

**Regular Meeting #07-08
Fairfield County Commissioners' Office
February 20, 2007**

Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 20, 2007, beginning at 10:00 a.m., with the following Commissioners present: Mike Kiger, Jon D. Myers, and Judith K. Shupe. Also present were: Carri L. Brown, Bill Arnett, Cora French-Robinson, Christine Simmons, Janice Seifert, Michele Thomas, and Michael Orlando.

Announcements

Carri Brown reported that there were two birthdays in the house: Both Mike Kiger and Michael Orlando are celebrating birthdays today!

Also, the Engineer's Office will be adding a resolution to re-advertise for the replacement of a bridge, Ber-20, for a federal grant project. An additional add-on is a resolution to appropriate from unappropriated funds for the purchase of equipment out of the proper line item.

Public Comment

Janice Seifert, Pleasant Township Trustee, provided a packet of information to the Board of Commissioners. Ms. Seifert supported the access management initiative. She was particularly concerned about the intersection of Arbor Valley and St. Rt. 37. Based on feedback she has received from a many people, Ms. Seifert encouraged correction for the safety of the intersection. In her packet of information, Ms. Seifert included a letter from the Ohio Department of Transportation. The letter supported access management.

Judy Shupe reported that the county had no authority for the correction of the city intersection, and Ms. Seifert reported that she was bringing the information to the County Commissioners first, as she felt a connection with the Township Trustees and the County Commissioners. Jon Myers recommended that the Ms. Seifert also approach Lancaster City Council, and Ms. Seifert responded that she intended to do so. Mike Kiger stated that he would review the packet of information Ms. Seifert provided.

Approval of Minutes of Tuesday, February 13, 2007

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the minutes of February 13, 2007.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Approval of a Proclamation of Recognition – Fairfield County Saves Week

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the Proclamation of Recognition – Fairfield County Saves Week: please see item 07-02.20.a.

Accepting the proclamation were Cora French-Robinson from OSU Extension and Christine Simmons from Fairfield Federal Savings and Loan. Board President Mike Kiger read the proclamation aloud in support of Fairfield County Saves Week and the Fairfield County Savers program.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Approval of the establishment of a public hearing for the change of name of Rushcreek Township Road, number 377, known as Harvey Road NE to Avalon Road NE

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the establishment of a public hearing for the change of name of Rushcreek Township Road, number 377, known as Harvey Road NE to Avalon Road NE. See resolution 07-2.20.b.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Approval of three resolutions for the Fairfield County Engineer operations

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the following resolutions as listed.

07-02.20.c Approval of hiring American Consulting, Inc for engineering services for the Pleasantville Road Rehabilitation Project – Fairfield County Engineer

07-02.20.d Approval to bore under Pickerington Road (CR20) – Fairfield County Engineer

07-02.20.e Approval of sale of county scrap metal and aluminum –
Fairfield County Engineer

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

**Approval of a request for payment and status of funds report - CHIP Y2005
B-C-05-022-2, B-C-05-022-1 & C-05-022-1 drawdown # 145 –
Acquisition/Rehabilitation, Implementation and Administration and
Building Repair**

On motion of Judith K. Shupe and second of Jon D. Myers, the Board of Commissioners voted to approve the request for payment and status of funds report – CHIP FY2005 B-C-05-022-2, B-C-05-022-1 & C-05-022-1 drawdown #145 – Acquisition/Rehabilitation, Implementation and Administration and Building Repair; see resolution 07-02.20.f.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

**Approval of Fairfield County Revolving Loan Administrator's
recommendation for approval of the CDBG/RLF Semi-Annual Report**

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the Fairfield County Revolving Loan Administrator's recommendation for approval of the CDBG/RLF Semi-Annual Report; please see resolution 07-02.20.g.

Bill Arnett reported that there were two interested applicants for loans at this time.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

**Approval of an amended certificate, creation of a fund – Fairfield County
Emergency Management and Homeland Security – FY 2006 Citizen Corps
Program Grant**

On motion of Judith K. Shupe and second of Jon D. Myers, the Board voted to Approve an amended certificate and the creation of fund – Fairfield County Emergency Management and Homeland Security – FY2006 Citizen Corps Program Grant. See resolution 07-02.20.h.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

Approval of the creation of new fund for the Greenfield Township Water and Sewer District – Fairfield County Utilities

On motion of Jon D. Myers and second of Judith K. Shupe, Approval of creation of new fund for the Greenfield Township Water and Sewer District – Fairfield County Utilities. See resolution 07-02.20.i.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Approval of various financial related resolutions

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the following financial –related resolutions as listed below.

