

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON FEBRUARY 3, 2022 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: CHARLIE L. SCHILLING, PRESIDENT. JAMES W. BOOTH, VICE PRESIDENT. KEVIN J. RITTER, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD. THE COMMISSIONERS LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG, AND MR. BOOTH OFFERED PRAYER.

Also attending:

Flite Freimann, Director JFS
Karl Comstock, Maintenance Superintendent
Philip Schaffer, Special Projects Administrator
Gary Doan, Muskingum Township Trustee
Karen Doan
Jesse Roush, Port Authority
Rick Dostal, Chief Building Official
Donnie Rader, I.T. Director
Cindy Davis, Family & Children First
Amanda Sutphin, Job & Family Services
Emily Griffin, Engineer's Office
Robin Ambrozy, Ohio Small Business Development Center
Lissa Jollick, Ohio Small Business Development Center
Michele Newbanks, *Marietta Times*
Ben Cowdery, Fiscal Manager/Clerk

**Washington County Commissioners
AGENDA**

9:00 am, February 3, 2022

9:00 Business Meeting

UNFINISHED BUSINESS

JFS – Approval of Cost Allocation Plan Payment Amounts
Lease Agreement with Buckeye Hills Support Services
Veterans – Request to pay late fee

NEW BUSINESS

Approve Agenda
Approval of previous meeting minutes
Bills from various departments
Additional Appropriation – Family & Children First
Then & Now
Travel – JFS, Children Services
Appointment to Southeastern Ohio Port Authority Board
Appointment to Buckeye Hills General Policy Council
ODOT – E&D Transit Grant Agreement
CHIP – Request for Release of Funds
Family & Children First – Agreement and Amendments for SFP
Family & Children First – Lease Agreement with Ely Chapman
Delinquent Sewer Accounts
Certification of Delinquent Sewer Accounts
Engineer – Contract for Hayward Run Bridge Replacement
Recorder – Bid Specs for Archival Digitization Project
Discussion – Courthouse Storage Scanning Project

DATES TO REMEMBER

County Home Meeting, 11 a.m. February 8, 2022 at County Home
Courthouse closed on Monday, February 21 for President's Day

RE: APPROVAL OF AGENDA

Mr. Ritter moved and Mr. Booth seconded a motion to approve the agenda with the following changes:

Add: Additional Appropriation – County General (2)
Family & Children First – IYP Agreement (3)
Family & Children First – Lease Agreement with Ely Chapman
MOU – Dimex Grant Agreement
WSP USA – OEPA PTI Fee
OhioMeansJobs – Career Fair Donation Request

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: APPROVAL OF MINUTES

Mr. Ritter moved and Mr. Booth seconded a motion to dispense with the reading and approve the minutes of the January 27, 2022 regular meeting.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: BILLS FOR PAYMENT

Mr. Booth moved and Mr. Ritter 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: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: ADDITIONAL APPROPRIATIONS

Mr. Ritter moved and Mr. Booth seconded a motion to approve requests for the following additional appropriations:

<u>Department</u>	<u>Account</u>	<u>Amount</u>
Family & Children First	602-2035-53010	\$ 25,017.00
Family & Children First	602-2035-54000	\$ 18,019.00
Family & Children First	602-2035-57500	\$ 3,442.00
County General	100-0101-51120	\$ 6,000.00
Coroner	100-0361-57501	\$ 81.00

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: THEN & NOW

Mr. Ritter moved and Mr. Booth seconded a motion to approve the following Then & Now Certificates:

<u>Department</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Commissioners	100-0101-53400	James Anzelmo	\$ 770.00
Commissioners	100-0101-53400	Angela Miller	\$ 925.55
Capital Projects	300-0599-55200	Pickering Assoc	\$ 2,800.00
Sheriff	210-0320-53000	EMA	\$ 18,500.00
Children Services	200-0740-57000	Konnie Yoho	\$ 371.39
Children Services	200-0740-52000	Margie Pugh	\$ 200.26
Children Services	200-0740-57000	Barnett Glover	\$ 1,030.50
Job & Family Services	200-0720-59001	Career Center	\$ 344.00

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: TRAVEL REQUESTS

Mr. Booth moved and Mr. Ritter seconded a motion to approve the following requests for reimbursement of expenses for training and travel, pursuant to the policies and in compliance with the annual appropriations for fiscal year 2022 and any and all amendments subsequent thereto:

Job & Family Services

Amanda Sutphin: Ohio Workforce Leadership Forum in Oregon, Ohio on April 5 – 8, 2022
Flite Freimann, Amanda Sutphin: Workforce Investment Board Meeting and COG Meeting in Noble County on February 7, 2022

Children Services

Ashley Harris: Required child visit in Cambridge on February 3; Nashport on February 4; Youngstown on February 7; Grove City on February 8; Millersburg on February 10; West Lafayette on February 11; Shawnee on February 15; Chandlersville on February 16, 2022
Sabrina Buchanan: Required child visit in Newark on February 1; Lafayette, IN on February 3; Bedford on February 8; Cambridge on February 9; Caldwell on February 14; New Concord on February 16; Frazeytsburg & Thurman on February 17, 2022
Tami Downs: Required child visit in Zanesville on February 14; Thurman on February 18, 2022

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: APPOINTMENT TO SOUTHEASTERN OHIO PORT AUTHORITY BOARD

Mr. Booth moved and Mr. Ritter seconded a motion to approve the reappointment, at the

recommendation of the Southeastern Ohio Port Authority, of Mr. Hal Payne to the SEOPA Board for another 3-year term, effective February 1, 2022.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: APPOINTMENT TO BUCKEYE HILLS GENERAL POLICY COUNCIL

Mr. Booth moved and Mr. Ritter seconded a motion to appoint Brad Webb, Electric Motors & Pumps LLC, to the Buckeye Hills General Policy Council as a private member for the term ending December 31, 2022. Commissioner Ritter thanked Mr. Webb and looks forward to having him on the Council.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: ODOT – E&D TRANSIT GRANT AGREEMENT

Mr. Booth moved and Mr. Ritter seconded a motion to approve the Elderly and Disabled Transit Fare Assistance Grant contract with the Ohio Department of Transportation. The contract is for fiscal year July 1, 2022 through June 30, 2023. The grant provides state funds for reduced fares on public transit service. The purpose of the contract is to reimburse the grantee to offer reduced fares to the elderly and disabled. ODOT will provide grant funds for the project in the amount of \$6,750.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: CHIP – REQUEST FOR RELEASE OF FUNDS

Mr. Ritter moved and Mr. Booth seconded a motion to approve a Request for Release of Funds (RROF) and Certification for Federally Funded State Projects. The Washington County Commissioners request the release of funds for the following projects:

Home Building Repair	\$ 160,000
New Construction	\$ 30,000
Private Rehabilitation	\$ 615,300
Home Building Repair	\$ 50,000

All activities in this project are included in a multiyear countywide project that provides grants and loans to homeowners to improve housing conditions.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: FAMILY & CHILDREN FIRST – AGREEMENT AND AMENDMENTS FOR SFP

Mr. Booth moved and Mr. Ritter seconded a motion to approve an agreement with Regina Duff for the Family & Children First Strengthening Families Program. The agreement is effective February 1, 2022 through June 30, 2022 at a rate of \$90 per class.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

Mr. Booth moved and Mr. Ritter seconded a motion to approve three amendments to agreements for the Family & Children First Strengthening Families Program. The amendments increase the total amount to be paid for providing additional Strengthening Families sessions.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: FAMILY & CHILDREN FIRST – AGREEMENTS FOR INCREDIBLE YEARS PRESCHOOL BASIC PROGRAM

Mr. Booth moved and Mr. Ritter seconded a motion to approve three agreements for the Family & Children First Incredible Years Preschool Basic Program. Each of the contracts is effective from February 1, 2022 through June 30, 2022. The three contractors, one per agreement, are Elaine Corbitt, LeAnn Welch, and Maggie Tome.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: FAMILY & CHILDREN FIRST – LEASE AGREEMENTS WITH ELY CHAPMAN

Mr. Ritter moved and Mr. Booth seconded a motion to approve two lease agreements between Ely Chapman Education Foundation and Family & Children First. Both leases are for the same space located at 403 Scammel Street in Marietta. The first lease is for a

term of 14 weeks from February 7, 2022 through May 16, 2022. Rent shall be \$65 per day, billed monthly. The second lease is for a term of 7 weeks from February 22, 2022 through April 5, 2022. Rent shall be \$65 per day, billed monthly.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: DELINQUENT SEWER ACCOUNTS

Mr. Booth moved and Mr. Ritter seconded a motion to approve sending letters to the holders of delinquent sewer accounts, requesting immediate payment on those accounts.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

Mr. Ritter moved and Mr. Booth seconded a motion to certify with the County Auditor the following list of delinquent sewer accounts. The Board of Commissioners requests the Auditor to collect the delinquent amounts with the taxes due for the property.

<u>Parcel</u>	<u>Amount</u>	<u>Parcel</u>	<u>Amount</u>
05-0011716-002	\$ 341.10	05-0013212-000	\$ 341.10
05-0013036-000	\$ 341.10	11-0046188-000	\$ 494.39
05-0009964-000	\$ 341.10	05-0011292-000	\$ 341.10
05-0009476-001	\$ 429.25	05-0009476-001	\$ 341.10
05-0009476-001	\$ 341.10	05-0011716-000	\$ 341.10
05-0012280-000	\$ 341.10	07-0023148-000	\$ 341.10
07-0024070-000	\$ 341.10	07-0022960-000	\$ 326.55
07-0024129-000	\$ 341.10	07-0023252-000	\$ 341.10
07-0023348-000	\$ 341.10	11-0047947-000	\$ 341.10
11-0044543-000	\$ 341.10	26-0042534-000	\$ 341.10

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: ENGINEER – CONTRACT FOR HAYWARD RUN BRIDGE REPLACEMENT

Mr. Ritter moved and Mr. Booth seconded a motion to approve the contract for OPWC Round 34 County Road 102 Hayward Run Bridge Replacement Project with West Virginia Excavating, at a cost of \$333,297.28. The project is located on County Road 102 (Milner Road), approximately 0.75 miles from the intersection of County Road 32 and County Road 102.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: RECORDER – BID SPECS FOR ARCHIVAL DIGITIZATION PROJECT

Mr. Booth moved and Mr. Ritter seconded a motion to approve the bid notice and specifications for the Recorder's Office Archival Digitization Project. The bid opening is scheduled for March 10, 2022 at 10 a.m. at the Office of the Washington County Commissioners. The project includes archival imaging, redaction and loading of records for the County Recorder. Commissioner Ritter said the project is required and long overdue.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: DISCUSSION – COURTHOUSE STORAGE SCANNING PROJECT

Commissioner Ritter said there are records housed in the old jail inside the Courthouse. There are plans to renovate that space and the records need to be scanned for digital storage. Donnie Rader, Director I.T., contacted five companies for quotes and received three responses. Mr. Rader estimated there could be 4 million pages that need to be scanned.

RE: MOU FOR DIMEX MARKET DEVELOPMENT GRANT APPLICATION

Mr. Ritter moved and Mr. Booth seconded a motion to approve a Memorandum of Understanding with Dimex for the purpose of applying for an Ohio EPA Market Development Grant. The application is due February 4, 2022. The Commissioners determined that if the grant is awarded it will support economic activity in the County and sustainable repurposing of used plastics through recycling. Commissioner Booth said the MOU spells out the grant agreement terms between the County and a private company. Mr. Booth acknowledged Philip Schaffer, Special Projects Administrator, for his work on the MOU. Commissioner Schilling said he is happy to support development in the community.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: WSP USA – OHIO EPA PTI FEE PROPOSAL

Mr. Ritter moved and Mr. Booth seconded a motion to approve a Fee Proposal from WSP USA for the Ohio EPA Permit to Install (PTI) Fee required for the Devola Sewer Project. WSP is offering the additional service for a fee of \$15,100. Commissioner Booth said the EPA PTI fee is required because the Devola Sewer design changed from a grinder system to a step system.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: OHIOMEANSJOBS – DONATION REQUEST FOR CAREER FAIR

Mr. Booth moved and Mr. Ritter seconded a motion to approve a request from OhioMeansJobs for a \$500 donation for a career fair. Flite Freimann, JFS Director, said local employers are looking for help. Mr. Freimann said the agency is also seeking donations from private companies and individuals. Amanda Sutphin, JFS, said the career fair is a collaboration and will need donations to pay for busses and lunch for vendors. The career fair is scheduled to be held at the Dyson-Baudo Center at Marietta College on March 18th from 9 a.m. to 4 p.m. Commissioner Booth supports the idea but there will have to be private donations as well.

Mr. Ritter moved and Mr. Booth seconded a motion to table the \$500 donation request from OhioMeansJobs.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed to table the request.

RE: LEASE AGREEMENT WITH BUCKEYE HILLS SUPPORT SERVICES

Mr. Ritter moved and Mr. Booth seconded a motion to return to the table a Lease Agreement with Buckeye Hills Support Services. A calling of the roll resulted in a unanimous vote in favor. Motion passed.

Mr. Booth moved and Mr. Ritter seconded a motion to approve the Conditional Lease Agreement with Buckeye Hills Support Services. Flite Freimann, JFS Director, said the lease has been revised as requested and approved by the County Prosecutor's Office. Commissioner Booth asked for the estimated acreage needed for the Senior Housing project. Mr. Freimann said approximately 25 acres are needed for the construction phase and an estimated 5 acres will be needed when complete.

The Conditional Lease Agreement allows for construction of low-income housing for senior citizens at the County Home site. The term of the lease is 35 years, effective February 13, 2020 until January 31, 2055. If the Lessee does not obtain tax-credit financing from the Ohio Housing Finance Authority the lease is null and void. Additionally, if the Lessee has failed to begin construction by December 31, 2022 the lease shall automatically terminate. Rental payment is required from the Lessee totaling \$10 a year for each year of the lease. Upon written demand from Lessor, Lessee shall return such unused, and undeveloped property as may be needed by the Lessor.

A calling of the roll resulted in the following vote: Charlie Schilling aye. James Booth aye. Kevin Ritter aye. Motion passed.

RE: COMMENTS

Robin Ambrozy and Melissa Jollick, Ohio Small Business Development Centers, said they provide no-cost business assistance in thirteen counties. Their office in Washington County is currently located at the Broughton Complex on State Route 821. They are looking for new office space and need a dedicated space for private meetings. Flite Freimann, JFS, offered to provide meeting space in the JFS building.

Jesse Roush, Port Authority, said SEOPA will match a County donation to the OhioMeansJobs career fair.

Commissioner Booth spoke of a recent pursuit on the interstate and said officers from two states kept citizens safe. Mr. Booth will be attending a re-enlistment ceremony for a soldier this weekend.

Commissioner Schilling recognized Philip Schaffer, recently hired as the Special Project Administrator for the Board of Commissioners, and is looking forward to the new grant department. Mr. Schilling provided an update to the ARPA money from Belpre Township, stating Belpre Township will give the County \$300,000 of their ARPA funds for sewer infrastructure, not \$350,000 as previously stated.

RE: ADJOURNMENT

Mr. Booth moved and Mr. Ritter seconded a motion to adjourn. A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 9:38 a.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk