

St. Clairsville, Ohio

November 1, 2017

The Board of Commissioners of Belmont County, Ohio, met this day in regular session. Present: Mark A. Thomas, J. P. Dutton and Josh Meyer, Commissioners and Jayne Long, Clerk of the Board.

MEETINGS ARE NOW BEING RECORDED
ALL DISCUSSIONS ARE SUMMARIZED. FOR COMPLETE PROCEEDINGS
PLEASE SEE CORRESPONDING CD FOR THIS MEETING DAY.

IN THE MATTER OF APPROVING RECAPITULATION OF VOUCHERS FOR THE VARIOUS FUNDS

Motion made by Mr. Thomas, seconded by Mr. Dutton to approve and sign all bills that have been certified in the Auditor's office and considered by the Board. It is hereby ordered that the County Auditor issue his warrant on the County Treasurer in payment of the bills allowed:

IN THE TOTAL AMOUNT OF \$494,132.85

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Dutton	Yes
Mr. Meyer	Yes

IN THE MATTER OF TRANSFERS WITHIN FUND

Motion made by Mr. Thomas, seconded by Mr. Meyer to approve the following transfers within fund for the following funds:

A00 GENERAL FUND

FROM	TO	AMOUNT
E-0051-A001-A28.000 Other Expenses	E-0051-A001-A50.000 Budget Stabilization	\$1,384.39
E-0151-A002-F09.000 Other Expenses	E-0151-A002-F02.002 Salaries	\$3,700.00
E-0151-A002-F09.000 Other Expenses	E-0151-A002-F07.003 PERS	\$300.00

G50 LODGING EXCISE TAX

FROM	TO	AMOUNT
E-1910-G050-G01.000 Conv. & Visitors Bureau	E-1910-G050-G12.000 Village of Barnesville	\$ 1.59

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Meyer	Yes
Mr. Dutton	Yes

IN THE MATTER OF REPAYMENT OF THE 2018 GRANT MATCH FOR THE W80 PROSECUTOR'S VICTIM PROGRAM

Motion made by Mr. Thomas, seconded by Mr. Meyer to make the following **REPAYMENT for the overpayment of monies** for the W80 Prosecutors Victim Assistance Program.

FROM	TO	AMOUNT
E-1511-W080-P01.002 Salaries	R-0040-A000-A47.574 Transfers In	\$3,060.00

Upon roll call the vote was as follows:

Mr. Thomas
Mr. Meyer
Mr. Dutton

IN THE MATTER OF APPROVING THEN AND NOW CERTIFICATE/AUDITOR'S

Motion made by Mr. Thomas, seconded by Mr. Dutton to execute payment of Then and Now Certification dated _November 1, 2017, presented by the County Auditor pursuant to O.R.C. 5705.41(d) 1, and authorizing the drawing of warrant(s) in payment of amounts due upon contract to order.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Dutton	Yes
Mr. Meyer	Yes

IN THE MATTER OF GRANTING PERMISSION FOR COUNTY EMPLOYEES TO TRAVEL

Motion made by Mr. Thomas, seconded by Mr. Dutton granting permission for county employees to travel as follows:

DJFS-Jack Regis to Athens, OH, on November 14, 2017, for the Quarterly Fiscal Meeting. Estimated expenses: \$12.00.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Dutton	Yes
Mr. Meyer	Yes

IN THE MATTER OF APPROVING MINUTES OF REGULAR BOARD OF COMMISSIONERS MEETING

Motion made by Mr. Thomas, seconded by Mr. Meyer to approve the minutes of the Belmont County Board of Commissioners regular meeting of October 18 and October 25, 2017.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Meyer	Yes
Mr. Dutton	Yes

Mr. Thomas made the following announcement-

The Belmont County Board of Commissioners is accepting applications to fill a position on the Transportation Improvement District (TID) Board. Applications will be accepted through **November 10, 2017**. Interested parties may stop in or contact the Commissioners' office at [\(740-699-2155\)](tel:740-699-2155) to request an application.

IN THE MATTER OF LIQUOR LICENSE FOR SOBER SYSTEMS LLC, DBA OHIO VALLEY PLAZA EXXON

November 1, 2017

Motion made by Mr. Thomas, seconded by Mr. Dutton to advise the Ohio Division of Liquor Control, the Board of Belmont County Commissioners does not request a hearing on the matter of a request for a stock transfer for Liquor Permit Number 8343414 for Sober Systems LLC, DBA Ohio Valley Plaza Exxon, [50708 National Road](#), Richland Township, St. Clairsville, OH. 43950.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Dutton	Yes
Mr. Meyer	Yes

IN THE MATTER OF ADVERTISING FOR REQUEST FOR PROPOSALS/FOX SHANNON WASTEWATER TREATMENT PLANT

Motion made by Mr. Thomas, seconded by Mr. Meyer to advertise for **Request for Proposals** for sludge management services at the Fox-Shannon Wastewater Treatment Plant.

