

**THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON DECEMBER 15, 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. SCHILLING OFFERED PRAYER.**

Also attending:

Flite Freimann, Director JFS  
Rob Grant, Grants Administrator  
Diane Davis, HR Director  
Rich Hays, EMA Director  
Karl Comstock, Maintenance Superintendent  
Judy Mercer, Highland Ridge Water  
Katie Warden, Marietta Police Chief  
Alan Millhone, Belpre City Council  
Jesse Roush, Port Authority  
Jeff Jones, County Health Department  
Brenda Robinson, OhioMeansJobs  
Richard Wittberg, Hopewell  
Ester Salem, Humane Society  
Michael Montgomery, Humane Society  
Nancy Taylor, *Marietta Times*  
Ben Cowdery, Fiscal Manager/Clerk

**Washington County Commissioners  
AGENDA  
9:00 am, December 15, 2022**

9:00 Business Meeting  
9:45 Dick Wittberg  
10:00 Humane Society – Contract Discussion

**UNFINISHED BUSINESS**

Board of Elections – Request for vacation/comp time payout

**NEW BUSINESS**

Approve Agenda  
Approval of previous meeting minutes  
Bills from various departments  
Additional Appropriation – Various (5)  
Additional Appropriation – ARPA LATCF  
Additional Appropriation – Belpre Outpost  
Additional Appropriation – RSVP  
Additional Appropriation – Job & Family Services  
Additional Appropriation – Engineer  
Transfer – Engineer  
Transfer – Family & Children First (2)  
Transfer – Sheriff  
Then & Now  
EMA – Agreement with Washington County LEPC  
Jail – Service Agreement with Memorial Health System  
Jail – Request to dispose of items  
Port Authority – Board Appointment (2)  
Engineer – Devola Electric Project, Invoice #20  
Engineer – Authorizing Resolution & Engagement Letter for Equipment Bonds

**DATES TO REMEMBER**

Records Commission Meeting, December 15<sup>th</sup> at 11 a.m. in Assembly Room  
Finance Meeting, December 20<sup>th</sup>, 10 a.m. in Commissioner Assembly Room  
Investment Meeting, December 20<sup>th</sup>, 10:15 a.m. in Commissioner Assembly Room  
Courthouse closed Monday December 26<sup>th</sup> for Christmas  
2023 Appropriations Resolution, December 29<sup>th</sup> at 10 a.m. in Assembly Room  
Courthouse closed Monday January 2<sup>nd</sup> for New Year's Day  
Commissioner Organizational Meeting, January 3<sup>rd</sup> at 10 a.m. in Assembly Room

**RE: APPROVAL OF AGENDA**

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

Add: Additional Appropriation – Municipal Court

Transfer – RSVP  
WCBDD – Board Appointment  
Engineer – Change Order, Sewer Rehab Project  
Resolution to adopt Robert’s Rules of Order for meetings

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 December 7, 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: RESOLUTION TO ADOPT ROBERT’S RULES OF ORDER FOR USE AS PARLIAMENTARY PROCEDURE FOR COMMISSIONER MEETINGS**

Mr. Ritter moved and Mr. Booth seconded a motion to adopt the following resolution:

RESOLUTION TO ADOPT ROBERT’S RULES OF ORDER FOR USE AS PARLIAMENTARY PROCEDURE FOR COMMISSIONER MEETINGS  
*WHEREAS*, the Washington County Board of Commissioners wishes to adopt Robert’s Rules of Order for use as parliamentary procedure for all Commissioner Meetings.

*NOW THEREFORE, BE IT RESOLVED* that the Board of Washington County Commissioners will use Robert’s Rules of Order as parliamentary procedure for all meetings held by the Commissioners.

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

<u>Department</u>	<u>Account</u>	<u>Amount</u>
Commissioners	100-0100-51120	\$ 1,789.48
County General	100-0101-51120	\$ 52,783.10
Prosecutor	100-0140-51120	\$ 349.83
I.T.	100-0190-51120	\$ 300.54
OH Americorps	210-0475-51120	\$ 2,588.45
WV Americorps	210-0478-51120	\$ 1,354.58
Cops Hiring Grant	210-0396-51120	\$ 261.24
Common Pleas	200-0207-51120	\$ 319.36
ARPA LATCF	200-0875-53000	\$ 22,500.00
Belpre Outpost	210-0556-53000	\$ 116,966.80
RSVP	210-0710-51001	\$ 3,000.00
RSVP	210-0710-51101	\$ 25.16
RSVP	210-0710-51102	\$ 1,735.91
Job & Family Services	200-0720-51001	\$ 2,000.00
Engineer	210-0553-57100	\$ 246,190.36
Municipal Court	100-0240-51101	\$ 80.00

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

**RE: TRANSFERS**

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

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Engineer	210-0553-57100	200-0540-49100	\$ 246,190.36
Family & Children First	602-2030-51001	602-2030-51120	\$ 431.35
Family & Children First	602-2034-53000	602-2034-53010	\$ 1,350.00
Sheriff	100-0380-51120	100-0380-51104	\$ 33.52
Jail	100-0381-51120	100-0381-51104	\$ 8,728.73

Sheriff	100-0384-51120	100-0384-51104	\$	7,541.80
Sheriff S&T	100-0385-51120	100-0385-51104	\$	495.44
Dog & Kennel	200-0363-51120	200-0363-51104	\$	926.23
Dog & Kennel	200-0363-51002	200-0363-51104	\$	875.00
Wireless 911	200-0369-51120	200-0369-51104	\$	577.64
Wireless 911	200-0369-51001	200-0369-51104	\$	922.20
RSVP	210-0710-57400	210-0710-53200	\$	172.00

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>
CHIP Repayments	200-0800-53000	WMCAP	\$ 1,433.00
Capital Projects	300-0599-55200	Pickering Associate	\$ 11,800.00
Common Pleas	200-0235-54400	Murrays Glass	\$ 654.55

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

**RE: EMA – AGREEMENT WITH WASHINGTON COUNTY LEPC**

Mr. Ritter moved and Mr. Booth seconded a motion to approve an agreement between Washington County Office of Emergency Management (EMA) and the Washington County Local Emergency Planning Committee (LEPC). The Office of EMA will provide administrative support, a Community Emergency Coordinator, a Compliance Officer, a Public Records Administrator, and Grant Administrator to the LEPC on an as-needed basis. The agreement is effective January 1, 2023 through December 31, 2023. LEPC will pay EMA a total amount of \$18,500 for the services provided.

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

**RE: JAIL – SERVICE AGREEMENT WITH MEMORIAL HEALTH SYSTEM**

Mr. Ritter moved and Mr. Booth seconded a motion to approve a professional services agreement with Marietta Health Care Physicians, Inc. The Washington County Jail requires certain professional medical services to include Medical Director services. Dr. Lloyd Dennis, M.D. will provide medical services, including Medical Director services, under the terms of the agreement. In exchange for the services provided in the Agreement, the Commissioners will pay Marietta Health Care Physicians the sum of \$30,000 per annum. The term of the Agreement is for one year, beginning December 15, 2022.

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

**RE: JAIL – REQUEST TO DISPOSE OF ITEMS**

Mr. Booth moved and Mr. Ritter seconded a motion to approve a request from the Sheriff’s Office to dispose of property from the Jail. The items are damaged or in poor condition. The following is a list of property to be disposed.

<u>Item</u>	<u>Quantity</u>
Inmate mattresses	12
Inmate shoes	23 pair

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

**RE: PORT AUTHORITY – BOARD APPOINTMENT (2)**

Mr. Booth moved and Mr. Ritter seconded a motion to approve the appointment of Terry Rataiczak and Nancy Hollister to the Southeastern Ohio Port Authority Board of Directors. The appointments are for a term of three years, beginning January 1, 2023 and ending December 31, 2025. Jesse Roush, Executive Director Port Authority, said the Board agreed to increase its membership from 13 to 15 members. Mr. Schilling said the two new appointees will provide great support and resources for the Port Authority.

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

**RE: WCBDD – BOARD APPOINTMENT**

Mr. Ritter moved and Mr. Booth seconded a motion to approve the recommendation from

Washington County Board of Developmental Disabilities to appoint Dennis Lehman to the Board of DD for a term ending December 31, 2026. The appointment is to fill the vacancy created by Cara Silvestri's resignation. The appointment of Mr. Lehman fulfills the requirement for a community member on the Board.

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

**RE: ENGINEER – DEVOLA ELECTRIC PROJECT, INVOICE #20**

Mr. Ritter moved and Mr. Booth seconded a motion to approve payment to Davis Pickering & Company for Devola Electric Project – Invoice #20. The total amount of Invoice #20 is \$23,985.70. Prevailing wage and invoice quantities were verified and approved by Roger Wright, County Engineer. Mr. Wright said there were delays in getting materials for the project, but the project is nearly complete with only three or four households not complying. Mr. Ritter said he is not in favor of the electric project costing one more dime of taxpayer money if someone refused to comply. Mr. Booth said the Engineer and his staff spent countless hours contacting homeowners regarding the project.

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

**RE: ENGINEER – AUTHORIZING RESOLUTION & ENGAGEMENT LETTER FOR EQUIPMENT BONDS**

Mr. Booth moved and Mr. Ritter seconded a motion to approve the authorizing resolution and engagement letter to retain Dinsmore & Shohl as bond counsel for \$175,000 Equipment Bonds, Series 2023. Washington County is borrowing the principal amount of \$175,000 in the form of bonds issued to the USDA, pursuant to Chapter 133 of the Ohio Revised Code. The proposed bond counsel fees and expenses charged to the County will not exceed \$1,750. The resolution authorizes the issuance and sale of \$175,000 Equipment Bonds, Series 2023 for the purpose of paying part of the costs of acquiring a tractor with boom mower and related equipment. Roger Wright, County Engineer, said the tractor will save on labor and is safer.

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

**RE: ENGINEER – CHANGE ORDER #1, SEWER SYSTEM REHABILITATION PROJECT**

Mr. Ritter moved and Mr. Booth seconded a motion to approve Change Order #1 for the 2022 Washington County Sewer System Rehabilitation Project. ADR & Associates coordinated with the contractor for the project, Insituform Technologies, and provided verification of dates of work and associated costs. Roger Wright, County Engineer, verified materials present on the change order that will be shipped to the County and utilized in a future project. The change order will cancel the original contract bid of \$1,234,491.77. The total cost of the project with the change order is \$165,048.73.

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

**RE: BOARD OF ELECTIONS – REQUEST FOR VACATION/COMP TIME PAYOUT**

Mr. Booth moved and Mr. Ritter seconded a motion to return to the table a request from the Board of Elections for a payout to employees of vacation and/or comp time. 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 request from the Board of Elections. The request from BOE does not include the cost of the payout. Mr. Booth said that, without a dollar amount, the Commissioners are unable to make an informed decision on the request.

Mr. Booth moved and Mr. Ritter seconded a motion to table the request from Board of Elections.

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

**RE: COMMENTS**

Jeff Jones, Health Department Board, thanked the Commissioners for considering the WASCO Building to house the Health Department. Mr. Jones said the Health Department's current facility is insufficient.

Judy Mercer, Highland Ridge Water, said she has \$28,000 in bills to submit to the Commissioners for the ARPA Water Reimbursement Program.

Commissioner Ritter said next year is the 235<sup>th</sup> anniversary of Washington County. Mr. Ritter said the County has commemorative posters available for purchase, designed by Just a Jar in Marietta.

Commissioner Booth said the new filtration system for Lowell water is being installed right now. Mr. Booth said local governments have received ARPA money but that will not continue and the County will need to continue seeking grant opportunities.

Commissioner Schilling said he spoke Tuesday at the Chamber Luncheon about the importance of the County's partnership with the Cities of Marietta and Belpre and working together.

**RE: RICHARD WITTBURG**

Richard Wittberg, Hopewell, discussed several grant opportunities with the Commissioners. Mr. Wittberg would like the County to apply for a federal Americorps grant next year. Mr. Wittberg would like his nonprofit organization, CHIA, to receive \$30,000 of the \$911,000 potential grant funds. Mr. Schilling said he is happy to consider the request but wants to know what kind of time and resources from the County are needed for the grant.

Mr. Wittberg is also interested in having the County Health Department apply for a harm reduction grant for \$300,000. Mr. Booth asked if the proposal includes Narcan vending machines. Mr. Wittberg said yes, it does. Mr. Booth wondered if that would encourage drug use. Mr. Wittberg said the application has to be submitted by early next month. Mr. Booth asked why the Health Department has not approached the Commissioners about the grant. The Commissioners said they appreciate Mr. Wittberg being transparent.

**RE: HUMANE SOCIETY – CONTRACT DISCUSSION**

Mike Montgomery, Ester Salem, and Tammy Bates were present to discuss the Humane Society contract with the Commissioners. The Humane Society provided the Commissioners with a packet that included financial reports including investments, HSOV bylaws, and animal reports from the shelter. Commissioner Booth gave the Humane Society 90 day notice to end the current contract. Mr. Booth said the Dog Warden and Shelter Director can compare numbers when they return to work to resolve discrepancies and maybe have a new contract to begin April 1, 2023.

**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 10:35 a.m.

\_\_\_\_\_, President

\_\_\_\_\_, Vice President

\_\_\_\_\_, Member

\_\_\_\_\_, Clerk