

**Commissioners' Journal**  
**February 17, 2015**

*The Geauga County Board of Commissioners met in session on February 17, 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 9:00 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.*

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

**FINANCIALS**

*County Administrator David Lair reported on financials from February 12, 2015, Resolution #15-018, that included a Supplemental Appropriation to the Building Improvement fund for capital improvements; Cash transfers out of the General Fund to the Building Improvement fund, the Family First Council and Volunteer Guardianship program; Cash transfer into the General Fund from the Public Assistance Fund for building lease payments; a Travel request for the Recorder's Office; a payment to Itersource for an update to the E911 system in the amount of \$12,000.00, and a payment to Lakeland Management for pay request #5 for the County Engineer new office facility in the amount of \$130,690.00, as approved by the County Administrator pursuant to the motion approved December 30, 2014 to authorize the County Administrator to execute, in the case of a lack of quorum of Commissioners and / or if session is cancelled on a regular financial day or on a day when financials need to be approved, the required approvals for county financials on behalf of the Board during the Year 2015, as authorized by O.R.C. 305.30.*

**APPROVE MINUTES**

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute the minutes for the meeting of January 29, 2015.*

<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 the minutes for the meeting of February 3, 2015.*

<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 the minutes for the special meeting of February 12, 2015.*

<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 a Cash transfer from the Children's Services Fund to the Public Assistance Fund; Cash transfers from various accounts to the Telephone Service Rotary Fund, the Windstream phone invoice for January 2015; Travel requests for Job and Family Services and the Juvenile / Probate Court; a payment to the Geauga County Agricultural Society to reimburse for pavement project from Community Development grant funding in the amount of \$20,107.00; and a payment to Keystone US for video recording equipment at the Safety Center for the Maintenance Department in the amount of \$29,860.00.*

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*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute Resolution #15-019 itemizing the financials for the meeting of February 17, 2015.*

<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>

*DEPARTMENT ON AGING – APPROVE JOB TITLE AND DESCRIPTION – HOME DELIVERED MEALS AND VOLUNTEER COORDINATOR (#1010) – ADVERTISE POSITION*

*Director Jessica Boalt explained that the current Home Delivered Meals Coordinator, Ms. Deatsch will be retiring, so since they already coordinate volunteers, she has revised the job description and title to include Volunteer Coordinator. Ms. Boalt explained that they are also asking to advertise for the revised position so that they may find a replacement that will be able to get trained before Ms. Deatsch leaves.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve the revised job title and description for the position of Home Delivered Meals and Volunteer Coordinator (#1010).*

<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 grant permission to advertise for the position of Full-time Home Delivered Meals and Volunteer Coordinator (#1010). This position will remain posted until filled.*

<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>

*DEPARTMENT ON AGING – APPROVE REVISED JOB DESCRIPTIONS – SITE COORDINATOR (#1004) AND ASSISTANT SITE COORDINATOR (#1005)*

*Ms. Boalt explained that she is asking the Board to approve the revisions to the Site Coordinator and Assistant Site Coordinator positions.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve the revised job description for the position of Site Coordinator (#1004).*

<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 revised job description for the position of Assistant Site Coordinator (#1005).*

<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>

*DEPARTMENT ON AGING – APPROVE APPLICATION FOR AUTHORIZATION TO PERMIT USE OF COUNTY CREDIT CARD – ADDITIONAL PERSONNEL ON PNC GIANT EAGLE – GROCERY*

*Ms. Boalt explained that the Site Coordinators have been given additional responsibilities including a budget for their programs and would like to add them to the Giant Eagle card so that they may also be able to purchase the needed items for those programs.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Application for Authorization to Permit the Use of County Credit Cards form (Personnel Policy 7.11 form – ORC 301.27 to include David Craig, Millissa Brosch, Kathy Delaney, Kathy Hartz, Becky O'Reilly, Peggy Peters, Mariann VanPelt, Teddi Wallace, Amber*

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Weinhart, and Vicki Krueger on the PNC Giant Eagle – Grocery card with a per month amount limit of \$1,000.00.

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

ARCHIVES AND RECORDS CENTER – CONTRACT AGREEMENTS – ALLIED INFOTECH CORPORATION – BLUE TECHNOLOGIES – MAINTENANCE OF MICROFILM READER / PRINTER AND COPIER

Micrographics Coordinator Allison Brandeberry explained that these are both maintenance agreements for the Microfilm Reader / Printer and the Copier at the Archives and Records Center.

