

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

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

Present:
Gary Merrell, President
Dennis Stapleton, Vice President
Ken O’Brien, Commissioner

RESOLUTION NO. 14-697

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JUNE 16, 2014:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the “Board”) met in regular session on June 16, 2014; 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. 14-698

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0618:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0618 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO’ Increase			
Beem’s BP	Fuel	10011106-5228	\$50,000.00
Decrease			
Central Ohio Farmers Coop	Fuel	10011106-5228	\$50,000.00

PR Number	Vendor Name	Line Description	Line Account	Amount
ENVIRONMENTAL SERVICES				
R1404151	YSI INC	TARTAN	66611906 - 5450	\$18,259.00
PERMANENT IMPROVEMENT				
R1404169	BALLINGER GLASS	(104) WINDOWS - CHANNING ST	40111402 - 5410	\$ 30,275.00
R1404202	BUCKEYE OIL EQUIPMENT CO	(2) UNDERGROUND TANK SUMP PUMP REPLACEMENT	40111402 - 5410	\$ 11,504.00
EMERGENCY MEDICAL SERVICES				
R1404179	FORTE HOLDINGS INC	ANNUAL SUBSCRIPTION FEE	10011303 - 5320	\$ 20,845.00
LAND AND BUILDINGS				
R1404200	UNITED MAIL LLC	POSTAGE 2ND HALF TAX BILLS	10011105 - 5331	\$ 12,216.51

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

RESOLUTION NO. 14-699

IN THE MATTER OF ACCEPTING THE TREASURER’S REPORT FOR THE MONTH OF MAY 2014:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to accept the Treasurer’s Report for the month of May

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

2014:

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

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

RESOLUTION NO. 14-700

IN THE MATTER OF APPROVING A DRAINAGE EASEMENT VACATION FOR PARKSHORE SECTION 1:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve the following:

Whereas, The Engineer has received a request from Wayne Skipper Stringfield and Dawn Michelle Stringfield, owners of Lot 2898, Parkshore Section 1 Subdivision, Orange Township, commonly known as 3184 Waukeegan Avenue, Lewis Center, Ohio 43035, to vacate a portion of the original drainage easement as recorded on Parkshore Section 1 Subdivision plat that exists on the west and south property lines of said Lot 2898; and

Whereas, the portion of the easement as described below which is located within said Lot 2898 as depicted in Plat Cabinet 1, Slide 564, Recorder’s Office, Delaware, Ohio has been determined by The Engineer to no longer be required after further evaluation of the site indicated that the entire easement width was not needed; and

Whereas, The Engineer requests your approval to vacate this portion of the easement and to include a marginal reference on Plat Cabinet 1, Slide 564 of this action to vacate this portion of this easement;

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approves the Drainage Easement Vacation for Lot 2898 in Parkshore Section 1 Subdivision, Orange Township, Delaware County, Ohio (Plat Cabinet 1, Slide 564) described as follows:

DRAINAGE EASEMENT VACATION
0.023 ACRE

Situated in the State of Ohio, County of Delaware, Township of Orange, in Farm Lot 12, Section 1, Township 3, Range 18, United States Military Lands, being on, over and across Lot 2898 of that subdivision entitled “Parkshore Section 1”, of record in Plat Cabinet 1, Slide 564, as conveyed to Wayne Skipper Stringfield and Dawn Michelle Stringfield by deed of record in Deed Book 626, Page 269 (all references refer to the records of the Recorder’s Office, Delaware County, Ohio), and more particularly bounded and described as follows:

Beginning, for reference, at the common corner of said Lot 2898 and Lot 2899 of said “Parkshore Section 1”, being in the southerly right-of-way of Waukeegan Avenue;

thence South 03° 25’ 45” West, with the line common to said Lots 2898 and 2899, a distance of 112.90 feet to a point;

thence across said Lot 2898, the following courses and distances:

South 86° 34’ 15” East, a distance of 12.50 feet to a point in the easterly line of a Drainage Easement of record in Plat Cabinet 1, Slide 564, the TRUE POINT OF BEGINNING;

South 36° 33’ 28” East, with the northerly line of said Drainage Easement, a distance of 35.36 feet to a point; and

South 86° 34’ 15” East, continuing with the northerly line of said Drainage Easement, a distance of 72.45 feet to a point in the line common to said Lot 2898 and Lot 2897 of said “Parkshore Section 1;

thence South 01° 43’ 11” East, with said common line, a distance of 7.53 feet to a point;

thence across said Lot 2898 and said Drainage Easement, the following courses and distances:

North 86° 34’ 15” West, a distance of 92.02 feet to a point;

North 43° 53’ 54” West, a distance of 5.21 feet to a point; and

thence North 03° 25’ 45” East, a distance of 31.06 feet to the TRUE POINT OF BEGINNING, containing 0.023 acre, more or less.

This description has been prepared by:

EVANS, MECHWART, HAMBLETON & TILTON, INC.
Heather L. King, Registered Surveyor No. 8307

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

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

RESOLUTION NO. 14-701

IN THE MATTER OF AUTHORIZING THE FISCAL YEAR 2014 SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO BE FILED WITH THE OHIO DEVELOPMENT SERVICES AGENCY:

It was moved by Mr. Stapleton, seconded by Mr. Merrell to authorize the application:

WHEREAS, the Ohio Development Services Agency has allocated \$193,000 in the Fiscal Year 2014 Small Cities Community Development Block (CDBG) grant funds under the Allocation Program to Delaware County; and

- 1. WHEREAS, Delaware County has conducted its first public hearing on April 14, 2014, concerning the CDBG program and has conducted the second public hearings on the proposed activities on June 5, 2014. Such hearings indicate significant need and interest in utilizing these funds to assist the communities within the County with necessary and useful programs, which are responsive to the State and national program objectives and qualification criteria for this program.

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. The Economic Development Coordinator is hereby authorized to make application for \$193,000 of CDBG Small Cities Formula Program funds, \$24,000 of which shall be used for Public Facilities for an Outdoor Warning Siren in the Village of Ashley; \$105,000 of which shall be used for Public Rehabilitation for ADA accessibility for the Village of Galena; \$27,000 of which shall be used for Public Services for Delaware STEP; \$24,000 of which shall be used for Public Facilities for the Ashley Villa; \$6,000 of which shall be used for Fair Housing educational activities throughout the County; and \$7,000 of which shall be used for Program Administration. All necessary program assurances will be included with the application.

Section 2. The Board authorizes the President of the Board to execute any necessary administrative documents in support of the grant application.

Section 3. The Board hereby rescinds Resolution No. 14-688.

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

RESOLUTION NO. 14-702

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE PROGRAM SUPERVISOR FOR THE JOB AND FAMILY SERVICES DEPARTMENT:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Program Supervisor for The Job and Family Services Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Program Supervisor for The Job and Family Services Department.

Job Title:	Program Supervisor	Department:	
Position Type:	Full-time	Address:	JFS Delaware, OH 43015
Typical Work Schedule:	8 a.m. - 4:30 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		
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 programs are followed and successful obtainment of program performance measures. 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.			
Job Standards			

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

<p>Bachelor's degree in Human or Social Services, Education or 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.</p>
<p>Job Description</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none">• Demonstrates regular and predictable attendance;• 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 departmental 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 assigned staff;• Supervises 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;• Completes reports;• Approves clients for work sites;• Develops and evaluates competitive procurements to enhance services;• Engages in job development activities as required;• Plans and coordinates departmental training;• Works outside of the typical work schedule as required;• Devises correspondence, completing forms and developing reports associated with the department;• Handles client complaints and public inquiries regarding programs;• Perform any related essential functions as required; and• Other duties as assigned by the supervisor; <p>NON-ESSENTIAL JOB FUNCTIONS:</p> <p>Performs related Essential/Non-Essential functions as required.</p> <p>I. JOB REQUIREMENTS AND DIFFICULTY OF WORK</p> <p>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.</p> <p>Critical Skills/Expertise:</p> <ul style="list-style-type: none">• Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with programs. Includes, but is not limited to /WIA procedure manual, Ohio Revised Code, Ohio Administrative Code, and various Public Assistance manuals and guidance;• Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;• Thorough knowledge and adherence to follow and ensure compliance with safety policies, procedures and practices;• Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.• 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 various computer applications 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 professionally and effectively with internal and external customers, 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 maintain confidentiality;

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

<ul style="list-style-type: none">• Proficient skills in Microsoft Office;• Must be organized and dependable;• Must possess excellent customer service skills;• Adhere to confidentiality policy and guidelines;• 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. 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.</p> <p>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.</p> <p>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.</p> <p>V. PHYSICAL EFFORT AND WORK ENVIRONMENT <u>Physical Requirements:</u> The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.</p> <p><u>Physical Activity:</u> The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and walking.</p> <p><u>Visual Activity:</u> The minimum visual activity of the seeing job is close to the eyes.</p> <p><u>Job Location:</u> The minimum work conditions for the position indicates that the individual is not exposed to adverse environmental conditions.</p>

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

RESOLUTION NO. 14-703

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to approve the following:

The Director of Job and Family Services recommends the promotion of Corrine Yager to a Social Services Worker III with the JFS Department; effective July 14, 2014;

Therefore Be It Resolved, that the Board of Commissioners approve the promotion of Corrine Yager to a Social Services Worker III with the JFS Department; effective July 14, 2014.

The Director of Job and Family Services recommends hiring (as a transfer from the Prosecutor’s Office) Elicia Dumolt as a Social Services Worker III with the JFS Department; effective July 14, 2014;

Therefore Be It Resolved, that the Board of Commissioners approve hiring (as a transfer from the Prosecutor’s Office) Elicia Dumolt as a Social Services Worker III with the JFS Department; effective July 14, 2014.

The Director of Emergency Communications recommends hiring James R. Stambaugh II as a Telecommunicator with 911; effective July 7, 2014.

Therefore Be It Resolved, that the Board of Commissioners approve hiring James R. Stambaugh II as a Telecommunicator with 911; effective July 7, 2014.

The Director of Emergency Communications recommends hiring Mark A. Smith as a Telecommunicator with 911; effective July 7, 2014.

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

Therefore Be It Resolved, that the Board of Commissioners approve hiring Mark A. Smith as a Telecommunicator with 911; effective July 7, 2014.

The Manager of the Facilities recommends the transfer of Denise Douglas from Code Compliance to Facilities serving as the Mail Clerk; effective July 7, 2014.

Therefore Be It Resolved, that the Board of Commissioners approve the transfer of Denise Douglas to the Facilities Department serving as the Mail Clerk; effective July 7, 2014.

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

ADMINISTRATOR REPORTS

Tim Hansley

-Met with Commissioner O'Brien, City of Powell Manager and Delaware City Manager to discuss annexation concerns in connection with Sawmill Parkway extension

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Stapleton

-Concerns over the Westerville City sewer easements coming up on the agenda and getting the City of Westerville to commit to the Gemini Parkway extension

Commissioner O'Brien

-Attended and participated in the Regional Planning Executive Meeting. Will be discussing a variance for Berkshire Township
-Stopped into the LAPC exercise yesterday
-The discussions about annexation and curb cuts were productive

Commissioner Merrell

-No reports

RESOLUTION NO. 14-704

IN THE MATTER OF APPROVING A REPRESENTATION LETTER TO THE AUDITOR OF STATE'S OFFICE AS PART OF THE AUDIT OF THE BASIC FINANCIAL STATEMENTS OF DELAWARE COUNTY:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve the following:

Whereas, the Delaware County Auditor has presented and recommends approval of the Representation Letter To The Auditor Of State's Office As Part Of The Audit Of The Basic Financial Statements Of Delaware County;

Therefore Be It Resolved, that the Board of Commissioners approves the Representation Letter To The Auditor Of State's Office As Part Of The Audit Of The Basic Financial Statements Of Delaware County and authorizes the President of the Board to execute the letter on behalf of the Board.

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

RESOLUTION NO. 14-705

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, DISMISSAL, DISCIPLINE OR COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL AND FOR COLLECTIVE BARGAINING:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to adjourn into Executive Session at 9:50AM.

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

RESOLUTION NO. 14-706

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to adjourn out of Executive Session at 12:55 PM.

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

There being no further business, the meeting adjourned.

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 19, 2014

Gary Merrell

Ken O'Brien

Dennis Stapleton

Jennifer Walraven, Clerk to the Commissioners