

Commissioners' Journal
February 18, 2016

The Geauga County Board of Commissioners met in session on February 18, 2016 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 9:00 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 Rear, seconded by Commissioner Claypool to approve and execute the minutes for the meeting of February 9, 2016.

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

APPROVE FINANCIALS

Budget and Finance Manager Heidi Delaney explained the financials for today as including Supplemental Appropriations for the Engineer's Municipal Road Tax and Multiple Ditch funds to appropriate carryover balances; Cash transfers out of the General Fund for the 3rd Quarter SFY16 public assistance mandated share and portions of 2016 funding for the Sheriff's 911 program fund and the 800 Communications fund; a Purchase order for Preston Ford for the purchase of a 2016 Ford Escape for the Building Department in the amount of \$21,251.50; a Contract for GPD Group, Incorporated for contract maintenance form #1 for additional engineering to upgrade Auburn Corners Wastewater Treatment Plant in the amount of \$265,600.00; Travel requests for the Department of Emergency Services and the Department of Job and Family Services; and a payment to EnviroCom Construction for pay request #12 for Contract A for the Department of Water Resources Thompson Township Sewer Project in the amount of \$73,831.09.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute Resolution #16-012 itemizing the financials for the meeting of February 18, 2016.

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

COMMISSIONERS OFFICE- COUNTY ADMINISTRATOR'S REPORT

Mr. Lair reported on the items approved February 3, 2016 by the County Administrator, including two service Contract Agreements for the Department of Water Resources for Comfort Systems, USA and Vinecourt Landscaping and Gas Line Service, Incorporated, authorized by Resolution #16-005 under the direction and supervision of the County Commissioners that was approved January 11, 2016 pursuant to O.R.C. 305.30.

AIRPORT AUTHORITY – PRE-APPLICATION FOR FEDERAL ASSISTANCE – FAA AIP PROJECT #3-39-0054-1916 – DESIGN OF NEW AIRFIELD LIGHTING, INSTALLATION OF PAPI RUNWAY 29, AND RECONSTRUCTION OF T-HANGAR TAXILANES AND RUNWAY CRACK SEAL

Business Manager Patty Fulop explained that this is the pre-application for this year's FAA funding, noting that we had asked for additional funding. Ms. Fulop stated that the State will be providing half of the normal local county matches. Ms. Fulop stated that this year will be a combined number of smaller projects, including continuing to remove the obstructions, which will allow us to get us our night approach back, but will also include the design only of runway lighting including the PAPI lights. Ms. Fulop explained that FAA normally does cover pavement in front of the hangars, but that is the only section that we need to take care of, and we have asked for assistance in getting this completed and they agreed to review it and will quite possibly

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cover it.

Ms. Fulop explained that the FAA put restrictions in place that said money being made by the airport must go to operate and support it, and the State sales tax being collected on the fuel sales was being collected but out of \$13 million a year only \$800,000.00 was being given out in grants. It has now been required that those funds be given out for airport projects, so the State budget this year went from \$800,000.00 to \$6 million, and they are using those funds to support the airports by providing half of the match dollars.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Pre-Application for Federal Assistance (SF-424) for FAA AIP Project #3-39-0054-1916 for the design of a new Airfield Lighting System, design for the Installation of PAPI Runway 29, Reconstruction of T-Hangar Taxilanes and Runway Crack Seal, in the amount of \$182,000.00, (\$163,800.00 Federal Aviation Administration, \$9,100.00 State and \$9,100.00 Local County Match).

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

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – OHIO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FINAL PERFORMANCE REPORT

Program Administrator Joni Stusek asked the Board to approve the final performance report for the Thompson Township Sewer project grant, noting that only three families were found who qualified to utilize the funds.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Ohio Community Development Block Grant Program Final Performance Report for Grant #B-W-13-1AZ-1 for the period September 1, 2013 through January 31, 2016.

