employee: _____ Review Date: _____

Title: _____ Department: _____

Type of Review: Mid Probation End of Probation Annual

DELAWARE COUNTY'S MISSION

Delaware County provides quality services to our residents, customers and the communities within the County in a fiscally responsible manner. We strive to be professional and disciplined in both our thoughts and actions and make focused decisions that are in the best interest of the public and our customers.

People: The Most Important Asset

It is our goal to recruit, train, and retain the most qualified and productive staff for Delaware County; to promote mutual trust and respect for each other; and practice open and timely two-way communication with the expectation and confidence that people will do the right thing. The County will keep an open mind to new ideas and encourage innovation. We hope to provide an opportunity for all employees to develop their potential and make the best use of their abilities.

Success: You Make It Happen

To make the County's goals happen, employees must share the same ideals and their actions must support those goals. Employees are the key to success for themselves and the County as a whole. If employees are successful, the County will be also. Every decision you made and every action taken, employees must consider the goals of their department, division, and the County and whether their thoughts and actions are moving those forward or moving them backwards.

- 1) Speed of Service – Providing service in a manner that positively affects the community and our customers.
- 2) Quality of Service – Providing quality services that positively impact the customers and the community.
- 3) Focused Decision Making – Decisions that impact positively on the community and our customers rather than personal satisfaction or gain; considering the big picture and the long-term impact your actions and decisions will have
- 4) Disciplined People, Thought and Action – Following the policies, procedures, rules, or directions to get the job done correctly.

Employee Performance Review Objectives:

This employee performance review will highlight the employee's strengths and successes and identify areas of growth, improvement and goal development.

This review is divided into the following sections:

- 1. Service & Accountability
- 2. Communication, Customer Service & Cooperation
- 3. Job Knowledge & Problem Solving
- 4. Initiative & Productivity

SPEED OF SERVICE & ACCOUNTABILITY

Performance Review Instructions: Please use the following review ratings to summarize the employee's performance for the review period.

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| RATING METHODS | | | | |
|--|------------------------|----------------------------|---|------------------|
| Improvement is Essential for Job Success | | Performance on Target | Key Contributor Who Consistently Performs at a High Level | |
| 1 Unsatisfactory | 2 Needs improvement | 3 Performance on Target | 4 Exceeds job requirements | 5 Outstanding |

| Success Factor # 1 – Speed of Service & Accountability | Rating |
|---|--------|
| 1. Produces quality work in a timely manner | |
| 2. Follows instructions, responds to management direction | |
| 3. Takes responsibility for own actions | |
| 4. Cares for and appropriately uses county equipment and supplies | |
| 5. Meets attendance and punctuality guidelines | |
| 6. Demonstrates accuracy and thoroughness | |
| 7. Displays commitment to excellence | |
| 8. Looks for ways to improve and promote quality | |
| 9. Applies feedback given for improvement | |
| 10. Monitors own work to ensure quality | |
| Total | |

In the space below briefly write any comments/concerns regarding the employee's speed of service and accountability.

Please explain applicable goals in this area.

QUALITY OF SERVICE
COMMUNICATION, CUSTOMER SERVICE & COOPERATION

Performance Review Instructions: Please use the following review ratings to summarize the employee's performance for the review period.

| RATING METHODS | | | | |
|--|------------------------|----------------------------|---|------------------|
| Improvement is Essential for Job Success | | Performance on Target | Key Contributor Who Consistently Performs at a High Level | |
| 1 Unsatisfactory | 2 Needs improvement | 3 Performance on Target | 4 Exceeds job requirements | 5 Outstanding |

| Success Factor # 2 - Quality of Service: | Rating |
|--|--------|
| | |

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| Communication, Customer Service & Cooperation | |
|---|--|
| 1. Expresses ideas and thoughts verbally | |
| 2. Expresses ideas and thoughts in written form | |
| 3. Exhibits good listening skills and comprehends directions | |
| 4. Keeps others adequately informed | |
| 5. Uses appropriate communication methods | |
| 6. Establishes and maintains effective customer service | |
| 7. Exhibits tact and consideration with internal and external customers | |
| 8. Displays positive outlook and pleasant manner | |
| 9. Offers assistance and support to others | |
| 10. Works actively to resolve conflicts | |
| Total | |

In the space below briefly write any comments/concerns regarding the employee's communication, customer service and cooperation skills.

