

COMMISSIONER'S JOURNAL

Wednesday

Regular

September 3, 2008

The Coshocton County Commissioners meet in regular session on Monday, September 3, 2008 with Mr. Dane Shryock, Mr. Gary Fischer and Mr. Larry Stahl in attendance. Also present was Ms. Jessie Marcincavage, WTNS, Kathie Dickerson, The Tribune, and Ms. Mary Beck, Clerk.

Minutes

Mr. Shryock made a motion, seconded by Mr. Stahl to approve the minutes as presented for the Wednesday, August 27, 2008 meeting.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Release of Mortgage – Klosinski

Mr. Shryock made a motion, seconded by Mr. Stahl to sign a Release of Mortgage for Gregg A. & Tara Klosinski dated December 8, 1997, filed for record March 20, 1998 in Volume 137, pages 913-916.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Resolution 2008-49

Mr. Robert Batchelor, County Prosecutor, Mr. Todd Brown, Chase Bank, Mr. Marc Kamer, Peck Shaffer & Williams, and Ms. Sandy Corder, County Auditor attended the meeting. Mr. Shryock asked if the note can be paid off early. Mr. Brown stated that the note can be paid off early at no penalty and a portion of the note can also be paid –off as well. Mr. Stahl made a motion, seconded by Mr. Shryock to sign Resolution 2008-49, a resolution providing for the issuance and sale of \$500,000 notes, in anticipation of the issuance of bonds to pay costs of road improvements, together with all necessary appurtenances thereto. Mr. Shryock stated that if the Engineer doesn't pay this note, then the general fund would be responsible for the payment.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Court Square

Mr. Shryock made a motion, seconded by Mr. Stahl granting permission to Ms. April Hughes and Mr. Michael Riley the use of the Court Square on October 18, 2008 from 1:00 p.m. to 4:00 p.m. for a wedding.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Rescind 1997 Access Management Regulations

Mr. Shryock made a motion, seconded by Mr. Stahl to rescind the Access Management Regulations that were adopted by the Coshocton County Commissioners in 1997 and have been replaced by Access Management Regulations that were adopted April 1, 2006.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

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Transfers/Additional

Mr. Stahl made a motion, seconded by Mr. Shryock to approve the following Transfer/Additional Requests which have been certified by the County Auditor.

JFS – Additional

| FROM | TO | AMOUNT |
|--------------------------------|----------------------------------|----------|
| Unappropriated Fund Balance | 030-0101-5103.00 Insurance Bonus | \$200.00 |
| | Soil & Water – Transfer | |
| 060-0100-5102.00 Salaries | 060-0100-5112.00 Unemployment | \$247.52 |
| | Dog & Kennel – Transfer | |
| 010-0100-5550.00 Animal Claims | 010-0100-5400.00 Other Expense | \$550.00 |

Commissioners – Additional

| | | |
|-----------------------------|--------------------------------------|-------------|
| Unappropriated Fund Balance | 001-0110-5400.00 CCC Other Expense | \$5,000.00 |
| Unappropriated Fund Balance | 001-0830-600.00 Crippled Child. Fund | \$19,680.59 |

EMA – Additional

| | | |
|-------------------------|-----------------------------------|------------|
| Revenue not anticipated | 140-0200-5400.07 | \$3,000.00 |
| | Clerk of Courts – Transfer | |
| 001-0250-5110.00 PERS | 001-0250-5113.00 Health Insurance | \$110.00 |

Vote: Fischer aye
 Shryock aye
 Stahl aye

Then and Now Certificates

Mr. Stahl made a motion, seconded by Mr. Shryock to approve the following Then and Now Certificates which have been certified by the County Auditor.

| <u>PAYEE</u> | <u>AMOUNT</u> | <u>DEPARMTENT</u> | <u>ACCOUNT NUMBER</u> |
|--------------------------|---------------|-------------------|-----------------------|
| CDW-G | \$677.00 | Soil & Water | 060-0100-200.00 |
| Inclusion Solutions, LLC | \$1,321.30 | Bd. Of Elections | 001-0310-5400.01 |
| CDC Of Ohio | \$1,800.00 | Commissioners | 220-0549-5260.01 |
| Mullet Drilling | \$5,115.00 | Commissioners | 220-0549-5260.01 |

