

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON MARCH 20, 2014 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: RONALD L. FEATHERS, PRESIDENT, DAVID A. WHITE, VICE PRESIDENT, 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 Muskingum Township Trustee Gary Doan, Jeremy Barton, Justin Hearn from WMOA Radio, and Clerk Rick Peoples.

**Washington County Commissioners  
AGENDA  
March 20, 2014**

- 9:00 Business Meeting
- 9:30 Michelle Hyer, Buckeye Hills-Hocking Valley Regional Dev. Dist. – Belpre CDBG Pre-Construction Meeting
- 9:45 Dawn Rauch, Washington-Morgan Community Action Program – CHIP & Transit Programs
- 11:00 Tracey Wright, Recorder, and Alison Cauthorn, Assistant Prosecutor – Extension of Office Hours
- 11:30 Hunt Brawley, Peoples Bank Theatre – Film Festival

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- Approve Agenda
- Approval of previous meeting's minutes
- Bills from various departments
- Resolution, Support of ODOT Annexation
- Resolution – Declaration of April as Child Abuse & Neglect Awareness Month
- Additional Appropriation – Engineer
- Additional Appropriation – Clerk of Courts
- Minus Appropriation – Ingenuity Center ARC
- Transfer - Engineer
- Then & Now's
- Travel – EMA
- Travel – Clerk of Courts
- Travel – Director of Human Resources and Safety/Loss Control
- Home Visiting Provider Contract Amendment, Family & Children First
- Final Performance Report for Grant Number S-A-11-1CY-1
- Disposal of Computer by RSVP
- Credit Card Policies (2)
- Request for Senior Levy Funds from Independence Township Senior Citizens
- Flood Insurance for Building(s) at Washington County Fairgrounds
- Quotes to Install HVAC Equipment for Juvenile/Probate Storage/Conference Room
- Engineer – Request to Participate in ODOT Co-Op Salt Bid for 2014
- Engineer – 2013 County Highway System Mileage Certification

**INFORMATION**

Council of Governments, 10:00 a.m., **Friday**, March 21, Black Walnut Center, Woodsfield  
Township Trustees Association Meeting, 7:00 p.m., **Thursday**, March 27, at Co. Eng. Offices

**RE: AGENDA**

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

Add:     Travel – Auditor  
          Travel – Commissioners  
          Engineer – Used Truck Bid Recommendation  
          Engineer – 2014 Asphalt Materials Bid Recommendation  
          Engineer – 2014 Liquid Bituminous Materials Bid Recommendation  
          Engineer – 2014 Aggregate Materials Bid Recommendation

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

**RE: APPROVAL OF MINUTES**

Mr. White moved and Mr. Irvine seconded a motion to approve the minutes of the Commissioners' March 13, 2014 meeting and to dispense with the reading of them.

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

**RE: PAYMENT OF BILLS**

Mr. White 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: Ronald Feathers aye, David White aye, Timothy Irvine aye. Motion passed.

**RE: RESOLUTION IN SUPPORT OF ODOT ANNEXATION**

Mr. Irvine moved and Mr. White seconded a motion to adopt the following resolution:

***WHEREAS**, on October 21, 1867, Nathan Fawcett conveyed parcels of real estate located in Muskingum Township to the Washington County Commissioners; and*

***WHEREAS**, the Washington County Commissioners on October 10, 1939 leased 1.656 acres located in Muskingum Township for a period of 99 years to the State of Ohio, Department of Highways, now known as Ohio Department of Transportation, District 10; and*

***WHEREAS**, the Washington County Commissioners on September 22, 1970 leased 0.7369 acres located in Muskingum Township for a period of 99 years to the State of Ohio, Department of Highways, now known as Ohio Department of Transportation, District 10; and*

***WHEREAS**, the State of Ohio, Department of Highways, now known as Ohio Department of Transportation, District 10, desires to construct a training facility on such property in Muskingum Township leased from the Washington County Commissioners, and connect the facility to the City of Marietta sewer system.*

***NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of Washington County, Ohio that the Board of Commissioners does not oppose the annexation of 0.879 acres in Muskingum Township, as described in Exhibit A to Marietta City Council Resolution 16 (14-15), into the corporate limits of the City of Marietta, so as to facilitate the installation of a sewer tap from that property to the City of Marietta sewer system.*

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

President Feathers explained that the Ohio Department of Transportation (ODOT) on Muskingum Drive is planning to construct a training facility at that location, and that new facility will need a sewer tap into the City of Marietta system. The City requires annexation of property before this tap can be made. This action allows for annexation of only the portion of ODOT's property that will be used to accommodate the training center.

**RE: RESOLUTION DECLARING APRIL AS "CHILD ABUSE AND NEGLECT AWARENESS" MONTH**

Mr. White moved and Mr. Irvine seconded a motion to adopt the following resolution:

***WHEREAS**, our nation recognizes each April as Child Abuse and Neglect Awareness Month, and Washington County agencies and organizations work together to heighten awareness and draw attention to the need for preventing child abuse in our communities; and*

***WHEREAS**, this child abuse public awareness campaign is being implemented by Prevent Child Abuse Ohio throughout counties in Ohio, and Washington County Children Services is co-leading the campaign in Washington County with the Pause for a Child campaign; and*

***WHEREAS**, Wear Blue to Work Day was designed as a visual way to demonstrate the real fact that child maltreatment is prevalent in every community and that we each need to do our part to assist in breaking the vicious cycle; and*

***WHEREAS**, Washington County will engage the community by supplying notices that April 9, 2014 is Wear Blue to Work Day; and*

***WHEREAS**, Washington County Children Services and the Ohio Children's Trust Fund recognize that preventing child abuse is critically important for the sake of the children and the health of our community, and brings attention to child abuse and neglect in communities throughout Ohio.*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Washington County, Ohio, that the month of April in the year 2014 is designated as*

**CHILD ABUSE AND NEGLECT AWARENESS MONTH**

*In Washington County, on behalf of all the citizens of Washington County, we extend our sincere thanks to Washington County Children Services and Prevent Child Abuse Ohio for collaborating to raise awareness about child maltreatment in Washington County. We hope these organizations will continue to serve the community in such an outstanding manner and we offer our wholehearted support to the Pinwheels for Prevention campaign.*

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

**RE: ADDITIONAL APPROPRIATIONS**

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

Engineer	200-0542-55500	\$ 324,718.75
Clerk of Courts	200-0234-54000	\$ 1,300.00

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

**RE: MINUS APPROPRIATION**

Mr. Irvine moved and Mr. White seconded a motion to approve the following request for minus appropriation:

Ingenuity Center ARC	210-0862-55000	\$ (9,347.85)
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A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Timothy Irvine aye. Motion passed.

**RE: TRANSFER**

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

	<u>From</u>	<u>To</u>	<u>Amount</u>
Engineer	100-0560-55500	200-0542-49100	\$ 324,718.85

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

**RE: THEN & NOW'S**

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

Dept	Account	Vendor	Amount
MR/DD	200-0620-53000	M.E.O.R.C.	\$ 105,000.00
Family & Children First	602-2033-55202	Lashley Earley	\$ 403.56
Family & Children First	602-2033-53203	Purchase Power	\$ 499.60
Sheriff's Department	100-0384-53403	Ohio Tactical Assoc.	\$ 199.00
Sheriff's Department	100-0384-53403	Ohio Tactical Assoc.	\$ 199.00
Sheriff's Department	100-0384-53403	Ohio Tactical Assoc.	\$ 199.00
Sheriff's Department	100-0384-53403	Ohio Tactical Assoc.	\$ 199.00
Sheriff's Department	100-0384-53403	Ohio Tactical Assoc.	\$ 398.00
Sheriff's Department	100-0381-54200	Bob Barker	\$ 869.95
Sheriff's Department	100-0381-54200	Bob Barker	\$ 372.60
Sheriff's Department	100-0384-53000	T-Mobile USA	\$ 800.00
MR/DD	200-0622-53000	Lynn Corpman	\$ 370.64
DJFS	200-0720-57400	Modern Office Methods	\$ 241.61
Commissioners	215-0853-53000	Ohio Historical Society	\$ 6,133.20
Commissioners	210-0828-59000	SEOPA	\$ 912.50
Commissioners	210-0862-55000	SEOPA	\$ 61,347.85

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

**RE: TRAVEL REQUESTS**

Mr. White moved and Mr. Irvine 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 2014 and any and all amendments subsequent thereto:

EMA

Jeff Lauer: One-day trip to Athens to attend Pipeline Safety training; April 14, 2014.

Clerk of Courts

Brenda Wolfe: Two-day trip to Columbus to attend OCCA Monthly Meeting; April 16-17, 2014.

Brenda Wolfe: Three-day trip to Columbus to attend Domestic Relations Summit; April 23-25, 2014.

#### HR & Safety/Loss Control

Darla Miller: Four-day trip to Long Beach, California to attend 2014 National PRIMA Annual Conference; June 8-12, 2014; CORSA will pay for registration and meals; CLCCA will pay for travel costs; PRIMA scholarship for hotel costs has been submitted.

#### Auditor

Bill McFarland: One-day trip to Columbus to attend County Auditors Association of Ohio meeting; April 2, 2014.

#### Commissioners

Ron Feathers, David White, Josh Lane: One-day trip to Columbus to meet with Ohio EPA Director; March 26, 2014.

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

#### **RE: HOME VISITING PROVIDER CONTRACT AMENDMENT, FAMILY & CHILDREN FIRST**

Mr. Irvine moved and Mr. Irvine seconded a motion to approve an Ohio Department of Health Contract Amendment, contract FAM-32885A-76T, amendment #1A, ADTS# 68437, as requested by Cindy Davis, Family & Children First.

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

#### **RE: FINAL PERFORMANCE REPORT FOR BROADBAND GRANT**

Mr. Irvine moved and Mr. White seconded a motion to approve the Final Performance Report for the Ohio Development Services Agency Grant Number S-A-11-1CY-1, in the amount of \$100,000.00, and to allow Mr. White to sign the Report.

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

#### **RE: DISPOSAL OF COMPUTER BY RSVP**

Mr. Irvine moved and Mr. White seconded a motion to approve the transfer of an outdated computer by Washington County RSVP to Community Action Senior Nutrition Program, as the computer is no longer any use to RSVP.

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

#### **RE: CREDIT CARD POLICY**

Mr. Irvine moved and Mr. White seconded a motion to approve the following credit card policy for Washington County, as prepared and reviewed by Assistant Prosecutor Alison Cauthorn and County Auditor Bill McFarland:

#### **WASHINGTON COUNTY Credit Card Policy**

1. **General.** Ohio Revised Code (ORC) Section 301.27 permits counties to use credit cards. The Board of Commissioners of Washington County has established this policy for the use of these cards.
  - A. A Washington County appointing authority may apply to the Board of County Commissioners for authorization to have an officer or employee of the appointing authority use a credit card held by that appointing authority. The authorization request shall state whether the card is to be issued only in the name of the office of the appointing authority or whether the issued card also shall include the name of a specific officer or employee. [ORC 301.27(C)]
  - B. The card will not be issued or used until the Board of Commissioners has approved the request by Resolution.
    - I. Before adopting the Resolution, the Board shall notify the County Auditor.
    - II. The Resolution shall authorize an officer or employee of authorized appointing authorities to use a county credit card to pay for specific classes of the work-related expenses listed below without submitting an estimate to the Board of

Commissioners.

III. The Resolution shall specify whether the authorization is for the use of a specific credit card (and if so, it shall be identified by its issuer and number) or whether authorization is for one or more specific work-related uses from the classes of uses described below.

**2. Permitted Expenses.** Once approved, a credit card held by the Board of County Commissioners or the office of any other Washington County appointing authority shall be used only to pay the following work-related expenses for employees of the appointing authority:

- A. Transportation
- B. Gasoline and oil (only for vehicles the County owns or leases)
- C. Emergency motor vehicle towing or repair (only for vehicles the County owns or leases). "Emergency" means a repair required while the vehicle is outside Washington County and necessary to either return the vehicle to the location at which repair or maintenance is normally done in Washington County to the location at which standard repair or maintenance can be done. Emergency towing or repair requires prior approval from the appointing authority or his designee or an attempt to obtain prior approval.
- D. Food
- E. Lodging
- F. Internet Service Provider expenses
- G. (Upon the effective date of amendments to ORC 301.27), webinars
- H. (Upon the effective date of amendments to ORC 301.27), the expenses for purchase of automatic or electronic data processing or record-keeping equipment, software, or services

**3. Restrictions.** Use of authorized County credit cards are also restricted as follows:

- A. No late charges, finance charges, or Ohio sales taxes other than for food, shall be an allowable expense, unless authorized by the Board of Commissioners.
- B. No User Rewards, Rebates, bonuses or other Benefits from the issuer based on use of the credit card will be given to or used by any individual employee or appointing authority.
- C. There shall be no purchase of capital items (\$5,000 or greater) allowed with a credit card, without authorization by the appointing authority and the Commissioners, except in cases of emergency vehicle repair.
- D. A credit card shall not be used in any manner that circumvents the competitive bidding requirements of Ohio Revised Code Section 307.86.
- E. Use of any credit card shall be limited to the amount appropriated and encumbered in specific appropriation line items for the permitted expenses identified in Item 2 of this policy or uses designated in the authorizing resolution, or in the case of a resolution that authorized uses of a specific credit card, for each of the permitted uses listed above, but only to the extent the money in those specific appropriation line items are not otherwise encumbered [ORC 301.27(E)(2)].
- F. No employee will be permitted to use a county credit card without specific authority for the use and expense by the appointing authority.
- G. No employee will be permitted to use a county credit card unless such employee has reviewed and signed this policy, acknowledging and accepting the terms of use.
- H. Credit card accounts may not be managed online.
- I. Credit cards may not be used for cash advances.
- J. Credit limits for credit cards will be set by the appointing authority, with the approval of the Board of Commissioners.
- K. The appointing authority or the appointing authority's specific designee will maintain the credit card and credit card account information to protect the card and the account from loss, theft, or unauthorized use. When the card is authorized for use, the appointing authority will document the authorization by noting the purpose, the timeframe, and the employee so authorized.

**4. Accounting/Documentation Requirements**

- A. Charges made on a credit card must have original detailed receipts for purchases or for any voids or returns submitted to the appointing authority and then to the County Auditor as required for payment. Credit card purchase and return receipts must meet the same documentation requirements as other receipts submitted to the Washington County Auditor for reimbursement for expenses.
- B. The debt incurred as a result of the use of an authorized county credit card shall be paid from money appropriated to specific appropriation line items of the appointing authority for the work-related expenses listed above. [ORC 301.27]
- C. Credit card statements will be reconciled monthly with records of approved purchases or returns and with detailed receipts. Reconciliation will be done by the appointing authority or his designee, provided that reconciliation of monthly statements are reviewed by either the appointing authority or an employee other than the employee or individual who made the purchases or generated the charges or returns under review for that month's statement. If the reconciliation discloses any failures or irregularities, they shall be reported to the appointing authority immediately.
- D. In the event the reconciliation discloses errors, discrepancies or unauthorized charges, the appointing authority will notify the Board of Commissioners and take steps as soon as possible to make a preliminary determination as to whether errors or discrepancies are based on unauthorized use or failure to follow County policy or if errors or discrepancies should be disputed with the issuer or reported as suspected fraud.
  - I. In the event that the Auditor and Commissioners determine that the errors or discrepancies should be reported to and resolved by the issuer, they will so notify the appointing authority. The appointing authority must then take steps within three (3) business days to notify the card holder and begin the dispute process.
  - II. The appointing authority will follow the instructions of the card issuer to pursue the dispute process.
  - III. When the dispute process has ended and the matter has been resolved, the appointing authority will report the result to the Board of Commissioners and the County Auditor.
- E. Whenever an authorized employee user or appointing authority suspects that a County credit card or account has been lost, stolen, or used without authorization, that person will immediately notify the County Auditor and the officer's or employee's appointing authority in writing. [ORC 301.27 (F)(3)]
  - I. The appointing authority shall then be required to notify the card issuer immediately and follow the issuer's instructions to prevent or mitigate further liability to the County for unauthorized use of the card.

## **5. Liability and Penalties for Unauthorized Use**

- A. If the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer or employee has given to the County to reimburse the County Treasury for the amount charged to the County beyond the originally authorized amount.
- B. If the card is issued to the office of the appointing authority, the appointing authority is liable in person and upon any official bond the appointing authority has given to the County for the amount charged to the County beyond the originally authorized amount.
- C. Any time a County credit card approved for use for an authorized amount [as described in 3(E) above, and ORC 301.27 (E)(2)] is used for more than that authorized amount, the appointing authority may request the Board of Commissioners to authorize after the fact the expenditure of any amount charged beyond the originally authorized amount if, upon the Board's request, the County Auditor certifies that sum of money is in the Treasury or in the process of collection to the credit of the appropriate appropriation line item for which the credit card was used, and is free from previous and then-outstanding obligations or certifications.
- D. If a county credit card authorized for use is used for more than the amount appropriated as described above, and if for any reason that amount is not authorized after the fact, the County Treasury shall be reimbursed for any amount spent beyond the originally appropriated amount in the following manner:
  - I. If the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer or employee has given to the County for reimbursing the County Treasury for any amount charged on the card beyond the originally appropriated amount.

- II. If the card is issued in the name of the office of the appointing authority, the appointing authority is liable in person and upon any official bond the appointing authority has given to the County for reimbursement for any amount charged on the card beyond the originally appropriate amount.
- E. Violations will be cause for any or all of the following: immediate revocation of authorization to use a credit card, revocation of the credit card appointing authority for whom the card has been authorized, and disciplinary action up to and including termination.
- F. Use of a County credit card for any use other than those permitted under this policy is a violation of ORC 2913.21 (Misuse of Credit Cards) and ORC 301.27(G) and may be referred for investigation or prosecution by the appropriate law enforcement authorities.
- G. If the County Auditor determines there has been a credit card expenditure beyond the appropriate or authorized amount, the Auditor immediately shall notify the Board of County Commissioners.
  - I. When the Board determines, on its own or after notification from the County Auditor, the County Treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount, it shall give written notice of the County Auditor and to the officer or employee or appointing authority liable to the Treasury.
  - II. If, within thirty (30) days after issuance of the written notice, the County Treasury is not reimbursed for the amount shown on the written notice, the matter shall be referred to the County Prosecutor with a request that the Prosecutor seek recovery of that amount from the officer or employee or appointing authority who is liable under this policy by civil action in any court of appropriate jurisdiction. [ORC 301.27 (F)(4)]

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

**RE: GASOLINE CREDIT CARD POLICY**

Mr. Irvine moved and Mr. White seconded a motion to approve the following Gasoline Credit Card Policy, as prepared and reviewed by Assistant Prosecutor Alison Cauthorn and County Auditor Bill McFarland:

**WASHINGTON COUNTY  
Gasoline Credit Card Policy**

1. **General.** Ohio Revised Code (ORC) Section 301.27 permits counties to use credit cards. The Board of Commissioners of Washington County has established this policy for the use of gasoline credit cards.
  - A. A Washington County appointing authority may apply to the Board of County Commissioners for authorization to have an officer or employee of the appointing authority use a gasoline credit card held by that appointing authority. The authorization request shall state whether the card is to be issued only in the name of the office of the appointing authority or whether the issued card also shall include the name of a specific officer or employee. [ORC 301.27(C)]
  - B. The card will not be issued or used until the Board of Commissioners has approved the request by Resolution.
    - I. Before adopting the Resolution, the Board shall notify the County Auditor.
    - II. The Resolution shall authorize an officer or employee of authorized appointing authorities to use a county gasoline credit card to pay for specific classes of the work-related expenses listed below without submitting an estimate to the Board of Commissioners.
    - III. The Resolution shall specify whether the authorization is for the use of a specific gasoline credit card (and if so, it shall be identified by its issuer and number) or whether authorization is for one or more specific work-related uses from the classes of uses described below.
2. **Permitted Expenses.** Once approved, a gasoline credit card held by the Board of County Commissioners or the office of any other Washington County appointing authority shall be used only to pay the following work-related expenses for employees of the appointing authority:
  - A. Gasoline and oil (only for vehicles the County owns or leases)

B. Emergency motor vehicle towing or repair (only for vehicles the County owns or leases). "Emergency" means a repair required while the vehicle is outside Washington County and necessary to either return the vehicle to the location at which repair or maintenance is normally done in Washington County to the location at which standard repair or maintenance can be done. Emergency towing or repair requires prior approval from the appointing authority or his designee or an attempt to obtain prior approval.

**3. Restrictions.** Use of authorized County gasoline credit cards are also restricted as follows:

- A. No late charges, finance charges, or Ohio sales taxes shall be an allowable expense, unless authorized by the Board of Commissioners.
- B. No User Rewards, Rebates, bonuses or other Benefits from the issuer based on use of the credit card will be given to or used by any individual employee or appointing authority.
- C. There shall be no purchase of capital items (\$5,000 or greater) allowed with a credit card, without authorization by the appointing authority and the Commissioners, except in cases of emergency vehicle repair.
- D. Use of any gasoline credit card shall be limited to the amount appropriated and encumbered in specific appropriation line items for the permitted expenses identified in Item 2 of this policy for each of the permitted uses listed above, but only to the extent the money in those specific appropriation line items are not otherwise encumbered [ORC 301.27(E)(2)].
- E. No employee will be permitted to use a county gasoline credit card without specific authority for the use and expense by the appointing authority.
- F. No employee will be permitted to use a county gasoline credit card unless such employee has reviewed and signed this policy, acknowledging and accepting the terms of use.
- G. Credit card accounts may not be managed online.
- H. Credit cards may not be used for cash advances.
- I. Credit limits for credit cards will be set by the appointing authority, with the approval of the Board of Commissioners.
- J. The appointing authority or the appointing authority's specific designee will maintain the credit card and credit card account information to protect the card and the account from loss, theft, or unauthorized use. When the card is authorized for use, the appointing authority will document the authorization by noting the purpose, the timeframe, and the employee so authorized.

**4. Accounting/Documentation Requirements**

- A. Charges made on a credit card must have original detailed receipts for purchases or for any voids or returns submitted to the appointing authority and then to the County Auditor as required for payment. Credit card purchase and return receipts must meet the same documentation requirements as other receipts submitted to the Washington County Auditor for reimbursement for expenses.
- B. The debt incurred as a result of the use of an authorized county credit card shall be paid from money appropriated to specific appropriation line items of the appointing authority for the work-related expenses listed above. [ORC 301.27]
- C. Credit card statements will be reconciled monthly with records of approved purchases or returns and with detailed receipts. Reconciliation will be done by the appointing authority or his designee, provided that reconciliation of monthly statements are reviewed by either the appointing authority or an employee other than the employee or individual who made the purchases or generated the charges or returns under review for that month's statement. If the reconciliation discloses any failures or irregularities, they shall be reported to the appointing authority immediately.
- D. In the event the reconciliation discloses errors, discrepancies or unauthorized charges, the appointing authority will notify the Board of Commissioners and take steps as soon as possible to make a preliminary determination as to whether errors or discrepancies are based on unauthorized use or failure to follow County policy or if errors or discrepancies should be disputed with the issuer or reported as suspected fraud.
  - I. In the event that the Auditor and Commissioners determine that the errors or discrepancies should be reported to and resolved by the issuer, they will so notify the appointing authority. The appointing authority must then take steps



within three (3) business days to notify the card holder and begin the dispute process.

- II. The appointing authority will follow the instructions of the card issuer to pursue the dispute process.
  - III. When the dispute process has ended and the matter has been resolved, the appointing authority will report the result to the Board of Commissioners and the County Auditor.
- E. Whenever an authorized employee user or appointing authority suspects that a County credit card or account has been lost, stolen, or used without authorization, that person will immediately notify the County Auditor and the officer's or employee's appointing authority in writing. [ORC 301.27 (F)(3)]
- I. The appointing authority shall then be required to notify the card issuer immediately and follow the issuer's instructions to prevent or mitigate further liability to the County for unauthorized use of the card.

## **5. Liability and Penalties for Unauthorized Use**

- A. If the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer or employee has given to the County to reimburse the County Treasury for the amount charged to the County beyond the originally authorized amount.
- B. If the card is issued to the office of the appointing authority, the appointing authority is liable in person and upon any official bond the appointing authority has given to the County for the amount charged to the County beyond the originally authorized amount.
- C. Any time a County credit card approved for use for an authorized amount [as described in 3(D) above, and ORC 301.27 (E)(2)] is used for more than that authorized amount, the appointing authority may request the Board of Commissioners to authorize after the fact the expenditure of any amount charged beyond the originally authorized amount if, upon the Board's request, the County Auditor certifies that sum of money is in the Treasury or in the process of collection to the credit of the appropriate appropriation line item for which the credit card was used, and is free from previous and then-outstanding obligations or certifications.
- D. If a county gasoline credit card authorized for use is used for more than the amount appropriated as described above, and if for any reason that amount is not authorized after the fact, the County Treasury shall be reimbursed for any amount spent beyond the originally appropriated amount in the following manner:
  - I. If the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer or employee has given to the County for reimbursing the County Treasury for any amount charged on the card beyond the originally appropriated amount.
  - II. If the card is issued in the name of the office of the appointing authority, the appointing authority is liable in person and upon any official bond the appointing authority has given to the County for reimbursement for any amount charged on the card beyond the originally appropriate amount.
- E. Violations will be cause for any or all of the following: immediate revocation of authorization to use a credit card, revocation of the credit card appointing authority for whom the card has been authorized, and disciplinary action up to and including termination.
- F. Use of a County credit card for any use other than those permitted under this policy is a violation of ORC 2913.21 (Misuse of Credit Cards) and ORC 301.27(G) and may be referred for investigation or prosecution by the appropriate law enforcement authorities.
- G. If the County Auditor determines there has been a credit card expenditure beyond the appropriate or authorized amount, the Auditor immediately shall notify the Board of County Commissioners.
  - I. When the Board determines, on its own or after notification from the County Auditor, the County Treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount, it shall give written notice of the County Auditor and to the officer or employee or appointing authority liable to the Treasury.
  - II. If, within thirty (30) days after issuance of the written notice, the County Treasury is not reimbursed for the amount shown on the written notice, the matter shall be referred to the County Prosecutor with a request that the Prosecutor seek recovery of that amount from the officer or

employee or appointing authority who is liable under this policy by civil action in any court of appropriate jurisdiction. [ORC 301.27 (F)(4)]

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

**RE: REQUEST FOR SENIOR LEVY FUNDS, INDEPENDENCE TOWNSHIP SENIOR CITIZENS**

The Clerk informed the Commissioners they received a request from the Independence Township Senior Citizens for financial assistance to replace the roof of the Independence Township Hall, where the Seniors regularly meet. Cost estimate is \$12,100.00. The request from Dorothy Hendricks indicates they would appreciate "any part or all" of the cost to be paid with Senior Levy Funds.

Mr. Irvine said:

- He has consulted with Bill McAfee, Chairman of the Senior Levy Committee, who considers this to be an appropriate use of Senior Levy funds.
- This is a public facility, and it is a request for capital needs.
- Independence Township Fiscal Officer Karen Eddy confirmed there is need for roof replacement, and the Seniors meet monthly in the building.
- He advised the Township Trustees to obtain more than one quote for the project.

Mr. Irvine moved and Mr. White seconded a motion to approve disbursement from Senior Levy funds to the Independence Township Senior Citizens the amount of one-third of the cost of roof replacement for the Independence Township Hall, not to exceed \$4,000.00.

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

**RE: REQUEST TO PAY FLOOD INSURANCE PREMIUM FOR MULTI-PURPOSE BUILDING AT WASHINGTON COUNTY FAIRGROUNDS**

Mr. Irvine moved and Mr. White seconded a motion to approve payment of the 2015 flood insurance premium for the multi-purpose building at the Washington County Fairgrounds, and subsequent premiums for that building's flood insurance, in accordance with requirement by the Ohio Revised Code and the opinion of the Washington County Prosecutor Jim Schneider.

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

**RE: QUOTES TO INSTALL HVAC EQUIPMENT IN JUVENILE & PROBATE STORAGE/CONFERENCE ROOM**

The Clerk informed the Commissioners Building & Grounds Superintendent Tim Marty has received three quotes for providing and installing new HVAC equipment in the Courthouse Annex to accommodate the juvenile and probate courts storage/conference room, and other rooms as well, as follows:

CAM Refrigeration	\$ 15,950.00
Tropic Air, Inc.	\$ 15,500.00
Morrison, Inc.	\$ 9,689.00

Mr. Irvine moved and Mr. White seconded a motion to table consideration of quotes to provide and install new HVAC equipment in the Courthouse Annex, pending further review and comparison of quotes received.

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

**RE: ENGINEER'S REQUEST TO PARTICIPATE IN ODOT CO-OP SALT BID FOR 2014**

Mr. Irvine moved and Mr. White seconded a motion to approve County Engineer Roger Wright's request to participate in the Ohio Department of Transportation (ODOT) Co-operative Salt Bid for 2014.

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

**RE: ENGINEER'S 2013 COUNTY HIGHWAY SYSTEM MILEAGE CERTIFICATION**

Mr. Irvine moved and Mr. White seconded a motion to approve the 2013 County Highway System Mileage Certification for the Ohio Department of Transportation, reflecting Washington County was responsible for maintaining 339.080 miles of public roads in 2013, 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, Timothy Irvine aye. Motion passed.

**RE: BID FOR PURCHASE OF USED TRUCK FOR COUNTY ENGINEER**

Mr. White moved and Mr. Irvine seconded a motion to approve the purchase of a used 2005 Peterbilt semi-truck from Lischkge Motors, Inc., in the amount of \$59,000.00, the only sealed bid received, as requested by County Engineer Roger Wright. (Bid sheet is on file in the Commissioners' Office.)

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

**RE: PURCHASE OF 2014 ASPHALT MATERIALS**

Mr. White moved and Mr. Irvine seconded a motion to approve the purchase of asphalt materials in 2014 from Mar-Zane, Inc., for the prices indicated on the sealed bid from Mar-Zane, Inc., the only bid received, as requested by County Engineer Roger Wright. (Bid tab is on file in the Commissioners' Office.)

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

**RE: PURCHASE OF 2014 LIQUID BITUMINOUS MATERIALS**

Mr. White move and Mr. Irvine seconded a motion to approve the purchase of bituminous materials in 2014 from Asphalt Materials, Inc., for the prices indicated on the sealed bid from Asphalt Materials, Inc., the only bid received, as requested by County Engineer Roger Wright. (Bid tab is on file in the Commissioners' Office.)

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

**RE: PURCHASE OF 2014 AGGREGATES**

Mr. White moved and Mr. Irvine seconded a motion to approve the purchase of aggregate materials in 2014 from any or all of the contractors that submitted sealed bids, to allow the County Highway Department to use the vendor with the material needed for the given job with the least overall cost and best proximity to the work site, as requested by County Engineer Roger Wright. (Bid tab is on file in the Commissioners' Office.)

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

**RE: PRE-CONSTRUCTION MEETING, CITY OF BELPRE DEMOLITION PROJECT**

President Feathers welcomed Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District, to facilitate the pre-construction meeting for the demolition of a structure on Washington Boulevard in the City of Belpre. Also attending was contractor Tim Graham.

Ms. Hyer noted this is a Community Development Block Grant (CDBG) project, the funds having been allocated in 2013. She reviewed with the contractor:

- Prevailing Wage requirements
- Project completion date of May 31, 2014
- Job site interviews to be conducted
- Payroll and invoice processing

Mr. Hyer identified Commissioner David White as the Labor Compliance Officer for Washington County. Mr. Graham said he will likely be no more than two days on the job.

Mr. Irvine moved and Mr. White seconded a motion to approve the Notice of Award, the Contract, and the Notice to Proceed for Tim Graham Excavating, Inc., for the City of Belpre Demolition Project using CDBG 2013 Funds, for the amount of \$2,490.00, as prepared, presented, and requested by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District.

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

**RE: FINAL PERFORMANCE REPORT, GRANT B-F-12-1CY-1**

Mr. White moved and Mr. Irvine seconded a motion to approve the Final Performance Report for the 2012 Community Development Block Grant (CDBG) Formula Allocation in the amount of \$160,000.00, and to allow Mr. Feathers to sign the Report, as prepared and presented by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District.

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

**RE: REQUEST FOR APPLICATION FOR FISCAL YEAR 2014 CHIP**

Dawn Rauch, Washington-Morgan Community Action Program, talked with the Commissioners about the Community Housing Improvement Program (CHIP) and the Transit Program.

Mr. Irvine moved and Mr. White seconded a motion to approve a letter to David Brightbill, Executive Director of the Washington-Morgan Community Action Program, inviting him to propose, on behalf of his agency, to administer the fiscal year 2014 CHIP in Washington County.

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

**RE: URBAN TRANSIT PROGRAM**

Mr. Irvine moved and Mr. White seconded a motion to approve the final drawdown request for the Urban Transit Program in the amount of \$9,764.00, and to allow Mr. Feathers to sign the request, as prepared and requested by Dawn Rauch, Washington-Morgan Community Action Program.

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

**RE: ECHO AUTHORIZATION**

Mr. Irvine moved and Mr. White seconded a motion to approve forms prepared by Dawn Rauch, Washington-Morgan Community Action Program, authorizing Commissioner Ron Feathers and Fiscal Manager Rick Peoples to enter, update and drawdown in the ECHO-Web System, and to remove permission for Commissioner Tim Irvine and County Administrator Paul Cunningham to enter, update and drawdown in the ECHO-Web System.

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

**RE: REQUEST TO EXTEND RECORDER'S OFFICE HOURS**

Tracey Wright, County Recorder, and Alison Cauthorn, Assistant Prosecutor, talked with the Commissioners about a request to extend the hours of operation in the Recorder's Office in the Courthouse. Ms. Wright said a local company has offered to pay to allow this to happen, as they plan to have up to fifty additional employees researching records for mineral rights and property ownership and leases. Ms. Wright said she is considering opening her office at 7:00 a.m., Monday through Friday, and closing at 6:00 p.m. This would allow for two additional hours each day. She notified the requestor that:

- Her office cannot be open exclusively for any one company, including the company paying for the extra hours.
- She will try this arrangement, but reserves the right to end it at any time.
- Payment must include sufficient amounts to cover not only overtime wages of her employees, but also appropriate related benefits.

Ms. Cauthorn said the Ohio Revised Code does not address the billing and receipt by the County Recorder for extra hours she might be open. It does, however, allow the Commissioners to accept donations with the intent to allocate those receipts to the County Recorder for the purpose of paying salaries and benefits for overtime worked by her employees.

Sheriff Larry Mincks entered the meeting and reported he didn't believe this extension of hours by the Recorder would result in any additional costs for Courthouse security.

Ms. Cauthorn indicated she will work expeditiously on a written agreement between the Commissioners and Triad Hunter so that Ms. Wright can offer extended hours as soon as possible.

**RE: PEOPLES BANK THEATRE**

Hunt Brawley, representing the Peoples Bank (Colony) Theatre, informed the Commissioners this year's film festival will be held on March 21 and 22, in the Putnam Commons building. He said he is requesting a waiver or discount of the \$360.50 occupancy fee being charged by the Washington County Building Department. Also attending was Connie Hoblitzell, representing the Washington County Building Department.

Mr. Irvine said the Commissioners in the past have received requests from non-profit organizations for waiver of fees, but those requests were not approved. As a result, he said he would not be able to support this request for fee waiver for the film festival.

Mr. White said he believes the building's owner should pay the fee, as the permit is of value not only for the film festival but also beyond, and that he too cannot support the request due to precedent having already been set.

Mr. Brawley then asked if the Commissioners would consider financially supporting the remaining construction of the Theatre. Specifically, he noted the Theatre's application for a \$1,000,000 15-year energy loan from the Ohio Development Services Agency (DSA), and the need for a third-party guarantor. He noted the economic value of the project to both the City of Marietta and Washington County, and requested the Commissioners consider guaranteeing a portion of this loan from DSA.

President Feathers said that in order to do this, if it is legal, the Commissioners would need to reduce funds already allocated to a County department. This, he noted, would be at a time when the Commissioners are trying to reduce the annual deficit spending (anticipated to be \$600,000 this year alone). For this reason, Mr. Feathers said he cannot support the request.

Mr. Irvine said he does not support the County being a third party guarantor on a \$1,000,000 loan. He further noted that in his experience these agreements are complicated and he does not want to expose the County to the risk.

Mr. White agreed that while the Commissioners are indeed supportive of the project and looking forward to its completion, they are not in a position to provide financial support to the project, particularly in the form of "loan guaranty".

**RE: ADJOURNMENT**

Mr. Irvine 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 12:00 p.m.

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

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

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

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