

Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018

Review

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Joshua Horacek, Jeff Fix, Patrick O'Malia, Holly Mattei, Jim Bahnsen, James Mako, Jay Bahnsen, Loudan Klein, Michael Kaper, Kirk Shaw, Amy Brown-Thompson, Dennis Keller, Trustee Wild, Jeff Porter, Mary Beth-Lane, Mr. and Mrs. Kaper, Vince Popo, Mayor Gary Matheny, Tony Vogel, Don Rector, Lisa Notestone, John Eisel, David Miller, Jon Slater, Kyle Witt, representatives from Violet Township, representatives from Millersport, and representatives from Sugar Grove.

Mr. Davis thanked the Violet Township Trustees, Mr. Eisel, and Ms. Mattei for hosting the meeting. They Commissioners hope to hold the 2019 State of the County at the Wigwam as well.

- **Legal Update**

Mr. Horacek did not have a legal update.

- **Administration and Budget Update/Carri's List**

- a. Announcements

The leadership conference (with three portions of required training) is September 27th. This will be held at FMC. An agenda was in the review packet, and multiple email reminders have been sent.

A "lunch n learn" session about environmental stewardship will be held on October 23rd at 11:30 am in the Commissioners' Hearing Room. Please bring your own (waste-free) lunch.

- b. Highlights of Resolutions

Dr. Brown highlighted 16 resolutions scheduled for the voting meeting.

We proposed a resolution to honor Constitution Week. (The proclamation will be presented at the City of Lancaster Council Meeting on September 24th at 7 pm.)

We proposed the approval of a contract with Setterlin for the Chestnut Street renovations for the Records Center. From last week's discussion, you will recall that there were six responding contractors, with five fully responsive to the request. The lowest bid was from Setterlin Construction at \$1,537,300, which is just within 110% of the published cost estimate of \$1,406,550. No other bids were within the 110% limit. The highest bid was \$2,152,000. We are proceeding with the contracting process with Setterlin Construction, and we are adjusting the overall project budget and plans as needed.

The Sheriff proposed approval of an agreement to receive donation of property from Republic (Pine Grove) for the creation of a firing range. Republic accepted revisions to the originally proposed agreement as we requested, and the agreement has been approved to form.

The Utilities Department proposed approval of signing a bill of sale relating to the Greenfield Water and Sewer District, following up on the previously approved resolution accepting the assets relating to this matter. The Utilities Department also proposed approval of placing delinquencies on the tax duplicate.

Economic Development proposed approval of the recommendation from the revolving loan fund committee to fund Porter's Coffee House in Pickerington as an RLF-CDBG project.

**Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018**

JFS proposed approval of a contract for protective placement in network.

RPC proposed a resolution to approve development agreements for the Chesapeake Section 1 Subdivision and necessary Milnor Road Improvements.

There were financial resolutions to approve, such as:

- A resolution authorizing the "Contractor's Application for Payment No. 1" for the Village of Thurston Long Street Upgrade CDBG FY2016 project;
- Appropriations from unappropriated funds for the general fund relating to electronic monitoring and multi-system youth needs for the remainder of the year (two resolutions, with the multi-system youth transaction including the transfer);
- A fund to fund transfer of appropriations for the VOCA grant match;
- A transfer by operation of law for reimbursement of the PCSA to the PA fund;
- Account to account transfers of appropriations for JFS to properly classify expenditures;
- Appropriations from unappropriated funds for EMA (non-general fund appropriations); and
- the payment of bills.

Mr. Davis reported that he was initially not thrilled to increase the electronic monitoring line item, but the jail population is trending down, and it is safe to say the utilization of the electronic monitoring is a factor in that decrease. Today's population of the county jail is 263 so Mr. Davis is comfortable with the appropriations from unappropriated funds. Regarding the MSY increase, it is very difficult and expensive to care for some children in desperate need of care. The question is whether to take care of those children, and the answer is easy.

Mr. Levacy agreed.

c. Administrative Approvals & Budget Update

1. Administrative Approvals

The review packet contained a list of administrative approvals for the week.

Dr. Brown pointed out the administrative approval which authorized Jon Kochis, EMA Director, to participate in the effort to address the disaster in North Carolina due to the hurricane. An intergovernmental agreement will reimburse Fairfield County for costs. Mr. Kochis left for North Carolina on September 15, 2018.

No questions were posed.

2. Budget update

Dr. Brown reported an environmental stewardship work group meeting was held on September 12th, and a lunch n learn about this topic is scheduled for October 23. Now, with the recycling trailers, we are reaching at least 90% of the county's 152,600 people. Further, by donating, repurposing, and recycling, we are extending the life of electronics at the county. With a procedure led by IT, approximately 50 technological products were repurposed or recycled last year, with cost savings of about \$2,000. In addition, the pay-in process (made possible by the local government innovation grant from 2012) has been a welcome improvement in increasing efficiency and reducing paper. More

Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018

importantly, we are building a culture that encourages employees to think of environmental stewardship in everyday operations.

Dr. Brown went on to state that throughout the year, we recognize good examples of customer service. The Visitation Center is implementing a customer service survey and continues to coordinate well with the grantor, the US Department of Justice.

The Leadership Conference agenda was in the review packet. We plan to honor FMC with a proclamation for their dedication to the Fairfield County community. Employing more than 2,000 employees, FMC is the largest employer in Fairfield County.

3. Project & Programs Update

County budget hearings begin October 25th. Administratively, detailed reviews have begun following the closing of "level 3" budget entry.

As previously discussed, the most significant increase proposed for 2019 is for the Board of Elections for elections equipment; the Board of Elections is hosting an open house at Liberty Center on September 22, Saturday, beginning at 10 am, for equipment options to be reviewed.

The Board of Elections is favoring two options at this point: an optical scan (ballot style) option or a "hybrid" option.

The optical scan system is a paper-based system in which the voter physically marks their vote on a paper ballot which is inserted into an optical scanner which records the vote. The paper ballots are maintained as the official vote and must be kept for 22 months (which comes with storage needs). All counties use this system for mail-in absentee voting. The system is paper intensive. The estimate of the capital cost is about \$1.4 M, with ongoing paper costs of about \$100,000 per year. This system is already state certified. The state allocation for voting equipment would pay for most of the acquisition costs of the basic optical scan voting system.

The hybrid option uses a touch screen interface to mark a ballot. The ballot is printed by a machine onto a paper ballot. The voter has opportunity to review selections on the touchscreen prior to printing and inserting a ballot into an optical scanner which then records the vote. Paper ballots are maintained as the official vote and must be kept for a minimum of 22 months (which comes with storage needs). The estimate of the capital cost is about \$3.1 M (perhaps \$3.6 M, based on the level 3 budget submission), and the state allocation would pay for less than half of the costs, meaning the state allocation would need to be significantly supplemented by general fund dollars if this option is selected.

There is another type of election equipment system known as the direct recording electronic system with touchscreen options in which machines are programmed for and contain one or more ballot styles on a machine. Votes are recorded on a SIM card within a machine. The paper ballot within the window of the machine is still the official record which must be kept for a minimum of 22 months (which comes with storage needs).

At the Board of Elections open house, they may present the options by vendor, as opposed as being labeled by type of system. This is thought to be the case because of how their announcement (in the review packet) is framed (noting vendors by acronym).

**Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018**

There are federal dollars available to support elections, and the state of Ohio is investing federal dollars in cybersecurity initiatives.

On September 17, Dr. Brown held an administrative update with Commissioner Kiger, conducting cybersecurity and ethics training, along with an overview of the Board of Elections open house plans.

Mr. Davis added that it is solely the Board of Elections' decision as to what equipment to purchase. The less expensive option would almost completely be covered by state funds, while the more expensive option (of the two now favored) is almost \$2,000,000 more than the state allocation. After the decision to purchase is made, the Commissioners then decide on the Board of Elections funding. Unfortunately, there is a history of litigation between the Commission and Board of Elections. A increase of \$2,000,000 is a huge deal to the county budget both this year and in years down the road. The less expensive option does have higher operational costs.

Mr. Levacy encouraged everyone to attend the equipment demonstration on Saturday. Some counties have already chosen the certified, paper ballot option, and the Commission hopes Fairfield County's Board of Elections will do this as well, in his opinion.

Mr. Davis added that the Commission has encouraged the Board of Elections to post the cost of the machines so the public knows about the costs as they try the machines during the open house.

Mr. Davis went on to say that he and Mr. Levacy were pleased to hear that Mr. Kiger is now home. They are not planning on him being able to return to active service this year but remain compliant with the AG's opinion and the Prosecutor's advice in terms of Mr. Kiger's service.

d. BRAVOs

Bravo to Loudan Klein, James Mako, and multiple stakeholders for their leadership in submitting Fairfield County's applications for recent grant awards. We are pleased with the approval of the 2018 Community Development Critical Infrastructure Award (\$200,000) for critical improvements to the Village of Sugar Grove's wastewater treatment plant and the approval of the 2018 Community Development Competitive Set-Aside Award (\$500,000) for the Neighborhood Revitalization project for the Village of Millersport.

(We had a press release about the two grants to issue following the voting meeting of September 18th.)

Bravo to everyone who participated in the United Way Community Care Day and Auction/Cookout events.

Thanks to Jon Kochis for his service in North Carolina.

- Old Business

- a. Vacation Petition for an alley in the City of Lancaster

Dr. Brown reported that Mr. Keller had connected with Lancaster regarding the vacation petition for the alley behind the Conrad Building. More documentation is to come, and we are proceeding with the plans to raze the Conrad Building.

- New Business

- a. CDBG Grant Awards

Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018

Mr. Mako presented information on the Neighborhood Revitalization Program grant award to the Village of Millersport. This grant is for \$500,000. The Village of Sugar Grove received the Critical Infrastructure Grant in the amount of \$200,000. Information regarding these projects is attached.

The Mayor of Millersport thanks the Commission, RPC (including former Director Holly Mattei), and village engineer for their work.

The Village of Sugar Grove thanked Michael Betts and village council as well. They are also very appreciative towards the Commission and Regional Planning staff. This grant will greatly decrease the amount the financially strapped village needs to contribute to the project.

Mr. Klein thanked Mr. Mako for all his expertise with CDBG grants and projects. Regional Planning will complete a total of \$1,000,000 in grant projects next year.

b. **Revolving Loan Fund Committee Recommendation and Award**

Mr. O'Malia introduced Chrystal Alward whose business "Porters Coffee House" was receiving an RLF award. There is a certain amount of RLF CDBG funding that must be allocated in Pickerington. A survey of Pickerington residents asked them what they would like to see in the downtown area, and the top response was a coffee shop, so this will be a perfect fit for the community. The RLF Committee is pleased to support development in downtown Pickerington.

Ms. Alward stated that she was a teacher for ten years and left that job over the summer to work full time on her cake business. She has received several awards from The Knot. She is very grateful for the award from the Revolving Loan Fund. Porters Coffee House is located on Church Street in Pickerington and will be open at 7:00 a.m. to about 8:00 p.m.

- General Correspondence Received (none)
- Calendar Review/Invitations Received
 - a. Fairfield County TID Meeting – Thursday, September 20th at 9:00 a.m. the Engineer's Office
 - b. Board of Elections Voting Machine Demos – Saturday, September 22nd from 10:00 a.m. to 3:00 p.m. at the Liberty Center
 - 1. Commissioners Levacy and Davis plan on attending
 - c. Bremen Chamber of Commerce Events
 - 1. Lunch – Thursday, September 27th at 12:00 p.m.
 - 2. Lunch – Thursday, October 25th at 12:00 p.m.
 - Commissioner Davis will attend
 - 3. Annual Meeting – Thursday, November 15th at 7:00 p.m.
- FYI
 - a. The jail population is 263.
 - b. Bike Buckeye Lake Quarterly Meeting – Thursday, September 27th at 6:30 p.m. at the Buckeye Lake Winery
- Issues Bin (none)
- Open Items (none)

**Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018**

Commissioner Davis stated at 9:49 a.m. that the Commission would be in recess until the 10:00 a.m. Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, September 18, 2018 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Vince Popo, Michael Kaper, Mr. and Mrs. Kaper, Aunie Cordle, Jon Slater, Trustee Wild, Jay Bahnsen, Jim Bahnsen, Kirk Shaw, Kyle Witt, Holly Mattei, Joshua Horacek, Amy Brown-Thompson, Loudan Klein, Jeff Barron, Patrick O'Malia, Jeff Fix, Lisa Notestone, David Miller, Mary Beth Lane, Tony Vogel, representatives from Violet Township, representatives from Millersport, and representatives from Sugar Grove.

Pledge of Allegiance

Prior to the Pledge of Allegiance, a moment of silence was held for Patriot Day.

Commissioner Davis asked everyone to rise as able, and he led the Pledge of Allegiance.

Announcements

Commissioner Davis asked if there were any announcements.

Dr. Brown announced the 5K walk on September 22nd at Victory Park sponsored by the Citizens to Protect Children and Elderly. A portion of the proceeds will support Project FORT, of the Major Crimes Unit, and she went on to thank the Bikers Against Child Abuse who have been strong supporters and advocates for child protective services.

Public Comment

Commissioner Davis asked if anyone from the public who would like to speak or offer comments.

There were no public comments.

Approval of Minutes for Tuesday, September 11, 2018

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, September 11, 2018 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of the Commissioners Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Commissioners resolutions:

- | | |
|--------------|--|
| 2018-09.18.a | A resolution authorizing the Contractor's Application for Payment No. 1 for the Village of Thurston Long Street Upgrade CDBG FY2016 project – Fairfield County Commissioners [Commissioners] |
| 2018-09.18.b | A resolution to appropriate from unappropriated in major expenditure object category for the General Fund# 1001 – Fairfield County Commissioners [Commissioners] |
| 2018-09.18.c | A resolution authorizing appropriate from unappropriated & fund to fund transfer to the Fairfield County Family Adult Children First Council for |

**Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018**

Multi-Youth Committee – 4th payment for the 2018 Allocation - Fairfield County Commissioners [Commissioners]

2018-09.18.d A resolution authorizing the approval of a proclamation. [Commissioners]

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Economic Development Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Economic Development resolution to approve the recommendation of the Fairfield County Revolving Loan Fund Loan Review Committee for a proposal to fund Porter's Coffee House, as an RLF-CDBG Project; see resolution 2018-09.18.e.

Discussion: Mr. Davis thanked Mr. Szabrak and Mr. O'Malia for their work. He looks forward to visiting the coffee house when it opens.

Roll call vote of the amended resolution resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Emergency Management Agency Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Emergency Management Agency resolution to appropriate from unappropriated in a major expenditure object category EMA 2707 (subfund 8149) Emergency Management Performance Grant; see resolution 2018-09.18.f.

Roll call vote of the amended resolution resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Facilities Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Facilities resolution authorizing the approval of a construction agreements and bid award for the Chestnut Street Records Center Remodel Project; see resolution 2018-09.18.g.

Discussion: Mr. Davis thanked Mr. Meyer for the leadership and funding. He also thanked Mr. Keller for his continued leadership and expertise for construction projects. Mr. Levacy stated he is looking forward to getting rid of the leased records storage space and is pleased with the contractor who received the bid award given the contractor was experienced.

Roll call vote of the amended resolution resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the JFS Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolutions:

2018-09.18.h A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

2018-09.18.i A resolution approving an account to account transfer Fund 2843 Ohio Start Grant [JFS]

**Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018**

2018-09.18.j A resolution regarding Network Placement and Related Services Agreement between The Anthony House and Job and Family Services, Child Protective Services Department [JFS]

Discussion: Ms. Cordle stated that the third resolution was a new residential facility agreement. The agency continues to be challenged to find network placement options in the state of Ohio.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Prosecutor's Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Prosecutor's resolution approving a Fund to Fund transfer from the Prosecutor's Local Match Allocation to Fund 2784 (subfund 8145) for Grant Year 2018/2019; see resolution 2018-09.18.k.

Roll call vote of the amended resolution resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Regional Planning Commission Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Regional Planning Commission resolution to approve development agreements for the Chesapeake Section 1 Subdivision and necessary Milnor Road Improvements; see resolution 2018-09.18.l.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Sheriff's Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Sheriff's Office resolution authorizing the Fairfield County Board of Commissioners to enter into an agreement with Republic Services of Ohio III, LLC, to accept a donation for the use of the creation of a firing range to be used by the Fairfield County Sheriff; see resolution 2018-09.18.m.