REQUEST FOR PROPOSALS

BELMONT COUNTY COMMISSION
ST. CLAIRSVILLE, OHIO

The Belmont County Water & Sewer District (District) is interested in obtaining proposals from biosolids management firms for a contract for providing comprehensive management of biosolids generated from the Fox Shannon Wastewater Treatment Plant. The District currently land applies cake biosolids on their own property adjacent to their treatment plant and additional permitted sites in Belmont County. The requested services in general will involve pumping liquid aerobically digested biosolids from a below-grade holding tank and both dewatering the solids for winter storage onsite at the plant and transporting and land applying thickened liquid solids on permitted sites. Interested firms shall deliver four bound copies of the RFP response to the District's mailing address by 2:00 p.m. November 17, 2017.

Proposal Specifications may be obtained by contacting the following:

Vaughn, Coast & Vaughn, Inc.
154 S. Marietta St.
St Clairsville, OH 43950
7406957256
7406952203 fax
vcvinc@vaughncoastvaughn.com

The selection of a qualified contractor will be based on the proposer's professional qualifications, experience, and expertise with consideration given to the following:

1. Demonstration of a thorough understanding of all aspects of the work scope and potential problems which may be encountered.
2. Experience with the successful completion of similar size and type work scope.
3. Staffing and man-hours required for work scope.
4. Ability to complete the work scope to the satisfaction of the District.
5. Previous satisfactory work performed for the District.

Upon completion of the evaluation process, the District will rank the firms and select the firm judged to be most qualified. The District intends to negotiate an agreement with the firm ranked most qualified to perform the required services. The District reserves the right to terminate the overall selection and contract negotiation process at any time in the overall process.

RFPs may be sent to: Belmont County Water & Sewer District
P.O. Box 457
St. Clairsville, OH 43950

To be published 2 times: November 6, 2017 and November 13, 2017.

Please send proof of publication and invoice to: Belmont County Water & Sewer District
PO Box 457
St. Clairsville, OH 43950

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Meyer	Yes
Mr. Dutton	Yes

IN THE MATTER OF ADVERTISING FOR REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR RENOVATIONS TO TWO EXISTING BUILDINGS TO HOUSE COUNTY DIVISIONAL COURTS AND VARIOUS OTHER COUNTY OFFICES

Motion made by Mr. Thomas, seconded by Mr. Dutton to advertise a Request for Qualifications for Architectural Services for renovations to two (2) existing buildings to house the Eastern, Northern and Western Division Courts and various other county offices.

Note: These are the Health Plan buildings on National Rd. E in St. Clairsville

NOTICE

REQUEST FOR QUALIFICATIONS

The Board of Commissioners, Belmont County, Ohio is accepting qualifications from design professionals for architectural services for renovations to two (2) existing buildings to house the Belmont County Divisional Courts and various other county offices. A more detailed public announcement of the types of anticipated required services and the qualifications sought may be obtained in person at the Commissioners Office, 101 W. Main Street, St. Clairsville, Ohio 43950, or by calling (740) 699-2155, between the hours of 9:00 a.m. and 4:00 p.m. daily, Monday through Friday. Statements of qualifications will be accepted until 4:00 p.m. on Tuesday, December 12, 2017.

Times Leader Ad two (2) Tuesdays-November 7 and 14, 2017

By order of the Board of
Belmont County Commissioners
Jayne Long /s/
Jayne Long, Clerk

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
FOR RENOVATIONS TO TWO (2) EXISTING BUILDINGS
TO HOUSE COUNTY DIVISIONAL COURTS
AND VARIOUS OTHER COUNTY OFFICES**

The Board of County Commissioners, Belmont County, Ohio, intends to contract for architectural services for renovations to two (2) existing buildings (the former Health Plan office buildings) to house the Belmont County Divisional Courts and various other county offices. Architectural firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 4:00 p.m., on the 12th day of December, 2017.

Statements of qualifications should include information relating to the firm as follows:

1. Competence of the firm to perform the required professional investigation of existing conditions, design services, contract administration, and site inspections as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services. Also, any examples of specific knowledge, expertise and project management related to this type of work particularly including the Ohio Supreme Court's Court Facility Standards and Ohio Court Security Standards.

2. The ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional investigation of existing conditions, design services, contract administration, and site inspections, competently and expeditiously, also clearly identifying any sub-consultants/contractors, if proposed, with similar information.
3. Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.
4. The firm's familiarity with local government procurement and bidding requirements.
5. A brief project understanding description, including any concerns regarding permits, schedules, site, etc.
6. Demonstrated experience with the design and construction of similar renovation projects for existing buildings with a design/build, construction manager at risk, and/or general contractor delivery method.
7. Experience in other areas that might be useful to the Board of Commissioners in the development of this project, particularly including experience in the construction and security requirements for Ohio court facilities.
8. The firm's practices with respect to front end construction documents, site visits and oversight of the construction work, and contract administration which may be required for the project.
9. The firm's current insurance coverage, including errors and omissions coverage.
10. The firm's claims history for the past 10 years.
11. Any statistics kept internally on change order history and project completion dates versus contractual completion dates.

Statements of qualifications should be sent to:

Belmont County Board of Commissioners
c/o Jayne Long, Clerk
101 W. Main Street
St. Clairsville, OH 43950

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Dutton	Yes
Mr. Meyer	Yes

OPEN PUBLIC FORUM-Richard Hord said he saw an article in the Times Leader about an indoor sports complex in Belmont County and asked how that might be affected by Ohio County's plans for a similar facility at the Highlands. Mr. Thomas said he thinks that facility is to be used by Ohio County Schools and Belmont County may not have first choice for its use. He said the conceptual plan is to provide a facility to serve Belmont County youth first. He thinks more facilities will be positive for tourism.

Mr. Hord asked if the needs of the stray cats in Belmont County are being met since the Belmont County Animal Shelter is no longer taking them. Mr. Dutton said this is not just in Belmont County and noted both Marshall County and Jefferson County also has limitations on the cats they have been accepting. He said it wasn't necessarily a decision of not wanting them but that there was no more space for them. We were maxed out. He said as the Board has talked to other shelters around the state about good guidance type policies, each has mentioned it is very important to have our population at a level that is manageable. He said if you get above certain numbers it impacts the care of the animals. Our numbers have come down slightly, he said. He said everything at the shelter is a long-term process and feels that everything going on the last few weeks has been very positive. Mr. Thomas said the Board has met with Back Street Cats and the Belmont County Animal Rescue League and they are handling a lot. He said the Belmont County Humane Society is also handling a lot of cats.

Ali Redmond, CORSA Membership Services Manager and Bob and Clay Bethel, Bethel Insurance

Re: Annual appraisals

Also present were Katie Bayness, HR Administrator and Jack Regis, Facilities Manager.

Ms. Redmond delivered county building appraisal information that was gathered over the last few months. She said they are trying to streamline the appraisal process and want to make sure everyone is working with the correct information. Two years ago CORSA did a Request for Proposal for a new appraisal firm and they are using HDA Asset Management now. The first year HDA appraised all the courthouses, the past year they went back and appraised any property over \$100,000. Anything under a \$100,000 is trended this year. CORSA is hoping to get on a 4 to 5 year schedule for the appraisals in the future. Ms. Redmond noted the old total insured value was \$166 million; the total new value insured is \$177 million which is an \$11 million increase. If the premium was increased now it would be a \$3,000 increase in premium; it will not be increased until renewal.

**IN THE MATTER OF ENTERING
EXECUTIVE SESSION AT 9:48 A.M.**

Motion made by Mr. Thomas, seconded by Mr. Meyer to enter executive session with Katie Bayness, HR Administrator, pursuant to ORC 121.22(G)(4) Collective Bargaining exception.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Meyer	Yes
Mr. Dutton	Yes

**IN THE MATTER OF ADJOURNING
EXECUTIVE SESSION AT 10:00 A.M.**

Motion made by Mr. Thomas, seconded by Mr. Meyer to exit executive session at 10:00 a.m.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Meyer	Yes
Mr. Dutton	Yes

AS A RESULT OF EXECUTIVE SESSION-

**IN THE MATTER OF ENTERING INTO A MEMORANDUM OF
UNDERSTANDING BETWEEN AFSCME, OHIO COUNCIL 8 AND
THE COMMISSIONERS REGARDING APPROVED 2017 AND 2018
HOLIDAY LEAVE SCHEDULE FOR EMPLOYEES OF THE BUILDINGS & GROUNDS DEPT.**

Motion made by Mr. Thomas, seconded by Mr. Meyer to enter into a Memorandum of Understanding between AFSCME, Ohio Council 8, Local 702, and the Belmont County Board of Commissioners regarding the approved 2017 and 2018 Holiday Leave Schedule for those employees of the Building and Grounds Department covered by the current collective bargaining agreement.

**MEMORANDUM OF UNDERSTANDING
Regarding Holiday Leave Schedule**

**American Federation of State, County and Municipal Employees, Council 8
Belmont County Commissioners re Building and Grounds Department**

This Memorandum of Understanding ("MOU") is entered into between the American Federation of State, County and Municipal Employees, Ohio Council #8, Local 702, ("Union") and the Belmont County Board of Commissioners ("Commissioners"). This MOU explains the parties' intent regarding the designation of holidays under Article 27 of the collective bargaining agreement between the Commissioners and the Union that took effect as of March 1, 2016 (the "CBA").

November 1, 2017

In exchange for the elimination of "General Election Day" (1/2 day per County policy) from the holidays listed in Article 27 of the CBA, the parties agree to add a paid full holiday scheduled November 24, 2017 and November 23, 2018 [the day after Thanksgiving, eight (8) hours holiday pay].

This MOU shall only be in force and effect for the 2017 and 2018 calendar years. Unless a subsequent agreement is reached, the Union shall retain only those holidays currently listed in Article 27 of the CBA during the 2019 calendar year.

This action shall not set a precedent regarding the designation of holiday days beyond 2018 and this MOU shall not form the basis for any claim of past practice or entitlement to advancement in the futures.

<u>Tracy E. Oates /s/</u> Union Representative	<u>10/31/17</u> Date
<u>Charlie Arigoni /s/</u> Union President	<u>10-30-17</u> Date
<u>Jack Regis /s/</u> Commissioners Representative	<u>10-30-17</u> Date
Belmont County Commissioners <u>Mark A. Thomas /s/</u> Mark A. Thomas, President	<u>11-2-17</u> Date
<u>J. P. Dutton /s/</u> J. P. Dutton, Vice-President	
<u>Josh Meyer /s/</u> Josh Meyer	

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Meyer	Yes
Mr. Dutton	Yes

Departmental Budget Hearing-Buildings & Grounds-Present: Jack Regis, Facilities Manager, Lisa Vannoy and Jaclynn Smolenak, Assistant Clerks.

The number of county buildings has increased. Mr. Thomas said they will need to discuss grass cutting in the future at the Health Plan building. The Board will have to decide if they should use a private company to cut the grass or have Building and Grounds do it. Mr. Thomas will call two local companies for an estimate. Mr. Regis said his department would need a new mower if they are going to cut the grass-estimate for new mower is \$24,900. Maintenance staffing at the various county buildings was discussed. Mr. Regis said when Western Court, Prosecutor and the Title Department move it would free up two workers. Eventually someone will be going to the Health Plan building.

BREAK

Reconvened at 11:19 a.m.

IN THE MATTER OF APPROVING THE BUSINESS SERVICE ORDER AGREEMENT WITH COMCAST BUSINESS /ANIMAL SHELTER

Motion made by Mr. Dutton, seconded by Mr. Meyer to approve and authorize Commission President Mark A. Thomas to sign the Business Service Order Agreement with Comcast Business for internet service at the Belmont County Animal Shelter in the amount of \$114.90 monthly, for a two-year term, with a one-time installation charge of \$99.00.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Meyer	Yes
Mr. Thomas	Yes

IN THE MATTER OF ADJOURNING COMMISSIONERS MEETING AT 11:20 A.M.

Motion made by Mr. Thomas, seconded by Mr. Dutton to adjourn the meeting at 11:20 a.m.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Dutton	Yes
Mr. Meyer	Yes

Read, approved and signed this 8th day of November, 2017.

Mark A. Thomas /s/

J. P. Dutton /s/ COUNTY COMMISSIONERS

Josh Meyer /s/

We, Mark A. Thomas and Jayne Long, President and Clerk respectively of the Board of Commissioners of Belmont County, Ohio, do hereby certify the foregoing minutes of the proceedings of said Board have been read, approved and signed as provided for by Sec. 305.11 of the Revised Code of Ohio.

Mark A. Thomas /s/ PRESIDENT

Jayne Long /s/ CLERK