

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON MAY 15, 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. MR. FEATHERS LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Also attending were Muskingum Township Trustee Gary Doan and Clerk Rick Peoples.

COMMISSIONERS AGENDA
May 15, 2014

UNFINISHED BUSINESS

Contract for Purchase of Electricity

NEW BUSINESS, TO BE CONSIDERED AT COMMISSIONERS' OFFICE

9:00 a.m.

Approve Agenda
Bills from Various Departments
Additional Appropriation – CSEA
Additional Appropriation – Sheriff
Additional Appropriation – County General
Decrease Appropriation – Common Pleas Court
Transfer – Common Pleas Court
Transfer – Developmental Disabilities
Transfer – Family & Children First
Then & Now's

9:15 Tim Marty, Bldg. & Grounds Superintendent – Purchasing Procedures

9:30 Michelle Hyer, Buckeye Hills – 2014 CDBG Allocations

11:30 Tim Henson, Smart Networks

1:45 Dawn Rauch, Community Action – Moving Ohio Forward Program

2:00 Public Hearing – CHIP Program

NEW BUSINESS, TO BE CONSIDERED AT LITTLE HOCKING VOLUNTEER FIRE DEPARTMENT

7:00 p.m.

Approve Agenda
Approve Previous Meeting's Minutes
Travel – RSVP
Travel – Engineer
Travel – Family & Children First (2)
Resolution to Transfer Oversight of EMA from Commissioners to Sheriff
Engineer – Contract Bob Lane's Welding, Inc.
Engineer – Contract Bob Lane's Welding, Inc.
Engineer - Amendment to ODOT Agreement, Millcreek Road Improvements Project
Engineer – Specifications for 2014 Asphalt Paving Program

INFORMATION

Planning Commission, 7:00 p.m., **Monday**, May 19

Finance Committee, 10:00 a.m., **Tuesday**, May 20

RSVP Volunteers Recognition, 2:00 p.m., **Wednesday**, May 21, aboard *The Valley Gem*

Annual Township Trustees Meeting, 6:00 p.m., **Thursday**, May 22, Our Lady of Mercy, Lowell

Courthouse Close, **Monday**, May 26, in observance of Memorial Day

Council of Governments, 10:00 a.m., **Friday**, May 30, Lori's in Caldwell

RE: AGENDA

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

Add: 10:00 – Sealed Bid Opening, Juvenile Center Roof Replacement Project

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: ADDITIONAL APPROPRIATIONS

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

Child Support	200-0730-55200	\$ 8,500.00
Sheriff	210-0388-57400	\$ 1,271.00
County General	100-0101-57100	\$ 25,000.00

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

RE: MINUS APPROPRIATIONS

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

Common Pleas Court	215-0206-51001	\$(10,500.00)
	215-0206-52000	\$(162.32)
	215-0206-54000	\$(1,123.02)
	215-0206-55200	\$(3,843.44)

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

RE: TRANSFERS

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

	<u>From</u>	<u>To</u>	<u>Amount</u>
Common Pleas Court	215-0206-44400	215-0206-53000	\$ 15,000.00
Developmental Disabilities	215-0620-54000	215-0620-54200	\$ 5,000.00
County General	100-0101-57100	602-2031-49100	\$ 25,000.00

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

Dept	Account	Vendor	Amount
Engineer	200-0540-54303	Hydro Supply Company	\$ 305.30
Children Services	200-0743-53000	Mended Reeds	\$ 1,080.00
Children Services	200-0740-53000	Fishel, Hass, Kim, Albrecht, LLC.	\$ 231.25
Children Services	200-0740-53000	Community Teaching Homes	\$ 1,400.00
Children Services	200-0743-53000	Sharon Lynn Residence for Girls	\$ 1,166.58
Children Services	200-0740-53100	Verizon Wireless	\$ 183.12
Sheriff	200-0363-54000	Animal Care Equipment & Services LLC	\$ 119.13
Developmental Disabilities	215-0622-53000	B & L Agency, LLC	\$ 4,685.32
Sheriff	100-0381-54000	CDW Government	\$ 646.06
Sheriff	100-0384-53500	Ullman's Body Shop	\$ 3,126.00
Sheriff	100-0385-53500	Auto Zone	\$ 168.74
Sheriff	100-0384-57400	Gary's Towing	\$ 298.00
Sheriff	200-0383-57400	Category Five Technologies	\$ 3,342.00

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

RE: PURCHASING PROCEDURES

Tim Marty, Buildings & Grounds Superintendent, talked with the Commissioners about the purchasing procedures of the County. He noted the challenges he faces under the current policy:

- Purchase of miscellaneous supplies is often between \$100 and \$200.
- Current policy requires competitive quotes for purchases exceeding \$100.00.
- Current policy limitations result in multiple trips for purchasing products.
- Multiple trips to vendors results in wasted time and inefficiencies of operations.
- Bulk supplies are consistently purchased via quotes.

Commissioner White suggested the policy could be changed to a requirement for obtaining competitive quotes if an individual item costs \$100 or more, rather than the entire purchase. He said he believes this will maintain good stewardship of taxpayers' funds, but will ease the constraints on the maintenance department.

Mr. Feathers said he considers the current policy to be “strangling” efficiency of the Maintenance Department, but increasing the limit for purchase of individual items from \$100 to \$250 will “maximize” efficiency.

Mr. White moved and Mr. Irvine seconded a motion to update existing Purchasing Procedures as follows, but to maintain compliance with Ohio Revised Code requirements:

Jobs/Projects

- *Up to \$500.00, no competitive quotes required*
- *Greater than \$500.00, minimum of two competitive quotes required, preferably from Washington County vendors*

Supplies/Equipment

- *Up to \$250.00, no competitive quotes required except for individual items \$100.00 or more*
- *Greater than \$250.00, minimum of two competitive quotes required, preferably from Washington County vendors*

Sealed bids must be solicited for all purchases of \$10,000 or more, unless declared an emergency.

Property and equipment costing \$3,000.00 or more must be added to the County’s inventory records in accordance with County Auditor guidelines.

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

RE: 2014 CDBG ALLOCATIONS

Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District, informed the Commissioners she has received an acceptable complete application for 2014 Community Development Block Grant (CDBG) funds from the City of Belpre for a sidewalk project. She recommended the Commissioners fund projects for the City of Belpre, the Village of Lowell, and the Little Muskingum Volunteer Fire Department. Remainder of the funds will be allocated to Fair Housing and administration of the program.

Ms. Hyer noted the County cannot fund more than three projects with 2014 funds, and that the total available to the County is \$113,000.

Mr. Irvine moved and Mr. White seconded a motion to approve the following use of 2014 CDBG funds:

City of Belpre, sidewalk project	\$ 25,000.00
Village of Lowell, parks & recreation	33,500.00
Little Muskingum VFD, fire protection facilities	27,300.00
Fair Housing	7,000.00
Administration	<u>20,200.00</u>
Total	\$ 113,000.00

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

RE: DRAWDOWN FOR 2013 CDBG PROGRAM

Mr. Irvine moved and Mr. White seconded a motion to approve a drawdown request in the amount of \$7,490.00 for the 2013 Community Development Block Grant (CDBG) program, and to allow Mr. Feathers and Mr. White to sign the request, 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: OPENING OF SEALED BIDS, JUVENILE CENTER ROOF REPLACEMENT PROJECT

Attending the opening of sealed bids for the Juvenile Center Roof Replacement Project were the Commissioners, the Clerk, Architect David Haught from DLH Design, Zac Cybulski from Phoenix Associates, J.P. Hushion from Tri-State Roofing, and Jeff Hittle from Hittle Roofing.

Mr. Haught noted there were three sealed bids received for this project, with an estimate of \$145,000 total project cost. At 10:00 a.m. he opened and read aloud the following bids:

Hittle Roofing	\$ 172,620
Phoenix Associates	\$ 182,198
Tri-State Roofing	\$ 131,490

With all bids including required certificates, documents and bid security, Mr. Haught said the apparent low bid is from Tri-State Roofing. He said he will review the bids and return to the Commissioners with a recommendation at a later date.

RE: TIM HENSON

Tim Henson from Smart Networks updated the Commissioners on the company's progress to date. Also attending was I.T. Director Gerry Lockhart.

Mr. Henson indicated that:

- Smart Networks continues to grow.
- They are no longer installing new towers, but are focusing on cultivating what they now have.
- There was a recent lightning strike at the Braun Road Tower, but equipment has been repaired or replaced.
- Smart Networks now has approximately 300 customers, including businesses in downtown Marietta, the Blennerhassett Hotel, and Berkshire Hathaway Realty.
- He personally responds to complaints in a timely manner.
- He realizes there were "bumps in the road" as the company started up, but now in its second year of operation he considers the business self-sufficient and moving forward.

Mr. Lockhart expressed concern that the number of customers might not provide sufficient resources to allow for maintenance and upgrade of equipment.

Mr. White said he believed Smart Network's initial approach to be "shotgun", but that has changed to focusing on a specific area to ensure it is up and running before moving on to another.

Noting the small number of customers utilizing Smart Network's services Mr. Feathers said the expectation for them to serve approximately 6,000 customers was "artificial", and reality is now setting in.

The Commissioners agreed with Mr. Henson that it is in the best interest of all concerned for the company to be successful. Mr. Henson said he believes it will be, and he is spending much of his time and resources to ensure it is.

