

**Regular Meeting #08-18
Fairfield County Commissioners' Office
May 6, 2008**

Executive Session

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to enter into Executive Session at 12:50 p.m. to discuss personnel matters. Commissioners present were Jon Myers, Judith Shupe, and Mike Kiger. Also present were Phyllis Saylor and Scott Zody.

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

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to adjourn from Executive Session at 1:05 p.m.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

1:00 p.m. Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, May 6, beginning at 1:00 p.m., with the following Commissioners present: Jon Myers, Judith Shupe and Mike Kiger. Also present were Tony Vogel, Jon Slater, George Hallam, Jason Dolin, and Scott Zody.

Announcements

Mr. Zody announced there would be one add-on resolution, involving a notice of commencement for the construction of a new hangar at the Fairfield County Airport.

Public Comment

There were no public comments.

Approval of minutes of Tuesday April 29, 2008

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the minutes for Tuesday April 29, 2008.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of an Order of Suspension for an Employee of Fairfield County Job & Family Services, Child Support Enforcement

On motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve an order of suspension for an employee of Fairfield County Job & Family Services see resolution 08-05.06.a

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

Approval of Approval to Rescind Resolution 08-04.29.c, Approval of Engineering Services for the Design of a New Wastewater Treatment Reclamation Facility

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve to rescind resolution 08-04.29.c, see resolution 08-05.06.b

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of Settlement Agreement with H&G LLC regarding the November 29, 2005 Contract to develop a residential subdivision in Violet Township

On motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve a settlement agreement with H&G LLC regarding the November 29, 2005 contract to develop a residential subdivision in Violet Township, see resolution 08-05.06.c

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

Approval of a Contract for Services between the Fairfield County Board of Commissioners, administrative agent for the Fairfield County Family, Adult & Children First Council and Information & Referral of Fairfield County

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve a contract for services between the Board of Commissioners and Information & Referral of Fairfield County, see resolution 08-05.06.d

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

Approval of FY2009 Community Based Corrections Act Program 407 Subsidy Grant Agreement

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the FY2009 Community Based Corrections Act Program 407 Subsidy Grant Agreement, see resolution 08-05.06.e

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of Memo Expenditure – Job & Family Services

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve a memo expenditure for the Fairfield County Job & Family Services, see resolution 08-05.06.f

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

Approval of Establishing a New Construction Fund for the Construction of the Pleasant Run Water Reclamation Facility & Collector Sewers

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the establishment of a new construction fund for the construction of the Pleasant Run Water Reclamation Facility & Collector Sewers, see resolution 08-05.06.g

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of Repayment of Advance from the General Fund to EMPG Grant Fund – EMA

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve the repayment of an advance from the General Fund to the EMPG Grant Fund, see resolution 08-05.06.h

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

Approval of Payment of a Voucher Without Appropriate Carry-over Purchase Order – Job & Family Services

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the payment of a voucher without an appropriate carry-over purchase order, see resolution 08-05.06.i

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of Financial Resolutions

On motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve financial resolutions as follows:

- 08-05.06.j Approval of Additional appropriation of Funds - Treasurer
- 08-05.06.k Approval of Account to Account Transfer - Maintenance
- 08-05.06.l Approval of Account to Account Transfer - Engineer
- 08-05.06.m Approval of Account to Account & Fund to Fund Transfer - Engineer
- 08-05.06.n Approval of Account to Account Transfer – ADAMH
- 08-05.06.o Approval of Account to Account Transfer - Fairfield County Airport
- 08-05.06.p Approval of Fund to Fund Transfer – Juvenile Recovery Fund
- 08-05.06.q Approval of Fund to Fund Transfer – Insurance
- 08-05.06.r Approval to Appropriate From Unappropriated - Utilities

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

Payment of Bills

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the authorization for payment of bills, May 6, 2008, check date May 9, 2008, see resolution 08-05.06.s.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of a Notice of Commencement – Fairfield County Airport Authority T-Hangar Construction

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve a notice of commencement for the Fairfield County Airport Authority, see resolution 08-05.06.t

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers.

Review Session

The Board of Commissioners met at 1:20 p.m. to review correspondence, pending items, and future action items. Commissioners present at the review session were Jon Myers, Judith Shupe and Mike Kiger. Present also were Tony Vogel, Jason Dolin and Scott Zody.

Mr. Dolin provided an update on various legal issues, and reported that the eviction hearing on the former tenant at 407 East Main Street was held with Judge Harris, who will be issuing an order in the county's favor.

Mr. Dolin continues to review the issue of non-public utilities, and he and Mr. Zody are planning to meet with Tony Vogel to discuss the Storm Water Utility Area #2 in Violet Township that is experiencing drainage issues.

Commissioner Kiger stated that he thought that at one time the County Engineer's Office has some involvement with stormwater drainage areas, and suggested Mr. Dolin check with that office for background information.

Commissioner Kiger stated that he would like to provide some direction to the Engineer's Office relative to the Access Management Program, and the Engineer is awaiting comments from the Board. Commissioner Shupe stated her concern with the amount of time that has passed with respect to the project, and Commissioner Kiger stated the process has been going on for 5 years, and seems to keep starting and stopping. Commissioner Myers stated that he is willing to have the Engineer take the current draft plan back to the full committee for additional work, but he believes the Engineer would be better served to restart the process. Commissioner Kiger stated that the Engineers own staff has made statements to the effect that the project should be restarted. Mr. Dolin stated that another issue to consider would be that any data being used to develop the current draft may need updated.

Mr. Vogel expressed his desire to move forward with authorization for his office and EMA to obtain credit cards to utilize to pay travel, conference, and training expenses and save the county from paying sales tax. Mr. Vogel has a conference coming up in the fall that he would like to make reservations for soon, as space is being filled rather quickly. The Board directed Mr. Zody, Mr. Dolin, and Mr. Vogel to try to prepare a policy and resolution for the next Regular Meeting for approval.

The Board was presented a request from Facilities Director Joe Spybey to convert a contract housekeeping employee to a fulltime county employee. Commissioner Kiger expressed concern relative to the cost of the conversion, particularly the cost of fringe benefits. Commissioner Myers asked what the county would gain from this action, and Mr. Zody stated that it is his understanding that, because the employee is a contract employee, a current housekeeping supervisor must accompany her to unlock and lock doors and provide access, as she cannot be issued keys. The advantage would be to free up the supervisor so he could properly supervise other housekeeping employees.

The Board directed Mr. Zody to schedule an appointment with Mr. Spybey to discuss further.

2:00 Meeting with Jeanette Addington

The Board of Commissioners met with Jeanette Addington for a quarterly update on county revenues and expenditures. Commissioners present included Jon Myers, Judith Shupe, and Mike Kiger. Also present were Jon Slater, Staci Knisley, Jason Dolin, and Scott Zody.

Ms. Addington provided an overview of the first quarter of 2008, stating that revenues are well within the projections she developed. Sales tax and interest income are performing well, but conveyance fees are still lagging with the slowdown in the real estate market.

Expenditures are staying within parameters, and Ms. Addington estimated that between \$500,000 and \$1,200,000 was returned to the General Fund in unspent dollars at the end of 2007. Commissioner Myers asked when Ms. Addington might have a more specific number for unspent funding, and Ms. Addington stated that she should have that figure soon.

Ms. Addington stated that while overall actual spending was under 25%, encumbrances were higher than normal. Ms. Knisley stated that encumbrances are high due to MUNIS and departments are required to have purchase orders for everything now, so the trend will continue.

Ms. Addington stated that based on her projections and the first quarter, the county cash balance should be in good shape. Ms. Knisley asked if the balance would be sufficient to plan for continuing to fund capital improvements in 2009. Commissioner Shupe stated that she would like to see the renovation and repair work continue so the county does not fall behind on maintenance issues, and Commissioner Myers stated that he agreed, but was concerned about committing funds to capital improvements too soon. Ms. Addington stated that a commitment was not necessary until the end of the third quarter.

Ms. Knisley stated that she would need to key in a figure for budget planning purposes, but that it could always be changed later if need be. Commissioner Myers stated that he would be comfortable keying in \$750,000, which would be the same amount as 2008, with the understanding that it could change later.

Commissioner Myers asked if there might be an opportunity to establish a Budget Stabilization Fund, or "Rainy Day" fund, in case revenues would decline. Ms. Addington stated she would look into that possibility.

Commissioner Shupe stated that she would like the Board to consider the possibility of providing a dedicated funding stream for the Historical Parks, such as a percentage of the conveyance fee revenue. Commissioner Myers asked if there would be any implications or assumed liabilities with such a move, or would there be any change in the governance of the parks. Mr. Dolin stated that the Board could provide funding, but a dedicated funding source would be perceived as a permanent budget. An annual allocation would allow more flexibility.

Ms. Knisley stated that the allocations for Job & Family Services needed to be discussed, particularly the \$362,000 and \$84,000 allocations that were granted during last year's budget discussions and retreat.

Commissioner Kiger stated that he was under the impression that the General Fund allocations for JFS would be offset once the levy funding would be collected. Commissioner Shupe stated that the allocations were made to support staffing needs, so they could not be reduced or offset in 2009. Commissioner Myers stated that he was under the impression that these allocations were not to be for on-going expenses. Ms. Knisley and Mr. Zody stated that the allocations were initially marked as one-time expenses, but the \$84,000 was changed to on-going.

Commissioner Kiger stated that any General Fund monies advanced to JFS as part of the 2009 budget to implement program improvements needs to be offset in 2010, as well as offsetting or eliminating the General Fund subsidy. Commissioner Shupe stated that there had been some discussion of offsetting the General Fund, but not eliminating it.

Mr. Slater informed the Board that interest income numbers are beginning to decline as a result of the recent Federal Reserve cuts. Mr. Slater expects interest income for the county to be down as much as \$1 million for 2008, and he is starting to move investment funds out of certain accounts and into CD's and other options in order to lock in rates of return.

Meeting with Brooks Davis

The Board of Commissioners met at 2:30 with Regional Planning Director Brooks Davis to review Community Development Block Grant applications. Commissioners present were Jon Myers, Judith Shupe, and Mike Kiger. Present also were James Mako, Jason Dolin and Scott Zody.

Mr. Davis stated that he has been looking into some of the questions raised by the Board at last week's initial review of the applications. The Olivedale Center has been holding approximately \$42,000 of leftover CDBG funds from Lancaster's 2005 allocation, and is applying for another \$40,000 in city funding and \$42,000 of the County share to fund \$120,000 in ADA modifications and improvements. Commissioner Myers asked if this was an immediate need project, or could it be done in phases, and Mr. Davis stated they could only wait so long, because the 2005 funding needs to be spent. Commissioner Shupe asked if the Board could condition funding the project based on Lancaster funding their share, and Mr. Davis stated that could be possible. Commissioner Myers asked how soon Lancaster would be making that decision, and Mr. Mako stated he would find out.

Mr. Davis stated that the Walnut Creek Sewer District is applying for both CDBG and Public Works Commission funding to correct deficiencies in their system that have led to OEPA findings & orders. The sewer district must begin work no later than November of 2009. Mr. Davis stated that the District is asking for \$100,000, but based on the applications received and recommended for funding, there is only about \$47,000 left to allocate. The Board directed Mr. Davis to allocate any leftover funding to the District, or if one of the recommended projects falls through and cannot proceed, to re-allocate that funding to the District.

Executive Session

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to enter into Executive Session at 3:15 p.m. to discuss personnel matters. Commissioners present were Jon Myers, Judith Shupe, and Mike Kiger. Also present was Scott Zody.

Roll call vote of the motion resulted as follows:

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

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to adjourn from Executive Session at 3:30 p.m.

Roll call vote of the motion resulted as follows:

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

Approval of Employee Evaluation and Pay Raise (Theresa Haynes)

Mr. Zody reported that he had completed a probationary evaluation of Clerical Specialist Theresa Haynes.

Commissioner Shupe stated that Ms. Haynes has proven to be a valued employee and has been a positive addition to the office. The Board directed Mr. Zody to approve a pay rate increase for Ms. Haynes from her probationary rate.

Adjournment

With no further business to come before the Board, on the motion of Judith Shupe and the second of Mike Kiger, the Board of Commissioners voted to adjourn at 3:45 p.m.

Roll call vote on the motion resulted as follows:

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

Mike Kiger
Commissioner

Jon D. Myers
Commissioner

Judith K. Shupe
Commissioner

Scott A. Zody, Clerk/Manager

**THE NEXT COMMISSIONERS' REGULAR MEETING IS SCHEDULED TUESDAY
MAY 13, 2008 AT 10:00 A.M.**