

Commissioners' Journal
December 22, 2015

The Geauga County Board of Commissioners met in session on December 22, 2015 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, Walter M. Claypool opened the meeting at 9:03 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 15, 2015.

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

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – LEGAL BINDING DOCUMENTS – REVOLVING LOAN FUND LOAN – PATTIE HOLDINGS, LTD.

Director Anita Stocker explained that the Pattie Group is a very successful landscaping business that has been in business for twenty plus years located on State Route 306 in Russell. Ms. Stocker stated that the business has kept expanding and growing and the founder is now looking to leave the business and offered the business to his two sons that had gone out on their own and started businesses. Ms. Stocker stated that the County along with Liberty Bank are just doing the property buyout of land and buildings located on State Route 306. Commissioner Claypool expressed his feelings regarding the county being a bank, and while he is uncomfortable with the county being in the second position with a low interest rate, he understands that this is done to encourage and help businesses within the county to succeed. Ms. Stocker added that it provides cash flow, encourages growth and promotes employment opportunities for those in the county. Ms. Stocker noted that the RLF committee is very knowledgeable and does look at the strength of the business and the business plan, and to this point have been blessed with whom we have loaned to. Commissioner Rear noted that the current interest rates of return on investment of the county finances have not yielded high interest based on what the rates are, but the interest rates on the loans are yielding interest income that helps build the amounts that can be used again to loan to other businesses that are looking to grow within the county. Ms. Stocker stated that it is always looked at as taxpayer money, it started with \$3 million and has grown to \$18 million and has served the purpose of why it was created.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the legal binding documents for the Revolving Loan Fund (RLF) loan to Pattie Holdings, Ltd. for the purchase of land and buildings located at 15533 Chillicothe Road, Russell Township in the amount of \$193,000.00 for ten (10) years (120 months) at three and one-half percent (3.5) interest, including: a Mortgage for 15495 Chillicothe Road, a Mortgage for 15511 Chillicothe Road, a Mortgage for 15513 Chillicothe Road, Participation Agreement, Promissory Note, Guaranty of Pattie Holdings, Ltd., Guaranty of Pattie Group Management, Incorporated, Guaranty of Pattie Group, Incorporated, Guaranty of Landskeepers Five Star, LLC, Personal Guaranty of Brian Pattie, and Personal Guaranty of Jonas G. Pattie.

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

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – LEGAL BINDING DOCUMENTS – REVOLVING LOAN FUND LOAN – EXSCAPE DESIGNS, LLC

Ms. Stocker explained that Exscape Designs is also a landscaping company who is looking for a corporate headquarters and is purchasing an existing business on Kinsman Road and will use that location for the headquarters. Ms. Stocker stated that they have a fast track plan to grow, and needed this acquisition to expand further, keeping the equipment stored cleanly and out of

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sight. Ms. Stocker expressed that they do a heavy design business and more on the west side that does a lot of big backyards which continues to be work that is in demand. Ms. Stocker expressed that they are very well run and is very much on top of his game. Mr. Claypool expressed that his only concern is that it is another landscaping company, but will trust in the process. It was noted that the funds for this loan are strictly in a fund that is controlled by the State.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the legal binding documents for the Revolving Loan Fund (RLF) loan to Exscape Designs, LLC for the purchase of land and building located at 10121 Kinsman Road, Newbury Township, in the amount of \$250,000.00 for twenty (20) years (240 months) at 3% interest, including: Mortgage, Participation Agreement, Promissory Note, and Guaranty of Exscape Designs, LLC.

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

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – CHANGE ORDER #1 – INCREASE – AUBURN BAINBRIDGE EXCAVATING

Assistant Program Administrator Kelly Conrad explained that this is a change order for a resident in Thompson to the tie in to the sewage disposal system, for an increase in the scope of work due to lines being run for an additional \$750.00.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute Change Order #1 for Auburn Bainbridge Excavating increasing the Agreement \$750.00 due to an increase in the scope of work for the tie-in of property located at 6737 Madison Road, Thompson to the Thompson Township Sewage Disposal System, under Grant #B-W-13-1AZ-1.

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

APPROVE FINANCIALS

Budget and Finance Manager Heidi Delaney explained the financials for today as including a Revenue Certification for the Engineer's Road Improvement fund; Appropriation transfers for various funds for year-end payroll processing; a Supplemental Appropriation for the General Fund for debt and capital project funding transfers; Payments to Exscape Designs LLC for a revolving loan in the amount of \$250,000.00 and The Pattie Group for a revolving loan fund loan in the amount of \$193,000.00; and a payment to Thrasher, Dinsmore and Dolan for legal services related to Geauga Park District zoning matters for the Probate Court in the amount of \$9,264.00.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #15-183 itemizing the financials excluding the three line items for the Probate/Juvenile Court for Thrasher, Dinsmore and Dolan for the meeting of December 22, 2015.

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

Kim Laurie asked a question on behalf of the Court as to what the process that is being used for the investigation because no one has contacted the court for answers and offered any documentation that could be provided to help in answering those questions. Mr. Rear asked for the documentation for the process that was used to hire the Attorney that relates to the O.R.C. 305.14, adding that when there is a conflict with the Prosecutor's Office a process needs to be followed. Mr. Claypool stated that the question was regarding the process, to which the financial is received, reviewed and if there is any questions, the Auditor's office is contacted, then the State Auditor is contacted for clarification to avoid any audit issues. Mr. Claypool noted that they will be contacting the court for information. Ms. Laurie asked what the court could provide to help answer the question, as Mr. Claypool stated that the Board would like to

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see documentation of the process that was followed and those documents related to the bill. Mr. Rear asked why the Board was receiving a bill from the summer of 2014 the second to last week of 2015. Mr. Rear asked why the Board was being asked to pay a bill for something relating to the Geauga Park District that we have nothing to do with. Ms. Laurie stated that this is not a Park District expense, under O.R.C. 1545 the Probate Court has the authority to hire an Attorney to help counsel the Probate Court on how to handle situations with the Park Commissioners. Mr. Claypool stated that this office is going to do the right thing and will look to discover what happened, how it can be fixed and how to handle it.

Bonnie Cavanaugh, member of the County School Board inquired if there is a dollar limit to that type of expense and is there a chart of accounts that allows them to hire an Attorney without approval by the Commissioners. Mr. Claypool expressed that the process to hire an Attorney dealing with a conflict of interest must follow the joint request that is made by the Common Pleas Court and the Commissioners to determine the necessity and the rate to be paid and the cap on that request. Mr. Claypool expressed that in this situation the Commissioners were not involved in this process. Mr. Claypool stated that we do take these issues seriously in overseeing your taxpayers' dollars and how they are spent.

Ms. Laurie added that the Supreme Court has deemed quite a few of the Ohio Revised Codes as being unconstitutional for Courts to follow them, and unless they are removed it makes it more complicated, and asks the question has it been deemed unconstitutional. Mr. Rear stated that he wanted to make sure that people understand that the Board is charged with protecting public money and that they just want to make sure those funds are being properly spent in the way they should be.

DEPARTMENT ON AGING – PAID ADMINISTRATIVE LEAVE – KATHY DELANEY - ASSISTANT SITE COORDINATOR

Director Jessica Boalt asked the Board to approve placing Ms. Delaney on paid administrative leave until further notice.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the placement of Kathy Delaney, Assistant Site Coordinator on paid administrative leave effective December 21, 2015, until further notice.

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

DEPARTMENT ON AGING – ACCEPT RESIGNATION – JOANNA BRACE – SENIOR TRANSPORTATION COORDINATOR (#1019)

Ms. Boalt explained that Ms. Brace had been with the department on Aging for the last eighteen years and received a resignation from her, as she has chosen to take a new position in the Transit Department.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept the resignation of JoAnna Brace, Senior Transportation Coordinator (#1019) to be effective January 30, 2016.

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

DEPARTMENT ON AGING – ADVERTISE INTERNALLY – SENIOR TRANSPORTATION COORDINATOR (#1019)

Ms. Boalt asked the Board to approve posting her position internally, noting that there are three employees that reported to her and filled in for her when she was out.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise internally for the position of Senior Transportation Coordinator (#1019) with applications being accepted December 23, 2015 through 4:30 p.m. on December 31, 2015.