Mr. Henson then said he also represents SMC Communications, which is a broker of communication services. He said his main interest is managing communication costs for businesses, organizations and entities. He informed the Commissioners and Mr. Lockhart he is interested in serving the County in that capacity as well. The Commissioners informed him they are currently working with SpyGlass, but may consider SMC in the future.

RE: MOVING OHIO FORWARD

Mr. White moved and Mr. Irvine seconded a motion to approve requests for reimbursement from the Moving Ohio Forward program for the following structure demolitions, as prepared by Dawn Rauch, Washington-Morgan Community Action Program:

603 Main Street, Belpre	\$ 7,639.00
232 South Sixth Street, Marietta	<u>7,639.00</u>
Total	\$ 15,278.00

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

Dawn Rauch, Washington-Morgan Community Action Program, noted there is approximately \$5,000 remaining in Moving Ohio Forward Phase I funds, which is not sufficient to proceed with demolition of another structure. She is waiting to hear if that \$5,000 can be added to the \$7,500 available in Phase II.

RE: URBAN/RURAL TRANSIT

Dawn Rauch, Washington-Morgan Community Action Program, informed the Commissioners the State of Ohio is requesting Washington County to transition from Urban Transit to Rural Transit in 2015, rather than in 2016 as was originally planned. She is coordinating a meeting with the Commissioners, a representative from the Ohio Department of Transportation and herself to facilitate this earlier transition.

RE: SECOND PUBLIC HEARING FOR CHIP PROGRAM

The Commissioners welcomed those attending the second public hearing for the Washington County Community Housing Impact and Preservation (CHIP) Program, including Dawn Rauch and Kenneth Vigneron from Washington-Morgan Community Action Program, Esther Carpenter from Eve, Inc., and Darlene Lukshin from OSU Extension.

Ms. Rauch conducted the Hearing, noting the stated purpose of finalizing recommendations for the application for CHIP funds. She recommended the Commissioners:

- Partner with the City of Belpre, resulting in \$450,000 available to Washington County and \$175,000 available to the City of Belpre
- Apply for funds as follows:

Private Owner Rehabilitation	\$ 404,800	(11 units)
Home Repair (Owner)	\$ 145,200	(16 units)
Administration	\$ 75,000	
- Apply \$5,000 from CHIP Home Program Income to Fair Housing
- Adopt a Resolution reflecting these recommendations on May 22, 2014
- Submit a grant application by June 6, 2014

President Feathers invited comments from others.

Ms. Lukshin said the commitment to Fair Housing is increasing from \$3,000 to \$5,000 in part due to the partnering between the County and Belpre.

In response to Commissioner Irvine's question as to why no funds are being allocated to rental rehabilitation, Ms. Rauch said:

- Landlords must pay 40% of costs for rehabilitation, and most aren't willing to do that.
- Full rehabilitation of homes is required, rather than individual projects, and landlords/owners aren't willing to pay for that.
- Many rental property owners are not local residents.
- Rental rehabilitation has not been successful in Washington County in the past.

Mr. Feathers further noted that if a selected project isn't fully completed, points are lost in future application for CHIP funds. There is a high risk, he said, of not completing the rental rehabilitations due to reasons Ms. Rauch listed.

Mr. Irvine moved and Mr. White seconded a motion to enter into an Agreement for Partnering with the City of Belpre for application for the 2014 Community Housing Impact and Preservation Program for the period September 1, 2014 through December 31, 2016, designating Washington County as the lead project applicant.

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

RE: COMMITMENT OF CHIP HOME PROGRAM INCOME

Mr. Irvine moved and Mr. White seconded a motion to commit \$15,000 in Community Housing Impact and Preservation (CHIP) Home Program income to be used as leverage in the 2014 CHIP application for Washington County, as follows:

Private Rehabilitation	\$ 10,000	One partial unit, to be combined with CHIP funds
Fair Housing	\$ 5,000	

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

At 7:00 p.m. the meeting resumed at the Little Hocking Volunteer Fire Department in Belpre Township.

Attending the meeting were the Commissioners, the Clerk, and Belpre Township Trustees Asa Boring and Gary Merrow. President Feathers led those attending in the Pledge of Allegiance to our flag.

RE: MINUTES

Mr. White moved and Mr. Irvine seconded a motion to approve the minutes of the Commissioners' May 8, 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: TRAVEL REQUESTS

Mr. Irvine moved and Mr. White 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:

RSVP

Lisa Valentine: One-day trip to Cambridge to attend Project More training; May 25, 2014.

Engineer

Keith Sargent: One-day trip to Columbus to attend testing session for commercial chemical spraying license recertification for guardrail spraying; May 21, 2014.

Family & Children First

Cindy Davis: One-day trip to Columbus to attend the Voices for Ohio's Children Conference; May 22, 2014.

LeAnn Welch: One-day trip to Cambridge to attend the "Principles of Service Coordination" Help Me Grow training; May 21, 2014 (replacing the previously-approved travel of Royette Cline).

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

RE: RESOLUTION TO TRANSFER OVERSIGHT OF EMA TO SHERIFF

The Clerk read the following resolution proposed by Sheriff Mincks to transfer responsibility for, and oversight of, the Washington County Emergency Management Agency (EMA):

Whereas, the Washington County Commissioners desire to provide the utmost safety to the citizens of Washington County during emergency situations; and

Whereas, the Washington County Emergency Management Agency (EMA) and the Washington County Sheriff's Office work jointly on several issues to the benefit of both departments.

Now, Therefore, Be It Resolved the Board of Commissioners of Washington County, Ohio hereby directs the Washington County Sheriff to oversee the Washington County Emergency Management Agency, effective May 15, 2014. The Washington County Sheriff from that date will be the Administrative Director of the Washington County EMA and, as such, will provide direct oversight of functions and responsibilities of the Washington County EMA.

Be It Further Resolved that, in accordance with Ohio Revised Code 5502.271, the Board of Commissioners of Washington County, Ohio will remain the appointing authority for the Washington County EMA Director.

Commissioner Irvine noted the Emergency Operations Center (EOC) was recently created with State grant funds specifically for that purpose, and the facility needs to remain as such. He said EMA grants have strict guidelines regarding the use of the funds, and that grant funds can only be used for EMA/EOC and not for Sheriff's Department operations. Non-EMA expenditures of grant funds would require their return to grantor(s). Mr. Irvine said he does not believe this precludes the Sheriff from providing oversight of the EMA. He further commented he is not yet ready to vote on the proposed resolution, but would like input from stakeholders and others, and more time for consideration.

Mr. White said he considers this the right action to take "in principle", as the Sheriff is in an appropriate position to assume command in times of disaster. He expressed his concern, though, that there needs to be financial control and oversight of the Agency. Mr. White indicated he needs more detail before considering this transfer resolution.

Mr. Boring asked the Commissioners to consult with representatives from the Washington County Fire Association before taking any action on this proposal. He noted the critical need for training in the handling of hazardous materials in times of emergencies, and many members of the Fire Association have had such training. He said he doesn't question the Sheriff's ability to lead or oversee, but he isn't sure the Sheriff should take responsibility over the EMA and EOC without having had appropriate training in the handling of these hazardous materials. He also noted the importance of appropriate communication during emergencies.

President Feathers noted the Sheriff is not interested in assuming responsibility for appointment of the EMA Director or distribution of grants/funds to fire departments. He believes, though, that the Sheriff has more resources to seek out appropriate financial support for the EMA/EOC. Mr. Feathers said Guernsey County recently went through a similar transfer, and that appears to be working well. He said he supports the proposal for transfer to the Sheriff, as the Commissioners don't have the expertise or experience to oversee such a critical department of the County.

Mr. White moved and Mr. Irvine seconded a motion to table the request from Sheriff Mincks to transfer responsibility for, and oversight of, the Washington County Emergency Management Agency from the Commissioners to the Sheriff.

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

RE: CONTRACT WITH BOB LANE'S WELDING, INC.

Mr. Irvine moved and Mr. White seconded a motion to approve a contract with Bob Lane's Welding, Inc., for the repair of a landslip on County Road 56-0181 (Big Run Road), in the amount of \$17,288.14, as prepared and recommended 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: CONTRACT WITH BOB LANE'S WELDING, INC.

Mr. White moved and Mr. Irvine seconded a motion to approve a contract with Bob Lane's Welding, Inc., for the repair of a landslip on County Road 56-0181 (Big Run Road), in the amount of \$10,730.51, as prepared and recommended 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: AMENDMENT TO MILLCREEK ROAD IMPROVEMENTS PROJECT

Mr. Irvine moved and Mr. White seconded a motion to approve Amendment No. 1 to the Ohio Department of Transportation LPA Agreement 18414, Millcreek Road Improvements Project, transferring federal funds from the design phase to construction, as proposed by the Alan Craig of the Ohio Department of Transportation and recommended 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: SPECIFICATIONS AND BID PACKAGE FOR 2014 ASPHALT PAVING

Mr. Irvine moved and Mr. White seconded a motion to approve the bid package and specifications for the Washington County 2014 Asphalt Paving Program, 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: ADJOURNMENT

President Feathers thanked those attending the meeting in Little Hocking, and accommodating the Commissioners in the Fire House.

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 3:10 p.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk