

Commissioners' Journal
March 20, 2018

The Geauga County Board of Commissioners met in session on March 20, 2018 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 Vice President of the Board, Timothy C. Lennon opened the meeting at 9:00 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

**Commissioner Spidalieri was absent from today's meeting.*

MEETING MINUTES

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute the minutes for the meeting of March 13, 2018.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Absent*</i>

COMMISSIONERS' OFFICE- COUNTY ADMINISTRATOR'S REPORT

Mr. Lair reported on the items approved March 15, 2018 for the Maintenance Department a service Contract Agreement with Environmental Protection Systems, LLC to perform Floor Tile Abatement at the Geauga County Courthouse, 1st Floor during the year 2018 in an amount not to exceed \$3,810.00 and March 16, 2018 for the Transit Department approved hiring Gary Barath to the position of Part-time Driver (#2210-1) to be effective March 26, 2018 at the rate of \$13.97 per hour with a one year probationary period. This offer of employment is contingent upon the successful completion of the required pre-employment conditions; by the County Administrator, authorized by Resolution #18-003 under the direction and supervision of the County Commissioners that was approved January 4, 2018 pursuant to O.R.C. 305.30.

APPROVE FINANCIALS

Budget and Finance Manager Adrian Gorton explained the financials for today as including Revenue Certifications for Mental Health for State Grants and Other Revenue, the Sheriff for Law Enforcement Block Grant funds and Soil and Water Conservation District for the local match revenue fund; an Appropriations transfer for the Commissioners' Office from Miscellaneous Operating to Miscellaneous Other Agriculture; an Appropriation transfer to the Sheriff's Office for reimbursement of fees deposited into the General Fund and a Supplemental Appropriation transfer from Mental Health to the Adams Board Fund for contract services; a Cash transfer to Court Technology for a portion of their 2018 funding; Travel requests for Job and Family Services and Transit; a Then and Now for Job and Family Services to the Board of Developmental Disabilities for Help Me Grow expenses from December; a Contract purchase order from Maintenance to Nevird Ltd., d.b.a. Ash's Mayfield Window Cleaning for the County Buildings and the Safety Center; a payment to Village of Hunting Valley for the Engineer's Office for Survey of County Line Road in the amount of \$22,220.00 and a payment to Motorola Solutions for the Sheriff's Office for mobile radios for the Social Security Investigator vehicles.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute Resolution #18-043 itemizing the financials for the meeting of March 20, 2018.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Absent*</i>

PROSECUTOR'S OFFICE – RELEASE – STEVEN BULL, ADVANCED IT PROFESSIONALS, LLC

Prosecutor Jim Flaiz explained that as part of the issue at the Auditor's Office, the former IT Director had paid for some hardware, licenses and access points with County money and then sold them to someone through his private company. This contractor paid for the wireless access points. Mr. Flaiz noted that there wasn't a lot of hardware theft; some has been recovered.

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When it was discovered that they had been sold to a third party, he notified him that the property belonged to the county. He has agreed to pay fair market value for the items. This contract will be paying \$15,756.00 to the county. Mr. Flaiž explained that he would need to then go after Mr. Decatur for the original amount paid to him for the equipment. There was discussion that the contractor might be able to file a claim with his insurance for the amount.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute the Release between the Geauga County Board of Commissioners and Steven Bull, Advanced IT Professionals, LLC in connection with twenty-five (25) Meraki wireless access points.

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

There was a brief discussion about business practices, internal controls, policy and the possibility of making improvements.

SOIL AND WATER CONSERVATION DISTRICT – 2018 LOCAL AGRICULTURAL EASEMENT PURCHASE PROGRAM – COOPERATIVE AGREEMENT

Director Carmella Shale explained that this is the cooperative agreement with the Ohio Department of Agriculture for the 2018 local agricultural easement purchase program. This is the second year of being a local sponsor. Ms. Shale noted that in 2017 we had one farm that is wrapping up and this year we have two applications, one located in Russell for twenty acres and one in Troy for seventy-six acres. Ms. Shale stated that in 2017 we were awarded \$160,000.00 and this year we were given \$211,000.00 and what is not used is rolled back into the program and used in other locations. Commissioner Lennon asked Ms. Shale her opinion and grade for last year. Ms. Shale stated that it was a learning curve, a lot of hoops to jump through, but overall response is better this year. Ms. Shale explained that the property is ranked to get so many points to be considered. If they reach a certain number they can add value to each acre. Ms. Shale stated that there is no pressure, if the home owner wants to do this, she will help them do it, and while they understand they could make more selling it, many don't want their property split into little pieces.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and authorize the Vice President of the Board to execute the 2018 Local Agricultural Easement Purchase Program (LAEPP) Cooperative Agreement between the Ohio Department of Agriculture and the Geauga Board of County Commissioners (Local Sponsor) regarding funding to be allocated for the protection of Ohio farm lands against conversion to non-agricultural use in the amount of \$211,195.00 for the acquisition of Agricultural Easements approved by the Ohio Department of Agriculture.

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

DEPARTMENT ON AGING – AMENDMENT TO LEGAL SERVICES AGREEMENT – SCHRAFF THOMAS, LLC

Director Jessica Boalt asked the Board to approve an amendment to the Legal Services Agreement to make a change to the name of the firm to Schraff Thomas, LLC.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute the Amendment to Legal Services Agreement executed January 23, 2018, modifying the agreement to change the name of the firm affiliation for the Attorney, Patricia J. Schraff, Esq to the firm known as Schraff Thomas, LLC to be effective April 1, 2018 with all terms and conditions of the agreement remaining in full force and effect.

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

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MAINTENANCE – SERVICE CONTRACT AGREEMENTS – ELL-CON GROUP,
INCORPORATED D.B.A. ELLIOTT'S CARPET AND UPHOLSTERY CLEANING

Director Glen Vernick asked the Board to approve service contracts for carpet cleaning services at the county buildings and at the Safety Center. Mr. Vernick noted that this does include a little extra for emergencies.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute a service Contract Agreement with Ell-Con Group, Incorporated d.b.a. Elliott's Carpet and Upholstery Cleaning to perform carpet cleaning services for Geauga County Buildings for a two year period in an amount not to exceed \$25,000.00.

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

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute a service Contract Agreement with Ell-Con Group, Incorporated d.b.a. Elliott's Carpet and Upholstery Cleaning to perform carpet cleaning services for the Geauga County Safety Center for a two year period in an amount not to exceed \$5,000.00.

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

MAINTENANCE – SERVICE CONTRACT AGREEMENTS – FIORES GROUP, LLC

Mr. Vernick asked the Board to approve the service contracts with Fiores Group to do Lawn Maintenance for the county site locations, adding that the Dog Warden and Transit were added to the first contract. There was a brief discussion about the lawn around the Courthouse. Mr. Vernick noted that the Safety Center contract also includes Post #2.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute a service Contract Agreement with Fiores Group, LLC to perform Lawn Maintenance Services at the Department of Emergency Services, Pleasant Hill County Home, Department on Aging/Ravenwood, Veterans Memorial, Pleasant Hill Cemetery, Dog Warden and Geauga Transit Buildings for a two year period (2018-2019) in an amount not to exceed \$18,000.00.

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

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute a service Contract Agreement with Fiores Group, LLC to perform Lawn Maintenance Services at the Geauga County Courthouse, 208 East Park Parking Lot and 470 Center Street for a two year period (2018-2019) in an amount not to exceed \$12,000.00.

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

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute a service Contract Agreement with Fiores Group, LLC to perform Lawn Maintenance Services at the Geauga County Safety Center and Sheriff's Post #2 for a two year period (2018-2019) in an amount not to exceed \$12,000.00.

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

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TRANSIT – APPROVE REVISED DRUG AND ALCOHOL CONSORTIUM SUBSTANCE ABUSE POLICY AND PROCEDURE MANUAL – SPECIFIC TO TRANSIT

Director Michael Kasper asked the Board to approve the revised drug and alcohol consortium substance abuse policy and procedure manual making it exclusive to Transit to bring it in line with Ohio Department of Transportation and Federal standards and requirements. Mr. Kasper stated that this was discovered during a recent Audit, and a portion of the Audit was done at UH in regards to this part of the it. Drivers are randomly tested via the consortium's randomizer and can be tested 2-3 times a quarter up to 10 times a quarter.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to accept and approve the revised Geauga County Drug and Alcohol Consortium Substance Abuse Policy and Procedure Manual, specific to Geauga County Transit, to be effective March 20, 2018.

