

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON FEBRUARY 26, 2015 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, PRESIDENT, AND RONALD L. FEATHERS, MEMBER. COMMISSIONER RICK G. WALTERS WAS UNABLE TO ATTEND. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD. MR. WHITE LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Also attending were Muskingum Township Trustee Gary Doan, Amanda Nicholson from *The Marietta Times*, and Clerk Rick Peoples.

Washington County Commissioners
AGENDA
9:00 a.m., February 26, 2015

9:00 Business Meeting
9:30 Chris Wilson, Building Official – Departmental Update
10:00 Bill McFarland, County Auditor - Records Storage
10:30 Dawn Rauch, Community Action – Rural Transit Program

UNFINISHED BUSINESS

Application for C1 Liquor Permit, Rawhide Family Diner, St. Rt. 60, Lowell
Application for C2 Liquor Permit, Rawhide Family Diner, St. Rt. 60, Lowell
Proposal for Electric Aggregation, Buckeye Energy Brokers
Appointments to Southeastern Ohio Port Authority Board of Directors

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation – Family & Children First
Transfer – Board of Elections
Transfer – Municipal Court
Transfer - Sheriff
Then & Now
Travel – Commissioners
Travel – Recorder
Letter from Sheriff – Transfer of Funds
Final Performance Report – 2013 CDBG Allocation
Update of Signature Authorization for CDBG Reports
Recorder's Office Closings
Delinquent Sewer Accounts
Certification of Delinquent Sewer Accounts

INFORMATION

Tax Incentive Review Committee, 8:00 a.m., **Tuesday**, March 3
CCAO Legislative Briefing, 11:30 a.m., **Monday**, March 9, in Zanesville
Joint Solid Waste Committee, 12:00 p.m., **Monday**, March 9, at Lori's in Caldwell
Marietta Chamber of Commerce Dinner, 5:00 p.m., **Monday**, March 9, at Marietta College
Monthly Meeting at County Home, 8:30 a.m., **Tuesday**, March 10

RE: AGENDA

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

Add: Travel – Family & Children First (2)
Travel – Auditor
Family & Children First – De-activation of Authorized Personnel
Contract with De Novo Consulting Solutions
Transfer – DTAC
Delete: Transfer – Sheriff

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

RE: APPROVAL OF MINUTES

Commissioner Feathers noted Glen Pawloski, in his conversation with the Commissioners on February 19, 2015, explained in detail Ohio Revised Code 6103.17, but that was not reflected in the minutes.

Mr. Feathers moved and Mr. White seconded a motion to amend the prepared minutes for February 19, 2015, by adding the following statement:

“Mr. Pawloski explained at length Ohio Revised Code 6103.17.”

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

Mr. Feathers moved and Mr. White seconded a motion to approve the minutes of February 19, 2015 as amended, and to dispense with the reading of them.

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

RE: PAYMENT OF BILLS

Mr. Feathers moved and Mr. White 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. Motion passed.

RE: ADDITIONAL APPROPRIATION

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

Family & Children First	602-2033-51120	\$ 2,309.00
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A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye. Motion passed.

RE: TRANSFERS

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

	<u>From</u>	<u>To</u>	<u>Amount</u>
Board of Elections	100-0160-51001	100-0160-51120	\$ 38.00
Municipal Court	100-0240-53000	100-0240-51120	\$ 304.00
DTAC	200-0131-57100	200-0141-49100	\$ 20,000.00

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

RE: THEN & NOW'S

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

Dept	Account	Vendor	Amount
Commissioner	100-0109-53000	Franklin Fire Equipment	\$ 240.00
Commissioner	100-0100-53400	Dennis Sipe	\$ 780.22
Commissioner	100-0100-53400	Nancy Brum	\$ 115.51
County Home	200-0630-53000	Interim Healthcare	\$ 400.00
Commissioners	100-0101-53400	Nancy Brum	\$ 141.36
Commissioners	100-0109-53000	CAM Refrigeration	\$ 391.09

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

RE: TRAVEL REQUESTS

Mr. Feathers 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 2015 and any and all amendments subsequent thereto:

Family & Children First

Cindy Davis: One-day trip to Columbus to attend Ohio Family & Children First Executive Committee Meeting; March 13, 2015.

Cindy Davis: One-day trip to Columbus to attend Help Me Grow Training; March 3, 2015.

Commissioners

David White, Rick Walters, Ron Feathers: One-day trip to Zanesville to attend CCAO Regional Legislative Briefing; March 9, 2015.

Recorder

Tracey Wright: One-day trip to Columbus to attend Ohio Recordors Association spring continuing education; April 22, 2015.

Tracey Wright: Three-day trip to Toledo to attend Ohio Recordors Association summer conference; June 7-9, 2015.

Auditor

Bill McFarland: One-day trip to Columbus to attend County Auditors Association of Ohio Executive/Legislative meeting; March 4, 2015.

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

RE: DE-ACTIVATION OF AUTHORIZED SIGNATURES, FAMILY & CHILDREN FIRST

Mr. Feathers moved and Mr. White seconded a motion to approve User De-activation Request Forms for the Ohio Department of Health's Grants Management Information System for Timothy Irvine, Cora Marshall, Samuel Cook, Larry Steinell, John Grimes, and Malisa Whiteley, and to allow Mr. White to sign the forms, as prepared and requested by Cindy Davis, Family & Children First.

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

RE: LETTER FROM SHERIFF'S OFFICE

Mr. Feathers moved and Mr. White seconded a motion to approve a request from Sheriff Larry Mincks to reclassify the following advances as transfers, in accordance with Auditor of State's recommendation:

<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Date of Original Action</u>
100-0384-57200	215-0386-49200	\$1,157.00	7/19/12
100-0384-57200	210-0402-49200	\$1,137.00	8/16/12

The Clerk explained these changes from advances to transfers will allow elimination of outstanding liabilities on these grant funds.

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

RE: FINAL PERFORMANCE REPORT FOR 2013 CDBG FUNDS

Mr. Feathers moved and Mr. White seconded a motion to approve the final performance report for fiscal year 2013 Community Development Block Grant (CDBG) funds, grant number B-F-13-1CY-1, and to allow Mr. Feathers to sign the report, as prepared and requested by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District.

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

RE: UPDATE OF SIGNATURE AUTHORIZATIONS

Mr. Feathers moved and Mr. White seconded a motion to approve a new Authorized Signature Card for Request for Payment and Status of Funds Report for the Ohio Development Services Agency, authorizing Commissioners White, Walters and Feathers to sign appropriate documents, and to allow Mr. White to sign the authorization form, as prepared and requested by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District.

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

RE: NOTICE OF OFFICE CLOSINGS FROM RECORDER

The Commissioners acknowledged receipt of a notice from County Recorder Tracey Wright that the Recorder's Office will be closed on Friday, November 27, 2015, and from 12:00 p.m. until 5:00 p.m. on Thursday, December 24, 2015, with staff using vacation time for closures.

RE: CONTRACT WITH DE NOVO CONSULTING SOLUTIONS, LLC

Mr. Feathers moved and Mr. White seconded a motion to approve a contract with De Novo Consulting Solutions, LLC for professional consulting services during the three-year period of 2015, 2016 and 2017, specifically to develop a central services cost allocation plan for Washington County, for the following fees, and to allow Mr. White to sign the contract:

<u>Year of Actual Financials</u>	<u>Year of Plan Completion</u>	<u>Fee</u>
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2014	2015	\$ 5,500
2015	2016	\$ 7,450
2016	2017	\$ 7,450

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

RE: DELINQUENT SEWER ACCOUNTS

Mr. Feathers moved and Mr. White seconded a motion to approve sending notice to the following individuals that their sewer accounts are delinquent, and requesting they immediately pay the delinquent amounts: Heather Mannix/Bretthauer, Jerry Biehl, Robert Boston, Catherine and Jesse Lamar, Tina McClung, Todd McDonald, Harold Bolen, Jeremy Brandjes, Michael and Jessica Webb (for 59 Teri Lane), Steven and Donna Richardson, Chad and Jennifer Rowley, Darren Cox, Bradley Balderson, Patricia Eagle, John Tate, James and Brittany Brannon, Theresa Hescht, Curt and Amber Welch, Natalie Snyder (for 19 Suzanne Street), John Raber.

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

RE: CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

Mr. Feathers moved and Mr. White seconded a motion to approve sending a letter to County Auditor Bill McFarland certifying the following seriously delinquent sewer accounts, requesting him to add those delinquent amounts to property tax bills: Darren Witte, Timothy Vaughn, Nathan and Melissa Arnold, Larry Carney, Fred and Savannah Newlon, Angela Parker, Kathryn Parsons, Joseph Hungate, Evan Campbell, Amanda Holman, Ted Williams.

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

RE: APPLICATION FOR C-2 LIQUOR PERMIT FROM RAWHIDE FAMILY DINER

Mr. Feathers moved and Mr. White seconded a motion to return from Unfinished Business consideration of a request for a C-2 liquor permit from the Rawhide Family Diner and Pizzeria.

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

Mr. Feathers moved and Mr. White seconded a motion to not request a hearing on the application for a C-2 liquor permit from the Rawhide Family Diner and Pizzeria on State Route 60 in Lowell, and to allow the Clerk to notify the Ohio Division of Liquor Control of such action.

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

RE: BUILDING DEPARTMENT UPDATE

Building Official Chris Wilson updated the Commissioners on departmental projects and initiatives, including:

- Review of resumes for the full-time position of Building/ESI Inspector has been completed, with recommendation to hire Jason Drobina, with starting rate of pay \$22.62 per hour, a 3% increase with each certification to be attained in the first year of employment (maximum of three), a 1.5% increase for certifications attained after the first year of employment, and start date of March 16, 2015.
- Consideration of requiring new employees to commit to a length of service to County following attainment of certification(s), with refund to County of expense to attain such certification(s) if length of service is not met, subject to legality of such stipulation.
- Consideration to hire a part-time inspector to handle specifically and primarily applications within the Marietta city limits.
- Implementation of a formal fee schedule/policy for residential permitting, with posting on the County's website for easy access.
- Consideration of a recycling program for courthouse and other county facilities.
- Consideration of a better way to provide direction on the ground level of the courthouse, including office, elevator and restroom locations.

Mr. Feathers moved and Mr. White seconded a motion to offer the full-time position of Building/ESI Inspector to Jason Drobina, with a starting hourly rate of pay of \$22.62, eligible for a 3% increase with each certification attained in the first year of employment (maximum of three), and eligible for a 1.5% increase for certifications attained after the first year of employment, with a start date of March 16, 2015.

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

RE: STORAGE SPACE FOR AUDITOR'S AND RECORDER'S RECORDS

County Auditor Bill McFarland talked with the Commissioners about storage space for records required to be maintained by his office and that of the County Recorder. He noted spaces under consideration are the vacant room adjacent to the Recorder's Office and the former jail kitchen in the Annex. He said some records require more security than others, and therefore would need to be housed in locked cabinets.

Mr. McFarland recommended (1) removal of equipment and installation of shelving in the jail kitchen, for an approximate cost of \$4,750 from the Courthouse maintenance budget, and (2) purchase of cabinets from REA funds. He further recommended that new floor covering be considered in the room adjacent to the Recorder's Office.

Mr. Feathers moved and Mr. White seconded a motion to approve appropriate renovation of the jail kitchen in the Courthouse Annex and the vacant room adjacent to the Recorder's Office for use as storage of records by the County Auditor and County Recorder, as previously described.

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

RE: RETURN OF UNUSED URBAN TRANSIT FUNDS

Mr. Feathers moved and Mr. White seconded a motion to approve sending a request to the Ohio Department of Transportation to return unused Fiscal Year 2012 Urban Transit "5307" funds, as a result of the County's re-designation as a Rural Transit Agency and subsequent use of "5311" funds for the operation of the Washington County transit system, as 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. Motion passed.

RE: ADJOURNMENT

Mr. Feathers 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 10:40 a.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk