

**COMMISSIONERS JOURNAL NO. 60 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD OCTOBER 14, 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. 13-1042

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD OCTOBER 10, 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 October 10, 2013; 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. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

RESOLUTION NO. 13-1043

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM SPECIAL MEETING HELD OCTOBER 11, 2013:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in special session on October 11, 2013; 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. Stapleton Aye Mr. Merrell Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 13-1044

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR1011:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR1011:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase			
Stark County	5 th District Court of Appeals	10029202-5301	\$ 9,787.74
Verizon (line 1)	Job and Family Phone Service	22511607-5260	\$ 5,829.89
Verizon (line 2)	Job and Family Phone Service	22511607-5315	\$ 2,300.00

<u>PR #</u>	<u>Vendor Name</u>	<u>Line Description</u>	<u>Line Account</u>	<u>Amount</u>
JOB AND FAMILY -SERVICE AND CHARGES				
R1305820	VARIOUS JFS ADOPTION ASSISTANCE	VARIOUS JFS ADOPTION ASSISTANCE	22511607-5350	6,057.33

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

RESOLUTION NO. 13-1045

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

Environmental Services is requesting that Chris Bean, Ken Bruen, Joseph Amato, Fred Fowler, Ric Irvine and Peggy Roberts attend a Franklin Information Systems Permit Software training in Delaware, Ohio on October 23, 2013 at a total cost of \$300.00 from org key 10011301.

The Director of Job and Family Services is requesting to attend a Managing Employee Leave and Conducting Investigations class at the City of Columbus Police Training Academy on October 25, 2013 at the cost of \$301.69 (fund number 22411605).

The County Engineer's office is requesting that Jim Drumm attend a Bridge Inspection Level 1 Course at the ODOT office in Dublin, Ohio from November 12-14, 2013 at the cost of \$35.00 (fund number 29214001).

The County Engineer's office is requesting that Jerry Ungashick, Jim Drumm, Junior Yates, Mike Seiter, Ray Brenner, Joe Warner, Ron Ford, Craig Moran, Barry Baxter, Joel Presthus, Tony Stidam, Chris McGrew and Bill Raenchle, attend a 2013 Superintendents and Mechanics Conference at Mount Sterling, Ohio at the cost of \$2,985.00 (fund number 29214001).

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

RESOLUTION NO. 13-1046

IN THE MATTER OF A TRANSFER LIQUOR LICENSE REQUEST FROM CANSALES LLC TO WILFORD CENTRAL LLC (DBA: SPAIN). AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:

It was moved by Mr. Merrell, 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 Wilford Central LLC has requested a transfer of a D1, D2, D3, D3A, D6 permit located at 76 Powell Road, Orange Township, Lewis Center, OH 43035 and

Whereas, the Delaware County Board of Commissioners have 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. Merrell Aye

RESOLUTION NO. 13-1047

SETTING DATE AND TIME FOR VIEWING AND PUBLIC HEARING FOR CONSIDERATION OF THE WEDGEWOOD PLACE SECTION 1 SUBDIVISION DRAINAGE PETITION FILED BY WEDGEWOOD PLACE HOMEOWNERS ASSOCIATION AND OTHERS:

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

WHEREAS, on September 24, 2013, the Clerk of this Board gave notice to the Board of County Commissioners and the County Engineer of Delaware County, Ohio, on the filing with her of a petition signed by Wedgewood Place Homeowners Association and Others to:

1. To replace, repair or alter the existing improvements as required and to maintain this improvement per engineering plan.
2. In Delaware County, Liberty Township, in Wedgewood Place Section 1 generally following the existing course and terrain of the improvement in this subdivision. (Exhibit C available for review in the Delaware County Commissioners' Office and Engineer's Office until no longer of administrative value).

WHEREAS, the proper bond has been filed with the clerk, approved, conditioned for the payment of costs of notices, plus any other incidental expenses, except the cost incurred by the Engineer in making his preliminary reports, if the prayer of this petition is not granted, or if the petition is for any cause dismissed, unless the Board decides to pay the Engineer's cost from the bond in accordance with Section 6131.09 of the Revised Code;

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THEREFORE, BE IT RESOLVED, BY The Board of County Commissioners, that **Monday December 16, 2013, at 1:30PM** on Delwood Drive, (in the vicinity of 3930 Delwood Drive) Powell, Ohio 43065 is hereby fixed as the time and place for the view thereon, and

BE IT FURTHER RESOLVED, That **Monday February 24th, 2014, at 10:30AM** at the Office of the Board of County Commissioners, 101 North Sandusky Street Delaware, Ohio be and the same is hereby fixed as the time and place for the first hearing on the petition, and

BE IT FURTHER RESOLVED, that notice of said view and hearing be given, as required by law.

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

RESOLUTION NO. 13-1048

IN THE MATTER OF THE DELAWARE COUNTY RECORDER'S PROPOSAL FOR THE ACQUISITION OR MAINTENANCE OF MICROGRAPHIC OR OTHER EQUIPMENT:

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

**DELAWARE COUNTY RECORDER'S PROPOSAL FOR THE ACQUISITION OR MAINTENANCE
OF MICROGRAPHIC
OR OTHER EQUIPMENT**

On this 23rd day of September 2013, and pursuant to R.C. § 317.321, Delaware County Recorder Melissa submits on behalf of the Delaware County Recorder's Office the following "Proposal":

1. The Recorder requests that beginning January 1, 2014, and ending December 31, 2018, an amount equal to \$4.00 of the fee collected for filing or recording a document for which a fee is charged as required by R.C. §§ 317.32(A), 1309.525 and 5310.15 be placed in the county treasury and designated as "General Fund Moneys to Supplement the Equipment Needs of the County Recorder."
2. The Recorder requests that the moneys so designated bear such designation for the period of 5 years.
3. Based upon a 12-month average from August 2012 – July 2013, the Recorder estimates the office will generate an average of \$112,679 per month in total fees from filing and recording documents as scheduled under R.C. §§ 317.32(A), 1309.525 and 5310.15. These estimates do not include amounts collected for and sent to the state for the Ohio Housing Trust Fund.
4. Based upon a 12-month average from August 2012 – July 2013, the Recorder estimates the office will generate an average of \$16,296 per month in fees designated as "general fund moneys to supplement the equipment needs of the county recorder" from filing and recording documents as scheduled under R.C. §§ 317.32(A), 1309.525 and 5310.15.
5. These moneys will be used for:
 - a. Computer equipment, parts & materials
 - b. Indexing services contract
 - c. Contract services for document back scanning
 - d. Printers and copiers, printer & copier maintenance services and parts, copier contracts & materials

A special fund under R.C. § 5705.12 for any fees designated as "General Fund Moneys to Supplement the Equipment Needs of the County Recorder" has previously been established and such fund can continue to exist and be used in connection with the funds generated pursuant to the Proposal. Approval and enactment of the Proposal will reestablish all previously agreed upon purposes of this fund, and maintenance and use of any monies existing in the fund upon enactment of the Proposal shall be according to those previously established purposes and agreements.

Pursuant to R.C. § 317.321, not sooner than the fifteenth nor later than the thirtieth day after the Board's receipt of the Proposal, the Board is required to meet with the Recorder to review the Proposal. Such meeting shall be in open public session in accordance with R.C. § 121.22, Ohio's Open Meeting's Law.

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

RESOLUTION NO. 13-1049

IN THE MATTER OF APPROVING BANKING INSTITUTIONS FOR DESIGNATION OF PUBLIC DEPOSITORY OF ACTIVE PUBLIC MONEYS:

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

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Whereas, the filing deadline for 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 was September 16, 2013, and

Whereas, the following banks submitted applications:

- Fifth Third Bank
- Delaware County Bank
- PNC Bank
- Huntington National Bank
- Key Bank
- First Merit

And,

Whereas, the Delaware County Treasurer recommends and approves the following listed banking institutions for designation as public depository of active public moneys:

- Fifth Third Bank
- Delaware County Bank
- PNC Bank
- Huntington National Bank
- Key Bank
- First Merit

Therefore Be It Resolved, that the Board of Delaware County Commissioners approve the following listed banking institutions for designation as public depository of active public moneys:

- Fifth Third Bank
- Delaware County Bank
- PNC Bank
- Huntington National Bank
- Key Bank
- First Merit

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

RESOLUTION NO. 13-1050

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

It was moved by Mr. Stapleton, seconded by Mr. Merrell 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
U13-051	AT&T	Chandler Court	Dig & place new hand hole
U13-052	AT&T	Orange Road/Green Meadows Drive	Placing hand holes
U13-053	AEP	Summerfield @ Orange Road	Lower aerial facilities
U13-054	Time Warner Telcom	Sawmill Parkway	Bore new fiber cable

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

RESOLUTION NO. 13-1051

IN THE MATTER OF TERMINATING OWNER'S AGREEMENT FOR LOCH LOMOND HILLS AND RETURNING LETTER OF CREDIT POSTED AS CONSTRUCTION SURETY TO LOCH LOMOND HILLS, LLC:

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

WHEREAS, on August 26, 2013, the Board of County Commissioners of Delaware County, Ohio entered into agreement with Loch Lomond Hills, LLC and accepted Letter of Credit Number 801006792 in the amount of \$144,600 as surety for the construction of the project known as Loch Lomond Hills, and

WHEREAS, due to a number of business and financial reasons, Loch Lomond Hills, LLC has determined that at

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the present time they will not be proceeding with the development of Loch Lomond Hills and is uncertain when the project will move forward. Therefore, Loch Lomond Hills, LLC requests that the Owner’s Agreement dated August 26, 2013 be nullified and that the Board of County Commissioners approve release of Letter of Credit 801006792 in the amount of \$144,600 to Loch Lomond Hills, LLC

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

Section 1: The Owner’s Agreement dated August 26, 2013 between the Board and Loch Lomond Hills, LLC be nullified, and;

Section 2: Letter of Credit Number 801006792 in the amount of \$144,600 be returned to Loch Lomond Hills LLC be returned and released for termination.

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

RESOLUTION NO. 13-1052

IN THE MATTER OF ACCEPTING ROAD, APPROVING RECOMMENDED SPEED LIMITS AND RELEASING LETTER OF CREDIT FOR NELSON FARMS SECTION 1, PHASE A, PART 3:

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

Nelson Farms Section 1, Phase A, Part 3

Please be advised that The Engineer has reviewed the roadway construction of the road within the referenced subdivision and find it to be constructed in accordance with the approved plans. Therefore, it is his recommendation that the roadway within the referenced subdivision be accepted into the public system.

The roadway to be accepted is as follows:

- An addition of 0.30 mile to **Township Road Number 1606, Shale Run Drive**

The Engineer also recommends that 25 mile per hour speed limits be established throughout the project.

The Engineer also requests approval to return the Letter of Credit being held as maintenance surety to the developer, Nelson Farms Associates.

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

RESOLUTION NO. 13-1053

IN THE MATTER OF APPROVING OWNER’S AGREEMENT FOR SAGE CREEK SECTION 5:

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

Whereas, as The Engineer recommends approving the Owner’s Agreement For Sage Creek Section 5;

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approve the Owner’s Agreement For Sage Creek Section 5

Owner’s Agreement for Sage Creek Section 5

**OWNER’S AGREEMENT
FOR
DRAINAGE IMPROVEMENTS**

THIS AGREEMENT made and entered into this 14th day of October 2013 by and between the **COUNTY OF DELAWARE** (acting by and through its **BOARD OF COUNTY COMMISSIONERS**), hereinafter called the **COUNTY**, and **JIMBA LTD. LLC**, hereinafter called the **OWNER**, as evidenced by Exhibit C of the Engineering and Construction Plan entitled “Sage Creek Section 5” which was approved by the County Engineer on 9/30/2013, hereinafter called the **PLAN**, is governed by the following considerations, to wit:

- 1) The **OWNER** is to construct, install or otherwise make all of the improvements as shown and set forth to be performed and completed on the **PLAN**, which is a part of this **AGREEMENT**.
- 2) The **OWNER** shall pay the entire cost and expenses of said improvements.
- 3) The **OWNER** shall deposit **TWO THOUSAND SEVEN HUNDRED DOLLARS (\$2,700)**, made payable to the Delaware County Engineer, estimated to be necessary to pay the cost of inspection by the **Delaware County Engineer**. When the fund has been depleted to **thirty percent (30%)** of the original amount deposited, the **OWNER** shall replenish the account, upon notice by the **Delaware County Engineer**. Upon

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completion and acceptance of the construction, the remaining amount in the fund shall be returned to the **OWNER**.

- 4) The **OWNER** is to complete all construction to the satisfaction of the **COUNTY** as evidenced by an approval letter from the **Delaware County Engineer**. Plat approval will be contingent upon satisfactory completion of all items in Exhibit C of the approved plans, to include permanent stabilization.
- 5) Upon approval of the improvements, all structures covered under Exhibit C of the approved plan will be placed on Delaware County's Ditch Maintenance Program.
- 6) The **OWNER** shall hold the **COUNTY** free and harmless from any and all claims for damages of every nature arising or growing out of the construction of the said improvements.
- 7) The **OWNER** will at all times during the construction of said improvements maintain through traffic on the public roadway and keep the same free of unreasonable hazards to the public. Said roadway shall not be closed to traffic except as approved by the **Delaware County Engineer**. Construction signs, barricades and lights shall be placed as needed on the job site in accordance with the **Ohio Department of Transportation "Uniform Traffic Control Devices"** and **"Traffic Control for Construction and Maintenance"**.
- 8) The **OWNER** further agrees that any violation of or noncompliance with any of the provisions and stipulations of this **AGREEMENT** shall constitute a breach of contract, and the **Delaware County Engineer** shall have the right to stop work forthwith and use the surety for the completion of the improvement.
- 9) If the **OWNER** should become unable to carry out the provisions of this **AGREEMENT**, the **OWNER'S** heirs, successors or assigns shall complete and comply with all applicable terms, conditions, provisions and requirements of this **AGREEMENT**.
- 10) Upon approval and acceptance of the improvements, the original copy of the **PLAN** shall become the property of the **COUNTY** and shall be filed in the office of the **Delaware County Engineer**.

In consideration whereof, the **BOARD OF COUNTY COMMISSIONERS OF DELAWARE COUNTY, OHIO** hereby grants to the **OWNER** or his agent the right and privilege to make the said improvements stipulated herein.

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

RESOLUTION NO. 13-1054

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR SHERIFF'S OFFICE:

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

Transfer of Appropriations

From	To	
28631336-5101 2013 Leap Grant/Health Insurance	28631336-5001 2013 Leap Grant/Compensation	4,180.00
28631336-5120 2013 Leap Grant/County Share OPERS	28631336-5001 2013 Leap Grant/Compensation	60.00
28631336-5120 2013 Leap Grant/County Share OPERS	28631336-5131 2013 Leap Grant/County Share Medicare	90.00

Transfer of Appropriations

From	To	
24231333-5217 FY11 2 nd Chance Family Based /Books	24231333-5301 FY11 2 nd Chance Family Based/Contract Services	\$3,000.00

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

RESOLUTION NO 13-1055

IN THE MATTER OF ACCEPTING THE AWARD FOR THE VICTIMS OF CRIME AND STATE VICTIMS ASSISTANCE GRANT (VOCA/SVAA) FOR VICTIM SERVICES:

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

Grant # 2014VAGENE445
 Source: VOCA- Ohio Attorney General
 Grant Period: October 1, 2013 – September 30, 2014

Federal Grant Request Amount: \$58,711.00
 Local Match: \$19,570.00
 Total VOCA Grant Amount: \$78,281.00

Grant # 2014SAGENE445

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Source: SVAA- Ohio Attorney General
Grant Period: October 1, 2013 – September 30, 2014

Federal Grant Request Amount: \$ 2,106.00
Local Match: \$ 0.00
Total VOCA Grant Amount: \$ 2,106.00

Total Grant Amount: \$80,388.00

The acceptance of the grant allows us to continue the employment of our victim services assistant and civil protection order specialist. Without either of these positions our Victim Services Unit would be unable to sustain the amount of victims and would in turn be a disservice to the people of Delaware County.

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

RESOLUTION NO 13-1056

IN THE MATTER OF APPROVING A TRANSFER OF APPROPRIATIONS FOR THE VICTIM SERVICES UNIT:

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

Transfer of Appropriations:

From	To	
10012301-5001	10012301-5101	\$5,000.00
Victims Assistance/Compensation	Victims Assistance/Health Insurance	

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

RESOLUTION NO. 13-1057

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

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

WHEREAS, pursuant to section 307.41 of the Revised Code, the Delaware County Board of Commissioners (the "Board") may find that it is necessary to expend county monies for the purchase or lease of a new automobile to be used by the Board, by any county department, board, commission, office or agency, or by any elected county official or his or her employees; and

WHEREAS, the Board has before it a request from the Department of Job and Family Services to expend county monies for the purchase of five new vehicles; and

WHEREAS, the Board participates in the State of Ohio's Cooperative Purchasing Program (the "Program"), and the requested vehicles are available for purchase via the Program;

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

Section 1. The Board hereby declares that a necessity exists to purchase five new vehicles for use by the Department of Job and Family Services.

Section 2. The Board hereby declares that the motor vehicles required are for staff to perform child welfare activities which includes the need to safely transport children.

Section 3. The Board hereby declares that the make and model of such vehicles are as follows:

1. Five Ford Focus for a total cost of \$78,495.

Section 4. The Board hereby declares that the purchase or lease of said vehicle(s) will be in accordance with the Program, pursuant to the contract and terms and conditions set forth in Contract # RS901314, which is, by this reference, fully incorporated herein and of which the purchase orders approved herein shall be made a part.

Section 5. The Board hereby approves a purchase order request for a total of \$78,495 to Labanon Ford Lincoln Mercury in Lebanon, Ohio for five Ford Focus with \$78,495 being from 22511607 – 5450.

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

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RESOLUTION NO. 13-1058

IN THE MATTER OF APPROVING A TRANSFER OF APPROPRIATIONS FOR JOB AND FAMILY SERVICES:

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

Transfer of Appropriations	Description	Amount
From	To	
22511607-5342	22511607-5450	\$ 78,495.00
Children Services/ Medical & Health Related Services	Children Services/ Capital Equipment	

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

RESOLUTION NO. 13-1060

IN THE MATTER OF AMENDING, AS PRESENTED, RESOLUTION 13-1059 (APPROVING A RESOLUTION FROM THE DELAWARE COUNTY BOARD OF COMMISSIONERS SUPPORTING THE DESIGNATION OF OLD 3C HIGHWAY IN THE COUNTY OF DELAWARE, OHIO AS AN OFFICIAL ODOT SCENIC BYWAY) BY DELETING THE WORD ENTHUSIASTICALLY FROM LAST LINE OF RESOLUTION:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to amend, as presented, resolution 13-1059 (approving a resolution from the Delaware County Board Of Commissioners supporting the designation of Old 3c Highway in the County Of Delaware, Ohio as an official ODOT scenic byway) by deleting the word enthusiastically from last line of resolution.

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

RESOLUTION NO. 13-1059

IN THE MATTER OF APPROVING, AS AMENDED WITH RESOLUTION 13-1060, A RESOLUTION FROM THE DELAWARE COUNTY BOARD OF COMMISSIONERS SUPPORTING THE DESIGNATION OF OLD 3C HIGHWAY IN THE COUNTY OF DELAWARE, OHIO AS AN OFFICIAL ODOT SCENIC BYWAY:

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

WHEREAS, the Delaware County Convention and Visitors Bureau is engaged in applying for an Ohio Scenic Byway designation for Route 3 to be the longest scenic byway in Ohio, and;

WHEREAS, the Delaware County CVB is working with 14 other counties and 16 other Convention and Visitors Bureaus to accomplish this designation, and;

WHEREAS, the Delaware County portion is the Old 3C Highway which enters Delaware County in Porter Township near Condit and travels through Sunbury and Galena and several townships, and;

WHEREAS, Knox County CVB is leading the project and would like a letter of support from the Delaware County Commissioners, and;

NOW THEREFORE, be it resolved by the Board of County Commissioners, Delaware County, State of Ohio, to support this designation and hereby sign a letter to be included with the application.

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

RESOLUTION NO. 13-1061

IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR ENVIRONMENTAL SERVICES:

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

SUPPLEMENTAL APPROPRIATION		
66211905-5361	SRF LSWRF/Attorney Services	\$25,000.00

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

RESOLUTION NO. 13-1062

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IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE FACILITIES SECRETARY:

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

Whereas, the Assistant County Administrator/ Director of Administrative Services and the Manager of Facilities recommends approving the job description for the Facilities Secretary;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Facilities Secretary:

Job Title:	Facilities Secretary	Posting Dates:	
Department/Address:	Facilities 1405 US Rt 23 North Delaware, OH 43015	Position Type:	Full Time
Typical Work Schedule:	M-F; 8 am - 4:30 pm 40 hours per week	Pay Range:	\$11.66-\$12.86/hour
Contact Information:	740/833-2120	FLSA:	Hourly, non-exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		
Objectives			
Individual is responsible for providing administrative and clerical support to the Facilities Department. Individual reports to the Facilities Manager.			
Job Standards			
High School diploma or GED plus related work experience. Must possess a valid Ohio Driver's License and acceptable driving record. 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.			
Job Description			
ESSENTIAL JOB FUNCTIONS:			
<ul style="list-style-type: none"> ▪ Assists with the County's Internet Auction; ▪ Provides back-up and coverage for the County's switchboard and receptionist responsibilities of the Administrative Assistant to the Board of Commissioners and the Mailroom Clerk ; ▪ Answers telephone, screens calls, makes referrals, and gives and receives information; ▪ Receives, prepare files and maintains documents, records and correspondence; ▪ Performs typing, word processing, and related computer operations; ▪ Devises correspondence, completing forms and developing reports associated with the Facilities Department operations; ▪ Faxes and copies materials as requested; ▪ Receives and greets clients and visitors; ▪ Communicates professionally and effectively with clients, employers, county partners and co-workers to respond to inquiries and provide needed information; ▪ Processes and distributes incoming and outgoing documentation and correspondence; ▪ Performs accounting and bookkeeping functions; ▪ Performs the duties as the Facilities Department Coordinator of the County's procurement card program; ▪ Maintains records of expenditures and receivables and processes bills for payment for Facilities and Service Center; ▪ Orders and maintains necessary office supplies; ▪ Completes and enters payroll for Facilities and Service Center; ▪ Handles client complaints and public inquiries regarding programs; ▪ Maintains appointment calendar and schedule; ▪ 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 operate a variety of office equipment such as computer, copier, typewriter, multi-line telephone, calculator, FAX machine, and other equipment necessary to perform duties.			
Critical Skills/Expertise:			

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<ul style="list-style-type: none"> ▪ Ability to operate a multi-line telephone system, switchboard, mail equipment, and other standard office equipment; ▪ Must possess a pleasant and professional personality and telephone voice; ▪ Ability to organize and prioritize assignments; ▪ 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 define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills; ▪ 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 work independently, under pressure, and to set and achieve goals; ▪ Ability to organize and maintain large volumes of information and paperwork; and ▪ Ability to effectively program plan independently and in collaboration with other staff units and outside agencies. 	
<p>II. RESPONSIBILITY Individual is given general direction from Supervisor in following established practices and clear-cut policies. 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 loss of time.</p>	
<p>III. 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.</p>	
<p>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, 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.</p>	
<p>ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.</p>	
Employee:	Date:

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

RESOLUTION NO. 13-1063

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The Manager of the Maintenance Department recommends accepting the voluntary resignation of Danny Hildreth from the Maintenance Department; effective September 27, 2013.

Therefore Be it Resolved the Board of Commissioners accept the resignation of Danny Hildreth from the Maintenance Department; effective September 27, 2013.

The 911 Communications Director for Emergency Communications recommends the termination of the employment of probationary employee, Sherri Edwards, effective October 4, 2013;

Therefore Be It Resolved, that the Board of Commissioners approve the termination of the employment of probationary employee, Sherri Edwards, effective October 4, 2013.

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

RESOLUTION NO. 13-1064 WAS NOT UTILIZED

PRESENTATIONS ON SUPPLEMENTAL LIFE INSURANCE COVERAGE

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- 1) Joseph Johnson, Colonial Life
- 2) Dinesh O Saxena, New York Life

RESOLUTION NO. 13-1065

IN THE MATTER OF ALLOWING AN ADDITIONAL THREE MINUTES, FOR REBUTTAL, TO EACH THE SUPPLEMENTAL LIFE INSURANCE COVERAGE PRESENTATIONS:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to allow an additional three minutes, for rebuttal, to each the supplemental life insurance coverage presentations.

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

RESOLUTION NO. 13-1066

IN THE MATTER OF ALLOWING AN ADDITIONAL FIVE MINUTES, FOR REBUTTAL AND/OR QUESTIONS, TO EACH THE SUPPLEMENTAL LIFE INSURANCE COVERAGE PRESENTATIONS:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to allow an additional five minutes, for rebuttal and/or questions, to each the supplemental life insurance coverage presentations.

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

The Board Has Requested That The Following Information From The Representatives Be Submitted To Dawn Huston, Assistant County Administrator: Copies Of Applications; Polices; Summary; Adverse Selection Information

- Dawn Huston, Assistant County Administrator**
 -will bring information back to board
 -open enrollment starts the first of November

COMMISSIONERS' COMMITTEES REPORTS

- Commissioner O'Brien**
 -Attended And Participated In An EMA Meeting; Moving Forward With Hiring A New Director
 -Attended And Participated In The "DWARD" (Dangerous Wild Animal Response Team) Meeting
 -Upcoming Regional Planning Executive Meeting; Budget Issues
 -Requesting Future Discussions By The Board And Staff On: 2014 Pay-Raises And The Liberty Road Sewer Line

- Commissioner Stapleton**
 -No Reports Today

- Commissioner Merrell**
 -Importance Of Organ Donation; Shared A Family Friend's Story

- Tim Hansley, County Administrator, Reports And Comments**
 -No Reports

RESOLUTION NO. 13-1067

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

It was moved by Mr. Merrell, seconded by Mr. Stapleton to adjourn into Executive Session at 11:10AM.

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

RESOLUTION NO. 13-1068

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 11:40AM.

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

RECESS UNTIL AFTER THE CONCLUSION OF THE 1:30PM WORK SESSION

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RECONVENE AT 3:15PM

RESOLUTION NO. 13-1069

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

It was moved by Mr. Merrell, seconded by Mr. Stapleton to adjourn into Executive Session at 3:15PM.

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

RESOLUTION NO. 13-1070

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 4:12PM.

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

DISCUSSION OF UPCOMING BUDGET PROCESS

- may submit written information along with the budget numbers
- focus on the differences between years
- recap discussion at the end of the day
- how to handle outside request yet to be determined

There being no further business, the meeting adjourned.

1:30PM WORK SESSION

Chris Bauserman, County Engineer
Robert M. Riley, P.E., Chief Deputy Engineer
Discussion And Presentation Of The 5-Year Road And Bridge Capital Improvement Plan

Gary Merrell

Ken O'Brien

Dennis Stapleton