Vote: Fischer aye
 Shryock aye
 Stahl aye



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Budget Revision Form – Litter

Mr. Shryock made a motion, seconded by Mr. Stahl to approve a Budget Revision Request From for Coshocton Litter & Recycling Prevention to transfer \$225 form the Equipment line item to Processing Services line item.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Non-Terrorist Declaration

Mr. Stahl made a motion, seconded by Mr. Shryock to sign the Government Business and Funding Contracts declaration regarding material assistance/nonassistance to a terrorist organization for the CFLP Solid Waste Grant Requests for 2009.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Monthly Mortgage Report

Received the Monthly Mortgage Report for the month of August 2008 from Mr. Dave Dilly, Coshocton County Recorder.

CHIP Pest Control Selection

Mr. Stahl made a motion, seconded by Mr. Shryock to award the bid for Pest Control for the CHIP Program to Extermital, West Lafayette, Ohio as they were lowest bidder.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

JFS HVAC – MR. Terry Miller & Mr. Tim Greer

Mr. Terry Miller, Ms. Mindy Fehrman attended the meeting to discuss the HVAC at JFS. Mr. Miller stated that after Johnson Controls made a proposal he spoke with Mr. Greer and determined that they will not be able to complete the suggestions. He just wanted to make the Commissioners aware of the meeting. The cost to make the suggested changes is very expensive and he does not feel that they are prudent for the county. He stated that they did not really request the meeting, Mr. Rine made the appointment for them. Mr. Miller really feels that these changes are unreasonable and they will be looking at different options. Ms. Fehrman stated that at times there are places in the building that are warmer or cooler, but it is manageable. Mr. Shryock stated that at this time, they need to replace some thermostats in their building. Mr. Miller said that is correct. He stated that they asked for some help with thermostats and Johnson Controls gave them a very large plan. Mr. Shryock stated that Johnson Controls did some work through House Bill 309 which allows the county to get low interest loans to make these types of changes with the thought that by making these changes the savings will pay for the cost of the changes. Mr. Fischer stated that he spoke with Mr. Greer and they would like to change the control panel and then replace all the thermostats to make them compatible. The Commissioners will speak with him and get back with Mr. Miller.

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TR 222, Clark Township Road Vacation

Ms. Rebecca Myers and Mr. Raymond Patterson attended the meeting. Mr. Fischer stated that the township trustees were notified that the decision would be made today. Mr. Stahl stated that he did go to their meeting and the trustees are aware of this issue and they are in agreement that this road should remain open. Mr. Shryock made a motion, seconded by Mr. Stahl to deny the petition of the Clark Township Trustees for the vacation of a portion Township Road 222, Clark Township, Coshocton, Ohio.

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| Vote: Fischer | aye |
| Shryock | aye |
| Stahl | aye |

Discussion – Wireless Agreement

Mr. Batchelor stated that there needs to be more definitions as to what terms in the contract mean. He requested the definition of MARCS Towers, "hot spot", County Assets. He also stated that it needs to be defined the areas that are going to be covered under this contract. Also, the expandability of those areas as well. The Commissioners then called Mr. Jeff Gamrath, and Mr. Greg Dunn, SZD Whiteboard to further discuss some questions. Mr. Batchelor then requested the definitions he previously discussed. He stated that the term of the agreement shall be 5 years, he also stated that we require vendors to utilize the same standards as we at the county are required by CORSA. He then asked what does it mean by County Assets. Mr. Dunn stated that county assets include the 911 towers in the county, but not the MARCS Towers. Mr. Batchelor asked about the sub-lease for the MARCS Towers and Mr. Gamrath stated that he thought the county was doing that. Mr. Dunn stated that he will make the changes and get them over to our office.

