

## **MINUTES OF JANUARY 29, 2008 AGENDA MEETING**

Commissioner Reiff opened the meeting at 9:15 a.m. on the 29<sup>th</sup> day of January, 2008 with the following members present: Commissioner Greg Sneary, Commissioner W. Dan Reiff, Commissioner Sam Bassitt, Asst. Clerk of the Board Kelli Singhaus and Benefits Coordinator Nicole Ward.

Larry Vandemark led the Pledge of Allegiance.

Commissioner Sneary moved for the approval of the January 24, 2008 Agenda Meeting minutes. Commissioner Bassitt seconded the motion. The minutes were approved as submitted.

### **Action Items:**

#### ***Resolution #55-08. Authorize training, seminar and travel related expenses for various departments.***

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

#### ***Resolution #56-08. Approval of the revision of Personnel Policies and Procedures.***

Steve Kayatin, Sanitary Engineer, requested the adoption of revisions to the personnel policies and procedures to ensure safe, efficient and effective operations of the department. Said policy is effective January 1, 2008.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and Resolution was approved unanimously.

#### ***Resolution #57-08. Authorize revision to the Allen County Employee Worker's Compensation Policy for the county.***

Nicole Ward, Benefits Coordinator, requested revisions to the policy to ensure safe and appropriate guidelines for reporting work related injuries as well as assuring workplace safety for all county departments.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and Resolution was approved unanimously.

#### ***Resolution #58-08. Approval of an annexation petition of territory located in American Township to the City of Lima.***

Dale Vandemark, Agent for the Petitioners, filed a petition on January 2, 2008 for a Type 2 non-withdrawal annexation of approximately 196.525 acres signed by three (3) owners of real estate. The Commissioners find that the petition and plat to be in order as well as the resolution approved by Lima City Council. Larry Vandemark, American Township Trustee, stated that the trustees have issues in regards to this annexation. He stated that the City of Lima has difficulty maintaining their own streets and providing safety services to the residents located within the city limits. American Township can offer better quality services for the residents located in the territory proposed to be annexed as well as to any new developers that would locate within the vicinity. Tim Piper, Allen County Engineer, had concerns as well. Even though the plat appears to be in order, he is concerned with the services that are to be provided by the city police, fire, road maintenance, etc. He is also concerned with the tax revenues for automobile registration on who is to receive these dollars. Piper requested that he be notified of any future annexation petitions filed with the Clerk of the Board.

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #59-08. *Approval of the filing of an annexation petition for territory located in Auglaize Township in the Village of Harrod.***

A petition for territory located in Auglaize Township to the Village of Harrod was filed by William C. Emerick, Agent for the Petitioner, on January 24, 2008.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #60-08. *Approval of a Supplemental Appropriation for the Jail Maintenance Fund 2847.***

Becky Saine, County Administrator, requested a total new appropriation of \$75,000 for new expense accounts.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #61-08. *Approval of a Supplemental Appropriation for Various Bond funds.***

Bruce Wells, Business Manager, requested an increase in the appropriation of \$3,010.00 for a new appropriation of \$288,092.00. This is necessary to facilitate payment to bond attorney for rebate calculation.

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #62-08. *Approval of a Supplemental Appropriation to the Variable Subsidy Fund 2862.***

Julie Norberg, Co-Project Director, requested an increase in the appropriation of \$52,000 for a new appropriation of \$54,000. This is due to additional grant dollars received from the Ohio Department of Youth Services.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #63-08. *Approval of a Supplemental Appropriation to Various Ditch Funds.***

Bruce Wells, Business Manager, requested an increase in the appropriation of \$246,400 for a new appropriation of \$1,029,300. This is necessary to increase the appropriations in order to pay maturing notes in 2008.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #64-08. *Approval of an intradepartmental transfer.***

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #65-08. *Request County Auditor to certify monthly amount of monies received from additional tax imposed.***

This is a request to deposit the sum of \$32,208 to the 911 Systems Fund, \$50,000 to the Capital Improvement Fund with the remainder to be deposited into the general fund effective February 1, 2008.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #66-08. *Accept payment from County Risk Sharing Authority for damages at the Civic Center.***

Damage was done to doors located at the Civic Center resulting in a claim of \$3,900 less a \$2,500 deductible for an insured loss of \$1,400.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #67-08. *Accept payment from Cincinnati Insurance Company for damages at Memorial Hall.***

Drywall was damaged during an event being held at Memorial Hall. Payment from Cincinnati Insurance Company was received in the amount of \$512.60 to cover said claim.

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #68-08. *Approval of Change Order #1 with Garman-Miller and Associates for the Allen County Title and License Services Building Project.***

A change order was received in the amount of \$8,528.00 for redesign of architectural, plumbing, mechanical, electrical and related systems of said project. The change order will increase the contract amount to \$76,228.00.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and Resolution was approved unanimously.

**Resolution #69-08. *Accept bid and enter into contract with Sand Ridge Excavating.***

Five (5) bids were received for the Joint County Flat Fork Creek Ditch #1224. Douglas Degen, Drainage Engineer, submitted a request to enter into contract with Sand Ridge Excavating in the amount of \$283,469.60.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and Resolution was approved unanimously.

**Discussion Items:**

**A. Bruce Wells, Community Development Coordinator, presented the following:**

1. Request to schedule and advertise the First Public Hearing on the 2008 Community Development Block Grants. In order to apply for grant under the Ohio Small Cities Community Development Block Grant Programs, a public hearing is required to address all grants available. These hearings are utilized by the townships, villages, and the City of Delphos. Said hearing is scheduled for February 19, 2008 at 11:00 a.m.
2. Request to approve the Policies and Procedures Manual for the FY'07 Housing Grants. The County previously applied for and received approval for three (3) FY'07 Housing Grants that total \$544,000. The grants include funds for property repairs, rehabs, downpayment assistance, new construction (through a partnership with Habitat for Humanity) and associated administrative and technical activities. As part of the grant application, a revised policy and procedure manual outlining the program parameters and processes is required by the Ohio Department of Development. WSOS has assisted with this update and is presenting the manual for approval and submission to the state. The policy addresses new policies which are mandated by the state as well as clean-up and clarification of policy/procedure language.

**Announcements, Proclamations, Recognition and Commendations**

With no further business to come before the Board, Commissioner Reiff moved to adjourn. Commissioner Bassitt seconded the motion. Meeting was adjourned.

Submitted by:

Approved by:

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Kelli A. Singhaus  
Asst. Clerk of the Board

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Greg Sneary

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W. Dan Reiff

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Sam Bassitt