

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

Meeting with Aunie Cordle

The Commissioners met with Aunie Cordle to discuss revisions and changes to the County's Personnel Policy Manual. Commissioner Davis called the meeting to order at 9:01 a.m. with the following Commissioners present: Steven Davis, Mike Kiger, and Judith Shupe. Also present were Jeff Barron, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer, Dennis Schwallie, Jon Slater, and Tony Vogel.

Ms. Cordle stated that the changes deal with typographical corrections and State changes. She stated that a change regarding cell phone will no longer be a taxable fringe benefit. She stated that the public records policy will be removed to be a stand alone policy.

Commissioner Kiger asked if this policy is available on the county's website.

Mr. Meyer stated that he will check into this and suggest that this be put on the website if it is not.

Commissioner Shupe asked how long emails should be kept for.

Mr. Dolin stated that he will look into this.

Commissioner Kiger asked what the break time policy states.

Ms. Cordle stated that the policy is listed on page 40. She stated that it allows for two 15 minute sections.

Commissioner Kiger asked about the section pertaining to the appointing authority knowing what to do.

Ms. Cordle stated that she will add a section to explain what the appointing authority should do once they are notified.

Commissioner Davis stated that a failure to cooperate in disciplinary investigations should be added as an example.

Commissioner Shupe asked if it is known what departments have policies that differ from the Commissioners' policy.

Ms. Cordle stated that the policies that speak to benefits, the Auditor signs off on them. She stated that once a year the State Auditor requests copies of all policies.

Mr. Slater stated that each department receives a request to send any policies that differ from the Commissioners' policy.

Commissioner Kiger thanked Ms. Cordle for her work on updating the changes.

Ms. Cordle stated that she sent a survey to the departments asking about leadership training. She asked the Commissioners whether she should proceed with scheduling OSU's John Glenn. She stated that the cost will be \$4,300 and she expects an attendance of about 75-80 attendees.

Commissioner Shupe stated that Ms. Cordle should proceed.

Commissioners Davis and Kiger agreed.

Ms. Cordle stated that the FMLA/Harassment Training will be held on Wednesday, May 16 at the Liberty Center.

Commissioner Davis asked how soon Ms. Cordle would like the Commissioners' approval on the changes to the Policy Manual.

Ms. Cordle stated that she will prepare everything for the Commissioners' approval next Tuesday unless there are other changes or additions.

The meeting concluded at 9:41 a.m.

Meeting with Dennis Schwallie

The Commissioners met with Dennis Schwallie to discuss the bond refunding. Commissioner Davis called the meeting to order at 9:41 a.m. with the following Commissioners present: Steven Davis, Mike Kiger, and Judith Shupe. Also present were Jeff Barron, Aunie Cordle, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer, Dennis Schwallie, Jon Slater, and Tony Vogel.

Mr. Schwallie brought closing paperwork for the Commissioners to sign.

Commissioner Davis asked what the debt is costing the county.

Mr. Schwallie stated that the rate is 2.4%-3.5%, the lowest he has seen in a long time.

The meeting concluded at 9:49 a.m.

Review Session

The Board of Commissioners met at 9:51 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 Reed Bailey, Aunie Cordle, Jason Dolin, Staci Knisley, Dave Levacy, and Branden Meyer.

Legal Questions Under Review and Prosecutor's Pending Items

• Health Department Lease

Mr. Dolin stated that it may be best to have the longer term of the lease on the county's side, but list that the cost will be paid by the Health Department, not the Commissioners if the Commissioners are no longer mandated to pay for the Health Department's lease.

Commissioner Kiger stated that he may have meeting later this week with Paul VanCamp, the owner of the Colonade building.

• USDA Lease at the Ag Center Building

Mr. Dolin stated that he received this lease yesterday and has not had a chance to review it.

Pending Items

• Public Safety Facility

No update.

Items that Need New Action/Attention- Requests and Review

• Resolution for Domestic Relations Court

Ms. Knisley stated that a staff member has been on sick leave is out of sick leave. She stated that there will be a resolution on for approval next week transferring money from contract services to salaries. She stated that DR Court will be hiring a temporary employee.

Invitations

**• Lancaster Burial Squad Annual Dinner - Friday, May 11 [Doors Open: 6:30 p.m., Dinner: 7:00 p.m.].
Location: AMVETS, 700 S. Maple Street, Lancaster.**

Commissioner Kiger stated that he and his wife plan to attend.

Commissioner Shupe stated that she plans to attend.

▪ **Buckeye Lake for Tomorrow Public Meeting - Thursday, May 3 [7:00 p.m.]. Location: Eagles, 3240 Walnut Road, Buckeye Lake.**

Mr. Levacy stated that this organization is a 501(c)(3) corporation who received funding from the EPA. He encouraged the Commissioners to attend.

Commissioner Shupe stated that she wanted this event put on the calendar in case the Commissioners can attend.

Informational

▪ **Memo received from Brian Kuhn, re: Monthly Inventory and Portfolio Reports for the Fairfield County Treasury for the month of February**

▪ **Thank You Note from Rich Bowlen, re: Wear Blue to Work Day**

Miscellaneous Discussion

▪ **Lancaster Eagle Gazette**

Commissioner Davis stated that he talked to Jim Sabin with the Lancaster Eagle Gazette regarding a column for the LEG.

▪ **2012 4-H Awards Banquet**

Commissioner Shupe stated that the 4-H Banquet had 200 people there. The Commissioners provided about 77 congratulatory letters for the award winners who were recognized at the banquet.

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, April 17, 2012 beginning at 10:00 a.m., with the following Commissioners present: Steven Davis, Mike Kiger and Judith Shupe. Also present were Reed Bailey, Jeff Barron, Aunie Cordle, Jason Dolin, Dave Levacy, and Branden Meyer.

Pledge of Allegiance

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

Announcements

No announcements made.

Public Comment

There was no public comment.

Approval of Commissioners' Resolutions

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

2012-04.17.a Approval of CORSA 2012 Participation Agreement [Fairfield County Commissioners]

2012-04.17.b Approval of entering into a contract between the County and the Lancaster/Fairfield County Community Action Agency for Recycling Services for 2012 [Fairfield County Commissioners]

2012-04.17.c Approval of contract and approval of a notice to proceed and notice of commencement- CDBG FY2010 Fairfield County, Village of Thurston Neighborhood Revitalization Project [Fairfield County Commissioners]

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

Approval to purchase a vehicle for- Fairfield County- Real Estate [Fairfield County Auditor]

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval to purchase a vehicle for- Fairfield County- Real Estate [Fairfield County Auditor], see Resolution 2012-04.17.d.

Commissioner Kiger asked what dealership this vehicle was being purchased from.

Mr. Meyer stated that the purchase is being made from Bob Boyd in Lancaster.

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

Approval of an agreement between the Board of Fairfield County Commissioners and the Board of Greenfield Township Trustees [Fairfield County Engineer]

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted on the approval of an agreement between the Board of Fairfield County Commissioners and the Board of Greenfield Township Trustees [Fairfield County Engineer], see Resolution 2012-04.17.e.

Commissioner Shupe asked for the specifics of this agreement are.

Mr. Meyer stated that the agreement is for the purchase of liquid asphalt.

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

Approval of contract for services between the Fairfield County Board of Commissioners, administrative agent for the Fairfield County Family, Adult and Children First Council and the Fairfield County ADAMH Board [Fairfield County Family, Adult & Children First Council]

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of Approval of contract for services between the Fairfield County Board of Commissioners, administrative agent for the Fairfield County Family, Adult and Children First Council and the Fairfield County ADAMH Board [Fairfield County Family, Adult & Children First Council], see Resolution 2012-04.17.f.