Discussion – Juvenile Court Roof

Mr. Steve Champagne and Mr. Tim Greer attended the meeting. Mr. Champagne stated that the last roof repairs were completed last fall or winter. At that time, the roof was completely re-done. They are asking that the Commissioners sign-off on the roof. He stated that it appears that the roof no longer leaks. Mr. Greer stated that they have not seen a leak in the roof since the project was completed. Mr. Shryock asked why would we want to sign-off on this with as much trouble as we have had with this roof. Mr. Champagne stated that Johnson Heating and Plumbing has never legally been responsible for this roof. Out of the kindness in their hearts and wanting to have a good working relationship with the county, did the work. Mr. Shryock asked if they have come to us and asked us to sign-off on this roof. Mr. Greer stated that they have not sent us anything requesting that we sign-off on the roof. Mr. Fischer stated that he does not have a problem signing a letter stating that they have done what they said they would do. Mr. Greer stated that the only thing they have not done is the replacement of the insulation, but he does not believe there was an issue with the insulation. Mr. Shryock asked if they feel we should send a letter to Johnsons signing-off on the work they agreed to do. Mr. Greer and Mr. Champagne stated that they feel the Commissioners should sign-off on this. Mr. Champagne stated that he will have Mr. Greer contact Johnsons Heating and Plumbing and have them send a letter requesting this. The Commissioners thanked them for attending.

Discussion – Maintenance

Mr. Tim Greer attended the meeting to explain the needs he feels are required at JFS. He stated that the biggest problem at this time is the thermostats. He would like to do some research to determine the cost to replace the control boards so that we can gain control of the system. At this time, we have not located the ability to do this. He stated that he will keep the Commissioners posted on this. He then stated that they have a drain issue at the jail. He would like to go in with a jackhammer this evening to determine the problem. Mr. Shryock asked if he ran a camera down the drain to determine where the leak is. Mr. Greer stated that they found water and could only go



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Maintenance Continued

about 12 feet. They have done a locator and determined where the leak is and that it is about 15 inches down. He is 90 % sure that the leak is in that area and not in another drain. He plans to rent a camera once they have it open and make certain they have located all the leaks.

Commissioners Office Restructure

Ms. Tiffany Swigert and Ms. Robin Schonauer attended the meeting. Mr. Shryock stated that over a number of years ago we dealt with Regional Planning with a part-time capacity. He stated that at that time he raised the discussion that we should hire a person for that position. The Executive committee met and it was determined that the Commissioners would contribute general fund monies for this position. The Executive Board of Regional Planning determined that this employee would be an employee of the Commissioners and would work under their direction as well as the Regional Planning. The Executive Committee did the interviewing for this position and recommended to the Commissioners hiring and salary scale. At the end of Ms. Swigert's 6 month evaluation, it was the recommendation by the Executive Committee that she be moved to the full salary structure that was previously paid to the prior director. The Commissioners knew that the Regional Planning position was going to be a learning curve and would in the future have additional responsibilities. Based upon recommendations of Mary Beck and Robin Schonauer, the Commissioners offered a retirement buy-out program, there would be a potential savings to the county of approximately \$110,000 over the next two years. The only person eligible for this plan would be Ms. Pat Harsh. They believed that Ms. Harsh's duties could be absorbed by our office if Ms. Swigert, with her insurance qualifications, and previous workers compensation experience, were to come and work out of our office. The Commissioners felt this would be a benefit to the Commissioners Office as well as the county. Ms. Harsh's duties would then be split between Ms. Swigert and other employees in the Commissioners Office. Ms. Swigert's qualifications include 3 years experience at State Farm Insurance as an adjuster, part of the State Farm's employer education was in workers compensation, personal and commercial liability and risk management. These actions were given to the Executive Board of Regional Planning and they feel she has time to fulfill these additional responsibilities for the county. These responsibilities are statutorily given to the County Commissioners Office to fulfill as they so choose.

In addition, Ms. Mary Beck handles 2 plus million dollars in insurance responsibility. She works daily and yearly with insurance carriers to manage the county's health insurance. Two years ago this responsibility was completely put in her hands and she has continued to be diligent in saving the county monies. This office feels that she is the Administrator of the Commissioners Office which includes dealing with Human Resource matters such as the Personnel Policy Manual, litigation issues and Personnel Issues in addition to the insurance and regular clerking duties. These duties are also a responsibility of the Commissioners Office as defined by the Ohio Revised Code. Mr. Shryock then made a motion, seconded by Mr. Stahl to promote Ms. Mary Beck to the position of Administrator/Clerk of the Coshocton County Board of Commissioners. In the past, she has saved the county approximately \$85,000 on our insurance last year and has increased the vision coverage for employees last year. This year which will take effect October 1, 2008, we were told to expect a 14-22% increase in premiums by our Third Party Administrator. Because of her work with the consultants and negotiations with insurance companies she was able to get the costs down to less than a 2% overall increase in premiums.

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| Vote: Fischer | aye |
| Shryock | aye |
| Stahl | aye |

In regards to Ms. Robin Schonauer, we created her position 2 years ago because the Commissioners Office is charged by the Ohio Revised Code with the responsibility of the county budgets. Ms. Schonauer took on that responsibility and this has allowed the Commissioners to make informed financial decisions. Since that time, we have continually given her more responsibilities. With that

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Restructure – Commissioners Office

being said, we have now placed her directly under the board with the day to day budget requirements. Mr. Fischer stated that this also adds to the continuity of this office in the matter of finances for the Commissioners. As a result these two positions will now be considered as administrative employees and will be compensated and rewarded at a normal different time schedule than other Commissioner's employees. Based on the recommendation of our attorney, Mr. Stahl made a motion, seconded by Mr. Shryock to promote Ms. Robin Schonauer to the position of Financial Analyst for the Coshocton County Commissioners. Mr. Shryock stated that there needs to be continuity in this office and with the placement of Ms. Schonauer in this position, it meets the needs of this office to continue to move this county forward. Mr. Stahl stated that as the Commissioners are the taxing authority for the county and they set the budgets of the various departments, it is paramount and critical that in the faithful discharge of our duties we are in constant contact with the Administrator/Clerk and the Financial Analyst within our office so that we can fulfill our duties as prescribed by the Ohio Revised Code. We are quite capable of fulfilling the duties of our office.

Mr. Shryock then made a motion, seconded by Mr. Stahl to move Ms. Tiffany Swigert to the Commissioners Office and combine her Regional Planning position with the Safety Directors Position.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

EMS Update

Mr. Bernie Minet stated that he would like to hire 3 part-time employees to add to their staff. The employees are Heather Parker, EMT-B, Richard Patterson, EMT-B and Mr. Donald Neighbor, Jr., EMT-B. Mr. Shryock made a motion, seconded by Mr. Stahl to hire these employees dependant upon meeting the requirements of pre- employment screenings and at the request of Mr. Bernie Minet.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |

Mr. Fischer stated that the Commissioners try to put the right people in the position so that when they come to them with a recommendation the Commissioners feel confident that they are making the right decision.

Mr. Minet then stated that he is requesting that the Commissioners grant them permission to have a credit card for departmental use in the case of travel, lodging and food. They are in need of this as they are part of a team that may be dispatched in the case of a hurricane or emergencies. They are requesting the county credit card for that purpose and that of training, ect. Mr. Stahl made a motion, seconded by Mr. Shryock granting permission to the Emergency Medical Services to get a credit card for travel, lodging and food.

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| Vote: | Fischer | aye |
| | Shryock | aye |
| | Stahl | aye |



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EMS Continued

He then stated that we have all our numbers in on the billing. We are starting to see some increase in the amount of revenue we are receiving. We are still waiting on the Medicaid number, but we can back-bill on that issue. We have had some issues with our monies being paid into the wrong accounts at the county level. We are getting this corrected. The finances are holding steady at this time. They did anticipate the delay in receiving monies because of the Medicare number, but they have made many internal cuts in their departments. This has made a savings of approximately \$2,000. The total call volume to date is 3,792. That is up over last year. They are able to handle the non-emergency and hospital transports. They were concerned about this, however, they have worked diligently to make certain we do not have to contact another ambulance service for assistance. Mr. Shryock stated that he would like to commend the EMS and their staff on the great work that they do. Mr. Minet asked the Commissioners if it would be possible to let an employee utilize the bay area of the garage to feed the Coshocton Football Team. The Commissioners stated that they have no problem with them doing this. That being all, the Commissioners thanked him for attending.

Adjourn

At 1:00 p.m. Mr. Fischer adjourned the meeting.



 Gary L. Fischer



 Dane R. Shryock



 Larry K. Stahl



 Administrator/Clerk