

Commissioners' Journal
December 12, 2013

The Geauga County Board of Commissioners met in session on December 12, 2013 at 10:00 a.m. in the Commissioners' Chambers located at 470 Center Street in Chardon, Ohio.

It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

The President of the Board, Mary E. Samide opened the meeting at 10:00 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

APPROVE MINUTES

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the minutes for the meeting of December 3, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

APPROVE MINUTES

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the minutes for the meeting of December 5, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

APPROVE FINANCIALS

Budget and Finance Administrator Heidi Delaney explained the financials for today as including Revenue Certifications for the Auditor's Computer Improvements Fund and the Building Assessment Fund; Supplemental Appropriations and Appropriation Transfers to correct appropriations for year end payroll and hospitalization processing; Cash Transfers out of the General Fund for portions of the 2013 funding for the County Home and the Youth Center and for the OWDA debt payments for the water tower and the county water treatment plant; and a payment to Chardon Tractor Sales for the purchase of a 2013 Kioti Tractor and loader unit for the Maintenance Department in the amount of \$17,909.00.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #13-214 itemizing the financials for the meeting of December 12, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COMMISSIONERS' OFFICE - ESTABLISH GAS MILEAGE REIMBURSEMENT – EFFECTIVE JANUARY 1, 2014 AT THE CURRENT INTERNAL REVENUE SERVICE (IRS) RATE

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to establish the gas mileage reimbursement at the current Internal Revenue Service (IRS) rate of \$.56, to be effective January 1, 2014 for the departments under the direction of the Geauga County Board of Commissioners.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

ARCHIVES AND RECORDS CENTER – RESIGNATION – AMBER SHERBONDY – ARCHIVES AND RECORDS CLERK #2607

Archives and Records Center Director Linda Burhenne gave a brief history of the Archives and Records Center, noting that previously this department had been under the direction of the County Recorder, but five years ago upon the resignation of the former manager, the elected officials comprising of the Records Commission and Microfilm Board agreed to have oversight

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of this department to be handled by the County Commissioners. Ms. Burhenne was selected as the new Director for that operation. The Archives and Records Center originally had a staff of 6, but through attrition and the resignation of Ms. Sherbondy the Center has been reduced to a staff of 3. Ms. Burhenne stated that this is the first time that she is making a request to replace a departing staff member and is asking to replace Ms. Sherbondy with an individual who will work primarily in the Records Center, as opposed to working across department lines. Amber worked in the Building Department, the switchboard, and the Commissioners' Office, the extent of which caused problems for Ms. Burhenne in processing the ongoing workload within the Records Center, losing a lot of time and productivity for the department in the process. Ms. Burhenne recommended that the courier function of this position be maintained. The courier transports mail from five departments to the City Square, as well as case files back and forth from the Prosecutor's office, Clerk of Courts and the courts themselves.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept the resignation of Amber Sherbondy, Archives and Records Clerk (#2607) to be effective December 11, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

ARCHIVES AND RECORDS CENTER - PERMISSION TO ADVERTISE – ARCHIVES AND RECORDS CLERK #2607

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise for the position of Archives and Records Clerk (#2607). This position will remain posted for two weeks.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

BUILDING DEPARTMENT - RESIGNATION – AMBER SHERBONDY – INTERMITTENT PERMIT COORDINATOR #1106

County Administrator David Lair explained that since Ms. Sherbondy worked a number of hours each week in the Building Department under a different position title and different pay rate, her resignation from the county had to be reflected for this position as well.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept the resignation of Amber Sherbondy, Intermittent Permit Coordinator (#1106) to be effective December 11, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

BUILDING DEPARTMENT – HIRE TRICIA HAJMA – PERMIT COORDINATOR #1106

County Administrator David Lair stated that the Building Department had received many applications for this position and Ms. Tricia Hajma was judged to be the most qualified, having had previous experience working for the Building Department in the Village of Moreland Hills. Commissioner Blake Rear questioned if Ms. Hajma would be working for two different departments. Mr. Lair further explained that this hire was to replace Ms. Sherbondy's position of an Intermittent Permit Coordinator with a full time employee in that role, but with the understanding that this individual would provide a number of hours per week of assistance to the Maintenance Department performing secretarial duties and also backup for the county switchboard. Mr. Rear asked if the anticipated sharing of this position with the Maintenance Department might cause the same kind of issues in the future that Ms. Burhenne had mentioned in her request that her new Archives and Records Clerk not be shared. Mr. Lair responded that the Permit Coordinator would be an employee of the Building Department, and the anticipated work schedule would be agreed upon between Chief Building Official Mike Mihalisin and Maintenance Director Glen Vernick. He added that the Building Department needs support in the morning and through lunch hour coverage to ensure the public is served at all times, with the new employee providing some assistance to the Maintenance Department in the afternoon.

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Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve hiring Tricia Hajma for the position of Permit Coordinator (#1106) to be effective December 30, 2013, at a rate of \$11.21 per hour. After the successful completion of a 180 day probationary period, the rate will increase to \$11.80 per hour.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT OF EMERGENCY SERVICES - AGREEMENT – LOCAL EMERGENCY PLANNING COMMITTEE

Department of Emergency Services Director Dale Wedge stated that this is the same contract that has been in place for the last few years. The contract has allowed us to save money by not replacing what had been a full-time position, but instead using existing Department of Emergency Services (DES) staff to provide the needed administrative support including required record-keeping, for the Local Emergency Planning Committee (LEPC) function that was formerly performed by the full-time employee. Because the LEPC does not answer to the Commissioners but Mr. Wedge does, the LEPC asked that Mr. Wedge be appointed the permanent Secretary / Treasurer of this committee to provide accountability for the finances. He is teaching Deputy Director of Planning Tara Vargovich to perform the necessary tasks of the Information Coordinator to keep track of all environmental concerns including the storage and usage of chemicals in area facilities. Training is an important component of this process, and Mr. Wedge noted that Commissioner Rear had been provided with a training matrix summary covering the next three years at yesterday's department directors' meeting. Mr. Wedge added that he felt that the LEPC was getting a bargain in terms of activities performed for them by the DES staff, and noted that the contract amount with the LEPC is based on work product performed, not hours.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute an Agreement between the Department of Emergency Services, under the Geauga County Board of Commissioners and the Geauga County Local Emergency Planning Committee (LEPC) to provide the following services to LEPC: Administrative Support; Emergency Response Coordinator (if elected by the Geauga LEPC); Permanent Secretarial / Treasurer Responsibilities; Information Coordinator (if elected by the Geauga LEPC); Compliance; Plan Development and Exercising; Grant Applications; Training and the maintaining of all required chemical filing forms and records, in the amount of \$15,000.00 for the Year 2014.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DOG WARDEN'S OFFICE – APPROVE CHANGE OF HOURS OF OPERATION

Dog Warden Matt Granito explained that this request is to change the hours that the shelter is open to the public; adoptions have been down. Mr. Granito noted that the current trend seems to be that a lot of people are coming in on Sundays when the employees are there cleaning but the shelter is not open to the public on Sundays. When this happens, they try to allow those people the opportunity to look at dogs for adoption. This request for a schedule change is to switch things around to try different "store hours" to push adoptions. Mr. Granito noted that they had held visitor hours on Wednesday nights until 7:00 p.m., but in the winter and with the darkness this time of year fewer visitors are coming during the evening hours, and it also becomes a safety issue for his staff. Mr. Granito said that his department is a 24 hour operation and while today (Thursday) they are closed to the public, work is still being performed and response to problem dogs is still provided. The action requested today is to move Wednesdays down in terms of hours of operation and increase hours on Sunday, which means that total hours overall are being increased. In response to a question from the board, Mr. Granito reviewed the current schedule versus the requested revised schedule.

Commissioner Ralph Spidalieri suggested that maybe an inexpensive ad in the paper might improve the number of people visiting the shelter. Mr. Granito stated that in terms of customer visits, Saturday is the busiest day, followed by Monday and Friday. He stated that twelve dogs are currently available, but they do take dogs from other shelters when space permits. He said that the facilities in Cuyahoga and Portage counties can get overcrowded, and that he brings in

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animals from those facilities that would otherwise be euthanized, whenever there is available space. He also noted that his department will trade dogs that aren't being adopted with Rescue Village, to "rotate the stock" and that the Geauga shelter has a good working relationship with Rescue Village. Mr. Granito described the two hats he wears – animal control/enforcement, and promoting the adoption of dogs. Commissioner Blake Rear agreed with Mr. Spidalieri's idea to use other avenues of advertising to publicize the dogs available for adoption. Mr. Granito responded that they currently do a weekly ad in the Good News paid for by a donor business which has shown results, but they need to get publications into papers in Chardon and Chesterland to raise awareness in those areas. He noted that they get a lot of out-of-county business and donations from out-of-county residents who are interested in the Geauga Dog Shelter. Mr. Granito also mentioned that he is seeing some occasional problems with his employees regarding holiday hours, as his department's "store hours" can include time on weekends which conflicts with established county holidays. County Administrator David Lair stated that he would be presenting some ideas to the board in the near future for modification of current personnel policies concerning vacation time, paid days off, and compensation time for salary exempt personnel.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve a change of hours of operation effective December 16, 2013 to better serve the community.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

ACKNOWLEDGEMENTS

- a) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending December 4, 2013 as required by O.R.C. 955.12.*
- b) A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the prisoner transport for the month ending November 2013 as required by O.R.C. 325.07.*
- c) The 2013 Annual Monitoring Reports for the O'Reilly Farm (AEPP 2003) and the Binnig Farm (AEPP 2005).*
- d) The appointment of Roy E. Podojil to the Russell Township Park District made by Judge Timothy J. Grendell for the term of January 1, 2014 through December 31, 2016.*
- e) The Monthly Financial Report from the County Building Department for the month of November, 2013.*

OTHER

The Board reviewed upcoming events.

MEETINGS

Fri., 12/13 NOACA meeting, 10:00 a.m. in Cleveland, Oh

Mon., 12/16 Family First Council, 2:00 p.m. at Mental Health

Tue., 12/17 The Commissioners will hold regular session.

Tue., 12/17 Investment Advisory Board Meeting, 9:45 a.m. in Chambers

Tue., 12/17 Geauga Trumbull Solid Waste Board of Directors Meeting, 1:00 p.m. in Warren, Ohio

Thu., 12/19 The Commissioners will hold regular session.

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Tue., 12/24 *The County Offices, under the hiring authority of the Board of Commissioners, will be closed for Christmas Eve. Twenty-four hour operations will continue to operate as normal.*

Wed., 12/25 *The County Offices will be closed for general business due to the Christmas Holiday. Twenty-four hour operations will continue to operate as normal.*

Tue., 12/26 *The Regularly scheduled Commissioners' meeting is cancelled.*

Tue., 12/31 *The Commissioners will hold regular session.*

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, COMMISSIONER REAR ADJOURNED THE MEETING AT 10:32 A.M.

Geauga County Board of Commissioners

Mary E. Samide

Ralph Spidalieri

Blake A. Rear

Deborah Ashburn, Temporary Acting Commissioners' Clerk

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