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

Approval of Financial Resolutions

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

2012-04.17.g Approval of payment of invoices without an appropriate carryover purchase order for the ADAMH Board [Fairfield County ADAMH Board]

2012-04.17.h Approval to extend the due date for advance repayment for Fund 2724 Citizen Corp Program FY2009 grant [Fairfield County EMA]

- 2012-04.17.i Approval of repayment of an advance to the General Fund of the Fairfield County Commissioners by the EMA Fund #2735 SHSP09 (State Homeland Security Grant) [Fairfield County EMA]
- 2012-04.17.j Approval of account to account transfer of appropriations- Major Object Expenditure Category (2024- Motor Vehicle) [Fairfield County engineer]
- 2012-04.17.k Approval of memo expenditure- Fairfield County Job & Family Services [Fairfield County Job & Family Services]
- 2012-04.17.l Approval of memo expenditure- Fairfield County Job & Family Services [Fairfield County Job & Family Services]
- 2012-04.17.m Approval to appropriate from unappropriated for Fund 7619- Federal Equitable [Fairfield County Major Crimes Unit]
- 2012-04.17.n Approval of authorization for contract approval [Fairfield County Major Crimes Unit]

Roll call vote of the motion resulted as follows:

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

Approval of Authorization for Payment of Bills, April 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, April 17, 2012 [Fairfield County Commissioners], see Resolution 2012-04.17.o.

Roll call vote of the motion resulted as follows:

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

Approval of contract bid award for the purchase of truck equipment 2012 [Fairfield County Engineer]

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of contract bid award for the purchase of truck equipment 2012 [Fairfield County Engineer], see Resolution 2012-04.17.p.

Roll call vote of the motion resulted as follows:

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

The Regular Meeting ended at 10:07 a.m.

Meeting with Tony Vogel

The Commissioners met with Tony Vogel to discuss building maintenance and personnel. Commissioner Davis called the meeting to order at 9:01 a.m. with the following Commissioners present: Steven Davis, Mike Kiger, and Judith Shupe. Also present were Reed Bailey, Jason Dolin, Staci Knisley, Dave Levacy, Branden Meyer and Tony Vogel.

As a follow up from last week's meeting Commissioner Davis asked Mr. Vogel which buildings he recommended including in the energy audit.

Mr. Vogel stated that even though the Title Office is a new building; there would still be a benefit to including it.

The Commissioners agreed to include the Veterans' Service Commission building.

Mr. Vogel stated that the construction to the DACO Center wall was supposed to start in April, but has not begun yet.

Commissioner Davis asked when the construction is supposed to be completed.

Mr. Vogel stated that the construction is scheduled to end 3 months from the start date.

Mr. Vogel stated that the Utilities Building was scheduled to be completed in June, but has been pushed back to August, but will most likely be completed sooner.

Commissioner Davis stated that the building survey comments will be discussed in Executive Session.

Commissioner Shupe asked whether there is a plan for mulching around the buildings. She stated that the Ag Center is in need of mulching as well as the flower beds around the Courthouse.

Mr. Vogel stated that the weeds need to be sprayed first. He stated that you must have a commercial sprayer's license. He stated that Soil and Water Conservation District will have to do the spraying.

Mr. Meyer stated that additional chairs and tables need to be purchased for the Liberty Center.

Mr. Vogel agreed and stated that he will obtain a quote on purchasing these additional items.

Commissioner Shupe asked about the sign in front of the Government Services Center. She stated that this sign is not like the signs in front of the Courthouse and at the Sheriff's Administrative Office. She asked if it was installed because it was cheaper.

Mr. Vogel stated yes and asked where the other signs were purchased from.

Ms. Knisley stated that the signs were purchased from Signs Unlimited.

Mr. Vogel stated that he will contact Signs Unlimited to get a quote on a new sign.

Commissioner Shupe stated that there is a large pile of trash inside of the Drew Shoe Factory.

