

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON OCTOBER 3, 2013 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, PRESIDENT, RONALD L. FEATHERS, VICE PRESIDENT, AND TIMOTHY C. IRVINE, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD WITH THE PLEDGE OF ALLEGIANCE TO OUR FLAG. MR. FEATHERS THEN LED THOSE ATTENDING IN PRAYER.

Also attending were Phil Foreman from *The Marietta Times*, Muskingum Township Trustee Gary Doan, County Administrator Paul Cunningham, and Clerk Rick Peoples.

Washington County Commissioners
AGENDA
October 3, 2013

9:00 Business Meeting
9:30 Terry Tamburini , Southeastern Ohio Port Authority – Project Updates
10:00 Dave Sweigard, Bldg. Dept. – Contractor Registration Fee
11:00 Dawn Rauch, Community Action – Moving Ohio Forward Program
11:30 Levi Morrow & Darlene Lukshin, OSU Extension Office – Program Updates
1:30 Smart Networks – Project Update

UNFINISHED BUSINESS

None

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation – Child Support Enforcement Agency
Additional Appropriation – RSVP
Additional Appropriation – Family & Children First
Additional Appropriation – Clerk of Courts
Transfer – County General (5)
Transfer – Clerk of Courts
Transfer – Auditor
Transfer - Sheriff
Then & Now's
Travel – Job & Family Services (2)
Travel – Emergency Management Agency
Travel – Auditor
Travel – Human Resources
Appointment to Local Emergency Planning Commission (2)
Draw Down, Community Housing Improvement Program (CHIP)
Draw Down, CDBG, Ingenuity Center
Letter from DLH Design, Poultry Barn Contractor Recommendation
Letters to Delinquent Sewer Account Holders
Letter to County Auditor Certifying Delinquent Sewer Accounts
Engineer – Notice Pertaining to Columbus Day
Review of Purchasing Procedures

INFORMATION

Monthly County Home Meeting, 8:30 a.m., **Tuesday**, October 8, Wash. Co. Home
Monthly Finance Committee Meeting, 10:00 a.m., **Tuesday**, October 15, Assembly
Room
Columbus Day, **Monday**, October 14, County Holiday
Eastern Ohio Development Alliance (EODA), **Wednesday**, October 16, Pine Lake
Lodge
Emergency Operations Center Open House, 2:00 p.m., **Thursday**, October 24
Begin Departmental Budget Hearings, **Monday**, October 28

RE: AGENDA

Mr. Feathers moved and Mr. Irvine seconded a motion to accept the agenda, with the following revision:

Delete: 1:30 Smart Networks

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

RE: APPROVAL OF MINUTES

Mr. Irvine moved and Mr. Feathers seconded a motion to dispense with the reading of the September 26, 2013 minutes and approve them as submitted.

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

RE: PAYMENT OF BILLS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve the payment of bills from various departments.

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

RE: ADDITIONAL APPROPRIATIONS

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

Child Support Enforcement	200-0730-52000	\$ 3,500.00
Family & Children First	602-2033-54000	\$ 1,500.00
	602-2033-55204	\$ 1,528.00
RSVP	210-0710-53000	\$ 3,871.84
Clerk of Courts	200-0233-51104	\$ 2,500.00

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

RE: TRANSFERS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve requests for the following transfers:

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
County General	100-0101-55200	100-0109-53000	\$ 12,000.00
	100-0109-51001	100-0109-53000	\$ 8,000.00
	100-0102-57401	100-0109-53200	\$ 20,000.00
	100-0100-51101	100-0100-51001	\$ 50.00
	100-0101-51104	100-0160-51104	\$ 8,000.00
	100-0101-51104	100-0109-51104	\$ 1,000.00
	100-0101-51104	100-0130-51104	\$ 700.00
	100-0101-51104	100-0140-51104	\$ 5,200.00
	100-0101-51102	100-0366-51102	\$ 1,095.00
	Clerk of Courts	200-0231-57400	200-0231-54400
Auditor	100-0130-57100	200-0540-48200	\$ 2,927.60
Sheriff	100-0384-53000	100-0384-54000	\$ 3,500.00

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

RE: THEN & NOW'S

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

<u>Dept</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Dept. of Job & Family Services	200-0720-57400	Modern Office Methods	\$ 194.60
Sheriff's Department	100-0384-54000	Glendale Parade Store	\$ 417.40
Sheriff's Department	100-0384-54000	American Flags & Poles	\$ 546.00
Sheriff's Department	100-0384-54000	Marlow White Uniforms	\$ 543.00

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

RE: TRAVEL REQUESTS

Mr. Irvine moved and Mr. Feathers 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 2013 and any and all amendments subsequent thereto:

JFS

Tom Ballengee: One-day trip to Cambridge to attend Directors' Meeting; October 1, 2013.

Candy Nelson, Vickie Watson: Two-day trip to Columbus to attend Magi Training; October 3-4, 2013.

EMA

Jeff Lauer: Two-day trip to Reynoldsburg to attend Ohio EMA Fall Directors' Conference; October 28-29, 2013.

Auditor

Bill McFarland: One-day trip to Columbus to attend County Auditors' Association Meeting; October 24, 2013.

Human Resources

Darla Miller, Tim Marty: One-day trip to Bellville to attend County Loss Control Coordinators' Fall Meeting; October 18, 2013.

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

RE: APPOINTMENTS TO LEPC

Mr. Feathers moved and Mr. Irvine seconded a motion to approve appointment of Brian Simperts and Vickie Kelly to the Washington County Local Emergency Planning Committee (LEPC) for the term August 15, 2013 through August 14, 2015, and to allow Mr. White to sign the Applications, as requested by EMA Coordinator Jeff Lauer.

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

RE: DRAWDOWN OF CHIP FUNDS

Mr. Irvine moved and Mr. Feathers seconded a motion to approve drawdown of funds in the amount of \$29,503.00 for the Community Home Improvement Program (CHIP), grant number B-C-12-1CY-2, and to allow Mr. White and Mr. Feathers to sign the form, as requested by Gerry Spencer, Washington-Morgan Community Action Program.

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

RE: DRAWDOWN OF CDBG FUNDS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve drawdown of funds in the amount of \$52,000.00 for the Community Development Block Grant Program (CDBG), grant number B-D-11-1CY-1, and to allow Mr. White and Mr. Feathers to sign the form, as requested by Melissa Zoller, Buckeye Hills-Hocking Valley Regional Development District.

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

RE: RECOMMENDATION LETTER FROM DLH DESIGN, LLC

The Clerk informed the Commissioners they received a letter from David Haught, DLH Design, LLC, recommending they select Gillard Construction as the contractor for the Poultry & Rabbit Barn Project at the Washington County Fairgrounds, for the amount of their bid of \$357,000.00, which was the lowest of six sealed bids opened on September 26, 2013. In his letter, Mr. Haught indicated he has reviewed the bid and considers it to be acceptable.

Mr. Irvine moved and Mr. Feathers seconded a motion to award contract to Gillard Construction in the amount of \$357,000.00 for the construction of the Poultry & Rabbit Barn at the Washington County Fairgrounds, and to allow Architect David Haught, DLH Design, LLC, to proceed with contract preparation and mobilization for scheduling and commencement of work.

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

RE: DELINQUENT SEWER ACCOUNTS

Mr. Irvine moved and Mr. Feathers seconded a motion to approve sending letters to the following, notifying them their sewer accounts are delinquent and requesting they immediately pay the past due balances: Kareem Wright, Patricia Engle (for 27 Hickory Drive), Angela Parker, HSBC Bank USA National Association (for 150 Oak Drive), Harold Bolen, Ernest Cornell, Theresa Hescht, Ted Williams.

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

RE: CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

Mr. Feathers moved and Mr. Irvine seconded a motion to certify the following delinquent sewer accounts to County Auditor Bill McFarland, requesting him to add the delinquent amounts to property tax bills: Larry Carney, Natalie Snyder, Linda Lorentz, Robert & Regan Tate Christopher Marshall, H. Clifton Spencer, Michael & Amber Moore.

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

RE: ENGINEER'S NOTICE PERTAINING TO COLUMBUS DAY

Mr. Feathers moved and Mr. Irvine seconded a motion to acknowledge a letter from County Engineer Roger Wright notifying them that his staff intends to work on Columbus Day, October 14, 2013, and instead use Friday, November 29, 2013 as a holiday, as has been done in previous years.

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

RE: REVIEW OF PURCHASING PROCEDURES

Commissioner Feathers suggested review of existing Purchasing Procedures used by the Commissioners, the Maintenance Department, the Building Department, and the Sewer Department. He said he received a concern from an area vendor who indicated the requirement to secure at least two competitive quotes for the order of all materials over \$100.00 is unreasonable and burdensome. Mr. Feathers said it might be time to review current purchasing practices. He noted the most recent Purchase Procedures document was effective January 28, 2010.

Mr. White said it would be appropriate to distinguish between the purchase of materials/equipment and service.

Mr. Cunningham said current practice of receiving at least two quotes is effective, and has resulted in savings to the County.

The Commissioners agreed that clarification and revision of existing policy should be done by the County Administrator for their review and consideration.

RE: SOUTHEASTERN OHIO PORT AUTHORITY

Terry Tamburini, Executive Director of the Southeastern Ohio Port Authority, updated the Commissioners on the following projects:

- Route 7 Sewer Line
- GSA Building Disposition
- Peoples Bank Theatre
- WVU-P Workforce Development/Kraton
- St. Clair Building
- Ingenuity Center
- Mill Creek Road
- Waterford Tank Sewer Line
- Promanco Properties and Development
- Baseball Team and Stadium

RE: CONTRACTOR REGISTRATION FEE

Dave Sweigard, Washington County Building Inspector, talked with the Commissioners about the requirement for contractors to annually pay a registration fee of \$35.00. He suggested the Contractor Registration Fee be eliminated, as it has become nearly impossible to monitor all of the contractors performing work in Washington County. He noted a similar fee is not in place in several other counties. Mr. Seigard said the major trades contractors are licensed by the State of Ohio, making it unnecessary for the County to register them. He noted the Building Department received approximately \$12,000.00 in fiscal year 2012 in Contractor Registration Fees.

Mr. Feathers moved and Mr. Irvine seconded a motion to eliminate the Contractor Registration Fee collected by the Washington County Building Department, effective October 3, 2013.

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

RE: MOVING OHIO FORWARD PROGRAM

Mr. Irvine moved and Mr. Feathers seconded a motion to approve Reimbursement/Disbursement Request Reports for the Moving Ohio Forward Program, in the following amounts, and to allow Mr. White to sign the Reports, as presented and recommended by Dawn Rauch, Washington-Morgan Community Action Program:

194 Davis Road, Watertown \$ 7,578.00

4530 SR 339, Vincent	\$ 9,446.00
204 Ferry Street, Beverly	\$ 3,439.00

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

RE: OSU EXTENSION OFFICE

Levi Morrow and Darlene Lukshin from the OSU Extension Office updated the Commissioners on a variety of programs they offer, including:

- Garden Party at Washington State Community College
- Agriculture and Natural Resources Quarterly Newsletter
- Food Safety 101
- Dining with Diabetes
- Meat Canning

They noted the contributions of agriculture to Washington County, as indicated in the sales of nearly \$36,000,000 in farm goods in 2010.

Mr. Morrow and Ms. Lukshin requested that, due to OSU Extension Office's increasing involvement with the oil and gas industry, they assume a leadership role in the Shale Advisory Committee in Washington County. They suggested the Advisory Committee regularly meet at the Extension Office. The Commissioners agreed this is an appropriate function of the Extension Office, and appreciated their offer to become more active in the Advisory Committee.

RE: ADJOURNMENT

Mr. Feathers moved and Mr. Irvine seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 11:50 a. m.

_____, President

_____, Vice President

_____, Member

_____, Clerk