

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JULY 23, 2015

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

Present:
Gary Merrell, President
Barb Lewis, Vice President

RESOLUTION NO. 15-863

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JULY 16, 2015:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on July 16, 2015; 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 Mrs. Lewis Aye -

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RETIREMENT RECOGNITION,
DOUG MISSMAN CHIEF PROBATION OFFICER ADULT COURT SERVICES

RESOLUTION NO. 15-864

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0722 AND PROCUREMENT CARD PAYMENTS IN BATCH NUMBER PCAPR0722:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0722, Procurement Card Payments in batch number PCAPR0722 and Purchase Orders as listed below:

	<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase				
P1501183-	Kemira	Chemicals RSD	66211903-5290	\$11,000.00
Allied Tech		Pump Rental Quail Meadow	66211903-5335	\$ 5,000.00
Beem's BP Distribution		Fuel Service Center	10011106-5228	\$40,000.00

PR	Vendor Name	Line Desc	Line Account	Amount	Line
R1504228	CTL ENGINEERING INC	NEW COURT HOUSE - SOIL BORING AND GEOTECH REPORT	40411414 - 5410	\$11,700.00	0001
R1504229	COUNTY RISK SHARING	LEGAL CLAIMS FEES DEDUCTIBLE	60111901 - 5370	\$100,000.00	0001
R1504246	SCHAEFER, ROBERTS	101 N SANDUSKY ST ENTRY MURAL	10011102 - 5301	\$5,150.00	0001
R1504204	STANTEC CONSULTING INC	GROUNDWATER MONITORING - SCIOTO RESERVE	66211907- 5301	\$9,500.00	0001
R1504234	DELAWARE COUNTY ENGINEER	SAWMILL PARKWAY COST RECOVERY	48040480- 5730	\$4,600,776.40	0001
R1504271	MT BUSINESS TECHNOLOGIES	JURY - COPIER	41711436 - 5450	\$7,900.00	0001
R1504277	BKM CONSTRUCTION	WILLIS - EXTERIOR WALL REPAIR	40111402 - 5328	\$5,040.36	0001
R1504273	HEALTHY LIFE SCREENING LLC	HEALTH FAIR; GRANT REIMBURSED	60211902 - 5370	\$13,000.000	0001

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye -

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RESOLUTION NO. 15-865

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

The Juvenile Court is requesting that Dana Wisecarver attend a National Victim’s Conference in Dallas, Texas from August 15-19, 2015 at the cost of \$1606.00 (fund number 27826325).

The Juvenile Court is requesting that Douglas Althausser attend a Parent Project facilities training in Ontario, California from October 19-23, 2015 at the cost of \$2087.00 (fund number 27826325).

The Chief of Emergency Medical Services is requesting that Lt. Jeff Sparks attend an EMS Leadership class in Columbus, OH from August 17-28, 2015 at the cost of \$75.00 (fund number 10011303).

Vote on Motion - Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-866

IN THE MATTER OF ACCEPTING THE TREASURER’S REPORT FOR THE MONTH OF JUNE 2015:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to accept the Treasurer’s Report for the month of June 2015.

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

Vote on Motion Mr. Merrell Aye - Mrs. Lewis Aye

RESOLUTION NO. 15-867

SETTING DATE AND TIME FOR VIEWING AND PUBLIC HEARING FOR CONSIDERATION OF THE LATERAL #2 OF THE SCOTT #604 WATERSHED DRAINAGE IMPROVEMENT PETITION FILED BY LINDA GRUBB AND OTHERS:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to adopt the following resolution:

WHEREAS, on this **June 9, 2015**, 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 Linda Grubb and Others, to:

1. To generally improve the drainage, both surface and subsurface, to a good and sufficient outlet by replacing or repairing, or altering the existing improvement as required and/or creating new surface and subsurface drainage mains or laterals as requested by this petition.
2. In Delaware County, Berlin Township, within Lateral #2 of the Scott #604 watershed and generally following, but not limited to, the course and termini of the existing improvements.

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;

THEREFORE, BE IT RESOLVED, BY THE Board of County Commissioners, that the **Monday August 31, 2015 at 1:30PM** at the upper terminus of the improvement, be and the same is hereby fixed as the time and place for the view thereon, and

BE IT FURTHER RESOLVED, That the **Thursday November 5, 2015 at 9:45AM** 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 Mrs. Lewis Aye - Mr. Merrell Aye

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RESOLUTION NO. 15-868

IN THE MATTER OF APPROVING A SUPPLEMENTAL APPROPRIATIONS FOR JUVENILE COURT:

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

Supplemental Appropriations

26782601-5301	Care & Custody Admin/Professional Services	11,875.00
26782601-5305	Care & Custody Admin/Training & Staff Development	750.00
26782601-5310	Care & Custody Admin/Travel Nontaxable	1,000.00
27426314-5305	Crime Victims CASA/Training & Staff Development	495.00
27426314-5310	Crime Victims CASA/Travel Nontaxable	647.52
Vote on Motion	- Mr. Merrell Aye Mrs. Lewis Aye	

RESOLUTION NO. 15-869

IN THE MATTER OF AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE OHIO DEPARTMENT OF MENTAL HEALTH FOR THE DELAWARE COUNTY JUVENILE COURT FAMILY TREATMENT COURT:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following;

Grant 99-2192-DRCT-T-15-0005
Source: Ohio Department of Mental Health
Grant Period: 7-1-15 thru 6-30-16

Grant Amount: \$51,716.00
Local Match: 0
Total: \$51,716.00

Proceeds from the grant will go towards funding of salaries and fringe benefits for staff with the Delaware County Family Treatment Court.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye -

RESOLUTION NO. 15-870

IN THE MATTER OF APPROVING AMENDMENT NO. 1 TO THE SERVICES CONTRACT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND ARAMARK UNIFORM SERVICES:

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

- Whereas, the Board of Commissioners entered into a contract with Aramark Uniform Services; and
- Whereas, additional garments and services are requested by the County for use by the Sewer District; and
- Whereas, the Director of Environmental Services recommends approval of Amendment No. 1.

Now Therefore Be It Resolved that that Delaware County Board of Commissioners approve Amendment No. 1 to Uniform Services Contract.

AMENDMENT NO. 1 TO UNIFORM SERVICES CONTRACT

This Amendment No. 1 to the Original Agreement dated March 23, 2015, is made and entered into this 23rd day of July, 2015, by and between the Delaware County Board of Commissioners, Delaware County, Ohio, 101 North Sandusky Street, Delaware, Ohio 43015 (“County”), and Aramark Uniform Services, 1900 Progress Avenue, Columbus, Ohio 43207 (“Contractor”) (hereinafter collectively referred to as the “Parties”).

ARTICLE 1 – AMENDMENT

In accordance with Section 11.2 of the Original Agreement, the Parties mutually agree to amend the Original Agreement by adding the following ‘Garments and Services Ordered’ to Exhibit D:

Merchandise: Dura-Press Cotton Pants (GP-0171) Rate Basis: change

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Number of Items Per Wearer: 11 Frequency: wkly
Changes Per Week: 5 Replacement Charge: \$19.00
Rate: \$2.00

ARTICLE 2 – REMAINING PROVISIONS

All other terms and conditions of the Original Agreement not specifically amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye -

RESOLUTION NO. 15-871

IN THE MATTER OF CERTIFICATION OF DELINQUENT ACCOUNTS TO THE COUNTY AUDITOR FOR ACCOUNTS TO BE ASSESSED TO PAYABLE YEAR 2016 TAXES:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to certify to the County Auditor the delinquent accounts for placement on the tax duplicate.

Whereas, the County owns and operates a Sewer District as authorized by Ohio Revised Code (ORC) 6117; and

Whereas, ORC 6117.02 authorizes the County to set rates and charges for the sanitary services provided by the Sewer District; and

Whereas, when any of the sanitary rates or charges are not paid when due, the board may certify the unpaid rates or charges, together with any penalties, to the County Auditor, who shall place them upon the real property tax list and duplicate against the property served by the connection; and

Whereas, staff has determined that there are unpaid rates and charges that need to be collected; and

Whereas, staff recommends collection of the unpaid rates and charges by certifying these delinquent accounts to the County Auditor.

Therefore be it resolved that the Board of County Commissioners certify the delinquent accounts in the amount of \$106,246.36 to the County Auditor for 2016 real property tax list and duplicate.

(Itemized listing of delinquent accounts available for review at the Commissioners’ Office until no longer of administrative value).

**2016 Sewer Tax Assessments
To be certified by the Board of Commissioners on 7/23/15**

Breakdown of Assessments by Treatment Plant:

66211903 – OECC	\$38,432.15
66211904 – Alum Creek	\$60,276.18
66211906 – Tartan Fields	\$1,331.15
66211907 – Scioto Reserve	\$4,669.38
66211908 – Bent Tree	\$0.00
66211909 – Hoover Woods	\$141.75
66211910 – Scioto Hills	\$1,395.75
66211911 - Northstar	\$0.00
Total Assessments	\$106,246.36

Vote on Motion - Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-872

IN THE MATTER OF ADOPTING A RESOLUTION DECLARING A NECESSITY AND THE INTENT OF THE DELAWARE COUNTY BOARD OF COMMISSIONERS TO APPROPRIATE PROPERTY:

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

WHEREAS, the Board of Delaware County Commissioners (the “Board”) deems it necessary to construct a highway improvement known as the Sawmill Parkway Extension by construction, reconstruction, installation, replacement, repair, maintenance and improvement of Sawmill Parkway north of Hyatts Road in Delaware County, Ohio (the “Improvement”); and

WHEREAS, the Board has determined that additional land is necessary for the Improvement and that the Board

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and property owners were unable to agree on the terms of conveyance through good faith negotiations;

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

Section 1. The Board deems it necessary, and it is hereby declared to be the intention of the Board, to appropriate the following property necessary for the Improvement:

Property Owner(s)	Interest to be Appropriated
Marian P. & Robert L. Curmode, Trustees	14 CH
Michael D. & Kerree Susi	26 WD, T
Robert L. Harrison	33 WL, WD
Ijeoma I. Akusoba, Trustee	42 WD

The parcel identifiers listed in the table above are taken from the approved right-of-way plans and highway construction plans for the Improvement, which are, by this reference, fully incorporated herein and are on file and available for inspection or copying at the Office of the Delaware County Engineer, 50 Channing Street, Delaware, Ohio 43015.

Section 2. The Board hereby directs the Delaware County Prosecuting Attorney to commence the appropriation proceedings on behalf of the Board.

Section 3. This Resolution shall take effect and be in force immediately upon passage.

Vote on Motion Mr. Merrell Aye - Mrs. Lewis Aye

RESOLUTION NO. 15-873

IN THE MANNER OF APPROVING A PERMIT FOR USE OF DELAWARE COUNTY FACILITIES:

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

WHEREAS, the Delaware County Commissioners passed Resolution No. 02-758 on June 10, 2002 adopting a Delaware County Facilities Permit Policy; and

WHEREAS, it is the intent of the policy to allow persons and organizations access to appropriate Delaware County facilities, grounds and meeting places; and

WHEREAS, each request will only be considered after the receipt of a completed Delaware County Facilities Permit Form; and

WHEREAS, the June 10, 2002 policy mandates approval from the Commissioners for use of county facilities by groups of 30 participants or more that have agreed in writing to full compliance with the Permit Policy;

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

That the Delaware County Board of Commissioners hereby authorizes the use of the Delaware County Former Jail/Law Library building (east entrance) for the Northwest Neighborhood Association Ghost Walk, Saturday, October 24, 2015 from 6:30 to 9:30 pm, with more than thirty participants at no fee.

Vote on Motion - Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-874

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE SUPERVISOR OF CODE COMPLIANCE:

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

Whereas, the Assistant County Administrator/Director of Administrative Services recommends approving the job description for the Supervisor of Code Compliance;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Supervisor of Code Compliance;

Job Title:	Supervisor of Code Compliance	Department:	Code Compliance
Position Type:	Full-time Non-bargaining Unit	Address:	50 Channing St. Delaware, OH 43015

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Typical Work Schedule:	8:00 a.m. – 5:00 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Salary, exempt
How to apply:	http://www.co.delaware.oh.us/index.php/employment		
Objectives			
Individual provides direction to staff personnel and the Code Compliance Department ensuring the consistent enforcement of codes, standards, and pertinent County regulations. Individual reports to the County Administrator.			
Job Standards			
A Bachelor’s Degree in a related field of study or a high school diploma or GED and 10 or more years of related work experience. Individual shall have the State Certification as a Building Official and Residential Building Official. Must possess a valid Ohio Driver’s License and acceptable driving record. Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.			
Job Description			
ESSENTIAL JOB FUNCTIONS:			
<ul style="list-style-type: none"> • Oversees and insures the efficient operation of the Code Compliance Department; • Researches and answers code related questions of the general public; • Projects and recommends annual Department budget; • Responsible for approving purchases of all departmental needs, such as equipment, office equipment and supplies, service contracts; • Acts as the Zoning Inspector for townships under County zoning, researches and answers code related questions of the general public; • Interprets and implements applicable Federal, State and Local regulations; • Recommends, administers and enforces, in a consistent manner, departmental policies and procedures; • Establishes and maintains working relationships with the builders and other building industry entities; • Supports buildings regulations, zoning regulations, floodplain regulations, and other programs by working with local agencies to include recommending and monitoring contracts, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties; • Supervises staff involved with departmental programs to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, conducting annual evaluations and resolving problems, grievances and personnel situations; • Confers with the County Prosecutor as to the legal interpretations of codes, resolutions, and regulations; • Plans and coordinates departmental training; • Devises correspondence, completing forms and developing reports associated with department programs; • Handles client complaints and public inquiries regarding programs; • Assures completion of monthly reports; • Tracks and schedules vehicle maintenance; • Demonstrates regular and predictable attendance; • Attends various training sessions, video conferences, and workshops; • Performs typing, word processing, and related computer operations; • Works overtime and outside of typical work schedule/business hours as required; and 			

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- Performs other duties as assigned by the supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Non-essential functions required.

I. JOB REQUIREMENTS

Equipment:

Ability to operate a variety of equipment including, but not limited to: computer, copier, telephone, calculator, FAX machine, small hand tools, probe, tape measure, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- Thorough knowledge of the building codes, zoning regulations, and floodplain regulations;
- Ability to read and understand blue prints, surveys, deeds, and legal descriptions;
- Knowledge of general construction, terminology, and general materials and methods;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of recruiting, interviewing, and counseling;
- Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressure, and to set and achieve goals;
- Ability to motivate and counsel staff and clients;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies;
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing;
- Ability to organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Ability to efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Ability to deliver excellent customer service, externally and internally;
- Must possess a proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge of and adherence and aptitude to follow safety policies, procedures and practices; and
- Thorough knowledge of and adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK

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

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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 judgment, inaction, diminished proficiency in governmental administration issues and solutions, and inattentiveness to County interests could be detrimental to the County and the public. Decisions are made based upon laws, regulations and policies of the Board of County Commissioners.

IV. PERSONAL WORK RELATIONSHIPS

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

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to fifty (50) pounds. Individual must also be able to lift own body weight in and out of crawl spaces and up into attics, etc.

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

Visual Activity: The minimum visual activity of the seeing job is close to the eyes and also requires visual activity for mobile equipment operating.

Job Location: Individual works both inside and outside with exposure to temperatures below 32 degrees and above 100 degrees for periods of more than an hour. Individual is also exposed to noise and vibration as well as physical hazards. Individual may be exposed to atmospheric conditions such as fumes, dusts, odors, mist, gases, poor ventilation and oil.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye -

RESOLUTION NO. 15-875

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The County Administrator recommends hiring Robert Lamb as the Director of Economic Development for Delaware County; effective August 24, 2015;

Therefore Be it Resolved, the Board of Commissioners approve hiring Robert Lamb as the Director of Economic Development for Delaware County; effective August 24, 2015.

The County Administrator recommends accepting the return of 911 Communication Director, Brian Galligher, from active military leave (unpaid leave from 10-25-14 through 7-26-15); effective July 27, 2015;

Therefore Be it Resolved, the Board of Commissioners accept the return of 911 Communication Director, Brian Galligher, from active military leave (unpaid leave from 10-25-14 through 7-26-15); effective July 27, 2015.

The County Administrator and the Assistant County Administrator/Director of Administrative Services recommend approving an unpaid leave of absence, for up to 6 months, for Mark Edison with the EMS Department; effective July 15, 2015;

Therefore Be it Resolved, the Board of Commissioners approve an unpaid leave of absence, for up to 6 months, for Mark Edison with the EMS Department; effective July 15, 2015.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye -

ADMINISTRATOR REPORTS

Tim Hansley
 -No reports

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Lewis
 -No reports

Commissioner Merrell
 -There will be a groundbreaking ceremony for Sawmill Parkway today at 1:30 PM

DISCUSSION ON PROPOSED RESOLUTION DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR AND OTHER STAFF FOR CERTAIN ADMINISTRATIVE MATTERS

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RESOLUTION NO. 15-

IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR AND OTHER STAFF FOR CERTAIN ADMINISTRATIVE MATTERS:

It was moved by _____, seconded by _____ to approve the following:

WHEREAS, pursuant to section 305.30 of the Revised Code, the Delaware County Board of Commissioners (the "Board") may delegate specific authority to the County Administrator for contracting on behalf of the Board, allowing and paying claims, performing personnel functions, performing Board functions in the event of a disaster or emergency, and performing additional duties as the Board may determine by resolution; and

WHEREAS, the County Administrator may be absent or unavailable, requiring the appointment of an acting county administrator to perform the duties delegated pursuant to section 305.30 of the Revised Code; and

WHEREAS, pursuant to section 4115.071 of the Revised Code, the Board shall designate and appoint an employee to serve as prevailing wage coordinator for all contracts subject to prevailing wage requirements;

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

Section 1. The Board hereby delegates the following authority and duties to the County Administrator, pursuant to section 305.30 of the Revised Code:

- a. Upon prior notice to each Commissioner, negotiate, approve, and execute contracts, agreements, or change orders that are for amounts not exceeding Fifteen Thousand Dollars (\$15,000) and that are for a period of one year or less;
- b. Negotiate and execute settlement agreements for pending or threatened litigation, provided the County Administrator certifies in writing that discussion thereon has been conducted in a lawful executive session with all members of the Board present;
- c. Review and approve departmental payrolls for all departments under the direction and control of the Board;
- d. Review and approve requests for unpaid leaves of absence for up to two weeks;
- e. Approve requests for leave for the County Administrator, provided notification is given to each Commissioner and the requested leave is within the County Administrator's available leave balances;
- f. Accept resignations of employees, except resignations of department directors;
- g. Review and approve, and execute any documents in furtherance of, all personnel actions requiring appointing authority or designee approval, except the County Administrator shall not approve any action that involves the following:
 - (1) a favorable employment action, such as a promotion or pay increase, unless the favorable employment action has been approved by prior Board action;
 - (2) an action that may result in an appeal to the State Personnel Board of Review; or
 - (3) any discipline involving the suspension of a supervisory employee, unless and until the County Administrator has notified the Board of the proposed discipline.
- h. Review, in conjunction with the Assistant County Administrator/Director Of Administrative Services, all requests for leave under the Family and Medical Leave Act ("FMLA"), and approve those requests that meet FMLA requirements and all requests for leave under Worker Compensation and approve those requests that meet Worker Compensation requirements;
- i. Serve as the Contract Administrator, having general supervision over the contract and any work performed thereunder, for any contracts or agreements the Board has entered into and not specifically designated a Contract Administrator;
- j. Request written opinions or instructions from the Prosecuting Attorney on behalf of the Board

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and coordinate the services provided by all outside counsel retained by the Board pursuant to sections 305.14 and 309.09 of the Revised Code;

k. Upon prior notice to each Commissioner, execute last chance agreements for employees in departments under the direction and control of the Board;

l. Approve mortgage releases for mortgages that have been fully satisfied;

m. Execute standard assurances and compliance certificates for grant applications approved by the Board;

n. Approve and execute written representations as a part of routine audits;

o. Review and approve requests for tuberculosis treatment financial assistance submitted pursuant to section 339.71, et seq., of the Revised Code, provided the requested amount does not exceed the contracting authority limit established in this Resolution; and

p. Accept gifts, devises, bequests, or other donations on behalf of the county, pursuant to section 9.20 of the Revised Code, provided that the value thereof is less than \$500.00, that notice of each acceptance is provided to each member of the Board, and that a detailed report of all gifts, devises, bequests, or other donations accepted is provided to the Board within fifteen (15) days after the end of the fiscal year in which the acceptance occurred.

Section 2. The Board hereby declares that Resolution No. 10-211, delegating to the County Administrator the authority to carry out certain functions of the Board during a disaster or emergency, shall remain in full force and effect.

Section 3. In the event the County Administrator is or will be absent due to illness, vacation, or other approved leave, the County Administrator shall, to the extent practicable, inform all members of the Board and the Clerk to the Board in writing of the absence and its expected duration. In the event the County Administrator is unavailable or expected to be absent for less than or equal to two weeks, the Board hereby designates the Assistant County Administrator/Director of Administrative Services as the Acting County Administrator with authority to perform all functions delegated in Subsections c, d, g, h, i, k, and o of Section 1.

For absences of both the County Administrator and the Assistant County Administrator/Director of Administrative Services the Board hereby designates the Assistant County Administrator/Fiscal Services Director as the Acting County Administrator with authority to perform all functions delegated in Subsections c, d, g, h, I, k, and o of Section 1.

All other functions delegated in Section 1 shall revert to the Board during the County Administrator's absence. For absences expected to be longer than two weeks, all functions delegated in Section 1 shall revert to the Board during the County Administrator's absence unless the Board specifically delegates any or all of those functions by separate action of the Board.

Section 4. The Board hereby designates and appoints the following employees to serve as prevailing wage coordinator for the specified contracts that are subject to prevailing wage requirements:

a. The Delaware County Engineer, for all Motor & Gas and Road & Bridge projects;

b. The Director of Environmental Services, for all Environmental Services Fund projects;

c. The Director of Economic Development, for all Economic Development Fund and Grant projects;

d. The Manager of Facilities, for all other projects.

Section 5. This Resolution supersedes Resolution No. 13-303 and shall take effect immediately upon adoption.

RESOLUTION NO. 15-876

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

It was moved by Mrs. Lewis, seconded by Mr. Merrell to adjourn into Executive Session at 10:00 AM.

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JULY 23, 2015

Vote on Motion - Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-877

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

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

Vote on Motion Mr. Merrell Aye - Mrs. Lewis Aye

There being no further business, the meeting adjourned.

Gary Merrell

Barb Lewis

Jennifer Walraven, Clerk to the Commissioners