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

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – CHANGE ORDER #4 – INCREASE – MARKS BUILDING COMPANY – THOMPSON TOWNSHIP COMMUNITY CENTER REHABILITATION PROJECT

Ms. Stusek explained that in the beginning of the project it was hard to know everything that had been happening with the building since it had sat so long, and upon working on the project, it was discovered that the basement floods often, but when the ramp and parking lot were completed it was noted that a majority of the water has been redirected away from the basement. Ms. Stusek noted that there is still moisture down there, so a vapor barrier was installed on the ceiling to protect the floor that was put in. Ms. Stusek explained that for food safety concerns, the “college size” refrigerator that was originally planned for was changed to accommodate the full size refrigerator, and the microwave was a higher cost than originally planned for. Ms. Stusek noted that there is still a collection of water around the well casing and they are waiting for the engineer to figure out the solution.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute Change Order #4 for Marks Building Company increasing the Contract due to a change in the scope of work for the installation of a vapor barrier in the crawl space to protect hardwood flooring and additional cost to upgrade to a full size refrigerator and microwave for Phase 2 of the Thompson Township Community Center Rehabilitation project in the amount of \$2,311.00.

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

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Ms. Stusek explained that Thompson is very excited to have Commissioners at the ribbon cutting that is being planned for April 7th in the evening.

MAINTENANCE DEPARTMENT – SERVICE CONTRACT AGREEMENTS – AUBURN FENCE CORPORATION, IMPULLITTI LANDSCAPING, AND FIRE PROTECTION SOLUTIONS

Director Glen Vernick explained that this service contract is for Auburn Fence to do replacement and repairs at any location where we have fencing. Mr. Vernick stated that the contract with Impullitti Landscaping is to check the sprinkler system at the Red Simmons Memorial located at the Safety Center, and the last contract is for Fire Protection Services to do testing on the sprinkler systems and alarms throughout the county.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute a service Contract Agreement with Auburn Fence Corporation to perform fence repairs, replacement and installations as needed at various Geauga County building sites for the Years 2016 and 2017 in an amount not to exceed \$5,000.00.

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

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute a service Contract Agreement with Impullitti Landscaping to perform irrigation services and maintenance of the Red Simmons Memorial Site for the Years 2016 and 2017 in an amount not to exceed \$2,000.00.

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

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute a service Contract Agreement with Fire Protection Solutions to perform sprinkler system testing and inspections at Geauga County Buildings for the Years 2016 and 2017 in an amount not to exceed \$8,000.00.

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

MAINTENANCE DEPARTMENT – HIRE COLLEEN CRAIG – PART-TIME GENERAL COMMUNICATIONS CLERK AND SWITCHBOARD OPERATOR (#1912-1)

Mr. Vernick asked the Board to approve hiring Ms. Craig to the position of General Communications Clerk and Switchboard Operator, noting that she has experience with phone systems, mail machines and they feel that she was the best candidate.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve hiring Colleen Craig to the position of Part-time General Communications Clerk and Switchboard Operator (#1912-1) to be effective February 29, 2016 at a rate of \$9.39 per hour. After successful completion of a 180 probationary period the rate will increase to \$9.89 per hour.

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

SHERIFF'S OFFICE – AUTHORIZE SUBMISSION OF ANNUAL FEDERAL EQUITABLE SHARING AGREEMENT AND CERTIFICATION AFFIDAVIT FOR 2015

Chief Deputy Scott Hildenbrand explained that this report is required to be filed every year that shows how the funds received from seizure are spent, noting that they are requesting that the report be filed electronically.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the submission electronically of the Annual Federal Equitable Sharing Agreement and Certification Affidavit for 2015.

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

DEPARTMENT OF WATER RESOURCES – AUTHORIZE NEGOTIATIONS WITH LJB INCORPORATED – ENGINEERING AND SURVEY SERVICES – RELOCATE COUNTY TRUNK MAIN IN CANYON LAKES

Director Gerard Morgan explained that the trunk main that runs from South Russell to the McFarland Wastewater Treatment Plant crosses through the river several times, and currently there are two areas that are starting to be exposed within the river. Mr. Morgan asked the Board to allow them to begin negotiations with LJB to move that main where it is crossing the river before it becomes completely exposed and becomes an issue within the river.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to authorize the department to begin negotiations on a contract with LJB Incorporated for Engineering and Survey services on the relocation of the County's sewer trunk main in the Canyon Lakes area of Bainbridge Township.

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

DEPARTMENT OF WATER RESOURCES – SERVICE CONTRACT AGREEMENTS – ROMANO IANIRO CONTRACTING, INCORPORATED AND GROUNDWORX CONSTRUCTION, LLC

Mr. Morgan explained the service contracts are for larger projects involving excavation needs, noting that only about 40% of the contracts put into place were used last year. Mr. Morgan explained that a lot more of the work is being completed within the department, and if a need arises, they choose from the existing contracts in place and send out an RFP to handle the project. There was a brief discussion about fuel surcharges, and it was noted that most often they are included in the overall cost of the project.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute a service Contract Agreement with Romano Ianiro Contracting, Incorporated to perform excavating services as needed at various locations within the department for the Year 2016 in an amount not to exceed \$20,000.00.

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

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute a service Contract Agreement with Groundworx Construction, LLC to perform excavating, landscaping and building maintenance services at various locations within the department for the Year 2016 in an amount not to exceed \$20,000.00.

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

COMMISSIONERS' OFFICE – ADOPT REVISED CHANGES TO GEAUGA COUNTY PERSONNEL POLICY AND PROCEDURE MANUAL – INCLUDE CHANGES IN EMPLOYEE HANDBOOK – APPROVE PROBATION POLICY ACKNOWLEDGEMENT FORM

Director of Administrative Services Linda Burhenne explained that the policy committee derived the changes that were presented in regards to probation and the use of flex time. Ms. Burhenne stated that the flex time change includes allowing an employee under approval by the supervisor to take a full day if the hours are available and must only be allowed once during a calendar month. Hourly employees are restricted to flexing time within the pay week and not the month.

Ms. Burhenne explained the biggest change was to the Classification and Compensation Plan and probation, noting that the 180 days will be increased to one year, and the probationary rate will be removed, so the employee will start at the higher rate. Ms. Burhenne stated that

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additional changes included allowing the probationary employee to receive the annual pay increase along with being allowed to apply for positions that could promote them to another position, but that would also include a new probation period, but will require the employee to be on probation for one full year. Mr. Lair briefly explained some of the things that have been done in previous years in regards to pay increases due to the pay scale not being up to inflation standards, so an annual increase has been made to the scale versus doing step increases.

Ms. Burhenne noted that the employee handbook will be updated to reflect the changes being made and the 19 employees currently on probation will be given the option of choosing to stay on the plan that they started on or choosing to move to the revised policy and these affected employees would be required to sign off on that choice.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and adopt the following updates to the Geauga County Personnel Policy and Procedure Manual: Section 2. Employment, page 2.6 Probationary Period, page 2.7 Performance Evaluation, Section 4. Compensation, page 4.1-4.3 Classification and Compensation Plan and page 2.17 Flexible Hours to be effective February 18, 2016.

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

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and adopt the revisions to the Geauga County Employee Handbook to reflect the updated policy changes to be effective February 18, 2016.

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

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve the Probation Policy Acknowledgement Form to allow employees currently on probation to choose how they wish to complete their probationary period.

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

TRANSIT DEPARTMENT – MELZER FUEL SERVICE FUEL PURCHASE AND LOANED EQUIPMENT AGREEMENT

Director Mike Kasper explained that there is no cost for the installation of the placement of a 300 gallon gasoline tank on the fuel island at the Transit department. Mr. Kasper stated that it is a self-contained portable tank. Mr. Kasper noted that the monthly purchase requirement is an approximate amount, and that currently they use about 675 gallons a month, but the two new buses being delivered this year will be gasoline and will increase that amount being used.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Melzer Fuel Service Fuel Purchase and Loaned Equipment Agreement for a gasoline fuel tank to be located at Geauga County Transit for a one year period ending December 11, 2016 with an approximate monthly quantity requirement purchase of 900 gallons of fuel.

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

COMMISSIONERS' OFFICE – EXECUTIVE SESSION

Motion: by Commissioner Rear, seconded by Commissioner Claypool to move into Executive Session for the purpose of discussing the discipline of a public employee in the Transit Department.

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

It was noted that Mr. Lair, Ms. Burhenne and Mr. Kasper would be joining the Board in executive session. The Board returned at 10:36 a.m. and as a result the following action was taken:

Motion: by Commissioner Rear, seconded by Commissioner Claypool to accept the disciplinary recommendation of the hearing officer, Karen DeCola, and to suspend without pay Sharyn Measor, Transit Dispatcher in the Transit Department for 24 hours (3 days) for violation of Geauga County Personnel Policy and Procedure Manual section 3, conduct page 3.2 violation of any provisions of county policies or procedures and page 3.3 any other action deemed serious enough by administrative personnel.

And further, approve and execute the Order of Removal, Reduction, Suspension, Involuntary Disciplinary Separation form per ORC 124.34 for the 3 days.

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

ACKNOWLEDGEMENTS

- a) A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the inmate meals for the months ending December, 2015 and January, 2016.*
- 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 January, 2016 as required by O.R.C. 325.07.*
- c) The Monthly Inventory Report, Consolidated Investment Portfolio and Obligations and Securities monthly reports filed by the Treasurer's Office for Geauga County for the Month of January, 2016, pursuant to ORC 135.35(L).*
- d) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending February 3, 2016 as required by O.R.C. 955.12.*

OTHER

The Board reviewed upcoming events.

MEETINGS

<i>Mon., 2/22</i>	<i>Family First Council, 2:00 p.m. Mental Health Offices</i>
<i>Tue., 2/23</i>	<i>The Commissioners will hold regular session at 9:00 a.m.</i>
<i>Tue., 2/23</i>	<i>The Commissioners will hold a Public Viewing at 1:30 p.m. for the Proposed Vacation of a Public Right of Way upon a portion of an Un-named, Non-numbered Road in Parkman Township</i>
<i>Thu., 2/25</i>	<i>The Commissioners will hold regular session at 6:30 p.m.</i>
<i>Fri., 2/26</i>	<i>Community Improvement Corporation (CIC) Breakfast 8:30 a.m., Bass Lake Taverne</i>
<i>Tue., 3/1</i>	<i>The Commissioners will hold regular session at 9:00 a.m. that will include a Public Hearing at 9:15 a.m. regarding the Proposed Vacation of a Public Right Way upon a portion of a Un-named, Non-numbered Road in Parkman Township</i>
<i>Wed., 3/2</i>	<i>NOC COG, 9:00 a.m. 470 Center Street Bldg. #8</i>

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Tue., 3/8 The Commissioners will hold regular session at 9:00 a.m.

Tue., 3/8 Planning Commission meeting at 7:00 p.m. in the Planning Commission meeting room, Bldg. #1C, 470 Center Street, Chardon

Thu., 3/10 Leadership Geauga Youth Government Day

Fri., 3/11 NOACA Board of Directors 9:00 a.m. Cleveland

Tue., 3/15 The Commissioners will hold regular session at 9:00 a.m.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Rear, seconded by Commissioner Claypool to adjourn the meeting at 10:38 a.m.

Geauga County Board of Commissioners

Walter M. Claypool

Ralph Spidalieri

Blake A. Rear

Christine Blair, Commissioners' Clerk

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