

**Regular Meeting #53-2011  
Fairfield County Commissioners' Office  
November 29, 2011**

**Meeting with Frank Anderson**

The Commissioners met with Frank Anderson, Fairfield County Engineer to discuss a road vacation of Market Street in Bloom Township from 2002. Commissioner Kiger called the meeting to order at 9:21 a.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Frank Anderson, Jeff Baird, Jeff Barron, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer, and Cheryl Slone.

Mr. Anderson stated that he is thankful for the grant money that his office has been receiving. He stated that they received \$1.85 million; \$1.5-\$2.5 million has been the average. He stated that there are two types of grants: CSTP (road) and LBR (bridge projects). He stated that the construction costs will increase to 71%, the revenue is decreasing and the paving budget has been cut.

Commissioner Davis stated that he wants there to be no misunderstanding that he did not know the answer before he inquired about the amount that is required to allocate to the Engineer's office. He stated that he is very pleased with "the product" that the Engineer's office puts out. He stated that there are 49 positions down in JFS and 14 positions down in the Sheriff's office; this is a balance game. He suggested that

Mr. Anderson stated that one "chunk" drop would hurt his budget.

Mr. Baird stated that they try to carryover \$2-3 million because of an emergency of natural disaster, i.e. floods, and bridge repair. He stated that the carryover money is to keep for emergencies, not salaries.

Commissioner Shupe inquired about the union contracts.

Mr. Anderson stated that they will decide next year and he will be retired.

Ms. Slone stated that the increase was \$0.30 last September.

Mr. Baird stated that this will "not be fun."

Commissioner Shupe stated that the county employees have not had raises for 2 years and some 3 years.

Mr. Anderson stated that if his office would pave one less mile of roads or complete one less bridge project then he would have enough for raises.

Commissioner Davis asked if the budget goes to \$240,000 what would the consequences be.

Mr. Anderson stated that less paving would be done and there would be cuts to the motor vehicle fund and potentially cut the voluntary GIS contribution.

Commissioner Davis asked about the gas tax.

Commissioner Shupe inquired about the union insurance amount.

Mr. Baird stated that the union insurance amount is close to 15%.

Commissioner Kiger asked for an explanation of the chart that Mr. Anderson presented.

Ms. Slone stated that the gas tax is the tax referred to, the license fee would be some fees that the county receives when someone gets a tag for their car; the permissive tax

is received from someone when they re-new their driver's license; charges for service include money back, i.e. guard rail damaged in an accident and are reimbursed by the person's insurance company.

Mr. Baird stated that the charges for service amount not income, but rather a repayment or reimbursement.

Commissioner Davis suggested that Mr. Anderson provide any information that he would like the Commissioners to have.

Mr. Anderson requested that the cut/reduction be gradual and not all at once.

Commissioner Davis inquired about the Mr. Anderson's resignation. He stated that when the Prosecutor's interim replacement was discussed there were certain items that only the Prosecutor is authorized to sign.

Mr. Dolin stated that there is "no carve out" for short term vacancies. He stated that he will review the statute regarding this issue.

Commissioner Shupe inquired about Wilson Lane.

Mr. Anderson stated that this is a township road and there is no requirement for a guardrail. He stated that there is an 8 foot wash bank. He stated that his safety person checked it out. He said that the letter his office received stated that Mr. Anderson told them to fill out a complaint form. Mr. Anderson stated that he does not instruct individuals to complete complaint forms. He stated that the township trustees should be notified if a guardrail is needed. He stated that the ORC does not provide for a guardrail for Sugar Grove Road.

The meeting concluded at 9:26 a.m.

## **Review Session**

The Board of Commissioners met at 9:30 a.m. to review legal issues, pending and future action items and correspondence. Commissioners present were Judith Shupe, Steven Davis and Mike Kiger. Also present were Dan Barham, Jeff Barron, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer, and David Miller.

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

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

Mr. Dolin stated that he is working on this issue.

## **Other Pending Items**

### **▪ Public Safety Committee Report**

There was no update.

### **▪ 2012 Budget Preparation/December Calendar**

Ms. Knisley stated that \$36,600,000 is the current budget request.

Commissioner Davis stated that the guidance from Jeanette Addington is \$35,700,000. He asked whether the \$60,000 for OSU Extension was taken out, the Historical Parks taken out and reduced the health insurance rate to the correct rate.

Ms. Knisley stated yes. She stated that the Sheriff's request is \$10.1 million.

Commissioner Davis stated that he told the Sheriff that the floor would most likely not be below \$9.2 million. He stated that he made no promise to the Sheriff regarding this. He asked whether the Engineer's allocation is \$326,000.

Ms. Knisley stated yes.

Commissioner Davis stated that the budget is supposed to be 8% increase, then 6%, the reduction would be \$72,000.

Ms. Knisley stated that she will ask Elisa Dowdy.

Commissioner Shupe asked about the \$100,000 for the cluster.

Commissioner Davis stated that he had spoken with Becky Edwards regarding it and encouraged her to work with JFS and she felt that she could work with them. He stated that there was no language in the levy to say that money cannot go towards the population that the cluster serves. He stated that he is definitely not opposed to children being cared for.

Ms. Knisley wanted to clarify that OSU Extension would have a \$335,000 allocation from the Commissioners and use \$60,000 from their carryover.

Commissioner Shupe suggested passing the budget in two weeks and asked thoughts about having a meeting on December 20.

Commissioner Davis asked what the process is when the Commissioners pass the budget. Commissioner Davis asked whether any other department has not been discussed.

Ms. Knisley stated utilities. She asked when Commissioner Shupe is going on vacation.

Commissioner Shupe stated that she will be on vacation December 27.

Ms. Knisley stated that there may need to make adjustments on December 27.

Commissioner Davis suggested scheduling a Special Meeting on December 15 at 10:00 a.m.

Commissioner Shupe agreed.

Commissioner Davis asked when the first meeting of 2012 will be.

Ms. Knisley stated that the Re-organizational meeting will be the second Monday, which will be January 9 and the first Regular Session will be January 10.

Review Session ended at 10:04 a.m.

### **Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, November 29, 2011 beginning at 10:05 a.m., with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Dan Barham, Jeff Barron, Marsha Burton, Dave Levacy, Branden Meyer, and David Miller.

### **Pledge of Allegiance**

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

### **Announcements**

No announcements made.

### **Public Comment**

No public comment made.

### **Approval of Minutes from the Regular Meeting for Tuesday, November 8, 2011**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of minutes from the Regular Meeting for Tuesday, November 8, 2011.

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

**Approval of Ratification of Previous Authorization of the Board of Commissioners [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Ratification of Previous Authorization of the Board of Commissioners [Fairfield County Commissioners], see Resolution 11-11.29.a.

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

**Approval of Appointment of Ritta Seitz to the Central Ohio Area Agency on Aging Advisory Council [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted to table the approval of Appointment of Ritta Seitz to the Central Ohio Area Agency on Aging Advisory Council [Fairfield County Commissioners], see Resolution 11-11.29.b.

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

**Approval of Delinquent Sewer Rentals [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Delinquent Sewer Rentals [Fairfield County Commissioners], see Resolution 11-11.15.c.

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

**Approval of Advertising for the Fairfield County FAI-GR2012 2012 Guardrail Repair/Improvements Project [Fairfield County Engineer]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of advertising for the Fairfield County FAI-GR2012 2012 Guardrail Repair/Improvements Project [Fairfield County Engineer], see Resolution 11-11.29.d.

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

**Approval of Unneeded, Obsolete, & Unfit Property of the Fairfield County Engineer [Fairfield County Engineer]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Approval of Unneeded, Obsolete, & Unfit Property of the Fairfield County Engineer [Fairfield County Engineer], see Resolution 11-11.29.e.

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

**Approval of a IV-D Contract Between the Fairfield County Job & Family Services, Child Support Enforcement Agency and American Court Services, Provider [Fairfield County Job & Family Services]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of a IV-D Contract Between the Fairfield County

Job & Family Services, Child Support Enforcement Agency and American Court Services, Provider [Fairfield County Job & Family Services], see Resolution 11-11.29.f.

Roll call vote of the motion resulted as follows:

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

**Approval of Sycamore Plaza- Final Acceptance [Fairfield County Regional Planning Commission]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Sycamore Plaza- Final Acceptance [Fairfield County Regional Planning Commission], see Resolution 11-11.29.g.

Roll call vote of the motion resulted as follows:

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

**Approval of Financial Resolutions**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of the following financial resolutions:

- 11-11.29.h Approval to Appropriate from Unappropriated Money- Fairfield County Commissioners- General Fund #1001 [Fairfield County Commissioners]
- 11-11.29.i Approval to Extend the Repayment Date for the Advance of Funds- Sub Fund #8008- FY2010 OHTF- Commissioners [Fairfield County Commissioners]
- 11-11.29.j Approval of Account to Account Transfer- (10100100 General) [Fairfield County Auditor]
- 11-11.29.k Approval of Account to Account Transfer- Fairfield County Board of Elections [Fairfield County Elections]
- 11-11.29.l Approval of Account to Account Transfer 25100100-5300 Contracts and Services to 25100100-52100 Health Insurance [Fairfield County Coroner]

Roll call vote of the motion resulted as follows:

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

**Approval of Fairfield County Dog Shelter/Equipment Vehicle Purchase [Fairfield County Dog Shelter]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Fairfield County Dog Shelter/Equipment Vehicle Purchase [Fairfield County Dog Shelter], see Resolution 11-11.29.m.

Roll call vote of the motion resulted as follows:

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

**Approval of EMA Financial Resolutions**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of the following EMA financial resolutions:

- 11-11.29.n Approval of Approval to Extend the Due Date for Advance Repayment for Fund 2774 Hazard Mitigation Grant [Fairfield County EMA]
- 11-11.29.o Approval of Approval to Extend the Due Date for Advance Repayment for Fund 2735 State Homeland Security FY2009 Exercise Grant [Fairfield County EMA]

- 11-11.29.p Approval of Approval to Extend the Due Date for Advance Repayment for Fund 2735 State Homeland Security FY2009 Grant [Fairfield County EMA]
- 11-11.29.q Approval to Extend the Due Date for Advance Repayment for Fund 2724 Citizen Corp Program FY2009 Grant [Fairfield County EMA]

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

**Approval of Financial Resolutions**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of the following financial resolutions:

- 11-11.29.r Approval of Amended Certificate & Request for Appropriations for Additional Unanticipated Receipts of Memo Expenditure- 3434 OPWC Payments [Fairfield County Engineer]
- 11-11.29.s Approval to Appropriate from Unappropriated Funds, Motor Vehicle Fund 2024, the County Engineer [Fairfield County Engineer]
- 11-11.29.t Approval of Account to Account Transfer- Probate Court (20100100- Probate General Fund) [Fairfield County Probate Court]
- 11-11.29.u Approval to Appropriate from Unappropriated Funds Within the 5046 Water Fund [Fairfield County Utilities]
- 11-11.29.v Approval to Appropriate from Unappropriated Funds Within the 5044 Sewer Fund [Fairfield County Utilities]

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

**Approval of Authorization for Payment of Bills, November 29, 2011 [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Authorization for Payment of Bills, November 29, 2011 [Fairfield County Commissioners], see Resolution 11-11.29.w.

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

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

**Review Session (continued)**

The Board of Commissioners met at 10:14 a.m. to review legal issues, pending and future action items and correspondence. Commissioners present were Judith Shupe, Steven Davis and Mike Kiger. Also present were Dan Barham, Jeff Barron, Jason Dolin, Staci Knisley, Jon Kochis, Dave Levacy, Branden Meyer, and David Miller.

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

**- Collaboration Work Group, Sub Group: Automatic Financial Processes, i.e. Direct Deposit**  
 Ms. Knisley stated that this group has basically the same focus as the MUNIS Group.

Mr. Miller stated that the Auditor's Office would like to encourage everyone to use Direct Deposit.

Mr. Miller suggested to the Commissioners that they think about enforcing this if is administratively possible.

Commissioner Shupe stated that she is not opposed to this.

Mr. Miller stated that the print and labor to create a live check is \$12-\$15 per check.

Commissioner Davis asked what an effective method to alert employees would be.

Mr. Miller stated that there will be a self serve portal to access, which would include personnel records, W2, etc.

Ms. Knisley asked whether the Commissioners had any objection to the Auditor only paying travel reimbursement on pay day.

Commissioner Davis asked what the maximum window for expense reimbursement would be.

Ms. Knisley stated that it should take no longer than 16 days.

Commissioner Davis stated he is in favor of the direct deposit.

Commissioner Shupe stated she agreed.

Commissioner Kiger also agreed.

▪ **December Department Head Meeting**

Commissioner Kiger suggested not having one this month and wait until next year.

Commissioners Shupe and Davis agreed to cancel the Department Head meeting for December.

▪ **Memo received from Ohio Division of Liquor Control, re: Permit Name Change Request from Speedway Beverage, LLC to Speedway LLC**

Commissioner Shupe asked if there is any reason to object to this permit.

Commissioner Davis stated that he will abstain from any decision that has to be made regarding this permit.

Commissioners Kiger and Shupe agreed that there should be no objection to the request.

**Invitations**

▪ None received.

**Informational**

▪ **Letter received from Janet Brown, re: Stone Wall Cemetery Road**

Commissioner Kiger asked whether Mr. Dolin read the letter.

Mr. Dolin stated that this is a township problem, there is nothing the Commissioners can do regarding this issue.

▪ **Letter received from Michael Nihiser, re: Wilson Lane and Sugar Grove Road**

Review Session ended at 10:30 a.m.

**Meeting with Jon Kochis**

The Commissioners met with Jon Kochis, Executive Director of the Emergency Management Agency. Commissioner Kiger called the meeting to order at 10:30 a.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Dan Barham, Jeff Barron, Jason Dolin, Dave Levacy, Jon Kochis, and Branden Meyer.

Mr. Kochis stated that Bill Gilliam wants to step down to part time and he would like to hire another part time person.

Commissioner Shupe asked how many hours that Mr. Gilliam wants to work.

Mr. Kochis stated that he would like to do 32 hours and then hire a part time person to work 20 hours.

Commissioner Davis asked whether this changes the EMA budget.

Mr. Kochis stated no, they are just shuffling and moving within their current budget.

The meeting concluded at 10:35 a.m.

**Adjournment**

With no more business to discuss, on the motion of Steven Davis and a second of Judith Shupe, the Board of Commissioners voted to adjourn at 10:47 a.m.

Roll call vote on the motion resulted as follows:

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

The next regular meeting of the Board of Commissioners is scheduled for Tuesday, December 6, 2011 at 10:00 a.m.

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Motion by: Judith Shupe

Seconded by: Steven Davis

that the minutes were approved by the following vote:

YEAS: Judith Shupe, Steven Davis and Mike Kiger    NAYS: None

ABSTENTIONS: None

\*Approved on December 20, 2011.

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Mike Kiger  
Commissioner

Judith K. Shupe  
Commissioner

Steven A. Davis  
Commissioner

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Branden C. Meyer, Clerk