

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON MAY 11, 2017 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: RONALD L. FEATHERS, PRESIDENT, DAVID A. WHITE, VICE PRESIDENT, AND RICK WALTERS, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD. MR. FEATHERS LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Also attending were Muskingum Township Trustee Gary Doan, Karen Doan, Erin O'Neill from *The Marietta Times* and Clerk Rick Peoples.

**Washington County Commissioners
AGENDA
9:00 a.m., May 11, 2017**

9:00 Business Meeting
9:30 Judge Janet Welch, Marietta Municipal Court Annual Report

UNFINISHED BUSINESS

Memorandum of Understanding with Dan Breece, D.O.
Proposal to Study Effectiveness of Courthouse Back-Up Generator

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation – Common Pleas Court (Computer)
Additional Appropriation – Common Pleas Court (Records Preservation)
Minus Appropriation - MVGT
Transfer – Common Pleas Court (Jury Commission)
Then & Now's
Travel – Director of Human Resources, Safety & Loss Control (2)
Travel – Clerk of Courts
Approval to Distribute Secure Rural Schools Funds from Wayne National Forest
Subgrant Agreement between Job and Family Services and Child Support
Drawdown of CDBG Funds
Engineer – Bid Specifications and Notice for 2017 Asphalt Paving Program
Consideration of Disbanding the EMA Advisory Committee

DATES TO REMEMBER

CORSA Training, "*Social Media in the Workplace*", 1:30 p.m., **Today**, May 11, at JFS
Courthouse Closed, **Monday**, May 29, Memorial Day

RE: AGENDA

Mr. White moved and Mr. Walters seconded a motion to accept the agenda, with the following adjustments:

Add: Response Letter to CHIP Monitoring
Letter from Ohio Attorney General to Asst. Prosecutor Nicole Coil dated May 5, 2017
Letter from Asst. Prosecutor Nicole Coil to Attorney Matthew Dooley dated May 12, 2017

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: APPROVAL OF MINUTES

Mr. Walters moved and Mr. White seconded a motion to dispense with the reading and approve the minutes of the May 4, 2017 meeting.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: BILLS FOR PAYMENT

Mr. White moved and Mr. Walters seconded a motion to approve the list of bills from various departments for payment, as prepared by the County Auditor.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: ADDITIONAL APPROPRIATIONS

Mr. White moved and Mr. Walters seconded a motion to approve the following requests for Additional Appropriations:

Common Pleas	200-0232-55200	\$	3,000.00
	200-0234-54000	\$	8,000.00

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: MINUS APPROPRIATION

Mr. White moved and Mr. Walters seconded a motion to approve the following request for Minus Appropriation:

Engineer	200-0540-55000	\$ (1,893,623.24)
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A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: TRANSFERS

Mr. Walters moved and Mr. White seconded a motion to approve the following requests for transfer of funds:

	<u>From</u>	<u>To</u>	<u>Amount</u>
Jury Commission	100-0202-54000	100-0202-53700	\$ 1,000.00

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: THEN & NOW'S

Mr. White moved and Mr. Walters seconded a motion to approve the following Then & Now's:

<u>Dept</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Children Services	200-0741-53000	St. Vincent Family Centers	\$ 3,144.00
Children Services	200-0741-53000	Village Network	\$ 6,250.08
Children Services	200-0741-53000	George Jr. Republic in Penn.	\$ 5,671.32
Children Services	200-0741-53000	Belmont Pines Hospital	\$ 4,200.00
Children Services	200-0741-53000	House of Samuel	\$ 1,260.00
Commissioners	100-0106-57401	Marietta City health Dept.	\$ 1,447.00
Job & Family Services	200-0720-53400	Children Services	\$100,000.00

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: TRAVEL REQUESTS

Mr. Walters moved and Mr. White seconded a motion to approve the following requests for reimbursement of expenses for training and travel pursuant to the policies and procedures and in compliance with the Annual Appropriations for Fiscal Year 2017, and any and all amendments subsequent thereto:

Human Resources

Kathy Thieman: One-day trip to Athens to attend CompManagement Health System Seminar; May 18, 2017.

Kathy Thieman: One-day trip to Columbus to attend CCAO Workers' Compensation Group Retrospective Rating Program Meeting; May 24, 2017.

Clerk of Courts

Brenda Wolfe: Four-day trip to Deer Creek State Park to attend Ohio Clerk of Courts Association Summer Conference; June 13 – June 16, 2017.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: APPROVAL TO DISBURSE SECURE RURAL SCHOOLS FUNDS

Mr. White moved and Mr. Walters seconded a motion to distribute Washington County's recent receipt of \$79,034.97 in Secure Rural Schools and Community Self Determination Act of 2000 and lease of mineral rights in Wayne National Forest as follows, as requested by County Auditor Bill McFarland:

79.3%	Frontier Local School District
8.4%	Washington County
12.3%	Split among Impacted Townships

The Clerk noted this formula of distribution is unchanged from prior years.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: SUBGRANT AGREEMENT BETWEEN JFS AND CSEA

Mr. Walters moved and Mr. White seconded a motion to approve a Subgrant Agreement from the Washington County Department of Job and Family Services (JFS) and the Washington County Child Support Enforcement Agency (CSEA), designating JFS as the pass-through entity and CSEA as the subrecipient for funds to operate CSEA during the period July 1, 2017 through June 30, 2019, as prepared and requested by Kim Hinkle, Washington County Child Support Enforcement Agency.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: DRAWDOWN OF CHIP FUNDS

Mr. Walters moved and Mr. White seconded a motion to approve a drawdown of Community Housing Impact and Preservation (CHIP) funds, grant B-F-15-1CY-1, in the amount of \$22,500.00, and to allow Mr. Feathers and Mr. White to sign the request, as prepared by Michelle Hyer, Buckeye Hills Regional Council.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: RESPONSE TO CHIP MONITORING

Mr. White moved and Mr. Walters seconded a motion to approve the following letter of response to the Ohio Development Services Agency:

May 11, 2017

*Michael Hiler, Office Chief
Office of Community Development
Ohio Development Services Agency
77 S. High Street, Box 1001
Columbus, Ohio 43216-1001*

*Re: **Response to monitoring letter***

Dear Mr. Hiler:

The Washington County Commissioners are responding to the letter concerning the monitoring of the Washington County CHIP Program B-C-14-1CY-1 and B-C-14-1CY-2.

I. Program Administration

- A. National Objective – no response required**
- B. Citizen Participation- no response required**
- C. Environmental Review - no response required**
- D. Procurement and Construction Management - no response required**
- E. Financial Management- no response required**
- F. Civil Rights/Fair Housing - no response required**

II. Performance

Donald Nicholson, 118 Ohio Boulevard, Marietta, Ohio

Finding/Corrective Action

The client listed his pension income on the application for assistance and the administrator failed to verify the income.

County's Response

The contract administrator will provide a refresher to the rehabilitation specialist on income documentation and will ensure that all sources of income are properly documented and maintained in the client file in the future.

Finding/Corrective Action

The contractors selected by the homeowner to whom invitation to bids would be extended were dated the same day as the contract for services was executed.

County's Response

The contract administrator will provide the rehabilitation specialist with a refresher on contractor procurement policies and will ensure that the homeowner completes the contractor selection form prior to extending bid invitations.

Lynn Cady, 181 Smith Drive, Marietta, Ohio

Finding/Corrective Action

A household member over the age of 18 was listed on the application for assistance. The administrator received a no-income statement from the household member; however, the statement could not be located.

County's Response

The contract administrator will provide a refresher to the rehabilitation specialist on income documentation and will ensure that all household members age 18 or older have their incomes verified and proper documentation will be maintained in the client file. Washington County confirms that we will comply with this requirement.

Finding/Corrective Action

The project received OHPO clearance after the rehabilitation contract was executed.

County's Response

The contract administrator will ensure that OHPO clearance is received prior to execution of any rehabilitation/repair contract. Washington County confirms that we will comply with this requirement.

Finding/Corrective Action

The Contract Date Change Order form did not include the new completion date and was not executed before the original date expired.

County's Response

The contract administrator will provide a refresher to the rehabilitation specialist on change order requirements and will ensure that for all future projects that the completion date will not be met, the change order must identify a new completion date and must be executed prior to the original completion date.

Marlene Moening, 765 Gravel Bank Road, Marietta, Ohio

Finding/Corrective Action

The low bidder withdrew his bid. The next low bidder was 10% above staff cost estimate.

County's Response

The contract administrator will ensure that no future projects are awarded where the contract is 10% above the staff cost estimate. Washington County confirms that we will comply with this requirement.

Finding/Corrective Action

The Contract Date Change Order form did not include the new completion date and was not executed before the original date expired.

County's Response

The contract administrator will provide a refresher to the rehabilitation specialist on change order requirements and will ensure that for all future projects that the completion date will not be met, the change order must identify a new completion date and must be executed prior to the original completion date.

Earl Tucker, 5675 Federal Road, Coolville, Ohio

No Response Required

Becky McMaster, 215 Bela Vista Drive, Coolville, Ohio

No Response Required

Donald Francis, 165 Stanley Street, Newport, Ohio

No Response Required

Mary Stewart, 800 Talbot Street, Belpre, Ohio

Finding/Corrective Action

At the time of assistance, Sandra's income documentation had expired.

County's Response

The contract administrator will ensure that in the future if more than 6 months pass between time of initial income documentation and the assistance award, that the household's income will be recertified. Washington County confirms that we will comply with this requirement.

Advisory Concern/Recommended Action

The mortgage was filed with the County Recorder office approximately two months after it was executed.

County's Response

The contract administrator will implement OCD's recommendation that mortgages be filed within 30 days of execution.

Brent Legleitner, 930 Robinson Hill Road, Marietta, Ohio

Finding/Corrective Action

At the time of assistance, the income documentation had expired.

County's Response

The contract administrator will ensure that in the future if more than 6 months pass between time of initial income documentation and the assistance award, that the household's income will be recertified. Washington County confirms that we will comply with this requirement.

Roger Truax, 330 Bela Vista Drive, Marietta, Ohio

No Response Required

Please contact Dawn Rauch, Community Action, at drauch@wmcap.org if you require additional information.

Sincerely,

/s/ WASHINGTON COUNTY COMMISSIONERS

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: BID SPECIFICATION AND NOTICE FOR 2017 ASPHALT PAVING PROGRAM

Mr. White moved and Mr. Walters seconded a motion to approve bid specifications and bid notice for the 2017 Asphalt Paving Program for various Washington County roads, estimate of \$881,356.57 and completion date of October 15, 2017, as prepared and requested by County Engineer Roger Wright.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: CONSIDERATION OF DISBANDING EMA ADVISORY COMMITTEE

Mr. White moved and Mr. Walters seconded a motion to approve decommissioning of the Emergency Management Agency (EMA) Advisory Committee.

Commissioner White said this Committee was created at a time when the EMA needed some guidance and direction, at least two years ago. He said membership included a Commissioner, a representative from the Sheriff's Office, and a representative from the Fire Chiefs Association. He noted the Sheriff's Department representative has requested this action.

President Feathers there is no longer a need for this Committee, as it was implemented primarily to solidify the job description of the EMA Director. He said the new Director doesn't believe the Committee continues to serve a useful purpose.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: MARIETTA MUNICIPAL COURT ANNUAL REPORT

Judge Janet Dyar Welch talked with the Commissioners about the Marietta Municipal Court. She explained the Court is in a City of Marietta facility, and is funded in part by appropriations from Washington County. She said it is required in the Ohio Revised Code that 35% of the salary and benefits for the judge, the bailiff and a clerk be paid by the County, and a portion of juror and witness fees are also paid by the County. She noted the budget for the Municipal Court from the County also includes a portion of the City Law Director's salary. Judge Welch said the Court also collects a variety of fees, a portion of which is forwarded to the County Auditor and distributed to specific County departments (Sheriff, Law Library, etc.). She said the Court is not intended to be a revenue generator, but fines collected help to offset expenses. Noting the Ohio Attorney General offers a collection service for delinquent accounts, she said she is satisfied her system of collection is effective and adequate. She said she can also block vehicle registration to encourage payment of fines.

RE: EXECUTIVE SESSION

Mr. White moved and Mr. Walters seconded a motion to enter Executive Session to discuss legal matters, including possible litigation with the City of Marietta.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters

aye. Motion passed, and the Commissioners entered Executive Session at 10:12 a.m. President Feathers invited Assistant Prosecutor Nicole Coil to attend.

The Commissioners returned to Regular Session at 10:35 a.m.

RE: LETTER FROM OHIO ATTORNEY GENERAL

The Commissioners acknowledged receipt of a letter dated May 5, 2017 from the office of the Ohio Attorney General to Assistant Prosecutor Nicole Coil urging the Commissioners to negotiate an agreement with the Ohio EPA with respect to the Ohio EPA's 2012 Director's Final Findings and Orders, or be named in a lawsuit to be filed by that office. (Letter is on file in the Commissioners' Office.)

RE: LETTER TO ATTORNEY MATTHEW DOOLEY

Mr. White moved and Mr. Walters seconded a motion to approve a letter dated May 12, 2017 from Assistant Prosecutor Nicole Coil to Attorney Matthew A. Dooley pertaining to the Intergovernmental Agreement between Washington County and the City of Marietta. (Letter is on file in the Commissioners' Office.)

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

RE: ADJOURNMENT

Mr. Walters moved and Mr. White seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 10:40 a.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk