

**Regular Meeting #3-2012  
Fairfield County Commissioners' Office  
January 17, 2012**

**Review Session**

The Board of Commissioners met at 9:02 a.m. to review legal issues, pending and future action items and correspondence. Commissioners present were Steven Davis, Mike Kiger, and Judith Shupe. Also present were Jeff Barron, Randy Carter, Aunie Cordle, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer, Mayor Dave Smith, and Tony Vogel.

**Legal Questions Under Review and Prosecutor's Pending Items**

▪ **Transfer of MCU Property in Muskingum County**

Mr. Dolin stated that Mr. Meyer is waiting to hear back from Mr. Dalzell regarding a date to sign the paperwork.

Mr. Meyer stated that he has left several messages with Mr. Dalzell's family members to return Mr. Meyer's call.

Review Session ended at 9:03 a.m.

**Executive Session** *[not public pursuant to RC 121.22(G)(6)]*

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to enter into Executive Session at 9:03 a.m. for the purpose of discussing building security. Commissioners present were Judith Shupe, Steve Davis and Mike Kiger. Also present were Jason Dolin, Branden Meyer, and Tony Vogel.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith Shupe, Steve Davis and Mike Kiger

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to adjourn from Executive Session at 9:10 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith Shupe, Steve Davis and Mike Kiger.

No formal actions were taken.

**Review Session (continued)**

The Board of Commissioners met at 9:10 a.m. to review legal issues, pending and future action items and correspondence. Commissioners present were Steven Davis, Mike Kiger, and Judith Shupe. Also present were Jeff Barron, Randy Carter, Aunie Cordle, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer, Mayor Dave Smith, and Tony Vogel.

**Pending Items**

▪ **Misc. Facilities and Maintenance Items**

Mr. Vogel stated that Steve Gillespie will be off work for surgery and he will be placing a temporary supervisor in place. Mr. Vogel also stated that the 35 hour a week cleaning staff have requested to be increased to 40 hours a week.

Commissioner Shupe asked what the dollar amount would be.

Ms. Knisley stated that she will calculate the amount.

Commissioner Davis stated that the Commissioners will take this under advisement.

▪ **Public Safety Committee Report**

Commissioner Davis stated there was no update.

**▪ Utilities Credit for Dog Shelter**

Commissioner Davis recognized Mayor Smith and thanked him for his assistance with giving the Dog Shelter a utilities credit.

Mayor Smith stated that he was glad that they could help with this as their way to contribute to the Dog Shelter.

**▪ Apiary Inspector**

Commissioner Davis referred to an email that the Commissioners received regarding the appointment of the Apiary Inspector. He asked Mr. Dolin to review the ORC to see whether this appointment is required.

Commissioner Shupe suggested that the Commissioners meet with the County's Apiary inspector.

Commissioner Kiger stated that they had met with her in the past. He stated that when a colony of bees is diseased she had been able to remedy the situation.

**▪ Airport Board Vacancies**

Commissioner Shupe asked how many names were received.

Mr. Meyer stated that he had received three resumes so far and a few phone calls inquiring about the vacancy.

Commissioner Shupe suggested that the Commissioners discuss the names during next week's meeting.

Commissioner Davis stated that they will decide next week whether meetings are necessary with the interested individuals.

**▪ 2012 State of the County**

Mr. Meyer stated that the State of the County is scheduled for March 20. He stated that Helen Mayle and Lou Varga are coming in next week to discuss the plans for the State of the County.

**Items that Need New Action/Attention- Requests and Review**

**▪ Clerk of Courts Request**

Ms. Knisley stated that she drafted a resolution for review and approval.

Commissioner Davis requested that the resolution be placed on the agenda for next week's meeting.

**Invitations**

**▪ MOW Meeting & Open House- January 26, 2012. Business Meeting- 5:30 p.m.; Open House- 6:00 p.m.-7:00 p.m.**

The Commissioners will be attending another event at the same time and will not be able to attend.