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Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

DEPARTMENT OF EMERGENCY SERVICES – UPDATED - ACCOUNTING FORMS
AUTHORIZATION FORM FOR FUND 6031 AND PAYROLL AUTHORIZATION FORM

Director Dale Wedge asked the Board to approve the updated accounting forms and payroll authorization forms to include adding Mr. Peterson.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the updated Accounting Forms Authorization Form for Fund 6031.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the updated Payroll Authorization Form.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

DEPARTMENT OF EMERGENCY SERVICES – RE-CLASSIFY ROGER PETERSON –
DEPUTY DIRECTOR PREPAREDNESS AND TRAINING

Mr. Wedge asked the Board to reclassify Mr. Peterson to Deputy Director Preparedness and Training.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the re-classification of Roger Peterson to the position of Deputy Director Preparedness and Training (#1711) to be effective December 28, 2015 at a rate of \$21.24 per hour with a 180 day probationary period.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

DEPARTMENT OF EMERGENCY SERVICES – ADVERTISE – DEPUTY DIRECTOR –
PLANNING (#1712)

Mr. Wedge stated that based on the revised job descriptions, he would like to post for the Deputy Director – Planning position which will ultimately result in some succession planning for when he does retire.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise for the position of Deputy Director – Planning (#1712). This position will remain posted until filled.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

DEPARTMENT OF EMERGENCY SERVICES – RADIOLOGICAL EMERGENCY RESPONSE
PLAN – REVISION 24, DATED JANUARY 2016

Mr. Wedge explained that the following revisions were made to the plan, including: Global changes of the revised number and date on all pages, and correcting some minor typographical errors; Other changes included Section A4: Adding Executive Group Assistant as a member of the Executive Group, Clarified under what circumstances the DES Director serves as the Chief of Staff; Section B1: Adding Executive Group Assistant as a member of the Executive Group; Section B2: Clarified under what circumstances the DES Director serves as the Chief of Staff; Section C2: Corrected the address of the county Airport; Section E4: Changed frequency of silent siren tests to weekly; Section E6: Clarified who received warning messages; Section G2:

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Changed Emergency Public Information distribution to annual; Section H4: Clarified that radiological survey equipment is inventoried quarterly (changed from yearly); Section J5: Removed reference to Ledgesmont Schools and replaced it with Berkshire School District; Section N3: changed "procedure" to "guidelines"; Section O2: Removed reference to the obsolete software that was used to track training, updated wording to reflect current practices; Appendix 1: Added Executive Group Assistant as a member of the Executive Group; Appendix 3: Added Executive Group Assistant as a member of the Executive Group; Appendix 5: Replaced Ledgesmont Schools with Berkshire Schools; Appendix 6: Removed Ledgesmont Schools from the letters of agreement list; Appendix 12: Removed Ledgesmont Schools; and Appendix 15: Updated population distribution based upon latest ETE estimates.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute, and further authorize the Director of the Department of Emergency Services to execute the Radiological Emergency Response Plan (for an emergency at the Perry Nuclear Power Plant) Revision 24, dated January 2016.

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

*COUNTY ENGINEER'S OFFICE – EASEMENTS FOR DRAINAGE PURPOSES –
IMPROVEMENTS TO CULVERTS ON AQUILLA ROAD – CLARIDON TOWNSHIP*

Deputy Engineer Shane Hajjar explained that the following six easements are for drainage on Aquilla Road in preparation for improvements to the drainage and roadway between Butternut Road and Mayfield Road in the amount of \$1.00 each.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept and execute the Easement for Drainage Purposes between the Geauga County Board of Commissioners and Martin D. Ruddock (Parcel #13-008700) for improvements to culverts on Aquilla Road in Claridon Township in the amount of \$1.00.

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

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept and execute the Easement for Drainage Purposes between the Geauga County Board of Commissioners and Rebecca and Jan Brindo (Parcel #13-015521) for improvements to culverts (#CH-05s-4.06) on Aquilla Road in Claridon Township in the amount of \$1.00.

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

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept and execute the Easement for Drainage Purposes between the Geauga County Board of Commissioners and the Cleveland Society for the Blind, a non-profit organization (Parcel #13-702600 and #702700) for improvements to culverts (#CH-05s-3.39 and #CH-5s-3.50) on Aquilla Road in Claridon Township in the amount of \$1.00 each (\$2.00 total).

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

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept and execute the Easement for Drainage Purposes between the Geauga County Board of Commissioners and Robert E. and Susan L. Collier (Parcel #13-003200) for improvements to culverts (#CH-05s-3.50 and #CH-5s-3.54) on Aquilla Road in Claridon Township in the amount of \$1.00 each (\$2.00 total).

