

St. Clairsville, Ohio

December 10, 2025

The Board of Commissioners of Belmont County, Ohio, met this day in regular session. Present: J. P. Dutton, Jerry Echemann and Vince Gianangeli, Commissioners and Bonnie Zuzak, 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. Dutton, seconded by Mr. Echemann 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 her warrant on the County Treasurer in payment of the bills allowed:

**IN THE TOTAL AMOUNT OF \$1,186,874.65**

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF TRANSFERS WITHIN FUND**

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

**A00 GENERAL FUND**

FROM	TO	AMOUNT
E-0011-A001-B02.002 Salary Employee	E-0011-A001-B04.012 Equipment	\$9,097.98
E-0011-A001-B02.002 Salary Employee	E-0011-A001-B05.012 Computer	\$3,284.81
E-0011-A001-B03.010 Supplies	E-0011-A001-B05.012 Computer	\$7,334.28
E-0011-A001-B07.000 Travel	E-0011-A001-B05.012 Computer	\$4,652.53
E-0011-A001-B08.000 Advertising & Printing	E-0011-A001-B05.012 Computer	\$2,531.18
E-0011-A001-B09.003 PERS	E-0011-A001-B05.012 Computer	\$14,411.22
E-0011-A001-B11.000 Other Expense	E-0011-A001-B05.012 Computer	\$6,371.64
E-0051-A001-A10.000 Professional Services	E-0257-A015-A15.074 Transfers Out	\$7,916.66
E-0051-A001-A28.000 Other Expenses	E-0051-A001-A08.000 Travel	\$5,000.00
E-0121-A006-B03.010 Supplies	E-0120-A006-B01.001 Salary-Official	\$1,126.93
E-0121-A006-B08.000 Travel	E-0120-A006-B01.001 Salary-Official	\$84.62
E-0121-A006-B09.003 PERS	E-0120-A006-B01.001 Salary-Official	\$1,083.45
E-0141-A001-C02.002 Salaries-Employees	E-0140-A001-C01.002 Salary-Official	\$1,212.71
E-0141-A001-C02.002 Salaries-Employees	E-0141-A001-C03.010 Supplies	\$4,000.00
E-0141-A001-C02.002 Salaries-Employees	E-0141-A001-C11.000 Other Expenses	\$787.29
E-0160-A009-D14.000 Veteran's Bldg Maint.	E-0160-A009-D02.002 Salaries-Employees	\$14,000.00
E-0160-A009-D14.000 Veteran's Bldg Maint.	E-0160-A009-D07.003 PERS	\$7,000.00

**J00 REAL ESTATE ASSESSMENT**

FROM	TO	AMOUNT
E-1310-J000-J05.004 Other Expenses	E-1310-J000-J07.008 Hospitalization	\$6,026.10

**K00 MOTOR VEHICLE AND GASOLINE TAX**

FROM	TO	AMOUNT
E-2813-K000-K37.000 Other Expenses	E-2813-K000-K25.002 Salaries Laborers	\$10,000.00
E-2813-K000-K37.000 Other Expenses	E-2813-K000-K34.003 PERS	\$5,000.00
E-2813-K000-K37.000 Other Expenses	E-2812-K000-K19.005 Medicare	\$2,000.00

**S30 OAKVIEW JUV REHABILITATION**

FROM	TO	AMOUNT
E-8010-S030-S58.000 Communications	E-8010-S030-S62.000 Printing	\$204.00
E-8010-S030-S40.000 Grant Holding	E-8010-S030-S70.005 Medicare	\$1,000.00
E-8010-S030-S40.000 Grant Holding	E-8010-S030-S66.0063 PERS	\$5,000.00

**S33 DISTRICT DETENTION HOME**

FROM	TO	AMOUNT
E-0910-S033-S33.002 Salaries	E-0910-S033-S47.006 Hospitalization	\$93,000.00

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF TRANSFERS BETWEEN FUND**

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the following transfers between funds as follows:

**A00 GENERAL FUND AND E01 COUNTY HEALTH**

FROM	TO	AMOUNT
E-0051-A001-A10.000 Professional Services	R-2210-E001-E17.574 Transfers In	\$7,916.66

**A00 GENERAL FUND AND S80 CLERK OF COURTS-COMPUTER FUND**

FROM	TO	AMOUNT
E-0257-A015-A15.074 Transfers Out	R-1580-S080-S10.574 Transfers In	\$50,000.00

**K00 MOTOR VEHICLE AND GASOLINE TAX AND GENERAL FUND**

FROM	TO	AMOUNT
E-2811-K000-K11.075 Advance Out	R-0040-A000-A48.575 Advance In	\$718,501.84
E-2812-K000-K16.013 Contract Projects	R-0040-A000-A48.575 Advance In	\$53,895.41

**S79 CERTIFICATE OF TITLE ADM FUND AND A00 GENERAL FUND**

FROM	TO	AMOUNT
E-6010-S079-S10.074 Transfers Out	R-0040-A000-A47.057 Transfers In	\$50,000.00

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes

Mr. Gianangeli Yes

**IN THE MATTER OF ADDITIONAL APPROPRIATIONS**

Motion made by Mr. Dutton, seconded by Mr. Echemann to make the following additional appropriations, in accordance with the Official Certificate of Estimated Resources as approved by the Budget Commission, under the following certification dates:

**\*JANUARY 1, 2025\*****P81 ARP ST. & LOCAL FISCAL RECOVERY**

E-1801-P081-P05.005	Construction	\$878,487.69
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**M75 PLACEMENT II**

E-0400-M075-M01.000	Other Expenses	\$188.44
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**N89 OHIO EMA SDRP 2024 FLOODING INCIDENT**

E-9089-N89-N01.011	Contract Services	\$141,073.50
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**\*DECEMBER 2, 2025\*****A00 GENERAL FUND**

E-0257-A015-A15.074	Transfers Out	\$50,000.00
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**S79 CERTIFICATE OF TITLE ADM FUND**

E-6010-S079-S10.074	Transfers Out	\$50,000.00
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**S80 CLERK OF COURTS-COMPUTER FUND**

E-1580-S080-S08.000	Computer Expenses	\$50,000.00
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**\*DECEMBER 16, 2025\*****P77 ONEOHIO OPIOID SETTLEMENT**

E-1777-P077-P05.010	Supplies	\$50,000.00
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Upon roll call the vote was as follows:

Mr. Dutton Yes

Mr. Echemann Yes

Mr. Gianangeli Yes

**IN THE MATTER OF Y-95 EMPLOYERS SHARE PERS/****HOLDING ACCOUNT CHARGEBACKS FOR NOVEMBER 2025**

Motion made by Mr. Dutton, seconded by Mr. Echemann to make the following transfer of funds for the

Y-95 Employer's Share PERS/Holding Account Chargebacks for the month of November 2025.

## General fund

AUDITOR	E-0011-A001-B09.003	R-9895-Y095-Y01.500	7,827.28
AUD EMPL-PERS PROP	E-0012-A001-B14.003	R-9895-Y095-Y01.500	756.00
AUD EMPL-REAL PROP	E-0013-A001-B18.003	R-9895-Y095-Y01.500	1,570.80
CLERK OF COURTS	E-0021-A002-E09.003	R-9895-Y095-Y01.500	6,411.60
CO. CT. EMPL	E-0040-A002-G08.003	R-9895-Y095-Y01.500	11,483.83
CO CT. APPT EMP-JUDGES	E-0042-A002-J02.003	R-9895-Y095-Y01.500	0.00
COMMISSIONERS	E-0051-A001-A25.003	R-9895-Y095-Y01.500	9,093.53
NURSES-JAIL	E-0052-A001-A91.003	R-9895-Y095-Y01.500	7,004.77
COMM-DIS SERV	E-0054-A006-F05.003	R-9895-Y095-Y01.500	1,634.97
COMM-MAINT & OP	E-0055-A004-B16.003	R-9895-Y095-Y01.500	13,777.33
9-1-1 DEPT	E-0056-A006-E08.003	R-9895-Y095-Y01.500	20,080.88
ANIMAL SHELTER	E-0057-A006-F05.003	R-9895-Y095-Y01.500	2,257.66
LEPC	E-0058-A006-F02.003	R-9895-Y095-Y01.500	174.69
BEHAVIORAL HEALTH SERVICES	E-0059-A009-A01.003	R-9895-Y095-Y01.500	1,055.89
COMM PLEAS CT EMPL	E-0061-A002-B14.003	R-9895-Y095-Y01.500	3,692.90
MAGISTRATE	E-0063-A002-B28.003	R-9895-Y095-Y01.500	1,211.55
ENGINEERS EMPL	E-0070-A012-A08.003	R-9895-Y095-Y01.500	3,439.83
PROBATE CT EMPL	E-0081-A002-D10.003	R-9895-Y095-Y01.500	3,488.25
PROBATE CT JUV EMPL	E-0082-A002-C36.003	R-9895-Y095-Y01.500	10,836.91
PROSECUTING ATTNY	E-0111-A001-E09.003	R-9895-Y095-Y01.500	16,667.88
RECORDER	E-0121-A006-B09.003	R-9895-Y095-Y01.500	5,700.54
SHERIFF'S (PERS)	E-0131-A006-A13.003	R-9895-Y095-Y01.500	46,539.51
TREASURER	E-0141-A001-C09.003	R-9895-Y095-Y01.500	4,362.00
CORONER	E-0151-A002-F07.003	R-9895-Y095-Y01.500	2,320.05
SOLDIER'S RELIEF	E-0160-A009-D07.003	R-9895-Y095-Y01.500	8,294.34
PUBLIC DEFENDER	E-0170-A006-G09.003	R-9895-Y095-Y01.500	9,339.68
BD OF ELECT/EMPLY	E-0181-A003-A09.003	R-9895-Y095-Y01.500	5,327.07

POLL WORKERS	E-0181-A003-A09.003	R-9895-Y095-Y01.500	0.00
BUDGET COMM	E-0210-A001-F02.003	R-9895-Y095-Y01.500	17.50
T. B. SAN	E-0300-A008-B10.003	R-9895-Y095-Y01.500	678.85
			205,046.09
DOG & KENNEL	E-1600-B000-B08.003	R-9895-Y095-Y01.500	5,239.04
COUNTY HEALTH	E-2210-E001-E10.003	R-9895-Y095-Y01.500	3,133.58
Trailer Parks	E-2211-F069-F04.000	R-9895-Y095-Y01.500	0.00
Home Sewage Treatment Sys	E-2227-F074-F06.000	R-9895-Y095-Y01.500	1,011.85
Vital Statistics	E-2213-F075-F02.003	R-9895-Y095-Y01.500	379.50
Family Planning	E-2215-F077-F01.002	R-9895-Y095-Y01.500	967.95
PHEP	E-2231-F083-F01.002	R-9895-Y095-Y01.500	578.18
NURSING PROGRAM	E-2232-F084-F02.008	R-9895-Y095-Y01.500	934.94
Get Vaccinated Program	E-2236-F088-F01.002	R-9895-Y095-Y01.500	247.77
Integrated Naloxone Grant (IN)	E-2237-F089-F01.002	R-9895-Y095-Y01.500	651.16
Public Health Workforce (WF)	E-2238-F090-F01.002	R-9895-Y095-Y01.500	703.41
COVID-19 Enhanced Operation	E-2239-F091-F01.002	R-9895-Y095-Y01.500	0.00
Adolescent Health Resiliency	E-2241-F093-F08.000	R-9895-Y095-Y01.500	661.72
Food Service	E-2218-G000-G06.003	R-9895-Y095-Y01.500	1,970.60
Water System	E-2219-N050-N05.000	R-9895-Y095-Y01.500	128.90
Pools/Spas	E-2220-P070-P01.002	R-9895-Y095-Y01.500	0.00
Body Art	E-2243-F095-F07.002	R-9895-Y095-Y01.500	0.00
HUMAN SERVICES	E-2510-H000-H12.003	R-9895-Y095-Y01.500	84,458.77
C.S.E.A.	E-2760-H010-H07.003	R-9895-Y095-Y01.500	8,956.86
R.E. ASSESSMENT	E-1310-J000-J04.003	R-9895-Y095-Y01.500	3,289.77
ENGINEER K-1 & K-2	E-2811-K000-K08.003	R-9895-Y095-Y01.500	6,958.47
ENG EMP-MVGT K-11	E-2812-K000-K21.003	R-9895-Y095-Y01.500	21,988.10
ENG EMP-BRIDGE K-25	E-2813-K000-K34.003	R-9895-Y095-Y01.500	9,645.32
SOIL CONSERVATION	E-1810-L001-L11.003	R-9895-Y095-Y01.500	2,994.88
Watershed Coordinator	E-1815-L005-L11.003	R-9895-Y095-Y01.500	772.80
Care and Custody-C-Cap	E-0400-M060-M26.003	R-9895-Y095-Y01.500	2,922.55
Care and Custody-CCAP	E-0400-M060-M81.003	R-9895-Y095-Y01.500	0.00
M64 PLACEMENT	E-0400-M064-M02.003	R-9895-Y095-Y01.500	0.00
Alternative School	E-0400-M067-M02.003	R-9895-Y095-Y01.500	974.40
Title IV-E	E-0400-M078-M02.008	R-9895-Y095-Y01.500	500.77
WW#3	E-3702-P005-P29.003	R-9895-Y095-Y01.500	32,331.56
SSD#2	E-3705-P053-P13.003	R-9895-Y095-Y01.500	9,415.99
Bel Co Port Authority	E-9799-S012-S08.003	R-9895-Y095-Y01.500	2,584.62
OAKVIEW-JUVENILE	E-8010-S030-S66.003	R-9895-Y095-Y01.500	30,227.66
DIST DET HOME	E-0910-S033-S44.003	R-9895-Y095-Y01.500	18,239.61
MENTAL HEALTH	E-2310-S049-S60.003	R-9895-Y095-Y01.500	6,826.65
COMM PLEAS/MEDIATION SRV	E-1544-S054-S02.003	R-9895-Y095-Y01.500	24.24
TARGETED COMM ALT PRISON	E-1545-S055-S02.002	R-9895-Y095-Y01.500	3,729.64
PROBATION SERV GRNT-COMM	E-1546-S056-S04.001	R-9895-Y095-Y01.500	1,814.88
BCBDD-MAIN FUND	E-2410-S066-S76.003	R-9895-Y095-Y01.500	74,193.62
Bel Co Senior Programs	E-5005-S070-S02.003	R-9895-Y095-Y01.500	38,932.14
MHAS SUBSIDY GRANT	E-1518-S075-S03.002	R-9895-Y095-Y01.500	827.73
CORRECTIONS ACT GRNT	E-1520-S077-S03.003	R-9895-Y095-Y01.500	1,486.14
CLRK CRTS-TITLE DEPT	E-6010-S079-S06.003	R-9895-Y095-Y01.500	4,216.80
NORTHERN CRT-SPECIAL	E-1561-S086-S02.003	R-9895-Y095-Y01.500	935.43

EASTERN CRT-SPECIAL	E-1571-S087-S02.003	R-9895-Y095-Y01.500	901.50
WEST CRT-SPECIAL	E-1551-S088-S02.003	R-9895-Y095-Y01.500	901.50
WIC PROGRAM	E-4110-T075-T52.008	R-9895-Y095-Y01.500	3,304.21
LAW LIBRARY	E-9720-W020-W03.003	R-9895-Y095-Y01.500	424.05
DRETAC-PROSECUTOR	E-1510-W081-P05.003	R-9895-Y095-Y01.500	546.93
DRETAC-TREASURER	E-1410-W082-T05.003	R-9895-Y095-Y01.500	2,499.00
			599,481.28

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF ACKNOWLEDGING BELMONT COUNTY  
COMMISSIONERS RECEIVED AND REVIEWED THE INTEREST REPORT  
AND INVESTMENT PORTFOLIO FOR THE MONTHS OF OCTOBER & NOVEMBER 2025**

Motion made by Mr. Dutton, seconded by Mr. Echemann to acknowledge the Belmont County Commissioners received and reviewed the following from the Belmont County Treasurer's Office:

- Interest Report and Investment Portfolio for the months of October & and November 2025.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF ACKNOWLEDGING THE BELMONT COUNTY  
COMMISSIONERS RECEIVED AND REVIEWED THE  
MONTHLY FINANCIAL REPORT FOR NOVEMBER 2025**

Motion made by Mr. Dutton, seconded by Mr. Echemann to acknowledge the Belmont County Commissioners received and reviewed the following from the Belmont County Auditor's Office:

- Monthly Financial Report for the month of November 2025.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF GRANTING PERMISSION  
FOR COUNTY EMPLOYEES TO TRAVEL**

Motion made by Mr. Dutton, seconded by Mr. Echemann granting permission for county employees to travel as follows:  
DJFS-Mike Schlanz to Steubenville, OH, on December 10, 2025, to attend the Area 14, 15 & 16 Regional meeting. A county care will be used for travel. Estimated expenses: \$50.00. Jeff Felton to Columbus, OH, on January 7-8, 2026, to attend the OJFDSCA meeting. Estimated expenses: \$275.00. Jeff Felton to Coshocton, OH, on January 16, 2026, to attend the PCSAO meeting. Estimated expenses: \$144.08. Jeff Felton, Christine Parker and Nicole Couch to Arlington, VA, on April 19-22, 2026, to attend the Child Welfare League of America Conference. A county car will be used for travel. Estimated expenses: \$5,640.00.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

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

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the minutes of the Belmont County Board of Commissioners regular meeting of December 2, 2025.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

Mr. Dutton made the following announcements-

The Belmont County Board of Commissioners is accepting applications to fill a position on the Belmont County Board of Developmental Disabilities. Interested parties can contact the Commissioners' office at [\(740\) 699-2155](tel:(740)699-2155) to request an application. Applications will be accepted through December 12, 2025.

The Belmont County Board of Commissioners is accepting applications to fill a position on the Belmont County Transportation Improvement District. Interested parties can contact the Commissioners' office at [\(740\) 699-2155](tel:(740)699-2155) to request an application. Applications will be accepted through December 26, 2025.

**IN THE MATTER OF APPROVING THE MOVE  
OF BRANDON ERNEST, FULL-TIME NUTRITION LEAD  
TO FULL-TIME FOOD SERVICES MANAGER/SSOBC**

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the move of Brandon Ernest, full-time Nutrition Lead to full-time Food Services Manager for Senior Services of Belmont County, at pay grade 6 step 3, effective December 15, 2025.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF APPROVING THE LATERAL TRANSFER OF  
LESLIE THOMPSON, FULL-TIME CENTER AND HOME CARE SERVICES  
ADMINISTRATOR TO FULL-TIME NUTRITION ADMINISTRATOR/SSOBC**

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the lateral transfer of Leslie Thompson, full-time Center and Home Care Services Administrator to full-time Nutrition Administrator for Senior Services of Belmont County, effective December 10, 2025.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF ACCEPTING THE ANNUAL REPORT ON THE  
DELINQUENT TAX & ASSESSMENT COLLECTION (DTAC) FUND FOR 2025**

Motion made by Mr. Dutton, seconded by Mr. Echemann to accept the annual report on the Delinquent Tax & Assessment Collection (DTAC) Fund for fiscal year 2025 as submitted by Katherine J. Kelich, Belmont County Treasurer, pursuant to Ohio Revised Code Section 321.261.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF ADOPTING THE RESOLUTION ALLOCATING OPIOID SETTLEMENT  
PROCEEDS TOWARDS THE NEW HEALTH DEPARTMENT BUILDING**