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

TRANSIT – STATE OF OHIO GENERAL REVENUE FUND GRANT CONTRACT – REPLACE HVAC SYSTEM

Mr. Kasper explained that he had contacted ODOT to see if the cost of the replacement fell into the capitalized maintenance grant and in a short period of time ODOT agreed to reimburse 90% of the cost.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and authorize the Vice President of the Board to execute the State of Ohio General Revenue Fund Grant Contract between the Geauga County Board of Commissioners and the State of Ohio, Department of Transportation for the purchase of a new HVAC System in the amount of \$12,900.00.

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

TRANSIT – UNPAID LEAVE – DIRECTOR, MICHAEL KASPER

Mr. Kasper asked for up to 80 hours of unpaid leave for himself that he has been requesting each quarter. Mr. Kasper noted that his unpaid time is that he strictly does not get paid.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve up to 80 hours of unpaid leave for Director Michael Kasper, during the period April 1, 2018 through June 30, 2018.

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

TRANSIT – ACCEPT RETIREMENT RESIGNATION – MICHAEL WALSH – FULL-TIME DRIVER

Mr. Kasper asked the Board to accept Mr. Walsh's retirement resignation.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to accept the Retirement Resignation of Michael Walsh, Full-time Driver to be effective March 31, 2018.

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

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TRANSIT – ADVERTISE TWO (2) POSITIONS – FULL-TIME DRIVER (#2210)

Mr. Kasper asked the Board to advertise to hire two Full-time Drivers, as they are currently down three.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to grant permission to advertise for two (2) positions of Full-time Driver (#2210). These positions will remain posted until filled.

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

DEPARTMENT OF WATER RESOURCES – FINAL EASEMENT PLAT – CANYON LAKES COLONY – TRUNK MAIN RELOCATION PROJECT – BAINBRIDGE TOWNSHIP

Assistant Sanitary Engineer Laura Weber asked the Board to execute the final plat for Canyon Lakes subdivision for the trunk main relocation project.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute the Final Easement Plat for Canyon Lakes Colony Subdivision in regards to the Bainbridge Trunk Main Relocation Project.

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

COMMISSIONERS' OFFICE – ADVERTISE SUMMER HELP (#0101)

Director of Administrative Services Linda Burhenne asked the Board to approve advertising for Summer Help, noting that Maintenance, Aging, and the County Home would primarily be the departments who would be utilizing it. Ms. Burhenne noted that they were still waiting to hear from Job and Family Services if TANF funding for summer help will be available this year.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to grant permission to advertise for Summer Help (#0101) for the approximate period of May 1, 2018 (or the end of the school year) through September 30, 2018 (or the beginning of the school year) for a maximum of 21 weeks (840 hours) at the rate of \$10.00 per hour – first year, \$10.25 per hour – second year, and \$10.50 per hour – third and subsequent years. These positions will remain posted until filled.

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

COMMISSIONERS' OFFICE – RELEASE OF ALL CLAIMS – S.A.M. LANDSCAPING, INCORPORATED

Ms. Burhenne asked the Board to execute the Release that involved a Transit Bus backing into one of their trucks.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute the Release of All Claims with S.A.M. Landscaping, Incorporated in the amount of \$3,215.61.

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

COMMISSIONERS' OFFICE – 2018 GREAT GEAUGA COUNTY FAIR CONTRACT

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and authorize the Vice President of the Board to execute the 2018 Great Geauga County Fair contract for the period August 30, 2018 through September 3, 2018.

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

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COMMISSIONERS' OFFICE – ADJUST WAGE SCALES AND COMPENSATION OF NON-BARGAINING UNIT EMPLOYEES UNDER THE COMMISSIONERS' HIRING AUTHORITY BY AN INCREASE OF TWO PERCENT – EXCEPTION OF JOB AND FAMILY SERVICES

Mr. Lair explained that last week during executive session the Board had discussions with Directors regarding salary adjustment, noting that the Board had approved a 3% budget increase to the salary line items. It was suggested to do a shift to the pay table of 2% leaving a remainder of 1% that could be used for incentive compensation to be determined at a later date based on evaluation. Mr. Lair stated that the idea was to start getting employees to understand that payroll will not go up every year that it will be moving towards a performance evaluations or a bonus incentive. Mr. Lennon added that if there are positions that are low, they asked Directors to bring those to them with reason to do an increase, adding that he has seen some that are almost embarrassingly low. Mr. Lair stated that you need to look at positions not people, what the job entails and the cost for the specialty, noting a prior adjustment to the Water Resources Technical scale.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to adjust the wage scales and compensation of non-bargaining unit employees under the hiring authority of the Board of Geauga County Commissioners, with the exception of the Department of Job and Family Services, effective with 2018 payroll number seven (#7) by an increase of two percent (2%), rounding the adjusted hourly rate to the nearest penny.

Postings for current job openings will be revised to reflect this change.

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

There was a brief discussion about giving raises across the Board to employees, and having an explanation for it. Mr. Lennon noted that years or loyalty aren't the only pieces, but that performance, character and other things should be looked at for compensation raises.

ACKNOWLEDGEMENTS

- a) *A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending February 28, 2018 as required by O.R.C. 955.12.*
- b) *Monthly reports for the Pleasant Hill County Home for the months of December 2016, March and April 2017, June through December 2017 and January and February 2018.*
- c) *A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the inmate meals for the month ending February 2018.*
- d) *A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the prisoner transport for the month ending February 2018 as required by O.R.C. 325.07.*
- e) *The 2017 Annual Inventory of all materials, machinery, tools and other county supplies pursuant to ORC 305.18 for the following: Department on Aging, Archives and Records Center, Auditor, Board of Elections, Board of Developmental Disabilities, Building, Clerk of Courts, Commissioners', Coroner, County Home, Department of Emergency Services, Engineer's, Health District, Maintenance, Mental Health, Planning, Prosecutor, Recorder, Sheriff, Transit, Veterans and Water Resources.*

OTHER

The Board reviewed upcoming events.

MEETINGS

Tue., 3/20 Investment Advisory Board, 8:45 a.m. Chambers

Tue., 3/20 ADP Board meeting, 2:00 p.m. Auditor's Office

Mon., 3/26 Board of Revision, 9:00 a.m. Auditor's Office

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- Tue., 3/27 The Commissioners will hold regular session at 9:00 a.m.*
- Mon. 4/2 Child Abuse Prevention month – Kick Off, 2:00 p.m. at Job and Family Services*
- Tue., 4/3 The Commissioners will hold regular session at 9:00 a.m.*
- Wed., 4/4 NOC COG, 12 p.m. Building #8 Meeting room*
- Fri. 4/6 Farm Bureau Luncheon, 11:00 a.m. Bass Lake Tavern*
- Tue., 4/10 Planning Commission meeting at 7:30 a.m. in the Planning Commission meeting room, Bldg. #1C, 470 Center Street, Chardon*
- Tue., 4/10 The Commissioners will hold regular session at 9:30 a.m.*
- Wed., 4/11 Geauga County Township Association Dinner, 6:30 p.m. Hillbrook Club*
- Fri., 4/12 NOACA External Affairs 8:30 a.m., Policy 10:00 a.m. and Planning & Programming 11:30 a.m.*
- Mon., 4/16 Family First Council, 1:30 p.m. Mental Health Offices*
- Tue., 4/17 The Commissioners will hold regular session at 9:00 a.m.*

Commissioner Claypool brought up a meeting that was being held in Parkman to discuss some safety issues on the Newcomb Road area and what might some options are to get repairs done.

Clerk, Christine Blair inquired of the Board availability for the need of a Geauga Trumbull Solid Waste Board of Directors meeting to discuss the finalists from interviews and have the committee make a recommendation to the Board.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to adjourn the meeting at 9:59 a.m.

Geauga County Board of Commissioners

Ralph Spidalieri

Timothy C. Lennon

Walter M. Claypool

Christine Blair, Commissioners' Clerk

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