

**Regular Meeting #55-2011  
Fairfield County Commissioners' Office  
December 13, 2011**

**Review Session**

The Board of Commissioners met at 9:28 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, Aunie Cordle, Ed Laramée, and Branden Meyer.

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

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

Mr. Dolin stated that he will draft the deed. He asked Mr. Meyer to contact Scott Dalzell the owner to arrange a time for him to come to the office to sign the necessary documents.

▪ **Commissioners' Resolution Format**

Mr. Dolin stated that Mr. Meyer's suggested format with the new MAPSYS system will be okay. He stated that the Commissioners' signatures will be included on the minutes.

▪ **CFLP Agreement**

Mr. Dolin stated that he sent an interim agreement between Community Action and the Commissioners. He is waiting to receive comments back from Community Action.

**Other Pending Items**

▪ **Public Safety Committee Report**

No update.

▪ **Appointment to Central Ohio Area Agency on Aging (COAAA)**

Mr. Meyer stated that the deadline to submit names to the Commissioners was December 7.

Commissioner Shupe suggested having the applicants come in for interviews next Tuesday.

▪ **Appointment to Board of Developmental Disabilities Board**

Commissioner Shupe suggested having the applicants come in for interviews next Tuesday.

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

▪ **Heart of Ohio RC&D Request for 2012 Contribution and Board Member Appointments (they are requesting \$200 for Fairfield County's share of the 2012 Heart of Ohio RC&D Budget).**

Mr. Meyer stated that the current members are: At Large Member- Art Brate, Commissioner- Judith Shupe, and SWCD- Bob Hoffman.

Commissioner Shupe stated that Fairfield County is one of 9 counties. She stated that she would be surprised if this group exists after next year. She stated that she will remain on the Board.

▪ **Increasing Hours for Maintenance Staff (increase from 35 hours to 40 hours per week)**

Commissioner Davis asked whose idea this is. He stated that he would like to know if the 35 hour employees can get the work done in 35 hours or whether they need to be moved to 40 hours to get their work done.

Commissioner Kiger stated that he does not recall discussing this issue.

▪ **Historical Parks Office: Office Space and Equipment Storage**

Mr. Meyer stated that David Fey is looking for space to store his equipment. He stated that Jon Kochis had suggested the County Building at the Fairgrounds. He stated that he would like to use half of it for his equipment also and the Historical Parks could use the other half.

Commissioner Davis suggested that we work with the Fair Board to see if they can move their items.

Commissioner Kiger stated that if it worked that would be a good use of that building.

▪ **Public Records Request received from Phyllis Heister**

Mr. Dolin stated that we are not required to answer discovery questions. He stated that we are required to produce only documents that exist in the office, ones that are on file and we are not required to create documents that do not exist.

**Invitations**

- None received.

**Informational**

- **Letter from Maximus, re: County-Wide Cost Allocation Plan (copies available upon request).**
- **Letter from Ohio Department of Health, re: Health Department Building.**  
Commissioner Davis stated that he has a meeting with Paul VanKamp tomorrow to discuss a potential building for relocating the Health Department.
- **Letter from Kellie Ailes, re: Community Action's Application for the 2012-2013 Community Services Block Grant.**
- **Letter from Michael Nihiser, re: Guardrail along Wilson Lane.** This letter was written in response to a letter sent by the Engineer to Mr. Nihiser on November 30, 2011.
- **Memo Received from Sherry Eckman, re: Fees Collected in the Fairfield County Municipal Court, Criminal/Traffic Division for the month of November 2011.**
- **Memo Received from Brian Kuhn, re: Monthly Inventory and Portfolio Reports for the Fairfield County Treasury.**

Review Session ended at 9:58 a.m.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, December 13, 2011 beginning at 10:01 a.m., with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Frank Anderson, Jeff Barron, Jason Dolin, Ed Laramee, Dave Levacy, and Branden Meyer.

**Pledge of Allegiance**

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

**Announcements**

No announcements made.

**Public Comment**

Kevin Lewis from Ohio labor Unions/Ohio Contractors Association spoke about his organization, which will reimburse companies \$5 per hour. He said this will help increase bid opportunities for companies because they will be able to bid at lower amounts.

**Approval of Minutes from the Regular Meeting for Tuesday, November 15, 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 15, 2011.

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

**Approval of Grant Awards, Older Adult Services Levy [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Grant Awards, Older Adult Services Levy [Fairfield County Commissioners], see Resolution 11-12.13.a.

Roll call vote of the motion resulted as follows:

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

**Approval of Request for Payment and Status of Funds Report- FY2010 CDBG Formula Program- Drawdown in the amount of \$69,303 [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of Request for Payment and Status of Funds Report- FY2010 CDBG Formula Program- Drawdown in the amount of \$69,303 [Fairfield County Commissioners], see Resolution 11-12.13.b.

Roll call vote of the motion resulted as follows:

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

**Approval to Rescind Resolution 11-12.06.y, Approval of the Account to Account Transfer- Clerk of Courts Title Department (2326 Title Fund) [Fairfield County Clerk of Courts]**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval to Rescind Resolution 11-12.06.y, Approval of the Account to Account Transfer- Clerk of Courts Title Department (2326 Title Fund) [Fairfield County Clerk of Courts], see Resolution 11-12.13.c.

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:

- 11-12.13.d Approval of Payment of an Invoice without an Appropriate Carryover Purchase Order for the Commissioners' Office [Fairfield County Commissioners]
- 11-12.13.e Approval of Advance from the General Fund to the CDGB Formula #2778- Fairfield County Commissioners- FY2010 [Fairfield County Commissioners]
- 11-12.13.f Approval of Account to Account Transfer for the Fairfield County ADAMH Board [Fairfield County ADAMH Board]
- 11-12.13.g Approval of Repayment of an Advance to the General Fund from the FY11/12 Adult Community Based Correction Fund [Fairfield County Adult Probation]
- 11-12.13.h Approval of Account to Account Transfer (10100100 General) [Fairfield County Auditor]
- 11-12.13.i Approval of Account to Account Transfer (10100100 General) [Fairfield County Auditor]
- 11-12.13.j Approval of Account to Account Transfer [Fairfield County Auditor]
- 11-12.13.k Approval of Account to Account Transfer [Fairfield County Auditor]

- 11-12.13.l Approval of Approval of Account to Account Transfer [Fairfield County Auditor]
- 11-12.13.m Approval of Account to Account Transfer- Auditor REA [Fairfield County Auditor]
- 11-12.13.n Approval of Account to Account Transfer- Fairfield County Board of Elections [Fairfield County Board of Elections]
- 11-12.13.o Approval of Account to Account Transfer- General Fund- Common Pleas [Fairfield County Common Pleas]
- 11-12.13.p Approval of Reduction in Appropriations for Fund #2735- EMA State Homeland Security Grant- Exercise Supplement FY2009 [Fairfield County EMA]
- 11-12.13.q Approval of Repayment of an Advance to the General Fund of the Fairfield County Commissioners by the EMA Fund #2735 SHSP09 (State Homeland Security- Exercise Supplement Grant) [Fairfield County EMA]
- 11-12.13.r Approval of Amended Certificate & Request for Appropriations for Additional Unanticipated Receipts of Memo Expenditure- 3434 OPWC Payments [Fairfield County EMA]
- 11-12.13.s Approval to Appropriate from Unappropriated Funds, Subdivision Fund 2580, the County Engineer [Fairfield County Engineer]
- 11-12.13.t Approval of Account to Account Transfer of Appropriations; Public Assistance Fund, Fairfield County Job & Family Services [Fairfield County Job & Family Services]
- 11-12.13.u Approval to Appropriate from Unappropriated Funds- Public Assistance Fund, Fairfield County Job & Family Services [Fairfield County Job & Family Services]
- 11-12.13.v Approval of Account to Account Transfer- Juvenile Court (#2377- Alt School Fund) [Fairfield County Juvenile Court]
- 11-12.13.w Approval of Account to Account Transfer- Juvenile Court (1001 General) [Fairfield County Juvenile Court]
- 11-12.13.x Approval of Account to Account Transfer- Juvenile Court (#2641- Title IV-E Fund) [Fairfield County Juvenile Court]
- 11-12.13.y Approval of Account to Account Transfer- Juvenile Court (2036- Youth Services Fund) [Fairfield County Juvenile Court]
- 11-12.13.z Approval to Appropriate from Unappropriated Money (#2641 Title IV-E) [Fairfield County Juvenile Court]
- 11-12.13.aa Approval of Account to Account Transfer- Fund 2765 2011 DLEF Grant [Fairfield County Major Crimes Unit]
- 11-12.13.bb Approval of Account to Account Transfer of Appropriations within Fund 2784, Prosecuting Attorney (Victim Assistance) [Fairfield County Prosecutor]
- 11-12.13.cc Approval of Repayment of Advances by the Prosecuting Attorney's Victim/Witness Assistance Grant Fund 2744 for the 2010-2011 Grant Year [Fairfield County EMA]
- 11-12.13.dd Approval of Account to Account Transfer- Fairfield County Treasurer [Fairfield County Treasurer]

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, December 13, 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, December 13, 2011 [Fairfield County Commissioners], see Resolution 11-12.06.ee.

Roll call vote of the motion resulted as follows:

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

The Regular Meeting ended at 10:12 a.m.

### **Review Session (continued)**

The Board of Commissioners met at 10:15 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 Frank Anderson, Jeff Baird, Dan Barham, Jeff Barron, Aunie Cordle, Jason Dolin, Staci Knisley, Ed Laramée, Dave Levacy, Branden Meyer, and David Miller.

### **Other Pending Items (continued)**

#### **▪ Engineer Appointment**

Mr. Anderson stated that he compiled a list of PE/PS in the county. He stated that there are two possible candidates: Steve Scheid, Todd Willis and possibly Mr. Baird.

Commissioner Davis asked about part-time vs. full-time.

Mr. Anderson stated that the County Auditor stated that the individual may be offered the full rate of pay or a part time rate of pay.

Commissioner Davis asked whether one or both candidates have outside practices.

Mr. Anderson stated that Steve Scheid does have an outside practice.

Commissioner Davis stated that he would be interested in the Fairfield County person rather than the person from outside the county. He asked whether the Commissioners can appoint someone effective January 1.

Mr. Dolin stated that he will check.

Commissioner Davis stated that he believes the bond can be issued for the interim person then the county will be credited back for the amount of time that is not used.

Commissioner Kiger suggested that Mr. Willis be scheduled to meet with the Commissioners next Tuesday, December 20.

Commissioner Davis stated that the interim person would only need to re-deputize the deputies and sign payroll.

Mr. Anderson stated that an electric pole in Greenfield Township has an electrical outlet installed on it. He stated that the outlet was installed directly on top of a reflector. He stated that this is a potential liability as the pole is already very close to the road. He stated that this has never been permitted. He stated that the Fire Department unplugged the cord, but stated that they will use it again in June. He stated that he would like the box removed.

#### **▪ 2012 Budget Discussion**

Ms. Knisley stated that in the Sheriff's Budget, the Worker's Comp was reduced.

Commissioner Davis stated that he hopes that he had seen the bottom of the economic situation. He stated that adding people could be harmful because the next few years are unknown. He stated that the Municipal League warned cities that the LGF could be slashed again. He stated that the Sheriff's requested amount stabilizes the Sheriff's Office. He stated that the \$9.1 million is reasonable.

Commissioner Shupe inquired about the carryover.

Ms. Knisley stated that if the sales tax is increased, then with encumbrances the carryover will be somewhere between \$9.5 million-\$10 million.

Commissioner Shupe stated that the county is in better shape this year than the past year.

Mr. Laramée suggested that the \$100,000 cluster money go directly to Becky Edwards and not be funneled through JFS.

Ms. Knisley suggested that Child Protective Services money could be reduced.

Commissioner Shupe stated that she did not feel that a reduction was necessary.

Mr. Laramée stated that the amount not be changed; just change the method of transferring the money.

Commissioner Shupe stated that the Board of Elections authorized their employees to have a 3% increase.

Commissioner Davis stated that he had spoken with Board of Elections members Allan Reid and Kyle Farmer. They informed him that the budget need not be changed. Because staff was not replaced, the 3percent can be worked in to the current budget.

Commissioner Kiger suggested that the 3 personal days be made permanent. He suggested a 1.5% raise and making the personal days permanent.

Commissioner Davis asked for the non-bargaining units.

Commissioner Kiger stated yes.

Mr. Laramée stated that JFS had built in raises already and stated that the carryover was increased significantly. He stated that the amount can be absorbed safely.

Commissioner Kiger stated that the ¼% sales tax has not been decided on. He stated that a decision on this needs to be made.

Commissioner Shupe asked whether the budget is changed because of JFS since the 3% was already figured in.

Ms. Knisley stated no.

Commissioner Davis stated that he not unappreciative of what the county employees have done over the last three years. He suggested a 1 ½ % raise and making the 3 personal days permanent.

Commissioner Shupe suggested a 2% raise and 2 personal days. She stated that the county employees have "allowed us to weather the bad storm over the past years."

Mr. Laramée stated that getting time off has another tone than raise. He does not recommend the personal days; stating that there is a lot less to explain.

Commissioner Davis stated that he can be persuaded to 2% if the personal days are eliminated. He stated that the 2% will be approximately \$143,000 which will put the budget total at \$60,000 under guidance.

Ms. Knisley stated yes.

Commissioner Shupe stated that the employees deserve 3%, but looking at the future she thought that they would appreciate 2%.

Commissioner Davis stated that he is fine with the \$9.1 million for the Sheriff assuming that the projected cost to run SCI is accurate and the budget has the assumption that the county is trading SCI expense of out of county expense. He stated that 25% increase of prisoners as the judges had warned. He stated that the jail population is down currently.

Commissioner Shupe stated that a speaker at the CCAO conference discussed a grant available for helping with jails.

Commissioner Davis stated that he would say that the budget is approved. He stated that the Commissioners should have a discussion with Dr. Vajen to address his concerns. He hoped that we have seen the bottom of economic hard times and would love to be able to help the Sheriff fully restore the Detective Bureau.

Ms. Knisley asked whether the Commissioners want to approve the budget at \$35,640,000.

Commissioner Shupe stated yes.

Commissioner Davis stated yes.

Commissioner Kiger stated yes.

Review Session ended at 11:07 a.m.

### **Executive Session #1**

On the motion of Steven Davis and second of Judith Shupe, the Board of Commissioners voted to enter into Executive Session at 11:42 a.m. for the purpose of discussing personnel. Commissioners present were Judith Shupe, Steve Davis and Mike Kiger. No other individuals were present.

Roll call vote of the motion resulted as follows:

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

On the motion of Steven Davis and second of Judith Shupe, the Board of Commissioners voted to adjourn from Executive Session at 11:52 a.m.

Roll call vote of the motion resulted as follows:

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

No formal actions were taken.

### **Executive Session #2**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted to enter into Executive Session at 1:30 p.m. for the purpose of discussing personnel. Commissioners present were Judith Shupe, Steve Davis and Mike Kiger. No other individuals were present.

Roll call vote of the motion resulted as follows:

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

On the motion of Steven Davis and second of Judith Shupe, the Board of Commissioners voted to adjourn from Executive Session at 2:42 p.m.

Roll call vote of the motion resulted as follows:

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

No formal actions were taken.

### **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 10:42 p.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 Thursday, December 15, 2011 at 10:00 a.m.

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 January 9, 2011.

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Mike Kiger  
Commissioner

Judith K. Shupe  
Commissioner

Steven A. Davis  
Commissioner

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Branden C. Meyer, Clerk