- 07-02.20.j Approval of payment of invoices without appropriate carry-over purchase orders – Fairfield County Commissioners
- 07-02.20.k Approval of payment of voucher without an appropriate carry-over purchase order – Fairfield County Utilities
- 07-02.20.l Approval of attached requests for payments of vouchers without appropriate carryover purchase orders – Fairfield County Sheriff’s Office
- 07-02.20.m Approval of payment of invoices without appropriate carryover purchase orders – Fairfield County Job and Family Services (attached list)
- 07-02.20.n Approval of payment of voucher without an appropriate carry-over purchase order – Fairfield County Family Adult Children First Council
- 07-02.20.o Approval of attached requests for payments of vouchers without appropriate carry-over purchase orders – Fairfield County ADAMH Board
- 07-02.20.p Approval of attached requests for payments of vouchers without appropriate carry-over purchase orders – Fairfield County Board of MRDD
- 07-02.20.q Approval of attached requests for payments of vouchers without appropriate carry-over purchase orders – Multi-County Juvenile Detention Center

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Approval of the payment of bills, check date – February 23, 2007

On motion of Judith K. Shupe and second of Jon D. Myers, the Board of Commissioners voted to approve the payment of bills for the check date of February 23, 2007; see resolution 07-02.20.r.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

Approval of Title IV-D contract with Jeffrey Feyko, Esquire – Fairfield County Job and Family Services, Child Support Enforcement Agency

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve the Title IV-D contract with Jeffrey Feyko, Esquire – Fairfield County Job and Family Services, Child Support Enforcement Agency; see resolution 07-02.20.s.

Michael Orlando reported that this contract was a renewal. He also pointed out that the contract was supported with 66% of federal funding.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Approval to Re-advertise for the Replacement of a Bridge, BER-20, for the Fairfield County Engineer

On motion of Judith K. Shupe and second of Jon D. Myers, the Board of Commissioners voted to approve the re-advertisement of the bridge replacement project for BER-20, a federal grant project. See resolution 07-02.20.t.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

Approval of Appropriations from Unappropriated Funds, Board of Commissioners

On motion of Jon D. Myers and second of Judith K. Shupe, the Board of Commissioners voted to approve appropriations from unappropriated funds for an equipment purchase. See resolution 07-02.20.u.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Review Session

The Board of Commissioners met at 10:20 a.m. to review correspondence, pending items, and future action items. Present at the review session were Mike Kiger, Jon Myers, Bill Arnett, Judith Shupe, Michele Thomas (for a portion of the review), Joe Spybey, and Carri Brown.

Joe Spybey sought direction on the use of the old recycling building for storage. At this point in the time, the old recycling building is being used for heated storage. Emergency Management, the Parks District, and various departments were using the facility for storage. JFS has recently asked to use the area for storage space, as opposed to the leased storage space that JFS now has. Joe Spybey wondered if JFS should keep its lease, if the Board of Commissioners had plans for the building.

Joe Spybey reported that the building needed to be heated in order to provide the sprinkler system for the fire protection of the county building and for ZEBCO. The heating is set on the temperature at its lowest reasonable setting, in order to keep the pipes from freezing and for the shared sprinkler system to work.

Jon Myers suggested that Julia Hilty or Roy Hart from the Prosecutor's Office research the title of the building so that we are certain of what property the county owns. Joe also believed the title search could be useful if there were to be discussions opened up about sharing the costs of heating with ZEBCO.

Judy Shupe reported that she did not believe there were any concrete future plans for the building, and the other commissioners agreed. If there were plans to develop, everyone would be notified as soon as possible. At this time, there is no reason to advise JFS to maintain its current storage space leases.

Joe Spybey also reported on the informal procedures for recommending the building to be closed due to weather conditions. The Building Superintendent or the Maintenance Supervisor would call the Board President with a recommendation prior to 6:15 a.m. Jon Myers asked if there was a written procedure, and while there is no written procedure at this time, one will be drafted and put in place. Carri Brown will send a draft to Joe Spybey for input.

Jon Myers asked if the county was experiencing roof damage at this time. Joe Spybey reported no roof damage; however, the roofing consultant will be meeting with Mr. Spybey on Friday to begin his evaluation of the Courthouse roofing project.

Executive Session to review potential real estate transactions

At 10:50 a.m., Jon Myers made a motion to go into executive session to review a potential real estate transaction. Judy Shupe seconded the motion.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Present during the executive session were Jon Myers, Judy Shupe, Mike Kiger, Bill Arnett, and Carri Brown.

At 11:08 a.m., Jon Myers made a motion to exit executive session. The motion was seconded by Judy Shupe.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Executive Session to review personnel issues

At 11:09 a.m., Judith Shupe made a motion to go into executive session to review personnel issues. The motion was seconded by Jon D. Myers.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

Present during the executive session were Jon Myers, Judy Shupe, Mike Kiger, Bill Arnett, and Carri Brown

At 11:25 a.m., Judith Shupe made a motion to exit executive session. The motion was seconded by Jon D. Myers.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

Review Session, continued

The County Engineer has a strictly enforced policy of accepting no gifts, even *de minimus* gifts, such as brownies or cookies. Brownies were received by the County Engineer, and the brownies were intended for the County Utilities department. The County Engineer forwarded the brownies to the Board, for a determination of whether the *de minimus* item should be returned or kept. At this time, *de minimus* items, like brownies or cookies, are accepted and placed on a counter, so that anyone can partake, even the public and walk-in customers.

The Board will review the question with Don Sherman, interim Utilities Director, to determine if this is the current situation and if there were recommendations to change.

12:00 P.M.- BREMEN CHAMBER OF COMMERCE MEETING

Commissioners Kiger and Shupe & Carri Brown, Clerk/Manager, attended the Bremen Chamber of Commerce Meeting at noon.

1:30 p.m. – Meeting with Carri to review the State of the County Address

The Board reviewed the current outline of the State of the County Address with Carri Brown. Present for the review were: Commissioners Kiger, Myers and Shupe and Carri Brown. The questionnaire was also reviewed and approved. Additional information is coming in from departments at this time. The Board approved the concept of exhibits set up by departments at Liberty Center during the State of the County Address. Judy Shupe requested that invitations be sent to Superintendents.

2:00 p.m. - MEETING WITH ATTORNEY MARC FISHEL AND AUNDREA CORDLE, HUMAN RESOURCES MANAGER

Attorney Marc Fishel and Aundrea Cordle met with the Board to present a draft of an updated personnel manual. Present for the update from Attorney Fishel and Director Cordle were: Commissioners Kiger, Myers and Shupe and Carri Brown, County Clerk/Manager.

Aundrea Cordle highlighted the changes proposed for the Commissioners' personnel manual. The original document was created in 1997, and the manual was in need of an update. A committee existing of professionals from various county departments reviewed the manual and provided input and feedback.

The focus at this time is on the text of the manual, with the forms to be reviewed at another time.

Marc Fishel reported that elected officials or appointing authorities can have alternative policies in some cases; yet some portions of the manual will serve as a strict rule, with other areas behaving more like a guideline. The purpose of the manual review committee was to include the input and feedback of the other departments to bring about some degree of consensus.

Looking at the substantive changes, Aundrea Cordle pointed out the sections relating to computer usage, seniority, hours of work (the section noting that employees must remain on the premises while on break), continuing education, travel and expense reimbursement, weather emergency and closure of facilities, probationary period, public employees ethics and conflict of interest, unlawful

harassment, alcoholism and drug use, county property/vehicle operation, conceal carry, violence free workplace, workplace searches, cellular phone use, sick leave, vacation, holidays, military leave, workers' compensation, payment upon separation of service, and catastrophic leave donation.

Aundrea Cordle asked for the Commissioners to review the proposed document and to provide additional feedback and input. The Board will review the manual again on Tuesday, February 27.

Marc Fishel and Aundrea Cordle reminded the Board that there would be some additional changes necessary in July. Marc Fishel also reported that a prospective resolution "swapping" Columbus Day for the Day after Thanksgiving could be passed at this time.

The practical matter of the 911 Coordinator reporting to the Sheriff was reviewed. Carri Brown will request a meeting with Sheriff Phalen and the Board of Commissioners.

Approval of new limits for meal reimbursement for employees

Upon motion of Jon Myers and second of Judith Shupe, the Board approved new limits for meal reimbursements as follows: Breakfast \$10.00, Lunch \$15.00, and Dinner \$30.00. See resolution 07.02.20.v.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon D. Myers, Judith K. Shupe, and Mike Kiger.

Adjournment

With no further business to come before the Board, on motion of Judith K. Shupe and on the second of Jon D. Myers, the Board of Commissioners voted to adjourn the meeting at approximately 4:00 p.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith K. Shupe, Jon D. Myers, and Mike Kiger.

Mike Kiger Commissioner	Jon D. Myers Commissioner	Judith K. Shupe Commissioner
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Carri L. Brown
Clerk/Manager

THE NEXT REGULAR COMMISSIONERS' MEETING IS SCHEDULED TUESDAY, FEBRUARY 27, 2007, AT 10:00 A.M.