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Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

MAINTENANCE – ADVERTISE PART-TIME GENERAL COMMUNICATIONS CLERK / SWITCHBOARD OPERATOR (#1912)

Director Glen Vernick asked the Board to advertise for a Part-time General Communications Clerk / Switchboard Operator to fill the vacancy left when Ms. Seacrist retired.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise for the position of Part-time General Communications Clerk / Switchboard Operator (#1912). This position will remain posted until filled.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

PROBATE / JUVENILE COURT – OHIO DEPARTMENT OF YOUTH SERVICES BUREAU OF SUBSIDIES AND GRANTS – JUVENILE ACCOUNTABILITY BLOCK GRANT SUBGRANT AWARD – RESTORATIVE JUSTICE PROGRAM, JUVENILE PEER REVIEW

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the Ohio Department of Youth Services Bureau of Subsidies and Grants Juvenile Accountability Block Grant (JABG) Subgrant Award for a Restorative Justice Program, Juvenile Peer Review in the amount of \$14,267.00 (\$12,840.00 Federal Award Amount, \$1,427.00 Cash match from the Juvenile Court Special Projects Fund) for the period January 1, 2016 through December 31, 2016.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

TRANSIT – OHIO DEPARTMENT OF TRANSPORTATION - RURAL TRANSIT PROGRAM 2016 GRANT CONTRACT – OPERATING AND CAPITAL EXPENSES AND 5339 BUS AND BUS FACILITIES GRANT PROGRAM CAPITAL ITEMS

Director Mike Kasper explained the Grant Contracts with ODOT for 2016 for eligible operating expenses and capital items, and the second is to specifically purchase bus vehicles.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the Ohio Department of Transportation Rural Transit Program 2016 Grant Contract between the Geauga County Board of Commissioners and the State of Ohio Department of Transportation (Contract #101-RPTF-16-0100) for the period January 1, 2016 through December 31, 2016 in the amount of \$969,555.00 for eligible operating expenses and capital items.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the Ohio Department of Transportation 5339 Bus and Bus Facilities Grant Program 2016 Grant Contract between the Geauga County Board of Commissioners and the State of Ohio Department of Transportation (Contract #101-BABD-16-0200) for the period January 1, 2016 through December 31, 2016 in the amount of \$177,065.00 for capital items.

Roll Call Vote:	Commissioner Rear	Aye
	Commissioner Spidalieri	Aye
	Commissioner Claypool	Aye

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TRANSIT – HIRE JOANNA BRACE – TRANSIT DRIVER SUPERVISOR (#2207)

Mr. Kasper asked the Board to approve hiring Ms. Brace as the Driver Supervisor, who comes from the Department on Aging, and feel she was the best fit for knowledge of the county and for what we do.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve hiring JoAnna Brace to the position of Transit Driver Supervisor (#2207) to be effective February 1, 2016 at a rate of \$18.03 per hour. After the successful completion of a 180 day probationary period the rate will increase to \$18.97 per hour.

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

COMMISSIONERS' OFFICE – WORK SESSION

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to schedule a work session to be held on Tuesday, December 29, 2015 at 10:30 a.m. to discuss items for the re-organizational meeting for the year 2016.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Claypool</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 9, 2015 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 November, 2015.*
- c) 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, 2015 as required by O.R.C. 325.07.*

OTHER

The Board reviewed upcoming events.

MEETINGS

*Thu., 12/24 **County offices under the hiring authority of the Board of Commissioners will be closed for general business. Twenty-four hour operations will continue to operate as usual.***

*Fri., 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., 12/29 The Commissioners will hold regular session at 9:00 a.m.

*Fri., 1/1 **The County Offices will be closed for general business due to the New Year's Day Holiday. Twenty-four hour operations will continue to operate as normal.***

Tue., 1/5 The Commissioners will hold regular session at 9:00 a.m.

Mon., 1/11 The Commissioners will hold regular session at 9:00 a.m. that will include their Annual Re-Organization Meeting.

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BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: *by Commissioner Rear, seconded by Commissioner Spidalieri to adjourn the meeting at 10:09 a.m.*

Geauga County Board of Commissioners

Walter M. Claypool

Ralph Spidalieri

Blake A. Rear

Christine Blair, Commissioners' Clerk

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