Motion made by Mr. Dutton, seconded by Mr. Echemann to accept the following:

**Resolution**

**WHEREAS**, Belmont County is a Local Government that has adopted and approved the OneOhio Memorandum of Understanding which establishes a mechanism to disburse settlement proceeds from the opioid litigation into Ohio's communities to help abate the opioid crisis; and

**WHEREAS**, said funds are to be used only for approved purposes as required by the OneOhio Memorandum of Understanding entered into on June 8, 2022; and

**WHEREAS**, on July 20, 2022, the Belmont County Commissioners did request and authorize the Belmont County Auditor to establish a special fund-OneOhio Opioid Settlement Fund-in accordance with Ohio Revised Code 5705.09 (F); and

**WHEREAS**, after review and discussion, this board has officially deemed the allocation towards the cost of the new Health Department Building as a proper use of Opioid Funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Belmont County Board of Commissioners hereby approve allocating Opioid Funds towards the cost of the new Health Department Building.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

Mr. Dutton noted a number of settlements are received and they will be received for another 10 years or so.

**IN THE MATTER OF APPROVING PAY APPLICATION NUMBER 9 (THROUGH 11/29/2025)  
FROM GRAE-CON CONSTRUCTION, INC/BELMONT COUNTY HEALTH AND RECORDS BUILDING PROJECT**

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve Pay Application Number 9 (through 11/29/2025) from Grae-Con Construction, Inc., in the amount of \$1,615,223.29 for the Belmont County Health and Records Building project, based upon the recommendation of Mills Group, Project Architect.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF APPROVING QUOTE# 10099 FROM  
DIGITAL DATA COMMUNICATIONS/COURTHOUSE**

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve Quote# 10099 from Digital Data Communications, in the monthly amount of \$985.00, for a new backup solution for the Belmont County Courthouse.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF AUTHORIZING JEFF FELTON, BCDJFS DIRECTOR,  
TO SIGN LEASE AGREEMENT FROM CWS OFFICE SOLUTIONS**

Motion made by Mr. Dutton, seconded by Mr. Echemann to accept the proposal and authorize Director Jeff Felton to sign the lease agreement from CWS Office Solutions for the following for Belmont County Department of Job and Family Services Martins Ferry Office:

- 60-month lease of one (1) Ricoh IM C4510 color copier in the amount of \$129.00 per month.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**Toy Drive**-Mr. Dutton thanked Emily Pepera, Office Assistant, for taking care of the toy drive. The toy drive is in collaboration with Belmont County Department of Job and Family Services.

**RECESS**

**CORONER'S BUDGET HEARING**-Present: Dr. Amanda Fisher and Jody Thomas, Fiscal Clerk  
\$386,870 requested for 2026. Increases were added for the salary line and other expenses to cover the cost of a new truck and lift gate system and any extra costs due to the move to the new building. There may be a payout due to an employee retiring. The payout is to be paid from the Coroner's budget if money is available. The Commissioners have a payout fund if needed to cover.

**RECESS**

**IN THE MATTER OF ENTERING EXECUTIVE SESSION AT 11:22 A.M.**

Motion made by Mr. Dutton, seconded by Mr. Echemann to enter executive session with Attorney Brian Butcher (via phone), pursuant to ORC 121.22(G)(1) Personnel Exception to consider the compensation of a public employee and ORC 121.22(G)(4) Collective Bargaining Exception.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

#### **IN THE MATTER OF ADJOURNING EXECUTIVE SESSION AT 12:22 P.M.**

Motion made by Mr. Dutton, seconded by Mr. Echemann to exit executive session at 12:22 p.m.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

Mr. Dutton said there are no motions to be considered as a result of executive session.

#### **IN THE MATTER OF ENTERING EXECUTIVE SESSION AT 12:23 P.M.**

Motion made by Mr. Dutton, seconded by Mr. Echemann to enter executive session with Hannah Warrington, HR Manager, pursuant to ORC 121.22(G)(1) Personnel Exception to consider the employment of public employees and ORC 121.22(G)(4) Collective Bargaining Exception.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

#### **IN THE MATTER OF ADJOURNING EXECUTIVE SESSION AT 1:42 P.M.**

Motion made by Mr. Dutton, seconded by Mr. Echemann to exit executive session at 1:42 p.m.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

Mr. Dutton said there is one motion to be considered as a result of executive session.

#### **IN THE MATTER OF ADOPTING THE JOB DESCRIPTION FOR FOOD SERVICES MANAGER/SSOBC**

Motion made by Mr. Dutton, seconded by Mr. Echemann to adopt the job description for the Food Services Manager at Senior Services of Belmont County, at pay grade 6, effective December 15, 2025.

##### **Senior Services of Belmont County**

**Job Title:** Food Services Manager  
**Department:** Nutrition  
**Supervised By:** Nutrition Administrator  
**Classification:** Unclassified  
**Exemption Status:** FLSA Exempt  
**Hourly Base Rate:** Pay Grade 6

##### **Essential duties, skills, responsibilities:**

- Acts as lead kitchen worker for nutrition department.
- Manages food service operations by assisting Nutrition Administrator with development of menus, supply ordering, quality assurance, proper packaging and labeling of all prepared food, adherence to recommended daily allowance (RDA) of nutritional value for all meals, coordination of equipment maintenance, accurate recording of information in agency software.
- Performs all duties assigned to cooks. (Prepares and packages home-delivered and congregate meals from verbal instruction and written menus. Cleans, sanitizes, and prepares areas, kitchen equipment, storage areas, and other associated kitchen areas before, during, and after use. Assists in maintaining kitchen inventory in multiple locations. Completes and utilizes applicable reports/documentation.)
- Collaborates with nutrition drivers to execute and accomplish accurate service orders.
- Abides by all county, department, Area Agency on Aging 9, and other supported state and federal funding sources' requirements. Follows all health department guidelines.
- Responsible for data entry of menus and content in agency software to initiate production of "specials," communicates information to congregate sites, electronically sends information to dietician when instructed by Nutrition Administrator. Processes reports from agency software for continuity of daily operations.
- Maintains knowledge of food/supply budgets and adherence to, plans special orders including but not limited to agency events, shelf stable meals and holiday packages for consumers.
- Acts in a professional manner for all interactions with the public, co-workers, and other administrators.
- Assesses and reports all needs and concerns to Nutrition Administrator or Director.
- Attends and participates in meetings and trainings necessary to perform the duties of the position and to understand the agency's policies and procedures.
- Performs other duties as assigned.

##### **Minimum Work Characteristics:**

- Ability to prepare and package food.
- Understanding of recipes and use of kitchen equipment.
- Knowledge of dietary issues affecting and related to seniors.
- Ability to multi-task and communicate effectively both verbally and in writing.
- Ability to maintain patience and kind interactions during stressful situations.
- Flexibility.
- Ability to lift 50 pounds, to stand, to bend, to twist, and physically perform all job duties.
- Ability to demonstrate proficiency in operation of computers and other technology devices.

##### **Minimum Qualifications:**

- Minimum of High School Education.
- Computer skills.
- Valid driver's license.
- Serv-Safe Management Certification.
- Successful background check, drug screening.
- Willingness to participate in supervisory and leadership trainings as offered.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

**IN THE MATTER OF ADJOURNING  
COMMISSIONERS MEETING AT 2:05 P.M.**

Motion made by Mr. Dutton, seconded by Mr. Echemann to adjourn the meeting at 2:05 p.m.  
Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Gianangeli	Yes

Read, approved and signed this 17th day of December, 2025.

J. P. Dutton /s/

Jerry Echemann /s/ COUNTY COMMISSIONERS

Vince Gianangeli /s/

We, J. P. Dutton and Bonnie Zuzak, 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.

J. P. Dutton /s/ PRESIDENT

Bonnie Zuzak /s/ CLERK