*Motion:* by Commissioner Rear, seconded by Commissioner Claypool to approve and execute a Contract Agreement with Allied Infotech Corporation and further approve and authorize the President of the Board to execute the Equipment Maintenance Agreement Renewal for the maintenance of the Record Center Microfilm Reader/Printer for a one year period in the amount of \$895.00.

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 Contract Agreement with Blue Technologies and further approve and authorize the President of the Board to execute and initial the service agreement for the annual maintenance of the Record Center Copier for a one year period in the amount of \$700.00.

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

COUNTY HOME – ADVERTISE POSITION – PART-TIME ATTENDANT (#1504-1) THIRD SHIFT

Director Karen DeCola asked the Board to advertise for a Part-time Attendant on third shift to fill an open position that was vacated at the first of the year.

*Motion:* by Commissioner Rear, seconded by Commissioner Claypool to grant permission to advertise for the position of Part-time Attendant (#1504-1), 3<sup>rd</sup> shift. This position will remain posted until filled.

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

DOG WARDEN – HIRE KARLA JONES – PART-TIME SHELTER ATTENDANT (#1607)

Dog Warden Matt Granito asked the Board to approve hiring Karla Jones as a Part-time Shelter Attendant. Mr. Granito stated that Ms. Jones lives in Hambden, loves animals and feels that she will be a great fit for the department.

*Motion:* by Commissioner Rear, seconded by Commissioner Claypool to approve hiring Karla Jones to the position of Part-time Shelter Attendant (#1607) to be effective February 23, 2015 at a rate of \$10.47 per hour. After the successful completion of a 1,000 hour probationary period the rate will increase to \$11.20 per hour.

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

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COUNTY ENGINEER'S OFFICE – RESOLUTION TO ORDER IMPROVEMENT OF RAPIDS ROAD – EXECUTE TITLE SHEET – SET BID OPENING

*Deputy Engineer Shane Hajjar explained that this is for the resurfacing of Rapids Road for the section from State Route 422 to the Burton Village line. Mr. Hajjar asked the Board to execute the final resolution that orders the improvement, to execute the title sheet for the specifications and set the bid opening date and advertising.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute Resolution #15-020 to Order the Improvement of Rapids Road (CH 1, Sections D-F) in Troy and Burton Townships.*

*This resolution also requests the Board approve and execute the Title Sheet of the Specifications for the same.*

*Further, this resolution sets a Bid Opening to be held on Wednesday, March 11, 2015 at 2:00 p.m. Notice of this bid opening will be advertised on February 19, 2015 and on the county website.*

*Board of County Commissioners, Geauga County, Ohio*

*Date: February 17, 2015*

*Resolution: #15-020*

**RESOLUTION TO ORDER THE IMPROVEMENT OF SECTIONS D-F OF RAPIDS ROAD (CH 1) IN TROY AND BURTON TOWNSHIPS**

*WHEREAS, the Geauga County Board of Commissioners has determined by Resolution 15-012 that the public convenience and welfare requires the improvement of Sections D - F of Rapids Road (CH 1) from Main Market Road (US 422) to the Burton Village line in Burton and Troy Townships by constructing and reconstructing culverts, performing drainage improvement, asphalt resurfacing and improving the shoulders as necessary in accordance with Section 5555.022 of the Ohio Revised Code; and*

*WHEREAS, no lands are needed to be taken relative for this improvement to Rapids Road; and*

*WHEREAS, the cost of such improvement will not be excessive in view of the public utility thereof and no special assessments shall be collected to fund this improvement; and*

*WHEREAS, the Geauga County Board of Commissioners, after reviewing the plans with the County Engineer in public session for the improvement of Rapids Road, is satisfied that the public convenience and welfare require that said improvement be made.*

*NOW THEREFORE, BE IT RESOLVED that the Geauga County Board of Commissioners in accordance with Section 5555.13 of the Ohio Revised Code hereby orders that such improvement proceed.*

*BE IT FURTHER RESOLVED that the Geauga County Board of Commissioners in accordance with Section 5555.022 of the Ohio Revised Code hereby approves the surveys, plans, profiles, cross sections, estimates, and specifications for such improvement, the costs of which shall be paid from local funding sources in accordance with Section 5555.43 of the Ohio Revised Code.*

*BE IT FURTHER RESOLVED that the Clerk of the Geauga County Board of Commissioners is hereby ordered to let this project for bids in accordance with Section 5555.61 of the Revised Code. The bids shall be let upon a unit price basis. Bids shall be received until 1:45 P.M. and opened at 2:00 P.M. on Wednesday, March 11, 2015 at which time bids shall be read aloud.*

*BE IT FURTHER RESOLVED that the Clerk of Geauga County Board of Commissioners is hereby instructed to transmit a certified copy of this resolution to the Troy and Burton Township Boards of Trustees and the Geauga County Engineer.*

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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>

*SHERIFF'S OFFICE – OFFICE OF CRIMINAL JUSTICE SERVICES JAG LE GRANT – STANDARD ASSURANCES – PRE-AWARD CONDITIONS – MDT REPLACEMENTS*

*Sheriff Dan McClelland and Chief Deputy Scott Hildenbrand explained that this is another opportunity for assistance from justice services, a JAG grant to help with the purchase of additional MDT's. Sheriff McClelland stated that the local match will come from the law enforcement trust fund, noting that the funds in that account are funds seized from criminal activity, and can be used for equipment.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Office of Criminal Justice Services JAG LE Grant (#2014-JG-LLE-5108) Standard Assurances and Pre-Award Conditions for MDT replacements in the amount of \$7,535.20 (\$6,781.68 from the Office of Criminal Justice Services, \$735.52 from the Sheriff's Law Enforcement Trust fund). This grant is for the period February 1, 2015 thru August 31, 2015.*

<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 – ANNUAL FEDERAL EQUITABLE SHARING AGREEMENT*

*Sheriff McClelland explained that this is the federal law enforcement trust fund, noting that when they partner on an investigation, any seizures are directed to a separate fund. Commissioner Claypool clarified that when items are confiscated, proceeds from those activities go into an account that is shared with the Federal government, to which Sheriff McClelland expressed that the funds are shared with the participating agencies, the Prosecutor's Office, if we partnered with Lake County, and the DEA, if they are involved. The raid in Newbury was cited as an example; the incident happened in Geauga County, but a portion was tied to California, so while the majority will come to us, a portion will go to the other agencies that assisted. Chief Hildenbrand added that the funds in the account are Geauga County's portion and those funds are not shared, and that those funds stay with the county.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Annual Federal Equitable Sharing Agreement and Certification Affidavit for 2014.*

<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>

*DEPARTMENT OF WATER RESOURCES – CHANGE ORDER #1 – INCREASE CONTRACT A – ENVIROCOM CONSTRUCTION, INCORPORATED – THOMPSON SEWER PROJECT*

*Sanitary Engineer Gerard Morgan explained that the change order is for an increase to the contract for electrical changes and building modifications. Mr. Morgan stated that the electrical changes are as a result from CEI, noting that what was originally designed would have been an additional cost to us for \$50,000.00. Mr. Morgan stated that we are making adjustments to not have the electrical equipment at the building, but instead at the pole and therefore not having to pay the huge cost. Mr. Morgan stated that the building modifications include the addition of a sump for ground water due to the new location of the plant, and a changes to snow guards on the metal roofing. Mr. Claypool inquired if CEI was involved, to which Mr. Morgan stated that CEI won't give any cost until you apply for the permit and start the work, and then they give you a cost. There was a brief discussion about the location of the building being 150 feet off the road, and the change of the electrical being on the pole versus being at the building and inside the fence line.*

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*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute Change Order #1, an increase to Contract A with EnviroCom Construction, Incorporated for the Thompson Township Sewer project for electrical changes, building modifications and testing for the new wastewater treatment plant in the amount of \$35,199.20.*

<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>

*DEPARTMENT OF WATER RESOURCES – SERVICE CONTRACT – ROMANO IANIRO CONTRACTING, INCORPORATED*

*Mr. Morgan stated that this is one of the annual service contracts that are put into place, adding that this is a contract of which they historically use about 50% because the company is fair and does a good job.*

*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 for the Year 2015 in an amount not to exceed \$20,000.00.*

<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>

*COMMISSIONERS' OFFICE – SUSPEND 200 HOUR MAXIMUM ACCRUAL FOR VACATION – BUILDING DEPARTMENT*

*Mr. Lair explained that the current policy states that an employee under the Commissioners' hiring authority cannot have any more than 200 hours of vacation, but within in the policy the Board has the discretion to waive that maximum for a period of time, to which they are asking that the maximum be suspended for the building department until a new employee is in place to fill the current vacancy in the department.*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve the suspension of the 200 hour maximum accrual for vacation for the Building Department until the open position is filled in accordance with the Geauga County Personnel Policy and Procedure "Vacation Leave" effective February 17, 2015.*

<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>

*LIQUOR LICENSE – MAS PIONEER LLC D.B.A. PIONEER WATERLAND – MONTVILLE TOWNSHIP*

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to concur with Montville Township Trustees in not requesting a hearing on the liquor license requested by MAS Pioneer LLC d.b.a. Pioneer Waterland located at 10661 Kile Road, Chardon (C TRFO 5626330).*

<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 – REVISE OVERTIME/COMPENSATORY TIME POLICY*

*Director of Administrative Services Linda Burhenne explained that the policy had been tweaked in November of last year and this seemed to cause some issues for those departments with 24 hour coverage. Ms. Burhenne stated that the departments stated that it would be better for Federal holidays be used for calculations of overtime; however sick and vacation time should not be used to calculate overtime. Ms. Burhenne added that this revision reflects that change requested.*

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*Motion:* by Commissioner Rear, seconded by Commissioner Claypool to approve the revised OVERTIME / COMPENSATORY TIME policy in the Geauga County Personnel Policy and Procedure Manual to be effective February 15, 2015.

<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.

<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, Ms. DeCola and Transit Director Mike Kasper would be joining the Board in executive session. The Board returned at 9:58 a.m. and as result the following action was taken:*

*Motion:* by Commissioner Rear, seconded by Commissioner Claypool to accept the recommendation of the hearing officer, Karen DeCola, and to suspend without pay Jack Klingman, Full-time Transit Driver in the Transit Department for eight (8) hours (1 work day) for violation of Transit Policy Manual, Page 10, Best Practices, Preventable Accidents Level Two "Sideswipe".

<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) The Monthly Financial Report from the County Building Department for the month of January, 2015.*
- b) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the weeks ending January 21, 2015, January 28, 2015, and February 4, 2015 as required by O.R.C. 955.12.*
- c) The Geauga County Board of Mental Health and Recovery Services Annual Report for SFY 2014.*
- d) A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the inmate meals for the month ending January, 2015.*
- e) 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, 2015 as required by O.R.C. 325.07.*
- f) The 2014 Annual Inventory of all materials, machinery, tools and other county supplies pursuant to ORC 305.18 for the following: Auditor's Office, Common Pleas – Fuhry, Job and Family Services and the Sheriff's Office.*
- g) The Amended Monthly Inventory Report, Consolidated Investment Portfolio and Obligations and Securities monthly reports filed by the Treasurer's Office for Geauga County for the Months of November and December, 2014, pursuant to ORC 135.35(L).*
- h) 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, 2015, pursuant to ORC 135.35(L).*

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**OTHER**

*The Board reviewed upcoming events.*

**MEETINGS**

*Fri., 2/20 NOACA – Transit Council 9:00 a.m., Bicycle Pedestrian Advisory 10:30 a.m.,  
Cleveland*

*Mon., 2/23 Family First Council, 2:00 p.m., Mental Health Offices*

*Tue., 2/24 The Commissioners' will hold regular session, beginning at 9:00 a.m.*

*Thu., 2/26 The Commissioners' will hold regular session, beginning at 6:30 p.m.*

*Fri., 2/27 NOACA – Finance/Audit 8:30 a.m., Governance 10:00 a.m., and Executive 11:30  
a.m., Cleveland*

**BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD**

*Motion: by Commissioner Rear, seconded by Commissioner Claypool to adjourn the  
meeting at 10:02 a.m.*

*Geauga County Board of Commissioners*

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*Walter M. Claypool*

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*Ralph Spidalieri*

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*Blake A. Rear*

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*Christine Blair, Commissioners' Clerk*

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