

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON DECEMBER 5, 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 Amanda Nicholson from *The Marietta Times*, Jamey Styer from WMOA Radio, County Administrator Paul Cunningham, and Clerk Rick Peoples.

Washington County Commissioners
AGENDA
December 5, 2013

9:00 Business Meeting
10:00 Rick Venham, Ohio Dept. of Transportation – Project Updates
4:00 Senior Levy Committee

UNFINISHED BUSINESS

Policy for Limited Bow Hunts of Deer on Washington County Property in the City of Marietta

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation – Sewer Debt Service
Additional Appropriation – Certificate of Title
Minus Appropriation – Commissioners (2)
Transfer – Commissioners
Transfer – Board of Elections
Transfer – Sheriff (2)
Transfer – Clerk of Courts
Then & Now's
Travel Request – Child Support Enforcement Agency
Travel Request – Family & Children First (3)
Travel Request – Building Department
Travel Request - Engineer
Drawdown, CHIP
IV-D Contract between Child Support and Clerk of Courts
CDBG Extensions – Ingenuity Center
Letters to Delinquent Sewer Account Holders
Updates to County Policies (Equal Employment Opportunity, Americans with Disability, Discriminatory Harassment)

INFORMATION

Senior Levy Meeting, 4:00 p.m., **Today**, in Assembly Room
CCAO/CEAO Winter Conference, December 8-10, Columbus
Monthly County Home Meeting, 8:30 a.m., **Wednesday**, December 11
Monthly Finance Committee Meeting, 10:00 a.m., **Tuesday**, December 17
Courthouse closed, **Wednesday**, December 25, for Christmas Day
Courthouse closed, **Wednesday**, January 1, for New Year's Day

RE: AGENDA

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

Add: 3:30 Dawn Rauch, Community Action – Urban Transit Program
9:30 Bill McFarland, County Auditor – Wayne National Forest Payments
Application to Serve on Children Services Board of Directors
Notice of Hiring Child Support Enforcement Agency Director

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. Feathers moved and Mr. Irvine seconded a motion to dispense with the reading of the November 27, 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:

Sewer Debt Service	700-0113-57100	\$ 10,838.10
Certificate of Title	200-0233-57100	\$ 50,000.00

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

RE: MINUS APPROPRIATIONS

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

County General	100-0101-57200	\$ (85,000.00)
Sewer Capital Improvement	300-0113-53000	\$ (10,447.10)
	300-0113-53001	\$ (287.30)
	300-0113-55000	\$ (273,470.53)

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>
Commissioners	100-0101-57100	100-0109-53100	\$ 2,000.00
Board of Elections	100-0160-51002	100-0160-53000	\$ 17,292.00
Sheriff	100-0381-53100	100-0381-54000	\$ 5,000.00
	100-0381-53405	100-0381-51001	\$ 50,000.00
Clerk of Courts	200-0233-57100	100-0100-49100	\$ 50,000.00

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:

Dept	Account	Vendor	Amount
Dept. of Job & Family	200-0720-57400	Emar Corporation	\$ 175.00
CSEA	200-0730-53501	Wash. Co. Sheriff	\$ 932.88
CSEA	200-0730-53501	Wash. Co. Sheriff	\$ 789.61
CSEA	200-0730-53501	Wash. Co. Sheriff	\$ 772.68
CSEA	200-0730-53501	Wash. Co. Sheriff	\$ 885.73

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:

CSEA

Kim Hinkle: One-day trip to Akron to attend OCDA District Meeting; December 16, 2013.

Family & Children First

Cindy Davis: One-day trip to Columbus to attend Ohio Family & Children First Coordinators Association meeting; December 13, 2013.

Cindy Davis, Gina Duff: One-day trip to Zanesville to attend Health Exchange meeting; December 16, 2013.

Cindy Davis: One-day trip to Caldwell to attend WIA Youth Council meeting;
December 19, 2013.

Building Dept.

Mike Stalnaker: Four-day trip to Columbus to attend mandatory code academy;
December 8-11, 2013.

Engineer

Jody Wolfe, Brian Smith: One-day trip to Columbus to attend Ohio Department of Agriculture seminar on commercial chemical spraying license recertification; March 6, 2014.

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

RE: DRAWDOWN, CHIP

Mr. Irvine moved and Mr. Feathers seconded a motion to approve a drawdown request in the amount of \$31,612.00 for the Community Housing Improvement Program (CHIP), and to allow Mr. White and Mr. Feathers to sign the request, as prepared 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: IV-D CONTRACT AMENDMENT

Mr. Irvine moved and Mr. Feathers seconded a motion to approve an amendment to the IV-D contract between Washington County Child Support Enforcement Agency and Washington County Clerk of Courts, which was effective July 1, 2013, changing the unit rate to \$9.79 per Unit of Service, and the total contract cost to \$12,992.40, as prepared and recommended by Barb Tergolina, Washington County Child Support Enforcement Agency.

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

RE: INGENUITY CENTER PROJECT EXTENSIONS

Mr. Irvine moved and Mr. Feathers seconded a motion to accept the requested extensions to the Southeastern Ohio Port Authority's Ingenuity Center project, with a new completion date of April 30, 2014, for Grant #B-P-11-1CY-1 and Grant #B-D-11-1CY-1, and to allow Mr. White to sign the extension agreements, as requested by Stephanie Miller, Ohio Development Services Agency.

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

RE: APPLICATION TO SERVE ON CHILDREN SERVICES BOARD

The Commissioners acknowledged the receipt of an application from Mary Barnas to serve on the Washington County Children Services Board of Directors.

RE: NOTICE OF APPOINTMENT AS DIRECTOR OF CHILD SUPPORT ENFORCEMENT AGENCY

County Administrator Paul Cunningham informed the Commissioners that Kimberly Hinkle has accepted the position of Director, Washington County Child Support Enforcement Agency, beginning November 26, 2013, with an annual salary of \$50,000.00. President White signed a letter of notification to County Auditor Bill McFarland.

RE: LETTERS TO DELINQUENT SEWER ACCOUNT HOLDERS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve sending letters to the following holders of delinquent sewer accounts, notifying them payment must immediately be made: Anthony & Melinda Hapney, Julie Maze, Josh Seeburger, Timothy Vaughn, Matthew McCoy (for 21 Cherry Hills Drive), Mike & Ashley Matheny.

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

RE: UPDATES TO COUNTY POLICIES

The Clerk provided copies of three Washington County policies, including Equal Employment Opportunity, Americans with Disability, and Discriminatory Harassment. He said these policies are included in the County's Policy Manual, which has been reviewed, revised, and updated. The Manual is awaiting review by the County Prosecutor. Human Resources Director Darla Miller is requesting approval of these three specific policies prior to December 31, 2013 in

order to be eligible to receive a significant reduction (approximately \$8,000) in liability insurance premium.

Mr. Irvine moved and Mr. Feathers seconded a motion to adopt the revised Equal Employment Opportunity, Americans with Disability, and Discriminatory Harassment policies for Washington County, as follows and as requested by Darla Miller, Director of Human Resources:

I. EQUAL EMPLOYMENT OPPORTUNITY

The County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification ("BFOQ"). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories. The County intends for all of its policies to comply with federal and state equal employment opportunity principles and other related laws.

The County condemns and will not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Director of Human Resources or the Prosecuting Attorney, each of whom shall have the authority and responsibility to work directly with outside legal counsel to investigate and take appropriate action concerning the complaint.

II. AMERICANS WITH DISABILITY ACT

The County prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he holds or desires and must be able to perform the essential functions of his/her position, with or without a reasonable accommodation.

The County will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis. An employee who wishes to request an accommodation shall direct such request to the Director of Human Resources or the Prosecuting Attorney, each of whom shall have the authority and responsibility to work directly with outside legal counsel to investigate and take appropriate action concerning the complaint. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Any employee who feels that his/her rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.

III. UNLAWFUL DISCRIMINATION AND HARASSMENT

A. Policy.

The County is committed to providing a facility that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his /her membership in a protected class such as: race, color, religion, sex, national origin, age, ancestry, disability, genetic information, or military status. Unlawful discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy.

B. Definitions.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. However, harassment becomes unlawful where:

- 1. Enduring the offensive conduct becomes a condition of continued employment.*
- 2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.*

C. Examples.

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.*
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.*
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.*
- 4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.*

D. Off Duty Conduct.

Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy.

E. Personal Relationships.

Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to him or her may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distraction among other employees in the workplace. The relationship may appear to other employees as an inappropriate use of position power. Additionally, any fraternization with any employee who reports to the manager or whose terms and conditions of employment such as pay raises, promotions, and advancement are potentially affected by the manager, is prohibited. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations; close friendships are discouraged in any reporting relationship.

F. Complaint Procedure.

Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the County shall immediately report the conduct, in writing, to the Director of Human Resources or the Prosecuting Attorney, each of whom shall have the authority and responsibility to work directly with outside legal counsel to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor, the Director of Human Resources, or the Prosecuting Attorney. Late reporting of complaints and verbal reporting of complaints will not preclude the County from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the County is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

G. Retaliation.

Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close personal friends or

family members with an individual who engaged in protected conduct. The County and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his/her relationship with someone who took action under this policy, shall report the conduct to the Director of Human Resources, or the Prosecuting Attorney immediately. Disciplinary action for filing a false complaint is not a retaliatory act.

H. False Complaints.

Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy.

I. Corrective Action.

If the County determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

J. Coverage.

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters County property, conducts business on County property, or who is served by County personnel.

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

RE: POLICY FOR LIMITED BOW HUNTS OF DEER ON WASHINGTON COUNTY PROPERTY IN THE CITY OF MARIETTA

Mr. Feathers moved and Mr. Irvine seconded a motion to return from Unfinished Business consideration of a policy for limited bow hunts of deer on Washington County property in the City of Marietta.

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

President White said the proposed policy is in accordance with guidelines and restrictions from the City of Marietta and the Ohio Department of Natural Resources. He further indicated the County Prosecutor and the County's liability insurance carriers have reviewed the policy. He noted the only County property eligible for bow hunting is the wooded area surrounded by Jaycee Estates, Children Services, Marietta High School, the Ohio Department of Transportation, and the Old Washington County Garage. He indicated the Commissioners shared this proposal with the Acting Superintendent of Marietta City Schools, but there has been no response from him or the Board of Education. Mr. Feathers said bow hunters participating in the hunting of deer on County property in the City of Marietta must be appropriately certified and otherwise eligible, and must hunt from a portable tree stand (unless otherwise licensed due to handicap or physical impairment).

Mr. Feathers moved and Mr. Irvine seconded a motion to adopt the following policy, effective December 5, 2013:

LIMITED BOW HUNTS FOR DEER ON WASHINGTON COUNTY PROPERTY IN THE CITY OF MARIETTA

A limited bow hunt for deer on property owned by Washington County in the City of Marietta is hereby authorized in accordance with the following rules and regulations, the Ohio Revised Code, Policy 505.11.1 (Limited Bow Hunts for Deer) of the City of Marietta, and all other applicable State of Ohio regulations:

1. Hunting is limited to adults, who must obtain a permit from the Chief of Police of the City of Marietta.
2. Hunting is permitted only for deer.
3. Hunting is allowed only during bow hunting seasons established by the State of Ohio.
4. Hunting is only allowed from portable tree stands at least ten feet from the ground, except for individuals with handicaps/disabilities/physical impairments who have received appropriate license from the Ohio Division of Wildlife. Use of stands in trees is prohibited.

5. *Hunting is only allowed by written permission from the Washington County Commissioners, 223 Putnam Street, Marietta.*
6. *Hunting is not allowed within one hundred feet of any occupied structure.*
7. *The bag limit shall be as determined by the Ohio Department of Natural Resources, Division of Wildlife, and in accordance with City of Marietta Policy 505.11.1(a)(7).*
8. *Hunters shall remove all entrails from the scene of the harvest in plastic bags.*
9. *Hunting is allowed only on the County-owned property as follows: wooded area between Jaycee Estates and the Old County Garage on Colegate Drive in Marietta. A map identifying the specific area available for hunting will be provided to applicants.*
10. *Approved hunters hold Washington County harmless of liability and waive the right to file suit against the County for any and all actions resulting from hunting on County-owned property.*

The Board of Commissioners of Washington County reserves the right to revoke permission to hunt on County-owned property at any time and for any reason.

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

RE: WAYNE NATIONAL FOREST PAYMENTS TO COUNTIES

County Auditor Bill McFarland informed the Commissioners the County must declare its percentage elections for payment from Wayne National Forest for forest products produced, in accordance with Public Law 113-40. He explained the two options available to Washington and other Ohio Counties as follows:

1. Payment through the Title I Program.
2. Payment based upon a 25%, seven-year rolling average.

Mr. McFarland noted all but one county typically select option 1.

Mr. Irvine moved and Mr. Feathers seconded a motion to declare its percentage elections under Public Law 113-40 "The Secure Rural Schools and Community Self Determination Act of 2000" for Title I, Title II and Title III relative to payments for forest products produced in Wayne National Forest, as recommended by County Auditor Bill McFarland.

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

RE: ODOT PROJECT UPDATES

Rick Venham, Transportation Administrator for Ohio Department of Transportation (ODOT) District 10, and Ryan Mayle, Transportation Manager for ODOT District 10, updated the Commissioners and County Engineer Roger Wright on several area projects, including:

- Readiness for winter weather conditions
- Median replacement on State Route 7 South near Belpre
- Median updates on State Route 7 South near Bramblewood Heights
- Change in route of State Route 26, to Acme Street
- Resurfacing of State Route 7 North between Newport and New Matamoras
- Concrete repair on Interstate 77
- Corridor D ramp repair by Kokosing
- Straightening of additional portions of State Route 821

Mr. Wright informed them there will likely soon be more truck traffic on State Route 821 South from Macksburg to Lower Salem as gas well activity progresses. Mr. Venham noted the increasing demand on personnel, equipment and resources other ODOT districts are experiencing due to oil and gas activity. He said ODOT is not permitted to enter into a Road Use Maintenance Agreement (RUMA) with contractors, and so it is very important that Counties and Townships protect their roads and bridges from damages resulting from heavy truck traffic, and enter into RUMA's as necessary to maintain those roads and bridges.

The ODOT Representatives said they have an excellent working relationship with the Washington County Commissioners and Engineer, and attribute that in part to good communication. They asked the Commissioners to keep them informed of problems or needs pertaining to State of Ohio roads and bridges in Washington County.

RE: VACATION OF ED'S ROAD, WESLEY TOWNSHIP

County Engineer Roger Wright informed the Commissioners he is requesting additional information from the Wesley Township Trustees, including a legal description, to accompany their request that the Commissioners vacate a portion of Wesley Township Road 192 (Ed's Road).

RE: URBAN TRANSIT PROGRAM

Dawn Rauch, Washington-Morgan Community Action Program, presented two updated policies pertaining to the Urban Transit Program in Washington County for the Commissioners to consider. She explained the need to remove any penalty for no-show passengers, and to

accommodate all wheelchairs on the buses, if physically possible.

Mr. Irvine moved and Mr. Feathers seconded a motion to approve the Public Transit Policies for the Community Action Bus Line, including the "No Show Policy" and the "Lift Procedures" policy, as prepared and requested by Dawn Rauch, 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: SENIOR LEVY COMMITTEE

President White welcomed those attending the meeting of the Senior Levy Committee, consisting of representatives from each of the ten senior centers, RSVP, Washington-Morgan Community Action Program, and the O'Neill Senior Center. Carrier McNamee recorded the proceedings of the meeting, and Mr. White asked Bill McAfee to chair.

The minutes of the November 29, 2012 meeting of the Committee were approved as submitted. Mr. McAfee led discussion of last year's use of funds allocated to the centers, and disposition of remaining funds. Commissioner Tim Irvine said a few projects were approved throughout the year, totaling \$9,061.00. Remaining funds of approximately \$6,262.00 at the end of 2013 will be distributed to the O'Neill Center, RSVP, and Community Action according to the established formula.

The Committee did not approve a request for "groundskeeping services" in the amount of \$400.00 from Golden Years Senior Citizens, and did not approve a request for "heating & lighting" in the amount of \$500.00 from Bertha Reed Senior Citizens. The Committee did, though, agree to allocate to all centers \$300.00 for their use in purchasing supplies and covering miscellaneous expenses.

The approved distributions to senior centers in 2014 are:

Western Washington County Seniors	\$ 2,645
Independence Township Senior Citizens	\$ 300
New Matamoras Seniors	\$12,638
John Dodge Senior Citizens	\$ 832
Golden Years Senior Citizens	\$ 960
Belpre Senior Center	\$ 5,795
Churchtown Senior Citizens	\$ 836
Bertha Reed Senior Citizens	\$ 300
Lowell Area Senior Citizens	\$ 300
Marietta Senior Club	\$ 2,040
Total	\$26,646

The remaining \$23,354.00 will be reserved for additional application for funds through 2014, with any funds remaining after September 30, 2014 to be distributed to the O'Neill Center, RSVP, and Community Action in accordance with the established formula.

RE: ADJOURNMENT

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

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 4:30 p.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk