

Commissioners' Journal
November 15, 2016

The Geauga County Board of Commissioners met in session on November 15, 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 9:03 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

APPROVE FINANCIALS

Budget and Finance Administrator II Anne Rasic explained the financials for today as including a Revenue Certification for the Common Pleas Court; an Appropriation transfer request from Contingency to Common Pleas for Salaries for new Magistrate for the month of December; Appropriation transfer requests for the Engineer's Office and Job and Family Services for yearend salary appropriations; Supplemental Appropriations for Job and Family Services Child Support Admin for Contract Services; Supplemental Appropriation for the Juvenile Court Care and Custody Fund for salaries for yearend; Cash transfer from the General Fund to Community Development for the 4th Quarter Payroll funding; Travel requests for Job and Family Services and Water Resources; a payment to Statewide Ford in the amount of \$30,853.00 for a vehicle for the Dog Warden; a payment to Huffman Equipment Rental in the amount of \$31,685.00 for the Engineers Road and Building Fund, for channel erosion on Wintergreen Drive at Ravenna Road; and a payment to Hall Public Safety in the amount of \$34,376.64 for vehicle builds for the Sheriff's Office.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #16-152 itemizing the financials for the meeting of November 15, 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>

COMMISSIONERS OFFICE - COUNTY ADMINISTRATOR'S REPORT

Deborah Ashburn, Acting Commissioners' Clerk read the following statement:

The Commissioners' Office will report on the items approved November 10 and November 14, 2016 by the County Administrator, authorized by Resolution #16-097 under the direction and supervision of the County Commissioners that was amended and approved July 12, 2016 pursuant to O.R.C. 305.30.

Mr. Lair stated on November 10, 2016 he accepted the resignation of Gerald Hawkins, Part-time Driver to be effective November 9, 2016 and on November 14, 2016 he acknowledged Reimbursement #2 for FAA Project #3-39-0054-018-2015 Rehabilitate Terminal Apron, Phase 2 of 2 in the amount of \$223,694.66 (\$201,325.00 FAA portion and \$22,369.66 Local County match) and Reimbursement #2 for FAA Project #3-39-0054-019-2016 Construct Taxi Lanes, Crack Seal Runway, Design only for Airfield Lighting System and PAPI Runway 29 in the amount of \$62,310.80 (\$56,080.00 FAA portion and \$6,230.80 Local County match).

COMMUNITY AND ECONOMIC DEVELOPMENT – SATISFACTION OF MORTGAGE – 15332 OLD STATE ROAD PROPERTIES, LLC

Assistant Program Administrator Kelly Conrad explained that a Local Revolving Loan Fund client fulfilled the term on the mortgage and this will release him from all obligations.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute a Satisfaction of Mortgage for 15332 Old State Road Properties, LLC located at 15332 South State Avenue, Middlefield, Ohio as the Local Revolving Loan Fund Loan in the amount of \$75,000.00 has been satisfied.

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<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 OF JOB AND FAMILY SERVICES – SECOND, THIRD AND FOURTH
ADDENDUMS – LEASE AGREEMENT – ESTABLISH DEPRECIATION SCHEDULES FOR
REIMBURSEMENTS**

Director Craig Swenson explained that these are three different lease amendments that relate to the three different capital projects that were completed within the last year, noting that these are paid back to the Board over time and include the depreciation schedule for the payback of those funds.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the Second Addendum to Lease Agreement “Reimbursement for Capital Expenditure – Computer Room AC System” between the Geauga County Board of Commissioners and Geauga County Job and Family Services to establish a sixty (60) month depreciation schedule, in accordance with Section 5 of the Lease Agreement for reimbursement of a Computer Room AC System in the amount of \$11,500.00.

<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 approve and execute the Third Addendum to the Lease Agreement “Reimbursement for Capital Expenditure – Keyless Entry Security System” between the Geauga County Board of Commissioners and Geauga County Job and Family Services to establish a thirty-six (36) month depreciation schedule, in accordance with Section 5 of the Lease Agreement for reimbursement of a Keyless Entry Security System in the amount of \$19,365.00.

<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 approve and execute the Fourth Addendum to the Lease Agreement “Reimbursement for Capital Expenditure – Reception Area Security Upgrade” between the Geauga County Board of Commissioners and Geauga County Job and Family Services to establish a twenty-three (23) year depreciation schedule, in accordance with Section 5 of the Lease Agreement for reimbursement of a Reception Area Security Upgrade in the amount of \$35,660.00.

<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>

TRANSIT - HIRE RICHARD DEFRANCESCO – PART-TIME TRANSIT DRIVER (#2210-1)

Jack Jackson asked the Board to approve hiring Mr. DeFrancesco as a Part-time Driver, noting that this was a replacement.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve hiring Richard DeFrancesco to the position of Part-time Transit Driver (#2210-1) to be effective November 21, 2016 at the rate of \$13.57 per hour with a one year probationary period. This offer of employment is contingent upon successful completion of the required pre-employment conditions.

<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>

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Commissioner Spidalieri stated that Mr. Jackson has been with the Transit department for a number of years, and asked him about whether having full-time employees would be a better way to retain them, to which Mr. Jackson agreed that it was definitely, but that Transit Director Mr. Kasper had not been hiring full-time employees as a cost saving measure. Mr. Spidalieri replied that there is a cost involved with hiring an employee that is being trained and then is leaving a very short time later. Mr. Spidalieri expressed concern that maybe it should be looked at, and the idea of adding a full-time employee would assist with the level of dedication. Mr. Lair added that Mr. Kasper has a concern with the reliability of funding that is being received from ODOT, and the changes that keep coming from them. Commissioner Claypool added that there are changes in transit funding coming as well, adding that NOACA is also looking into obtaining funding that might take away additional dollars from the County. Mr. Jackson stated that a little slice of Geauga is considered Urban and may have some unmet needs that have not been pursued for funding. Mr. Jackson stated that NOACA Federal Funds are handled for Urban but that nothing is done for Rural. Mr. Jackson stated that they explain a lot during the interview process but often when they come in to start the job feel that it is overwhelming. Mr. Jackson stated that they have several part-time drivers that would love to be full-time. Director of Administrative Services Linda Burhenne stated that she had spoken to Director Supervisor Ms. Brace last week in regards to this, and it was expressed that they have two blocks of time that they have high demand for rides and in the middle of the day there is an empty space and don't want to pay someone to not be doing something. Mr. Spidalieri asked about a marketing strategy to encourage people to use the service. It was discussed that there are certain times that the buses are fuller and other times when there are just one or two, and constraints from ODOT create inefficient ride stops. They briefly discussed other modes of transportation available now and that often when you ask someone about using Transit there is a perception of old experiences that are a barrier that we need to try and get over and change. Mr. Jackson stated that the new van is being used almost daily with short trips with only one or two people. Mr. Spidalieri suggested another avenue to move forward, citing the idea of a taxi permit and the concerns over the quality of taxi drivers for the Amish now, and that the need for it is so great in this county. Mr. Spidalieri expressed the need to look into the options and ideas that might be a better option going forward. It was stated that they need to continue the conversation and look at fresh ideas, to which Mr. Jackson noted that local funding support would be necessary for those types of systems.

DEPARTMENT OF WATER RESOURCES – RESOLUTION AUTHORIZING DIRECTOR TO EXECUTE ANY AND ALL INSTRUMENTS AND INDEMNIFY THE DEPARTMENT PERTAINING TO THE BOND POSTED TO THE OHIO DEPARTMENT OF HEALTH, BEH PRIVATE WATER SYSTEMS – INSTALLERS LICENSE TO COVER ACTIVITIES OF WATER TREATMENTS AND DISTRIBUTION OPERATIONS

Director Gerard Morgan explained that this was annual paperwork for the Director to sign any paperwork that is connection with the private water systems that they operate, that includes post #2 for the Sheriff's Office and Stock Equipment facility in Bainbridge.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #16-153 Authorizing the Director of the Department of Water Resources to execute any and all instruments and indemnify the Department of Water Resources pertaining to the bond posted to the Ohio Department of Health, BEH Private Water Systems for the application for a Private Water Systems Installers License to cover activities of the Departments Water Treatments and Distribution Operations.

Board of County Commissioners, Geauga County, Ohio

Date: November 15, 2016
Resolution: #16-153

RESOLUTION

WHEREAS, be it hereby resolved that Gerard Morgan, Director of the Department of Water Resources, is hereby authorized to sign any and all instruments and indemnify for Geauga County Department of water Resources in order to obtain a bond being posted to the Ohio Department of Health, BEH Private Water Systems, and that he is also authorized to use funds to pay the bond premium.

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IN WITNESS THEREOF, in Geauga County, Ohio, the Geauga County Board of Commissioners, has caused this instrument to be executed this November 15, 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 OF WATER RESOURCES – CHANGE ORDER #1 – COY LANE LIFT STATION REPLACEMENT UPGRADE PROJECT

Mr. Morgan explained that this change order is for the Coy Lane Lift Station for adjustments to the generator and transfer switch that resulted in a deduction of just over \$2,600.00.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Change Order #1, decreasing the contract with Workman Industrial Services for changes to the generator and transfer switch for the Coy Lane Lift Station Replacement Upgrades Project in the amount of \$2,603.34.

<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>

Mr. Spidalieri explained that he had received a call regarding a letter to the editor in the paper regarding septic haulers, to which Mr. Morgan stated that this issue relates to a land application of septage that is approved through the Board of Health in Burton Township on a farm. Commissioner Rear stated that he has received several calls over the years over a property dispute in the area of Butternut and Hale, to which it was noted that this is the area regarding which the letter was written. It was noted that there was a change in the slope of the land, and it is outside of the jurisdiction of the Commissioners. Mr. Claypool added that he has spoken with Mr. Weisdack regarding this location, and the operator has to obtain a permit for the application through the EPA as a fertilizer. It was unknown if these are the same areas being complained about or if it involves different areas but noted that there are things being handled with at least one of the instances. While the Board can sympathize they cannot do anything. Mr. Morgan stated that he has inquired about it and has studied if there was anything they could do or a facility that the department could develop to assist with the handling of the waste.

COMMISSIONERS OFFICE – APPROVE AND ADOPT REVISED GEAUGA COUNTY PERSONNEL POLICY AND PROCEDURE MANUAL, GUIDE TO THE JOB RECRUITMENT AND HIRING PROCESS MANUAL, AND THE GEAUGA COUNTY EMPLOYEE HANDBOOK

Ms. Burhenne provided a list of all the changes that were made within the policy manual, which has been reviewed and completed over a year with several department heads, Attorneys, with the CCAO manual, always trying to filter it through what is best for Geauga County. Ms. Burhenne stated that it was suggested to pull the hiring guide and make it a separate manual, along with revising the handbook version for new employees. Mr. Lair thanked Ms. Burhenne for getting it done.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and adopt the revised Geauga County Personnel Policy & Procedure Manual, the Guide to the Job Recruitment and Hiring Process Manual and the Geauga County Employee Handbook to be effective November 15, 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>

COMMISSIONERS OFFICE –ABOLISHMENT OF LOSS PREVENTION/SAFETY COMMITTEE

Ms. Burhenne stated that this committee was created in 1993 by the Board for a specific reason and that has been fulfilled and has been removed from the handbook, and because a group being called a “committee” makes it confusing and subject to certain regulations, but will continue to meet as just a Safety Team and not as a committee in order to continue to make sure the necessary requirements are met.

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Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the abolishment of the Loss Prevention/Safety Committee that was created by the Board on August 31, 1993 as the specific purpose of that committee has been fulfilled.

<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 – APPROVE REVISED JOB DESCRIPTION – DIRECTOR OF ADMINISTRATIVE SERVICES (#1302)

Ms. Burhenne stated that because the Board just abolished the committee and it was in the job description, this will remove that role, noting that she will still oversee the Safety Team.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the revised job description for the position of Director of Administrative Services (#1302) to be effective November 15, 2016, to align with the updated Personnel Policy and Procedure Manual.

<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 – COVER EXPENSES FOR COMMISSIONER-ELECT TIMOTHY LENNON – CCAO WINTER CONFERENCE

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the request from Commissioner-Elect Timothy Lennon to cover the expenses associated with travel to the CCAO Winter Conference on December 4-6, 2016, pursuant to O.R.C. 325.20, 901.10.

<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 – EXECUTIVE SESSION

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to move into Executive Session to consider the compensation of a public employee.

<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>

The Board went in to executive session at 10:02 a.m. and it was noted that Mr. Morgan, Ms. Burhenne and Mr. Lair would be joining them. The Board returned at 11:10 a.m. and as a result, no action was taken.

ACKNOWLEDGEMENTS

- a) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending November 2, 2016 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 months ending October, 2016.*
- 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 October, 2016, pursuant to ORC 135.35(L).*

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MEETINGS

Mon., 11/21 Family First Council, 1:30 p.m. at Job and Family Services

Tue., 11/22 The Commissioners' will hold regular session at 9:00 a.m.

*Thu., 11/24 **County offices will be closed for general business in observance of Thanksgiving Day. Twenty-four hour operations will continue to operate as usual.***

*Fri., 11/25 **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.***

Tue., 11/29 The Commissioners' will hold regular session at 9:00 a.m.

12/4 – 12/6 CCAO Winter Conferences, Columbus, Ohio

*Tue., 12/6 **The Regularly scheduled Commissioners' meeting is cancelled.***

Thu., 12/8 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 Spidalieri to adjourn the meeting at 11:10 a.m.

Geauga County Board of Commissioners

Walter M. Claypool

Ralph Spidalieri

Blake A. Rear

~~*Deborah Ashburn, Acting Commissioners' Clerk*~~
Christine Blair, Commissioners' Clerk

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