

Commissioners' Journal
November 27, 2012

The Geauga County Board of Commissioners met in session on November 27, 2012 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.

Commissioner Jemison was absent from today's meeting.

APPROVE MINUTES

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute the minutes for the meeting of November 20, 2012.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

APPROVE FINANCIALS

Budget and Finance Administrator Heidi Delaney explained the financials for today as including a Supplemental De-Appropriation for the Airport Construction fund for yearend for FAA funds not received in 2012; an Appropriation transfer from the Contingency account to return appropriations to the Sheriff's Office for reimbursements deposited into the General Fund; Cash transfers out of the General Fund for 2012 funding for the Transit Department and for the Third Quarter 2012 interest transfers; a Cash transfer into the General Fund for the JFS building lease payment for December 2012; Travel requests for the Dog Warden and the Department of Water Resources; a payment to Barking Dog Investments, LLC for a revolving loan disbursement from the Office of Community and Economic Development for the purchase of a new building in the amount of \$150,000.00. Ms. Delaney noted that the legal documents are on the todays agenda for approval; this allows the check to be ready once completed.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute Resolution #12-196 itemizing the financials for the meeting of November 27, 2012.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – COUNTY CORSA INSURANCE PROGRAM RENEWAL APPLICATION

Pease-Kerr-Canfield Insurance Agent Gary Wirtz explained that over the last month that Human Resources Administrator Colleen Lockhart and himself had been working on accumulating the information needed for the renewal for next May. Mr. Wirtz stated that they have been verifying the property schedules, the automobile schedules, payroll, personnel, and procedures to make sure everything is in place to put the package together. Mr. Wirtz stated that he was asking the Board to execute the application so that it can be submitted. Mr. Wirtz noted that Ms. Lockhart had shown him a plaque that had been presented in recognition of twenty-five years of participation in the CORSA pool. Ms. Lockhart stated that this has been a good process and that CORSA keeps improving on how things have to be handled. Mr. Wirtz noted that the application package is submitted electronically, adding that the background and verification is what takes time; having 60 plus counties in the pool it would take about five months to be completed. Ms. Lockhart applauded the departments, Elected Officials and Directors for their part in keeping our risk management in check. Commissioner Samide added that it makes a big difference and it has worked well for Geauga County. Commissioner Claypool inquired about what all was included. Mr. Wirtz stated that it is all property, general liability, public officials, and police professionals, mechanical breakdown of computers, automobile fleet coverage, contents, and auto accidents. It does not include accidental death coverage of an employee. It was noted that it also covers theft and fire. Mr. Claypool inquired about why Mr. Wirtz was handling this and

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not the consortium or group. Mr. Wirtz explained that a local agent is required to handle it, to answer insurance questions and any claim processing. A brief discussion took place regarding larger counties that are not eligible to participate due to their size, or that they do not want to comply with the risk control procedures that are required.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and authorize the President of the Board to execute the County CORSA Insurance Program Renewal Application for the period May 1, 2013 through April 30, 2014, upon the recommendation of the Human Resources Administrator and Pease-Kerr-Canfield Insurance Agent.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT OF JOB AND FAMILY SERVICES – NEW HIRE APPOINTMENTS

Human Resources Officer Anita Rohl explained that Ms. Campbell was hired as an assessment intake worker, who is the one that goes out and does the initial investigation on child abuse and neglect cases. Ms. Campbell comes with two years' experience from Athens County children's services. Ms. Rohl stated that Ms. Morron was hired as primary phone intake, meaning that she handles the calls that come in about child abuse and neglect or any walk ins that may come in to the agency. Ms. Morron has a Bachelor's degree from Kent State and can also do sign language. Ms. Rohl explained that Ms. Irizzary was hired to handle the HEAP – Home Emergency Assistance Program for heating. Ms. Samide inquired if these were replacements from employees leaving or retiring. Ms. Rohl noted that Ms. Campbell and Ms. Morron were hired as replacements from JFS employees that had been promoted and Ms. Irizzary is only with the agency through March 31st, as the HEAP program is only in effect for a short period of time.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve the following new hire appointments of the Director of Job and Family Services, as Job and Family Services has complied with the Board of Commissioners hiring process:

<i>Marisa Campbell, Social Services Worker 2 (replacement)</i>	<i>Effective October 15, 2012</i>
<i>Hillary Morron, Social Services Worker 1 (replacement)</i>	<i>Effective October 23, 2012</i>
<i>Pamela Irizzary, Eligibility/Referral Specialist 1 (replacement)</i>	<i>Effective November 13, 2012</i>

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – AWARD BID – BUCKEYE POWER SALES – MAPLE LEAF COMMUNITY RESIDENCES GENERATOR PROJECT

Director Anita Stocker and Program Administrator Kelly Belconis explained that this was a Notice of Award to Buckeye Power Sales for the Maple Leaf Community Residences Generator project, as they represented the lowest and best bid. Ms. Samide inquired about how they compared to the estimate. Ms. Stocker stated that Buckeye Power was about \$10,000.00 less than the next bidder and that things had been added to the specifications but they were close to the catalog cost on the generators. Mr. Claypool inquired about the number of houses that were being assisted with this. Ms. Belconis stated that it was twelve, adding that a set amount of funds had been allocated to the project, so when it was bid, it was bid for twelve, with a price per generator, planning after that to see if additional generators would be able to be purchased. Ms. Belconis stated that we are able to do sixteen with a small amount being contributed by Maple Leaf. Mr. Claypool inquired about how many homes Maple Leaf owned. Ms. Belconis explained that Maple Leaf currently owned 17, but corrected herself to 19 as they had just purchased 2 homes with plans of adding 2 to 4 more next year. Ms. Samide noted that these generators would be hard-wired and automatic. Mr. Claypool inquired about the cost of the maintenance and how it would be handled, noting that this is large amount of money to be investing in them. Ms. Stocker explained that Maple Leaf will be handling the maintenance and cost of maintenance on their own, that they handle all of their own maintenance on the homes currently. Ms. Stocker noted that they currently have two portable generators that they have been carting from location to location during an outage. A brief discussion took place regarding the generators being a dual-fuel, with diesel and propane or natural gas. Ms. Stocker noted that the

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county was only covering the cost of the generators and the delivery to one location, that Maple Leaf was handling the delivery of them to the different locations and the installation.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to award the Bid to Buckeye Power Sales for the Maple Leaf Community Residences Generator Project, under Grant #B-F-11-1AZ-1 in the amount of \$69,278.00. The Bid Bond submitted shall be held to serve as the Performance Bond for this project.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – LEGAL BINDING DOCUMENTS – REVOLVING LOAN FUND LOAN – PERSISTENCE OF VISION D.B.A. POV PRINT COMMUNICATIONS, INCORPORATED / BARKING DOG INVESTMENTS, LLC

Ms. Stocker explained that POV Print / Barking Dog was purchasing a building, that they were currently leasing space in Munson and have outgrown that location. Ms. Stocker explained that they have been looking for a space or land in the county and finally found a place in Knowles Industrial Park in Bainbridge Township that is still close to their customers. Mr. Claypool asked to be reminded about what is was that they do. Ms. Stocker stated that they were a commercial printer, that they handle full color publication of post cards, magazines, and trend in color brochures with techniques that they are able to do in house that most companies have to send out to have completed. Ms. Stocker added that business is good and they are expanding.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute the legal binding documents for the Revolving Loan Fund (RLF) loan for the purchase of a new building located at 16715 West Park Circle Drive, Bainbridge Township between the Geauga County Board of Commissioners and Persistence of Vision d.b.a. POV Print Communications, Incorporated / Barking Dog Investments, LLC in the amount of \$150,000.00 for twenty (20) years (240 months) at 4 % interest including: Loan Servicing Letter, Participation Agreement, Mortgage, Promissory Note, Guaranty of Christopher Yuhasz, and Guaranty of Persistence of Vision, Incorporated, d.b.a. POV Print Communications.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – LEGAL BINDING DOCUMENTS – LOCAL REVOLVING LOAN FUND LOAN – GREAT LAKES GROWERS, LLC

Ms. Stocker explained that Great Lakes Growers was building a greenhouse with hydroponics. Ms. Stocker stated that the building was very large and will be the biggest greenhouse in the county. This will be located on Kinsman Road in Burton Township, almost on the Middlefield line. Ms. Stocker noted that the owners are strongly connected to Burton and the location was an important thing to them, that they had looked at several locations before deciding on this one, adding that it is businesses like these that help make the county.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute the legal binding documents for the Local Revolving Loan Fund (LRLF) loan for the construction of a greenhouse located at 15145 Kinsman Road, Burton Township between the Geauga County Board of Commissioners and Great Lakes Growers, LLC in the amount of \$170,000.00 for twenty (20) years (240 months) at 4% interest including: Loan Servicing Letter, Participation Agreement, Mortgage, Promissory Note, Guaranty of Timothy Ryan, Guaranty of John Bonner, Guaranty of TPRCO, LLC an Ohio Limited Liability Company, and Guaranty of Goose Gander, LLC an Ohio Limited Liability Company.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

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OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – HIRE KRISTIN MERRILL – FULL-TIME ADMINISTRATIVE SECRETARY (#1403)

Ms. Stocker explained that they had gone through a long process and a lot of candidates, but that it came down to financials. Ms. Stocker noted that having accounting ability and software knowledge played an important role and feels Ms. Merrill is right for the position. Ms. Samide inquired about her previous experience that makes her able to hit the ground running. Ms. Stocker stated that Ms. Merrill had previously worked for two insurance companies and had a Bachelor's degree from Akron University. Mr. Claypool inquired about this being a replacement, to which Ms. Stocker noted that Ms. Belconis had been promoted to fill Ms. Benton's position when she left and that Ms. Merrill will be taking the Administrative Secretary position which includes financial responsibilities.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve hiring Kristin Merrill for the position of Full-time Administrative Secretary (#1403) to be effective December 4, 2012 at a rate of \$10.99 per hour. After the successful completion of a 180 day probationary period the rate will increase to \$11.57 per hour.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – CHANGE ORDER #2 – INCREASE CONTRACT – ENVIROCOM CONSTRUCTION – OPALOCKA WASTE WATER TREATMENT PLANT IMPROVEMENTS PROJECT

Assistant Sanitary Engineer Gerry Morgan explained that this was change order #2 for the Opalocka upgrades that included adding a new blower and filter building and an additional sludge holding tank with the existing tank be turned into a Flow EQ. This change order involves the removal of old tanks that haven't been used in over twenty years, since the last upgrades and should have been included in the plans to be removed. Mr. Morgan noted that excavation was being done near the tanks and he decided to go ahead and have them removed. Mr. Morgan noted that this also includes some upgrades to the electrical system at the plant.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute Change Order #2 increasing the contract with EnviroCom Construction for electrical adjustments and additional structural removal for the Opalocka Waste Water Treatment Plant Improvements Project in the amount of \$6,696.00.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – CHANGE ORDER #3 – INCREASE CONTRACT – ENVIROCOM CONSTRUCTION – OPALOCKA WASTE WATER TREATMENT PLANT IMPROVEMENTS PROJECT

Mr. Morgan explained that change order #3 was also for the Opalocka upgrades but is a direct result of errors and omissions by the Engineer on the construction plans. Mr. Morgan explained that it was unfortunate that these errors were not found until construction had already started, so this change order involves the filter building floor having been designed two feet too low and now having to be raised, along with the re-routing of sewer pipes from the existing plants to that filter building, along with blowers being the incorrect size, whether they are too big for the building or the building being designed incorrectly for the blower size. Mr. Morgan stated that they have contacted the Prosecutor's Office and will be going after the Engineer who did the plans for the additional costs. Discussion took place regarding what happens with a case like this and how the funds are handled. Mr. Morgan explained that they have a loan through Ohio Public Works Commission (OPWC) for a set amount and these additional changes will be covered through their General Fund, so when the costs are recovered through the lawsuit they would be placed back into their General Fund. It was expressed that some additional costs would be added for employee time with the possibility that only the additional contract cost would be recovered.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute Change Order #3 increasing the contract with EnviroCom Construction

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for adjustments to construction items due to errors on construction plans for the Opalocka Waste Water Treatment Plant Improvements Project in the amount of \$68,102.00.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – SERVICE CONTRACT MAINTENANCE FORM #1 – GROUNDWORX CONSTRUCTION, LLC

Director Doug Bowen explained that currently there is a service contract in place with Groundworx Construction and that they have five treatment plant roofs that need to be replaced. This increases the current contract a little over \$18,000.00, which is an average of about \$3,500.00 per roof.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve and execute Service Contract Maintenance Form #1 with Groundworx Construction, LLC to replace roofs at various locations in the amount of \$18,326.22.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – AMEND MOTION – INCREASE POSTING – MAINTENANCE WORKER #2330 – HIRE TODD PALIVEC – MAINTENANCE WORKER – WATER /WASTEWATER (#2330) AND HIRE JOSEPH HUTNYAK – OPERATOR I (#2326)

Mr. Bowen explained that currently they have two open positions, one for Maintenance Worker and one for Operator I. Mr. Bowen stated that today he was asking to fill those positions; however he would like to increase the current posting for the Maintenance Worker from one to two to allow him to hire an additional employee through the current interviewing process. Mr. Bowen explained that his department has been very short handed this year and expressed that they were behind on the amount of sewer lines that normally get cleaned every year and that they could have handled the roof replacements in house; but had only been able to get two completed, as they have not been able to get everything done. Mr. Bowen explained that Mr. Hutnyak was coming from Lorain, that he had previously handled the water, sewer, and maintenance at Columbia Park, a 260 acre community within a city. Mr. Bowen explained that Mr. Palivec had previously owned his own landscaping / construction company for the past ten years and decided to find something more stable but that was still close to home. Mr. Bowen noted that as a stipulation both would have to obtain their CDL during the probation period, adding that they would gain the experience during the three months, but these individuals would have to cover the expense of about \$500.00 to take the test and rental of a truck. It was noted that once they would obtain that if they did leave they would still have that certification.

Motion: by Commissioner Claypool, seconded by Commissioner Samide to amend the motion from September 13, 2012 to read: grant permission to advertise for two (2) Maintenance Worker (#2330) positions at the Merritt Road Garage Facility. These positions will remain posted until filled. This increases the posting from one to two positions.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve hiring Todd Palivec to the position of Maintenance Worker – Water / Wastewater Systems (#2330) to be effective December 10, 2012 at a rate of \$14.67 per hour with a 120 day probationary period during which he is required to obtain a Commercial Driver's License (CDL).

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

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Motion: by Commissioner Claypool, seconded by Commissioner Samide to approve hiring Joseph Hutnyak to the position of Water / Wastewater Plant Operator I (#2326) to be effective December 3, 2012 at a rate of \$15.95 per hour with a 120 day probationary period during which he is required to obtain a Commercial Driver's License (CDL).

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Jemison</i>	<i>Absent</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

OTHER

The Board reviewed upcoming events.

MEETINGS

Thu., 11/29 The Commissioners will hold regular session.

Thu., 11/29 Budget Hearing, Public Defender beginning at 1:00 p.m.

Tues., 12/4 The Commissioners will hold regular session.

Tues., 12/4 Joint Juvenile Detention Center Board Meeting, 1:30 p.m., Portage County

Thu., 12/6 The Commissioners will hold regular session.

Thu., 12/6 The Commissioners will hold a Public Hearing beginning at 10:30 a.m. regarding the Issuance of Revenue Bonds for South Franklin Circle

Thu., 12/6 Chagrin River Watershed Partners Board of Trustees meeting, 4:00 – 6:00 p.m. at Willoughby Hills Community Center

Fri., 12/7 Community Improvement Corporation (CIC) Luncheon, 12:00 p.m. at Welshfield Inn

12/9 – 12/11 The Commissioners will attend the CCAO Winter Conference, Columbus, Ohio

*Tues., 12/11 **The Regularly scheduled Commissioners' meeting is cancelled.***

Tues., 12/11 The Planning Commission meeting at 7:00 p.m. in the Planning Commission meeting room, Bldg. #1C, 470 Center Street, Chardon

Thu., 12/13 The Commissioners will hold regular session

Fri., 12/14 NOACA meeting, 10:00 a.m. in Cleveland, Ohio

Local resident Diane Jones inquired about what CCAO stood for. Ms. Samide replied that it was the County Commissioners Association of Ohio and that the Board would be attending the conference in Columbus.

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BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, COMMISSIONER CLAYPOOL ADJOURNED THE MEETING AT 10:49 A.M.

Geauga County Board of Commissioners

Mary E. Samide

Tracy A. Jemison

Walter M. Claypool

Christine Blair, Commissioners' Clerk