

Commissioners' Journal
January 24, 2019

The Geauga County Board of Commissioners met in session on January 24, 2019 at 9:00 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, Timothy C. Lennon opened the meeting at 9:02 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

COMMISSIONERS OFFICE- COUNTY ADMINISTRATOR'S REPORT

Mr. Morgan reported on the items approved January 16, 2019 that included for Job and Family Services acknowledgement of their new hire appointments made by the Executive Director as they complied with the Board of Commissioners recruitment and hiring procedures for Kelcee Webster, Social Services Worker II (replacement) effective December 3, 2018, Cynthia Cale, Clerical Specialist III (replacement) effective December 17, 2018, Lauren Kane, Eligibility Specialist I (new) effective January 2, 2019 and Kashmin Dalal, Social Services Worker I (replacement) effective January 7, 2019 and for Transit approved and executed the Ohio Motor Fuel Tax Refund Claim for Transit buses for the period October 1, 2018 through December 31, 2018 in the amount of \$2,817.45 and on January 22, 2019 that included for the Department on Aging approved hiring Cherrie Roth to the position of Full-time Transportation Driver (#1020) to be effective February 3, 2019 at the rate of \$14.25 per hour with a one year probationary period. This offer of employment is contingent upon the successful completion of the required pre-employment conditions; for the Commissioner's Office approved an unpaid personal leave of absence for Megan Erickson for the period June 10 through June 15, 2019. This will extend her probationary period by one week (40 hours); for the Maintenance Department approved and executed a service Contract Agreement with M & M Home Improvements, LLC to perform improvements at various Geauga County Buildings during the Year 2019 in an amount not to exceed \$10,000.00; and for the Department of Water Resources approved and executed service Contract Agreements with C.U.E. Excavating Contractors LLC to perform general excavating services as needed at various wastewater locations within the Department for a two year period (2019-2020) in an amount not to exceed \$20,000.00 (\$10,000.00 per year), with Emery Electric, Incorporated to perform electrical repairs as needed at various locations within the department for a two year period (2019-2020) in an amount not to exceed \$10,000.00 (\$5,000.00 per year), and with The Bergren Associates, Incorporated to perform maintenance service and installation of all telemetry and control systems, including meter calibration at various wastewater facilities within the Department for a one year period (2019) in an amount not to exceed \$5,000.00, by the County Administrator, as authorized by Resolution #19-006 under the direction and supervision of the County Commissioners that was approved January 8, 2019 pursuant to O.R.C. 305.30.

APPROVE FINANCIALS

Budget and Finance Manager Adrian Gorton explained the financials for today as including a Cash transfer from the General Fund to Court Technology to pay a portion of their 2019 funding; a Cash transfer from the General Fund to Department of Development (Community & Economic) and Metzenbaum for the 4th Quarter 2018 interest transfer; Cash transfers out of the General Fund for Job and Family Services for the 3rd quarter SFY 2019 commitment; Travel requests for the Commissioner's Office and Common Pleas Court; a Then and Now for Job and Family Services to Bellefaire Jewish Children's Bureau for residential treatment services during December 2018; a payment for the ADP Board to Logicalis, Incorporated for the CISCO Smartnet system license renewals for 2019 in the amount of \$98,691.51; a payment from Department of Development (Building) to Preston Ford for a new 2019 Ford Escape (replacement) in the amount of \$22,707.50; a payment to Ravenwood for funding of Youth Center operations in the amount of \$140,105.00; and a payment to Skoda Minotti for Forensic Accounting services in the amount of \$43,417.70.

Mr. Gorton noted that he wanted to make note of the correct amounts to date that include \$164,737.40 for Skoda Minotti and \$82,001.71 to McGlinchey Stafford.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve and execute Resolution #19-009 itemizing the financials for the meeting of January 24, 2019.

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Roll Call Vote:	Commissioner Dvorak	Aye
	Commissioner Spidalieri	Aye
	Commissioner Lennon	Aye

COMMISSIONER'S OFFICE – APPROVE ENCUMBRANCE AND EXPENDITURE – GEAUGA COUNTY AGRICULTURAL SOCIETY – GAS WELL REVENUE

Mr. Gorton stated that annually the revenue collected from the Gas Well on the fairgrounds is provided to the Agricultural Society.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve an encumbrance and expenditure to the Geauga County Agricultural Society, pursuant to O.R.C. 1711.15 and 1711.16 for the Year 2018 in the amount of \$1,556.93 which is the total gas well revenue received by the County through December 31, 2018 from a well located on the Geauga County fairgrounds property.

Roll Call Vote:	Commissioner Dvorak	Aye
	Commissioner Spidalieri	Aye
	Commissioner Lennon	Aye

COUNTY ENGINEER'S OFFICE – 2018 COUNTY HIGHWAY SYSTEM MILEAGE CERTIFICATION

Deputy Engineer Nick Gorris explained that this is the annual certification of road mileage for the county, that 235.674 miles were maintained.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve and execute the Ohio Department of Transportation, Office of Technical Services 2018 County Highway System Mileage Certification that 235.674 miles was the total length of County maintained public roads.

Roll Call Vote:	Commissioner Dvorak	Aye
	Commissioner Spidalieri	Aye
	Commissioner Lennon	Aye

DEPARTMENT ON AGING – ADVERTISE FOR FULL-TIME ASSISTANT RECREATION AND EDUCATION COORDINATOR (#1005)

Director Jessica Boalt explained that last fall the position was vacated and chose to wait to fill the position until now, and asked to advertise to fill the position.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to grant permission to advertise for the position of Full-time Assistant Recreation and Education Coordinator (#1005). This position will remain posted until filled.

Roll Call Vote:	Commissioner Dvorak	Aye
	Commissioner Spidalieri	Aye
	Commissioner Lennon	Aye

DEPARTMENT OF DEVELOPMENT (COMMUNITY & ECONOMIC) – APPROVE RE-APPOINTMENT AND APPOINTMENT OF MEMBERS TO THE FAIR HOUSING COMMISSION

Executive Director Dave Favorite asked the Board to re-appoint and appoint members to the Fair Housing Commission. Mr. Favorite briefly explained the background of each of the members. It was noted that the Board had met through 2018 but unfortunately the Board members had not been formally appointed until today.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve the re-appointment of Nancy Leirer and Alfred Thompson to the Fair Housing Commission for the two year term ending December 31, 2019.

Roll Call Vote:	Commissioner Dvorak	Aye
	Commissioner Spidalieri	Aye
	Commissioner Lennon	Aye

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Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve the appointment of Dawn Farrell, Sara Clemson and Lisa Briggs to the Fair Housing Commission for the two year term ending December 31, 2019.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

DEPARTMENT OF DEVELOPMENT (COMMUNITY & ECONOMIC) – ADVERTISE FOR COMPETITIVE SEALED PROPOSALS – GEAUGA COUNTY STRATEGIC PLAN

Mr. Favorite asked the Board to move forward with advertising for the Strategic Plan through the Competitive Sealed Proposals process. It was noted that the notice will be published in several other locations in addition to the website.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to grant permission to advertise for a Competitive Sealed Proposal for the Geauga County Strategic Plan for Economic Development to be held on Wednesday, February 20, 2019 at 2:00 p.m. Notice of this Competitive Sealed Proposal will be advertised on January 31, 2019, February 7, 2019 and on the County Website.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

DEPARTMENT OF JOB AND FAMILY SERVICES – APPROVE REVISIONS TO JOB AND FAMILY SERVICES PERSONNEL POLICY AND PROCEDURE MANUAL, SECTION 3. CONDUCT

Executive Director Craig Swenson explained that several weeks ago they met with Mr. Morgan and Ms. Hostutler to review the proposed changes in the Conduct section. Mr. Swenson noted that they have had several disciplinary actions during 2018 and they consulted with CORSA on making the changes, in order to remain in compliance with employment laws in the State. There was a brief discussion on the items listed under grounds for immediate termination.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve the revisions to the Job and Family Services Personnel Policy and Procedure Manual Section 3: Conduct, including revisions to Section 3.1 (Employee Conduct and Discipline) and 3.4 (Notices of Proposed Discipline and Pre-Disciplinary Meeting) and replacement of Section 3.3 (Investigations and Discipline) to be effective January 24, 2019.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

MAINTENANCE – APPROVE HIRING FRANK AMATO - CUSTODIAN (#1906)

Director Glen Vernick asked the Board to hire Mr. Amato, explaining that was a retiree that moved back here and was looking to come back to work.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve hiring Frank Amato to the position of Custodian (#1906) to be effective February 11, 2019 at the rate of \$11.81 per hour with a one year probationary period. This offer of employment is contingent upon the successful completion of the required pre-employment conditions.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

MAINTENANCE – SERVICE CONTRACT AGREEMENT – WASTE MANAGEMENT OF OHIO, INCORPORATED – COUNTY LOCATIONS AND SAFETY CENTER

Mr. Vernick explained that about four years ago the departments were handling garbage separately. This year the agreement is for the county locations in addition to the Safety Center all in one and has been a cost savings. This contract amount will not all be used, but that

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it does include extra funds for dumpsters if needed throughout the year. There was a brief discussion about other areas throughout the County that could also be considered to be combined that could prove to be a cost savings. A discussion was held about the idea of a procurement department.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve and execute the services Contract Agreement with Waste Management of Ohio, Incorporated for Non-Hazardous Waste Management and Removal from County locations and Safety Center for a two year period, February 1, 2019 through January 31, 2021 in an amount not to exceed \$43,000.00 (\$11,000.00 for Safety Center and \$32,000.00 for County locations).

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

TRANSIT – ADVERTISE FOR THREE (3) PART-TIME DRIVERS (#2210-1)

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to grant permission to advertise for three (3) positions of Part-time Driver (#2210-1). These positions will remain posted until filled.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – SERVICE CONTRACT AGREEMENT – PLATFORM CEMENT, INCORPORATED

Mr. Morgan explained that this is another one of the annual service contracts but it exceeded the limit he was able to approve.

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve and execute the service Contract Agreement with Platform Cement, Incorporated to perform excavating services as needed at various locations within the department of Water Resources for two year period (2019 and 2020) in an amount not to exceed \$30,000.00 (\$15,000.00 per year).

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – UPDATED ACCOUNTING FORMS AUTHORIZATION AND PAYROLL AUTHORIZATION FORMS – AGING AND EMERGENCY SERVICES

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the updated Accounting Forms Authorization and Payroll Authorization Forms for the Department on Aging and the Department of Emergency Services.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – AMEND MOTION TO DESIGNATE ALTERNATE

Motion: by Commissioner Spidalieri, seconded by Commissioner Lennon to amend the motion from January 8, 2019 to designate the Alternate, to read: appoint James Dvorak (Alternate – John Steigerwald) to the Tax Incentive Review Council and Reinvestment Housing Council for the unexpired term ending December 31, 2020.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>

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COMMISSIONERS' OFFICE – REPLACE ALTERNATE FOR TIM LENNON – GEAUGA TRUMBULL SOLID WASTE MANAGEMENT DISTRICT POLICY COMMITTEE

Motion: by Commissioner Spidalieri, seconded by Commissioner Lennon to replace President, Tim Lennon's current Alternate Jim Dvorak with Walter M. (Skip) Claypool to the Geauga Trumbull Solid Waste Management District Policy Committee for the remainder of 2019 or until a new President or Alternate of the Board of Commissioners is appointed.

<i>Roll Call Vote:</i>	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Lennon</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 January 9, 2019 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 inmate meals for the month ending December 2018.*
- c) The Annual Statement of Unpaid Fees for the calendar year 2017 filed by the Sheriff's Office of an accurate account of all fees, costs, penalties, percentages, allowances and prerequisites that have remained unpaid for more than one year pursuant to ORC 325.31.*
- d) Geauga County Board of Mental Health and Recovery Services SFY 18 Annual Report*
- e) Western Reserve Land Conservancy Annual Stewardship visit to the Mayer Preserver conservation easement property*

OTHER

The Board reviewed upcoming events.

MEETINGS

Mon., 1/28 Family First Council, 1:30 p.m. at Job and Family Services

Tue., 1/29 The Commissioners will hold regular session at 9:00 a.m.

Mon., 2/4 Board of Revision, 9:00 a.m. Auditor's Office

Tue., 2/5 The Commissioners will hold regular session at 9:00 a.m.

Wed., 2/6 ADP Special Meeting, 11:00 a.m. Auditor's Appraisal Office

Fri., 2/8 NOACA Finance & Audit 8:30 a.m., Governance 10:00 a.m., Executive 11:30 a.m., Cleveland

Mon. 2/11 – Wed. 2/13 New Member Training, Columbus, Ohio

Tue., 2/12 Planning Commission meeting at 7:30 a.m. in the Planning Commission meeting room, Bldg. #1C, 470 Center Street, Chardon

Tue., 2/12 The Commissioners will hold regular session at 9:00 a.m.

Commissioner Spidalieri inquired about the Special ADP Board meeting that was called for the Common Pleas Court for copiers in that during the Budget Hearings the amount was around \$12,000.00 and now the amount is almost \$28,000.00. Mr. Gorton came back into the meeting and the question was asked from him as to what the supplemental that had been asked for being \$12,000 or \$12,500.00 for a copier and time tracking software and the amount being doubled. Mr. Gorton was going to go back and review the information from the Budget Hearings. The discussion continued about options available and the idea of departments going together to get pricing for multiple machines instead of the individual departments going out on their own.

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Christine Blair, Clerk noted that she would contact the Auditor's Office for additional information on the items being requested for purchase.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Dvorak, seconded by Commissioner Spidalieri to adjourn the meeting at 9:45 a.m.

Geauga County Board of Commissioners

Timothy C. Lennon

Ralph Spidalieri

James W. Dvorak

Christine Blair, Commissioners' Clerk

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