Discussion: Dr. Brown stated that the approval of the resolution is a first step for a work group that will be following up on additional steps, such as the development of policies and procedures for the firing range which will be used by the Sheriff's Office for training. Mr. Davis stated that the Commission visited with Republic Services and thanked them for their kind donation and cooperation previously. Mr. Levacy stated he too appreciated the donation and the fact that this location was away from residential areas.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Utilities Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Utilities resolutions:

2018-09.18.n A Resolution to Assess 2018 Water/Sewer Delinquencies.[Utilities]
[Utilities]

**Regular Meeting #39 - 2018
Fairfield County Commissioners' Office
September 18, 2018**

2018-09.18.o A resolution to sign the Bill of Sale Agreement between Greenfield Township Water and Sewer District and the Fairfield County Board of Commissioners [Utilities]

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Approval of the Payment of Bills Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2018-09.11.p.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Adjournment

With no further business, on the motion of Dave Levacy and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:11 a.m.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

The next Regular Meeting is scheduled for Tuesday, September 18, 2018 at 10:00 a.m.

Motion by: Seconded by:

that the September 11, 2018, minutes were approved by the following vote:

YEAS: NAYS: None
ABSTENTIONS: None
*Approved on September 18, 2018

 _____ Steven A. Davis Commissioner	 _____ Dave Levacy Commissioner	Absent _____ Mike Kiger Commissioner
 _____ Rachel A. Elsea, Clerk		



Community Development Block Grant (CDBG) Program PY2018



2018 CDBG

- Fairfield County submitted applications for two competitive CDBG grant programs offered by the Ohio Development Services Agency in PY2018:
 - **Neighborhood Revitalization Program**
 - **Critical Infrastructure Program**

2018 CDBG

Fairfield County was recently notified by the Ohio Development Services Agency that the two competitive grant program requests were fully funded:

- Neighborhood Revitalization Program-\$500,000 for the Village of Millersport
- Critical Infrastructure Program-\$200,000 for the Village of Sugar Grove

CDBG Basic Information

■ Neighborhood Revitalization Program

Neighborhood Revitalization Grant projects are designed to improve the quality of life, livability and functionality of distressed residential areas through a **comprehensive strategy**.

2018 CDBG-Neighborhood Revitalization Grant Program

Village of Millersport

- **Grant request was \$500,000 (includes administrative costs)**
- **Village officials completed an income survey in 2016 to qualify for CDBG funding**
- **Village and RPC staff worked since January 2018 in community meetings/project scoping**
- **Three public meetings were held with the community in Feb., March and April 2018**
- **Included a community-wide survey on potential projects**

2018 CDBG-Neighborhood Revitalization Grant Program (Millersport Projects)

- **Chautauqua Boulevard Improvements**
 - **Mill & overlay .60 miles of road**
- **Refugee Street Sidewalks**
 - **Construct new sidewalks along Refugee Street from Methodist Church to Veteran's Park and apartments**
- **Flood and Drainage Improvement Project**
 - **New storm sewers along 2nd and 3rd avenues from Chautauqua Blvd. to Canal Street**
- **Miller Park Improvements**
 - **Parking lot improvements at the park and paving of Gift Street**

2018 CDBG-Neighborhood Revitalization Grant Program (Millersport Projects-Matching Funds)

- **Canal Drive Street Improvements**
 - Allocation funded (\$100,000)
- **OEMA State Disaster Relief Program**
 - Recovery grant from 2017 storms (\$33,600)
 - Will fund improvements along Canal Drive and new storm sewer drops
- **County Land Bank**
 - Land bank will commit to acquire/demolish properties in Millersport during the grant period (\$5,000)

CDBG Basic Information

■ Critical Infrastructure Grant Program

Critical Infrastructure Grant program projects are designed to assist applicant communities with high priority, single-component infrastructure improvements.

2018 CDBG-Critical Infrastructure Grant Program

Village of Sugar Grove Wastewater Treatment Plant Improvements

- **Grant request was \$200,000 (includes administrative costs)**
- **Village officials completed an income survey in 2016 to qualify for CDBG funding**
- **Project will rehabilitate several mechanical components at the village's WWTP**
- **Findings from OEPA note that the plant's treatment mechanics are in a state of disrepair and in need of improvement**
- **Village has already secured approximately \$300,000 in OPWC funding**

Community Development Block Grant (CDBG) Program