Please explain applicable goals in this area.

FOCUSED DECISION MAKING
JOB KNOWLEDGE & PROBLEM SOLVING

Performance Review Instructions: Please use the following review ratings to summarize the employee's performance for the review period.

| RATING METHODS | | | | |
|---|------------------------|------------------------------|--|------------------|
| Improvement is Essential for Job Success | | Performance on Target | Key Contributor Who Consistently Performs at a High Level | |
| 1 Unsatisfactory | 2 Needs improvement | 3 Performance on Target | 4 Exceeds job requirements | 5 Outstanding |

| Success Factor # 3 - Focused Decision Making: Job Knowledge & Problem Solving | Rating |
|--|---------------|
| 1. Competent in essential job skills and knowledge | |
| 2. Exhibits ability to learn and apply new skills | |
| 3. Keeps abreast of current developments and seeks innovative opportunities | |
| 4. Requires minimal supervision | |
| 5. Displays understanding of how job relates to others | |
| 6. Fosters long-term learning and self-development | |

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| | |
|---|--|
| 7. Displays knowledge of Standard Operating Procedures/Departmental Procedures | |
| 8. Develops alternative solutions as situations arise | |
| 9. Demonstrates effective use of technology and/or resources to increase efficiency | |
| 10. Maintains confidentiality | |
| Total | |

In the space below briefly write any comments/concerns regarding the employee's job knowledge and problem solving.

Please explain applicable goals in this area.

**DISCIPLINE PEOPLE, THOUGHT AND ACTION
INITIATIVE & PRODUCTIVITY**

Performance Review Instructions: Please use the following review ratings to summarize the employee's performance for the review period.

| RATING METHODS | | | | |
|--|------------------------|----------------------------|---|------------------|
| Improvement is Essential for Job Success | | Performance on Target | Key Contributor Who Consistently Performs at a High Level | |
| 1 Unsatisfactory | 2 Needs improvement | 3 Performance on Target | 4 Exceeds job requirements | 5 Outstanding |

| Success Factor # 4 - Disciplined People, Thought and Action: Initiative & Productivity | Rating |
|--|--------|
| 1. Consistently meets or exceeds goals | |
| 2. Strives to improve overall performance | |
| 3. Works independently and as part of a team | |
| 4. Looks for and takes advantage of learning opportunities | |
| 5. Adjusts willingly to increased work loads | |
| 6. Displays willingness to make decisions | |
| 7. Exhibits sound and accurate judgment | |
| 8. Displays drive and energy in accomplishing tasks | |
| 9. Includes appropriate people in decision-making process | |
| 10. Use of leave does not negatively impact the department or co-workers | |
| Total | |

In the space below briefly write any comments/concerns regarding the employee's initiative and productivity.

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Please explain applicable goals in this area.

What contributions has the employee made to Delaware County through the course of their work?

Describe the overall appraisal of the employee's performance?

Describe areas of growth with the employee's performance?

What goals should the employee reach before the next appraisal period?

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Common Pleas Special
Projects/Inventoried Equipment

Common Pleas Special Projects/Maint and Repair
Services

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

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Merrell
Comments On Interview Concerning CSEA Agencies And Collection Rates

Commissioner Stapleton
-No Reports

Commissioner O'Brien
-DKMM Meeting On Tuesday; location move from Marion County to Knox County

RESOLUTION NO. 13-844

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

It was moved by Mr. Stapleton, seconded by Mr. Merrell to adjourn into Executive Session at 10:33AM.

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

RESOLUTION NO. 13-845

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to adjourn out of Executive Session at 11:16AM.

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

There being no further business, the meeting adjourned.

Gary Merrell

Ken O'Brien

Dennis Stapleton

Jennifer Walraven, Clerk to the Commissioners