Mr. Vogel stated that he was unaware and that this issue should be discussed at the next Elected Official/Department Head Roundtable. He suggested that the department heads need to let maintenance know if they notice the trash building up and also mark the items so the maintenance staff knows to dispose of them.

Mr. Meyer stated that the next Roundtable is scheduled for May 24 and he will bring it up then.

Commissioner Shupe commented about the exterior maintenance of the Courthouse. She stated that the window trim is in need of repainting if the windows are not replaced this year.

Mr. Meyer commented that this discussion regarding personnel should be held in Executive Session.

The Commissioners agreed.

The meeting concluded at 10:41 a.m.

Executive Session #1

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to enter into Executive Session at 10:41 a.m. for the purpose of discussing

personnel. Commissioners present were Judith Shupe, Steve Davis and Mike Kiger. Also present were Aunie Cordle, Jason Dolin, Staci Knisley, Branden Meyer, and Tony Vogel.

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

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to adjourn from Executive Session at 11:16 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.

Review Session (continued)

The Board of Commissioners met at 11:16 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 Reed Bailey, Aunie Cordle, Jason Dolin, Staci Knisley, Ed Laramée, Dave Levacy, Branden Meyer and Tony Vogel.

Miscellaneous Discussion

▪ Building Maintenance Discussion

Commissioner Shupe suggested that temporary employees be hired for a few weeks.

Ms. Knisley asked whether Jane and Ruthie are still working 35 hours a week.

Mr. Vogel stated yes. He stated that they have not yet been moved to 40 hours a week.

▪ Sales Tax

Mr. Laramée provided the last month's permissive and sales tax use report. He stated that it has been hovering around 3%.

Commissioner Davis noticed the "slight uptick" from last month.

▪ Changes to County's Website

Mr. Meyer stated that the Auditor's Office has been making changes to the website. The main page has been changed. He stated that each department's page will be changed from the old to the new one at a time. He asked the Commissioners look at the website to see if there are things that they would like to have changed.

▪ 13th Healthiest County in Ohio

Ms. Cordle stated that Fairfield County is ranked as the 13th healthiest county in Ohio.

▪ Port Authority

Mr. Laramée stated that the County needs to be thinking about creating a port authority.

Commissioner Davis asked whether someone is looking for guidance from the Commissioners on this issue.

Mr. Laramée stated that the Auditor's Office is looking into this.

Commissioner Davis stated that he encourages an examination of this.

Review Session ended at 11:29 a.m.

Executive Session #2

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to enter into Executive Session at 11:29 a.m. for the purpose of discussing building security. Commissioners present were Judith Shupe, Steve Davis and Mike Kiger. Also present were Aunie Cordle, Jason Dolin, Staci Knisley, Branden Meyer, and Tony Vogel.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith Shupe, Steven 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 11:38 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.

Review Session

The Board of Commissioners met at 11:38 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 Reed Bailey, Aunie Cordle, Jason Dolin, Staci Knisley, Ed Laramée, Dave Levacy, Branden Meyer and Tony Vogel.

Miscellaneous Discussion

▪ Recognition of Carri Brown

Commissioner Kiger stated that Carri Brown has been asked by the CCAO to do a presentation at the CCAO's conference about Fairfield County's grant application to the State of Ohio's Innovation Council. He suggested that the Commissioners send a congratulatory letter to her.

Mr. Meyer stated that he will draft a letter to send to her.

Review Session ended at 11:41 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 11:41 a.m.

Roll call vote on the motion resulted as follows:

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

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

Motion by: Judith Shupe

Seconded by: Mike Kiger

that the minutes were approved by the following vote:

YEAS: Steven Davis, Mike Kiger, and Judith Shupe

NAYS: None

ABSTENTIONS: None

*Approved on May 1, 2012.

Steven A. Davis
Commissioner

Mike Kiger
Commissioner

Judith K. Shupe
Commissioner

Branden C. Meyer, Clerk

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