**▪ Lancaster Chamber of Commerce Annual Dinner- Saturday, January 21, 2012. Tradeshow- 5:00 p.m.; Dinner- 7:00 p.m. Cost= \$45 per person. Location- Lancaster High School**

Commissioner Kiger stated that he will be able to attend the tradeshow portion only.

Commissioners Davis and Shupe stated that they will attend the dinner.

**▪ Canal Winchester Chamber of Commerce Business After Hours- Monday, January 30, 2012. 5:00 p.m.-7:00 p.m.**

Commissioner Shupe asked that this event be placed on the Commissioners' calendar.

**▪ Fairfield County Opiate Task Force, 3<sup>rd</sup> Annual Event- Monday January 30, 2012. 5:30 p.m.-7:00 p.m. Location- FMC, 2<sup>nd</sup> Floor Assembly Room.**

Commissioner Shupe asked that this event be placed on the Commissioners' calendar.

**Informational**

**▪ Thank you note received from William Citro, re: CW Senior Citizens Luncheon**

Commissioner Davis stated that he attended the Senior Citizens Luncheon last week. He stated that it was a great event with over 100 people attending. He stated that he spoke for about half an hour and was really glad that he attended.

**▪ Memo received from Sherry Eckman, re: Fees collected in the Fairfield County Municipal Court, Criminal/Traffic Division for the month of December 2011**

▪ **Memo from ODRC, re: Fairfield County Jail Annex (62 Bed- Minimum Security Jail)**

Commissioner Davis stated that he will follow up with the Sheriff regarding this. He stated that maybe the 62 bed capacity is the official capacity based on square footage.

Commissioner Shupe stated that the Sheriff provided a different number each time asked.

Commissioner Kiger stated that this number is different than the Commissioners were told.

Review Session ended at 9:32 a.m. and went into recess until the Regular Meeting at 10:00 a.m.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, January 17, 2012 beginning at 10:01 a.m., with the following Commissioners present: Steven Davis, Mike Kiger, and Judith Shupe. Also present were Jeff Barron, Carl Burnett, Marsha Burton, Aunie Cordle, Jason Dolin, Mary Beth Lane, Dave Levacy, Branden Meyer, and Jeremiah Upp.

**Pledge of Allegiance**

Commissioner Davis asked everyone to rise and led the Pledge of Allegiance.

**Announcements**

Mr. Meyer stated that Jeremiah Upp was appointed as the County Engineer by the Fairfield County Republican Central Committee last Thursday evening.

Commissioner Davis recognized Mr. Upp.

Mr. Upp stated that he is looking forward to serving the county.

Commissioner Davis stated that both Mr. Upp and Jeff Baird conducted themselves with professionalism during their campaign seeking the appointment from Central Committee.

Mr. Upp stated that he asked Mr. Baird to remain as the Chief Deputy and stated that he has shown him nothing but kindness and 100 percent professionalism.

**Public Comment**

No public comment made.

**Approval of Minutes from the Reorganizational Meeting for Monday, January 9, 2012**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of minutes from the Reorganizational Meeting for Tuesday, January 9, 2012.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Steven Davis, Mike Kiger, and Judith Shupe

**Approval of Minutes from the Regular Meeting for Tuesday, January 10, 2012**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of minutes from the Regular Meeting for Tuesday, January 10, 2012.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Steven Davis, Mike Kiger, and Judith Shupe

**Approval of Appointment of Jeremiah Upp and Jeff Baird to the Public Works Commission District 17 Integrating Committee [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of Appointment of Jeremiah Upp and Jeff Baird to the Public Works Commission District 17 Integrating Committee [Fairfield County Commissioners], see Resolution 2012-01.17.a.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of an Appointment of a board member to the Fairfield County Revolving Loan Fund Review Committee of Mr. Chris Coryea [Fairfield County Commissioners]**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of an Appointment of a board member to the Fairfield County Revolving Loan Fund Review Committee of Mr. Chris Coryea [Fairfield County Commissioners], see Resolution 2012-01.17.b.

Commissioner Shupe stated that this vacancy was specifically for a banking person. She stated that another position for a business person will also be vacant and suggested that interested people let her know about their potential interest.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of a Board of Commissioners Allocation to the Fairfield County Humane Society for 2012 [Fairfield County Commissioners]**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of Approval of a Board of Commissioners Allocation to the Fairfield County Humane Society for 2012 [Fairfield County Commissioners], see Resolution 2012-01.17.c.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Establishment of a Viewing and Hearing- Petition to Vacate 0.383 Miles, a Section of Meister Road (TR 258) in Hocking Township and Madison Township [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of Establishment of a Viewing and Hearing- Petition to Vacate 0.383 Miles, a Section of Meister Road (TR 258) in Hocking Township and Madison Township [Fairfield County Commissioners], see Resolution 2012-01.17.d.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Job & Family Services' Resolutions**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of the following Job & Family Services' Resolutions:

2012-01.17.e                      Approval of Compensation Designation for Job & Family Services, Child Support Enforcement Staff Attorney [Fairfield County Job & Family Services]

2012-01.17.f Approval of a Service Agreement by and between Fairfield County Job & Family Services, Child Protective Services Division and Tri-State Youth Academy [Fairfield County Job & Family Services]

2012-01.17.g Approval of a Service Agreement by and between Fairfield County Job & Family Services (FCJFS) and Functional Training Services, Inc. [Fairfield County Job & Family Services]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval to update policing protection agreement with Bremen [Fairfield County Sheriff]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval to update policing protection agreement with Bremen [Fairfield County Sheriff], see Resolution 2012-01.10.h.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Request for Payment and Status of Funds Report- FY2010 OHTF Funds- Drawdown for \$1,000 [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of Request for Payment and Status of Funds Report- FY2010 OHTF Funds- Drawdown for \$1,000 [Fairfield County Commissioners], see Resolution 2012-01.17.i.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Miscellaneous Financial Resolutions**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of the following Miscellaneous Financial Resolutions:

2012-01.17.j Approval of Payment of Invoices without an appropriate carryover purchase order for the Commissioners' Office [Fairfield County Commissioners]

2012-01.17.k Approval of Payment of Invoices without an appropriate carryover purchase order for the Commissioners' Office [Fairfield County Commissioners]

2012-01.17.l Approval to extend the repayment date for the advance of funds- OHTF FY2010 Fund #2732 Subfund #8008 [Fairfield County Commissioners]

2012-01.17.m Approval of Payment of Invoices without an appropriate carryover purchase order for the ADAMH Board [Fairfield County ADAMH Board]

2012-01.17.n Approval of Payment of Voucher without an appropriate carryover purchase order for the Adult Probation Department [Fairfield County Adult Probation]

2012-01.17.o Approval of Payment of Voucher without an appropriate carryover purchase order for the Adult Probation Department [Fairfield County Adult Probation]

2012-01.17.p Approval of Payment of Voucher without an appropriate carryover purchase order for the Adult Probation Department [Fairfield County Adult Probation]

2012-01.17.q Approval of a Fund to Fund Transfer (Insurance 7671) to (General 1001) [Fairfield County Auditor]

- 2012-01.17.r Approval of Increase in Estimated Receipts EMA Fund 2735- State Homeland Security and Appropriate to Major Object Code [Fairfield County EMA]
- 2012-01.17.s Approval of Payment of Voucher without an appropriate carryover purchase order for the Engineer's Department [Fairfield County Engineer]
- 2012-01.17.t Approval of Account to Account Transfer of Appropriations- Major Object Expenditure Category (2024- Motor Vehicle) [Fairfield County Engineer]
- 2012-01.17.u Approval to Appropriate from Unappropriated Money #6000 Family, Adult & Children First Council [Fairfield County Family, Adult & Children First Council]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Acceptance of a Sub Grant Award from the Ohio Office of Criminal Justice Services; the Delegation of Signature Authority for the Grant Activities; the Approval of a new Special Revenue Fund to account for the grant activities; the Issuance of an Amended Certificate; the Approval of a Revenue and Expenditure Budget; and the Approval of a Cash Advance to be repaid from grant funds, at the end of the grant period when reimbursements are made by the State Agency [Fairfield County Job & Family Services]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of Acceptance of a Sub Grant Award from the Ohio Office of Criminal Justice Services; the Delegation of Signature Authority for the Grant Activities; the Approval of a new Special Revenue Fund to account for the grant activities; the Issuance of an Amended Certificate; the Approval of a Revenue and Expenditure Budget; and the Approval of a Cash Advance to be repaid from grant funds, at the end of the grant period when reimbursements are made by the State Agency [Fairfield County Job & Family Services], see Resolution 2012-01.17.v.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Miscellaneous Financial Resolutions**

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of the following Miscellaneous financial resolutions:

- 2012-01.17.w Approval of Payment of Invoices without an appropriate carryover purchase order, Fairfield County Job & Family Services [Fairfield County Job & Family Services]
- 2012-01.17.x Approval of Memo Expenditure- Fairfield County Job & Family Services [Fairfield County Job & Family Services]
- 2012-01.17.y Approval of Payment of a Voucher without an appropriate carryover purchase order for the Sheriff's Department [Fairfield County Sheriff]
- 2012-01.17.z Approval of Payment of a Voucher without an appropriate carryover purchase order for the Sheriff's Department [Fairfield County Sheriff]
- 2012-01.17.aa Approval of Payment of a Voucher without an appropriate carryover purchase order for the Sheriff's Department [Fairfield County Sheriff]
- 2012-01.17.bb Approval of Payment of a Voucher without an appropriate carryover purchase order for the Sheriff's Department [Fairfield County Sheriff]

- 2012-01.17.cc Approval of Payment of a Voucher without an appropriate carryover purchase order for the Sheriff's Department [Fairfield County Sheriff]
- 2012-01.17.dd Approval of Payment of a Voucher without an appropriate carryover purchase order for the Sheriff's Department [Fairfield County Sheriff]
- 2012-01.17.ee Approval of Payment of a Voucher without an appropriate carryover purchase order for the Utilities Department [Fairfield County Utilities]
- 2012-01.17.ff Approval of Payment of a Voucher without an appropriate carryover purchase order for the Utilities Department [Fairfield County Utilities]
- 2012-01.17.gg Approval of Payment of a Voucher without an appropriate carryover purchase order for the Utilities Department [Fairfield County Utilities]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

**Approval of Authorization for Payment of Bills, January 17, 2012 [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of Authorization for Payment of Bills, January 17, 2012 [Fairfield County Commissioners], see Resolution 2012-01.17.hh.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

The Regular Meeting ended at 10:11 a.m.

**Meeting with Kellie Ailes, et al.**

The Commissioners met with Kellie Ailes, Donna Fox-Moore and Brenda Shamblin to discuss Community Action Agency. Commissioner Davis called the meeting to order at 10:34 a.m. with the following Commissioners present: Steven Davis, Mike Kiger, and Judith Shupe. Also present were Carl Burnett, Jason Dolin, and Branden Meyer.

Ms. Ailes stated that she would like to discuss the following three items with the Commissioners: the Homelessness Prevention and Rapid Re-housing Program (HPRP) to discuss the gap between the old program ending and the new program starting; the CHIP Program, where Community Action is the Administrator for the County Commissioners since 2000.

Commissioner Davis asked whether this includes federal dollars.

Ms. Fox-Moore stated that both federal and state dollars are used.

Ms. Ailes stated that the third issue is Rutherford House. She stated that this is the old youth home at the back of the Community Action complex that will be used for 16 units for permanent supportive housing. She stated that a federal home loan bank granted money towards the project. She stated that they must have a \$200,000 mortgage with Fairfield National bank and already have \$2 million committed towards this project. She stated that the Neighborhood Stabilization Project (NSP) they will have rehabbed 15 properties.

Commissioner Shupe asked whether families are required to obtain conventional loans when they purchase/acquire one of the homes.

Ms. Fox-Moore stated the homeowners are required to obtain a conventional loan.

Ms. Ailes stated that Community Action helps with down payment assistance, by helping low to moderate income families into these homes.

Commissioner Davis asked when the deadline for the HPRP Program is.

Ms. Shamblin stated that the application is due on February 1.

Commissioner Davis asked that Ms. Shamblin work with Mr. Meyer on writing a resolution of support for the Commissioners.

Ms. Shamblin stated that he had brought a draft resolution and information about the grant.

Commissioner Davis asked regarding the CHIP program whether there was any action needed by the Commissioners or whether the discussion was for informational purposes.

Ms. Ailes stated that there was no action needed at this time and they would present to the Commissioners when action is needed. She stated that they would ask the Commissioners for an evaluation and then move forward with the application.

Commissioner Davis asked whether there were contingencies included with the Rutherford House project.

Ms. Fox-Moore stated yes, both "hard and soft." She stated that they have received pledges including: \$20,000 from the Finance Bank of Ohio; City of Lancaster will support through the CDBG Funds; Fairfield Federal will give about \$50,000; AEP and Columbia Gas will help reduce energy costs; and Miscellaneous Agency Funds.

Commissioner Davis stated that they are required to obtain a \$200,000 mortgage.

Ms. Ailes stated yes. She stated that they may apply for NSP funds for approximately \$250,000-\$275,000. She stated that they do projects because they either have a mission to help families or they have building that needs to be rehabbed or both. They have operated a homeless shelter since 1980 and this would be a great next step; this could be done in phases.

Commissioner Shupe asked how much Lancaster will be contributing through CDBG funds.

Ms. Fox-Moore stated \$40,000-\$50,000. She stated that the full application is due February 23, which must include architectural plans and firm letters of commitment.

Commissioner Davis asked how the \$2.6 million figure was calculated.

Ms. Fox-Moore stated that this was a recent figure from 2011.

Commissioner Davis asked whether they needed any other action from the Commissioners.

Ms. Alles stated that they need the resolution of support.

Ms. Fox-Moore stated that they are attending a CDBG/Housing Trust Fund information session on January 24.

Ms. Alles stated that there is still one month before the deadline for their grant application.

Commissioner Shupe stated that the resolution of support will be on the agenda for next week's meeting.



The meeting concluded at 11:02 a.m.

**Review Session (continued)**

The Board of Commissioners met at 11:02 a.m. to review legal issues, pending and future action items and correspondence. Commissioners present were Steven Davis, Mike Kiger, and Judith Shupe. Also present were Jason Dolin and Branden Meyer.

**Items that Need New Action/Attention- Requests and Review (continued)**

**• Soil and Water Conservation District**

Commissioner Shupe asked how frequently the Commissioners would like to meet with SWCD.

Commissioner Kiger stated a few times a year semi-annually.

Commissioner Davis suggested early summer/spring and in the fall.

**• Elected Official/Department Head Roundtable Meetings**

Commissioner Shupe asked whether the Elected Official/Department Head Roundtable Meetings will be continued.

Mr. Meyer asked if the Commissioners would still like them to be quarterly.

The Commissioners agreed.

Commissioner Davis suggested mid to late February for the first one to give individuals notice.

Review Session ended at 11:05 a.m.

**Adjournment**

With no more business to discuss, on the motion of Mike Kiger and a second of Judith Shupe, the Board of Commissioners voted to adjourn at 11:05 a.m.

Roll call vote on the motion resulted as follows:

Voting aye thereon: Steven Davis, Mike Kiger and Judith Shupe

The next regular meeting of the Board of Commissioners is scheduled for Tuesday, January 24, 2012 at 10:00 a.m.

---

Motion by: Mike Kiger

Seconded by: Judith Shupe

that the minutes were approved by the following vote:

YEAS: Steven Davis, Mike Kiger, and Judith Shupe

NAYS: None

ABSTENTIONS: None

\*Approved on January 24, 2012.

---

---

Steven A. Davis  
Commissioner

Mike Kiger  
Commissioner

Judith K. Shupe  
Commissioner

---

Branden C. Meyer, Clerk

Regular Meeting #3-2012- January 17, 2012