

March 23, 2011

St. Clairsville, Ohio
March 23, 2011

The Board of Commissioners of Belmont County, Ohio, met this day in regular session. Present: Ginny Favede and Matt Coffland, Commissioners and Kathy Marino, Assistant Clerk of the Board. Absent: Commissioner Charles R. Probst, Jr. *(due to illness)*

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

IN THE MATTER OF ALLOWANCE OF BILLS

“BI

LLS ALLOWED”
AS CERTIFIED IN THE AUDITOR’S OFFICE

The following bills having been certified in the Auditor's office, on motion by Mr. Coffland, seconded by Mrs. Favede, all members present voting YES, each bill was considered and it is hereby ordered that the County Auditor issue his warrant on the County Treasurer in payment of bills allowed.

<u>Claim of</u>	<u>Purposes</u>
<u>Amount</u>	
A-Belmont County Regional Airport Authority	2011 Allocation/General Fund
A-BP	Gasoline/Coroner
A-County Auditor’s Assoc. of Ohio	Registration Fees-Legislative Day & Reception/General Fund
B-Bel. Co. Sanitary Sewer District	February Service/Dog Kennel Fund
B-Dayton Legal Blank, Inc.	200 Blank Dog/Kennel Tags/Dog and Kennel Fund
N-Argo Sales Company, Inc.	Rebar/Bridge & Retaining Wall Constr. Improv. Fund
N-Tri-Son Concrete	Concrete/Bridge & Retaining Wall Constr. Improv. Fund
O-Ohio Department of Development	April Loan/Fox Commerce Park Fund
P-Advanced Devices, Inc.	Services/WWS#3 Revenue Fund
P-USA Bluebook	Equipment/SSD #3B Deep Run Fund
S-Boehm, Inc.	Stamps/Probate Court Computer Fund
S-Cardmember Service	Expenses/Oakview Juvenile Residential Center Fund
S-Crystal Springs	Water/Eastern Ct. General Special Projects Fund
S-Jeter Systems	Labels/Eastern Div. Ct. Computer Fund
S-McGhee & Co.	Fax toner & drum/Northern Ct. General Special Projects
Fund	244.98
S-REA and Associates, Inc.	February Service/Senior Services Fund
T-Chase Bank	CDBG Funds/CDBG Funds

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

Motion made by Mr. Coffland, seconded by Mrs. Favede to approve the Recapitulation of Vouchers dated for March 23, 2011 as follow:

FUND	AMOUNT
A-GENERAL	\$20,800.00; \$13,026.26; \$8,128.49

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A-GENERAL/AUDITOR	\$1,666.03
A-GENERAL/CHEST CLINIC	\$552.8
A-GENERAL/JUVENILE COURT	\$634.27
A-GENERAL/SHERIFF	\$8,205.78
A-GENERAL/911	\$101.16
E-911	\$450.00
H-Job & Family, CSEA	\$4,162.22
H-Job & Family, Public Assistance	\$4,589.85; \$2,253.23; \$2,542.10
K-Engineer MVGT	\$13,888.14; \$1,176.05
M-Juvenile Ct.- Care and Custody	\$3,701.71
M-Juvenile Ct.-Placement Services	\$11,258.48
M-Juvenile Ct.-Placement II	\$3,570.08
M-Juvenile Ct.-Title IV-E Reimb.	\$12,950.00
P-Sanitary Sewer District	\$88.00; \$1,086.77; \$3,052.84; \$668.41; \$1,239.03;
\$24,869.40	
S-Certificate of Title Adm. Fund	\$125.53
S-Clerk of Courts-Computer Fund	\$2,573.48
S-Juvenile Ct.-Computer Fund	\$73.95
S-Job & Family, Children Services	\$2,302.0
S-Oakview Juvenile Residential Center	\$435.14
S-Sheriff Commissary	\$1,263.17
T-Sanitary Sewer District	\$257.31

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

**IN THE MATTER OF TRANSFER
WITHIN GENERAL FUND**

Motion made by Ms. Favede, seconded by Mr. Coffland to approve the following transfer within the General Fund.

FROM	TO	AMOUNT
E0051-A001-A50.000 Budget Stabilization (to cover Park Health & maintenance)	E-0051-A001-A27.007 Unemp	\$42.98

Upon roll call the vote was as follows:

Ms. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF TRANSFER WITHIN FUND FOR
THE GENERAL FUND/911**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfer within fund for the General Fund.

FROM	TO	AMOUNT
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911 E-0056-A006-E01.002 Salaries-Employees **911** E-0056-A006-E12.007 Unemployment \$ 79.47

Note: Cover unemployment for January for Annette Kildow.

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF TRANSFER WITHIN FUND FOR
THE BCDJFS WORKFORCE DEVELOPMENT FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfers within fund for the BCDJFS Workforce Development Fund.

FROM	TO	AMOUNT
E-2600-H005-H07.000 Special One-Stop	E-2600-H005-H03.000 Adult	\$ 8,513.00

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF TRANSFERS WITHIN FUND FOR
THE BCDJFS WIA AREA 16 FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfers within fund for the BCDJFS WIA AREA 16 Fund.

FROM	TO	AMOUNT
E-2610-H008-H02.000 Carroll Co. DJFS-WIA	E-2610-H008-H01.000 Belmont Co. DJFS-WIA	23,450.74
E-2610-H008-H03.000 Harrison Co. DJFS-WIA	E-2610-H008-H01.000 Belmont Co. DJFS-WIA	<u>14,207.05</u>
TOTAL		37,657.79

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF TRANSFER WITHIN FUND FOR
THE OAKVIEW JUVENILE REHABILITATION FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfer within fund for the Oakview Juvenile Rehabilitation Fund.

FROM	TO	AMOUNT
E-8010-S030.S40.000 Grant Holding Acct.	E-8010-S030-S59.000 Fuel/Utilities	\$ 23,045.34

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF TRANSFERS BETWEEN FUNDS/
BCSSD WWS#3 REVENUE FUND TO WWS#3 BOND FUNDS**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfers between the WWS#3 Revenue Fund to the WWS#3 Bond Funds.

FROM	TO	AMOUNT
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WWS#3 REVENUE

E-3702-P005-P34.074 O.E. Transfer Out
E-3702-P005-P34.074 O.E. Transfer Out
E-3702-P005-P34.074 O.E. Transfers Out

TOTAL

WWS#3 BONDS

R-9200-O003-O08.574 Bond Account – Transfer In 586.74
R-9201-O004-O06.574 Phase I – Transfer In 13,630.75
R-9204-O007-O06.574 Phase II – Transfer In 34,995.72
49,212.21

Upon roll call the vote was as follows:

Mrs. Favede Yes
Mr. Coffland Yes
Mr. Probst Absent

**IN THE MATTER OF TRANSFER BETWEEN FUNDS/
BCSSD WWS#3 REVENUE FUND TO BOND RETIREMENT –
WATERLINE EXTENSION PROJECT FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfer between the WWS#3 Revenue Fund to the WWS#3 Revenue To Bond Retirement – Waterline Project Fund.

FROM	TO	AMOUNT
WWS#3	BOND RETIREMENT- WATERLINE EXT. PROJ.	
E-3702-P005-P34.074 Transfers Out	R-9206-O009-O08.574 Transfer In	\$ 12,650.00

Upon roll call the vote was as follows:

Mrs. Favede Yes
Mr. Coffland Yes
Mr. Probst Absent

**IN THE MATTER OF TRANSFERS BETWEEN FUNDS/
SSD#2 REVENUE FUND AND THE SSD#2 SEWER BOND FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve the following transfers between the SSD #2 Revenue Fund and the SSD #2 Sewer Bond Fund.

FROM	TO	AMOUNT
SSD#2 REVENUE FUND	SSD#2 SEWER BOND FUND	
E-3705-P053-P16.074 Transfer Out	R-9203-O006-O08.574 Bond Account Transfer In	22,068.12

Upon roll call the vote was as follows:

Mrs. Favede Yes
Mr. Coffland Yes
Mr. Probst Absent

**IN THE MATTER OF ADDITIONAL APPROPRIATION
FOR THE H005 WORKFORCE DEVELOPMENT FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to make the following additional appropriation, in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of March 23, 2011.

WORKFORCE DEVELOPMENT FUND

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E-2600-H005-H04.000 (Dislocated Worker) \$ 22,509.00
Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF ADDITIONAL APPROPRIATIONS
FOR THE H008 WIA AREA 16 FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to make the following additional appropriations, in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of March 23, 2011.

WIA AREA 16 FUND

E-2610-H008-H01.000	Belmont Co. DJFS-WIA	22,509.38
E-2610-H008-H02.000	Carroll Co. DJFS-WIA	23,450.62
E-2610-H008-H03.000	Harrison Co. DJFS-WIA	14,207.00
E-2610-H008-H04.000	Jefferson Co. DJFS-WIA	<u>40,083.00</u>
TOTAL		100,250.00

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF ADDITIONAL APPROPRIATION
FOR THE STATE HOMELAND SECURITY GRANT/EMA**

Motion made by Mrs. Favede, seconded by Mr. Coffland to make the following additional appropriations, in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of March 23, 2011.

E-1723-P093-P12.000 Other Expenses DOJ 08 \$ 10,395.00

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF ADDITIONAL APPROPRIATIONS
FOR OAKVIEW JUVENILE REHAB S030 FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to make the following additional appropriation, in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of March 23, 2011.

OAKVIEW JUVENILE REHAB S030

S30

E-8010-S030-S40.000	Grant Holding Account	\$	0.00
E-8010-S030-S51.002	Salaries	\$	61,827.83
E-8010-S030-S53.000	Medical	\$	875.00
E-8010-S030-S55.010	Supplies	\$	0.00
E-8010-S030-S56.000	Motor Vehicles	\$	650.00
E-8010-S030-S57.000	Travel & Staff Development	\$	1,039.97
E-8010-S030-S58.000	Communications	\$	0.00
E-8010-S030-S59.000	Fuel/Utilities	\$	1,104.66

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E-8010-S030-S60.000	Maintenance & Repair	\$	0.00
E-8010-S030-S63.000	General	\$	0.00
E-8010-S030-S65.000	Indirect Costs	\$	0.00
E-8010-S030-S66.003	PERS	\$	734.50
E-8010-S030-S67.004	Workers' Compensation	\$	0.00
E-8010-S030-S68.006	Hospitalization	\$	37,372.10
E-8010-S030-S69.007	Unemployment Compensation	\$	2,648.50
E-8010-S030-S70.005	Medicare	\$	920.25
E-8010-S030-S71.000	Education/Recreation	\$	<u>0.00</u>
		\$	107,172.81

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF ADDITIONAL APPROPRIATION
FOR THE S066 MENTAL RETARDATION FUND**

Motion made by Mrs. Favede, seconded by Mr. Coffland to make the following additional appropriation, in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of March 23, 2011.

E-2410-S066-S87.000	Shared Functions	\$ 58,334.00
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Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF ADDITIONAL APPROPRIATIONS
FOR THE S96 JUVENILE COURT GENERAL SPECIAL PROJECTS FUND**

Motion made by Mr. Coffland, seconded by Mrs. Favede to make the following additional appropriations in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of March 23, 2011.

E-1589-S096-S12.000	Other Expenses	\$ 1,551.47
E-1589-S096-S10.010	Supplies	1,500.00
E-1589-S096-S11.012	Equipment	<u>200.00</u>
TOTAL		\$ 3,251.47

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

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

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Motion made by Mrs. Favede, seconded by Mr. Coffland to execute payment of Then and Now Certification dated March 23, 2011, 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 or order.

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

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

Motion made by Mrs. Favede, seconded by Mr. Coffland granting permission for county employees to travel as follows:

BCDJFS – Lori O’Grady to travel to Columbus, OH, on April 6 and April 12, 2011 to attend a deposition and a meeting. Estimated expenses: \$24.00

COMMISSIONERS – Mike Kinter, Human Resources Director, to travel to Columbus, OH on March 25, 2011, to attend the CORSA Renewal Meeting. There is no fee to attend. A county vehicle will not be used.

SANITARY SEWER DISTRICT – Jeff Azallion and Justin Mowery to travel to Minerva, OH, on March 24, 2011, for the disposal of asbestos materials.

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

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

Motion made by Mr. Coffland, seconded by Mrs. Favede to approve the minutes of the Belmont County Board of Commissioners regular meetings of February 16 & February 23, 2011.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

**IN THE MATTER OF APPROVING THE SIGNING AND SUBMITTAL OF THE
2011 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) BUDGET CERTIFICATION**

Motion made by Mr. Coffland, seconded by Mrs. Favede to approve the signing and submittal of the 2011 Emergency Management Performance Grant (EMPG) Budget Certification to the Ohio EMA, in the amount of \$ 106,770.00, on behalf of the Belmont County Emergency Management Agency.

2011

**EMERGENCY MANAGEMENT PERFORMANCE GRANT
(EMPG)**

BUDGET CERTIFICATION

Belmont County

The following total certified amount is provided to certify the fiscal year budget for our County Emergency Management Agencies:

Total Certified Amount: \$106,770.00

****2,000.00 of this total is not eligible for reimbursement under the Emergency Management Planning Grant. (see attached 2010 Appropriations list)***

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This amount is according to County Budget figures located on Page # _____ of Commissioners Journal Volume #91 dated March 23, 2011.

To the best of my knowledge and belief, all data on this application is true and correct. The applicant will comply with assurances provided in the initial application guidance.

Matt Coffland /s/

Matt Coffland, President

Belmont County Board of Commissioners

Date: 3/23/11

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

**IN THE MATTER OF ENTERING INTO AGREEMENT WITH
THE NOBLE COUNTY COMMISSIONERS FOR HOUSING OF
PRISONERS IN THE BELMONT CO. JUSTICE CENTER/SHERIFF**

Motion made by Mr. Coffland, seconded by Mrs. Favede to enter into an agreement with the Noble County Commissioners, on behalf of the Belmont County Sheriff's Department, for housing of prisoners in the Belmont County Justice Center, effective April 1, 2011 through March 31, 2012; Noble County will pay Belmont County \$65 per day for each prisoner incarcerated.

**BELMONT COUNTY JUSTICE CENTER
HOUSING OF PRISONERS CONTRACT**

THIS AGREEMENT entered into this April 1, 2011 by and between the Belmont County Board of Commissioners, hereinafter referred to as COUNTY, and the Noble County Sheriff, hereinafter referred to as Noble County.

WITNESSETH: County covenants and agrees to receive, incarcerate and board prisoners presented to the Belmont County Justice Center by authorized agents of Noble County, who are arrested under, pending trial for, sentenced under, or are otherwise in custody pursuant to the ordinances of legal process of municipality, under the following terms and conditions:

1. **ACCEPTANCE OF PRISONERS:** County will only accept a prisoner when room is available. County shall not be required to accept any prisoner who is obviously ill or injured, either physically or mentally. When it is not feasible for a physician to make this determination, then the decision of the County's Jail Administrator shall be final. Noble County shall immediately remove their inmate(s) from County upon request.

2. **DUTIES OF COUNTY:** County shall provide supervision and wholesome meals.

3. **MEDICAL TREATMENT:** In addition to any other financial obligation of Noble County herein, Noble County shall be solely and exclusively responsible to pay any and all expenses incurred for medical treatment for its prisoners, including but not limited to: Hospital, doctor, dentist, psychiatrist and prescription medication bills, and transportation costs. In the event that a Noble County prisoner should require hospitalization, the following additional conditions shall apply:

Noble County will be solely responsible for:

A. Guarding the hospitalized prisoner with its own personnel;

B. Waive the guarding of said prisoner by arranging for his release by the Noble County authority, which originally incarcerated the prisoner.

4. **TRANSPORT OF PRISONER:** Noble County will be solely responsible for the transport of all Noble County prisoners housed by the county to court, other jail facilities and any appointments Noble County makes on the inmate's behalf.

5. **DEATH OF A PRISONER:** Noble County agrees to assume liability for disposing of the body of any Noble County prisoner who dies while in custody, if this liability is not accepted by relatives or third party.

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6. **PAYMENT AND BILLING:** In addition to medical or other expenses as referred to herein, Noble County shall pay to the County the sum of Sixty-Five Dollars (\$65.00) per day for each prisoner incarcerated by County pursuant to this agreement. "DAY" shall mean a calendar day or any part or fraction of a calendar day.

County shall provide Noble County with an itemized statement of all charges under this Agreement on the first day of each month.

Noble County shall pay and remit said charges as soon as it is legally permitted to do so; however, if a bill remains due and unpaid on the sixtieth day after date thereof, County may, at its option, elect to terminate this agreement, and after written notice thereof, shall refuse to accept any additional Noble County prisoners.

Make all checks payable to: Belmont County Sheriff's Office
68137 Hammond Road
St. Clairsville, OH 43950

6. **TERM:** The initial term of this Agreement shall be for six months, commencing on April 1, 2011 and terminating on March 31, 2012. This contract is to provide assistance to Noble County on a temporary basis. Either party may terminate this Agreement by thirty (30) days written notice to the other.

BELMONT COUNTY COMMISSIONERS

Kathy Marino /s/
Witness

Matt Coffland /s/
Matt Coffland, President

Amanda Timko /s/
Witness

Charles R. Probst, Jr.
Ginny Favede /s/
Ginny Favede

Approved as to form:
David K. Liberati /s/
Belmont County Prosecuting Attorney

NOBLE COUNTY COMMISSIONERS

Witness

Witness

Approved as to form:

Name

Title

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

**IN THE MATTER OF APPROVING THE
HIRING OF BO KEMO AS SPRING INTERN
CLERK AT WESTERN DIVISION COURT**

Motion made by Mr. Coffland, seconded by Mrs. Favede to approve the hiring of Bo Kemo as Spring Intern Clerk at Western Division Court, commencing March 15, 2011 through March 25, 2011, based upon the

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recommendation of Judge Harry W. White; Mr. Kemo will work 35 hours per week at the rate of \$7.50 per hour to be paid from the court's Special Projects Fund.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

IN THE MATTER OF APPROVING AND SIGNING THE AMENDMENT TO THE VENDOR AGREEMENT BETWEEN BELMONT CO. DJFS AND BARNESVILLE TAXI

Motion made by Mr. Coffland, seconded by Mrs. Favede to approve and sign the Amendment to the Vendor Agreement between Belmont County Department of Job & Family Services and Barnesville Taxi to increase the maximum amount of the agreement from \$24,500.00 to \$35,000.00 due to increases in usage.

AMENDMENT TO VENDOR AGREEMENT WITH BARNESVILLE TAXI

The parties agree to increase the maximum amount of the agreement from \$24,500.00 to \$35,000.00 due to increases in usage.

All other terms of the agreement remain unchanged.

This amendment takes effect upon signature of all parties.

Dwayne Pielech /s/ 3-15-11

Dwayne Pielech, Director Date

Aaron Wildman /s/ 3/15/11

Aaron Wildman, Barnesville Taxi Date

Matt Coffland /s/ 3/23/11

Belmont County Commissioner Date

Ginny Favede /s/ 3/23/11

Belmont County Commissioner Date

/ _____

Belmont County Commissioner Date

APPROVED AS TO FORM:

David K. Liberati /s/ 3/16/11

Prosecuting Attorney (Assistant)

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

IN THE MATTER OF APPROVING AND SIGNING THE AMENDMENT TO THE WIA YOUTH CONTRACT/BCDJFS

Motion made by Mr. Coffland, seconded by Mrs. Favede to approve and sign the amendment to the WIA Youth Contract dated July 1, 2010 between the Belmont County Department of Job & Family Services and the Community Action Commission of Belmont County, as follows:

(2) Contract amendment is retroactive to March 2, 2011. Changes are on page 4; A. Contractor Responsibilities, 1. and on page 7; D. Performance Standards; Service-delivery Measures, 1. The change is necessary to allow more time for CAC staff to enroll in-school youth into work experience due to the inclement weather and school being delayed or canceled. The enrollment date is changed from March 2, 2011 to April 1, 2011.

V SCOPE OF WORK

Subject to the terms and conditions as set forth in this document and incorporated attachments, the Contractor and Purchaser agree to perform the following services to the level of performance as herein stated:

A. Contractor Responsibilities

1. Contractor shall make available Work Experience; Secondary Occupational Skills Training; Leadership Development Opportunities; Adult Mentoring; and Follow-up Services for In-School Youth and Out-of-School Youth. The Contractor is responsible to recruit participants for the program. The targeted number of participants for the program is up to fifty-five (55) In-School Youth by December 31, 2010 and ten (10) Out-of-School Youth. Of those total participants, fifteen (15) may be enrolled in Work Experience. ***In-School Youth Work Experience participants must begin Work Experience by April 1, 2011.*** Additional participants may be enrolled in the Program, if for whatever reason, funds are available. The maximum number of participants may increase since some may not complete the entire length of the program. Work Experience may be extended on a case by case basis if funds are available.

D. Performance Standards

To reach the outcome and purpose stated herein, performance of services under this contract must meet the following standards:

Service-delivery Measures

1. **Placement of a targeted number of up to 55 In-School Youth by October 31, 2010 and ten (10) Out-of-School Youth in the program. Of those total participants, fifteen (15) Youth may be enrolled in Work Experience. Provide Work Experience; Occupational Skills Training; Leadership Development Opportunities; Adult Mentoring; and Follow-up Services for In-School Youth and Out-of-School Youth. Youth enrolled in Work Experience should be enrolled by April 1, 2011.**

Contractual Performance Measures

1. **Sixty percent (60%) of Youth enrolled in Work Experience will receive a positive worksite evaluation.**
2. **Seventy percent (70%) of Youth in the program will provide a positive response to a Customer Satisfaction Survey. Two surveys should be completed; one by January 15, 2011 and the second by May 15, 2011.**
3. **Seventy percent (70%) of In-School Youth enrolled in Teen Leadership will participate and remain in the program for the school year.**
4. **Seventy percent (70%) of In-School Youth enrolled in Teen Leadership will pass the curriculum established in the program.**
5. **Sixty percent (60%) of In-School Youth enrolled in the program who are due to graduate will graduate and receive their diploma.**
6. **Sixty percent (60%) of Youth will complete the program's required number of community service hours as determined by the contractor.**
7. **Will maintain a follow-up log on exited youth. The log will be submitted on a quarterly basis. Satisfactory maintenance of the log will be based on monitoring conducted by the Purchaser.**

Contractual Review

In addition to ongoing contract monitoring, the Contractor and Purchaser may meet to review the program and the delivery of services to participants.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes

Mr. Probst

Absent

**IN THE MATTER OF SIGNING THE REVISED ODYS
COMMUNITY CORRECTIONS FACILITIES
GRANT PLAN FOR OAKVIEW JUVENILE CENTER**

Motion made by Mrs. Favede, seconded by Mr. Coffland to approve and authorize Commission President Matt Coffland to sign on behalf of the Board of Commissioners for the Ohio Department of Youth Services Community Corrections Facilities Grant Plan for Oakview Juvenile Center's Revised Grant Renewal Application and initial Budget Request for Fiscal Year (FY) 2012; Total FY 2012 Budget Request: \$943,078.30

Note: This grant provides the operating money for the facility. There is no match required. The changes reflect a 5% decrease per DYS request and replace the motion made on Feb. 16, 2011.

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF REWING STANDBY GENERATOR
PREVENTATIVE MAINTENANCE AGREEMENT WITH ERB ELECTRIC CO.**

Motion made by Mr. Coffland, seconded by Mrs. Favede to renew Standby Generator Preventative Maintenance Agreement with Erb Electric Company, 500 Hall St., Bridgeport, in the amount of \$350.00 per year for semi-annual service, based upon the recommendation of Jack Regis, Belmont County Facilities Manager.

Note: This renewal agreement is for the courthouse and remains the same as last year.

Standby Generator Preventative Maintenance Agreement

This agreement made this 23th day of March between ERB Electric Company and:

Customer Name:	<u>Belmont County Commissioners</u>
Address:	<u>101 W. Main Street</u>
City, State, Zip:	<u>St. Clairsville, Ohio 43935</u>
Telephone Number:	<u>(740) 699-2155</u>
Fax Number:	<u>(740) 699-2156</u>
Contact Name:	<u>Jack Regis, Facilities Manager</u>
Generator Make/Model:	<u>General QT036</u>

In consideration of the agreement herein contained:

- 1) The customer agrees to remit the amount of \$ ____ per ____ unit(s) for a period of one year payable within 30 days after receipt of invoices From Erb Electric.
- 2) Erb Electric agrees to perform preventative maintenance service per the attached form ____ times a year approximately ____ month intervals. Erb Electric shall inspect and report on any noted problems with the unit and recommend any corrective action. Erb Electric will perform normal preventative maintenance on the power system which includes the following items:
 - *Replace engine oil and filter per maintenance schedule (minimum one per year) and inspect lubrication system.
 - *Replace air filter element as required.
 - *Replace fuel filter and clean fuel strainer as required.
 - *Inspect and pressure test coolant system, add rust inhibitor and antifreeze to the system as needed and check all components. (Air cooled units: clean and inspect cooling fins.)
 - *Replace antifreeze and flush cooling system every five years.

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- *Inspect all rubber belts and hoses.
- *Service batteries, cables, and terminals. Check and adjust charging system.
- *Check starter and starting system.
- *Check A.C. generator, clean, adjust, lubricate as required.
- *Inspect transfer switch, clean, adjust and test all models, both with and without loads.
- *Test exercise system, reset to owner's request as required.
- *Load test entire system (with owner's authorization).
- *Provide a written report on the condition of the unit after service is completed.

- 3) The customer authorizes Erb Electric to perform repairs deemed necessary for proper operation of the standby power system at the time of service. The cost of any repairs shall not exceed \$100.00 without getting proper advance authorization prior to repairs and shall be included in the service report. Repairs exceeding this amount will be referred to the customer for action or additional authorization. The cost of these additional repairs will be charged at Erb Electric prevailing labor rates plus parts cost and prevailing mileage rates should additional trips be required.
- 4) Erb Electric warrants its work for a period of thirty days from the date of service. This warranty is limited to failure as a result of workmanship and does not include failures resulting from improper or unauthorized installation, misuse, negligence, accident, overloading or speeding, repairs made by someone other than Erb Electric, fire, flood, vandalism, theft or any other acts beyond the control of Erb Electric.
- 5) Failure of any parts installed during the course of a maintenance service will be covered by the manufacturer warranty.
- 6) Either party may cancel this agreement within thirty days written notification.

Signed:

Jack Regis /s/ Facilities Manager

Jim Meeker /s/

Owner or Owner's Agent

Erb Electric Company

3/9/11

3-28-11

Date

Date

Please Check One:

- Annual \$ 250 per Unit
- Semi-Annual \$ 350 per Unit

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

IN THE MATTER OF AUTHORIZING THE SANITARY SEWER DISTRICT TO OFFER EMPLOYMENT FOR OPEN POSITIONS

Motion made by Mr. Coffland, seconded by Mrs. Favede to authorize the Belmont Co. Sanitary Sewer District to offer employment for the open positions advertised within the Water Distribution Department and the Waste Water Collection System, based on the recommendation of Mark Esposito, Director.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

March 23, 2011

**IN THE MATTER OF HOLDING “TOWN HALL”
MEETING IN WAYNE TOWNSHIP**

Motion made by Mr. Coffland, seconded by Mrs. Favede to hold the Wayne Township “Town Hall” meeting and to notify the media of the same. Public input is welcome and citizens are encouraged to attend: Thursday, April 7 at 7:00 p.m., Township Garage, New Castle Road, Jerusalem.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

**IN THE MATTER OF CHANGING DATE OF BOARD
OF COMMISSIONERS REGULAR MEETING**

Motion made by Mr. Coffland, seconded by Mrs. Favede to move the Board’s regular meeting from Wednesday, April 13, 2011, to Thursday, April 14, 2011, commencing at 10:00 a.m. due to the board attending a CCAO Seminar in Columbus regarding the State Budget and to notify the media of the same.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

BREAK

10:15 Belmont Senior Services/City of Martins Ferry

Re: Check presentation for purchase of South School

Those attending for the check presentation included Martins Ferry Mayor Phil Wallace; Councilman Bob Hunker; Auditor Andy Sutak; Belmont Senior Services Board members Peggy Meola, Tom Hart and Pat Ketzell; and Attorney Richard Myser and Sue Douglass of the Department of Development/CIC.

Mr. Coffland thanked Mr. Myser for the title work he performed and acknowledged the Belmont Senior Services board members in attendance. He explained that the Belmont Senior Services Board began looking for a building to move into about 1 ½ years ago. They were offered to look at all the county buildings that were available along with the South School building that is owned by the City of Martins Ferry. They chose the South School building as the one that would best suit their needs. The Commissioners had the building thoroughly inspected, made sure that there was clear title and everything was proper before approving the purchase. Mr. Coffland noted that the city of Martins Ferry has been very good to us. The check will be turned over to the City today and then Phase I renovations can begin through the Commissioners’ Office. At this time Mr. Coffland presents the check to Mayor Wallace, who welcomed Belmont Senior Services to the City. Mrs. Favede thanked all for their patience and wanted the taxpayers to know the board did do their homework and took the time to have everything that needed to be looked at done properly. This also now allows the county to make Oakview, the present home of Belmont Senior Services, a records center. Peggy Meola stated this has been a very long, tedious process and a learning process for their board. The seniors have been forefront in every decision they are making. She said this partnership with Martins Ferry and Mayor Wallace is a wonderful opportunity for them to grow. Mr. Myser then presented the deed to the board.

Richard Hord questioned where the money for renovations would be coming from. Mr. Coffland advised it would be levy funds. He asked if there was a timetable to move Senior Services and Mr. Coffland stated it is hoped it would be done by the end of the year.

IN THE MATTER OF WARRANTY DEED

March 23, 2011

FROM CIC OF BELMONT COUNTY, OHIO
AS AGENT OF THE CITY OF MARTINS FERRY
TO THE COUNTY OF BELMONT/BELMONT SENIOR SERVICES
WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS THAT:

WHEREAS, the City of Martins Ferry, Ohio, has pursuant to Ordinance Number 2011.05, attached hereto as Exhibit A, designated the Community Improvement Corporation of Belmont County, Ohio, as the agency of the City of Martins Ferry, Ohio, for the industrial, commercial distribution and research development under the authority of Ohio Revised Code Section 1724.10(B); and

WHEREAS, the City of Martins Ferry, Ohio, has, pursuant to Ordinance Number 2011.05, attached hereto as Exhibit A, and Agreement dated March 7, 2011 attached hereto as Exhibit B, authorized the Community Improvement Corporation of Belmont County, Ohio, to proceed to sell and convey the real estate hereinafter described as agent for the City of Martins Ferry, Ohio, to The County of Belmont, a political subdivision of the State of Ohio, by and through the Belmont County Commissioners; and

WHEREAS, the Board of Trustees of the Community Improvement Corporation of Belmont County, Ohio, an Ohio nonprofit corporation, by resolution duly adopted by unanimous vote of all its members at a regular meeting held on the 17th day of February, 2011, resolved to act as agent for the City of Martins Ferry and to sell and convey to The County of Belmont, a political subdivision of the State of Ohio by and through the Belmont County Commissioners, the real estate herein described as such agent.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND FOR GOOD AND VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, and the statutes heretofore provided, Community Improvement Corporation of Belmont County, Ohio, an Ohio nonprofit corporation, acting as agent for and on behalf of the City of Martins Ferry, the Grantor herein, does hereby grant, bargain, sell and convey with covenants of general warranty to The County of Belmont, a political subdivision of the State of Ohio, by and through the Belmont County Commissioners, the Grantee herein, its successors and assigns forever whose tax mailing address is Belmont County Courthouse, 101 West Main Street, St. Clairsville, Ohio 43950, the following described real estate:

Situated in the State of Ohio, County of Belmont, and City of Martins Ferry, more particularly described as follows:

TRACT ONE: Being Lot 1250, Lot 1251, Lot 1254 and Lot 1255 of Joseph Bell's Second Addition to Martins Ferry as recorded in Cabinet B, Slide 4 of the Plat Records of Belmont County, Ohio.

TRACT TWO: Beginning at the intersection of the westerly line of Broadway Street and the northerly line of School Street where a "mag-nail" set in the concrete sidewalk bears South 45° 37' 19" East 0.87 feet.

Thence, from said point of beginning, North 74° 30' 00" West 255.33 feet, with the northerly line of School Street, to a rebar set, a 1 inch diameter iron rod found bears North 74° 30' 00" West 60.00 feet; thence, North 15° 30' 00" East 99.82 feet, with the easterly line of Pearl Street, formerly known as Pease Street, to the southwest corner of Lot 1250 of Joseph Bell's Second Addition to Martins Ferry as recorded in Cabinet B, Slide 4 of the Plat Records of Belmont County, Ohio, a rebar set at the northwest corner of Lot 1251 thereof bears North 15° 30' 00" East 100.00 feet; thence, South 74° 30' 00" East 255.33 feet, with the southerly line of said addition of lots, to the southeast corner of Lot 1254 thereof, a 1 inch diameter iron rod found at the northeast corner of Lot 1255 thereof bears North 15° 30' 00" East 100.00 feet; thence, South 15° 30' 00" West 99.82 feet, with the westerly line of Broadway Street, to the point of beginning.

The above-described tract contains 0.585 acre.

The rebars set are ½ inch in diameter and 30 inches in length, set flush to the ground and topped with a plastic cap embossed "AJSMITH-OH S6960". The bearings used herein are based on the plat of Joseph Bell's Second Addition.

March 23, 2011

This description was prepared from an actual field survey of the premises completed on June 30, 2008, by Allen J. Smith, Ohio Professional Surveyor No. 6960.

Prior Deed Reference: Volume 255, Page 66 of the Official Records of Belmont County, Ohio.

Parcel No. 24-6011.000

TO HAVE AND TO HOLD said premises, with all the privileges and appurtenances thereto belonging to said Grantee, its successors and assigns, forever; as fully and completely as it, by virtue of said authority and the statutes made and provided for such cases, might or should give and convey.

*
*
*

EXECUTED this 9th day of March, 2011.

**COMMUNITY IMPROVEMENT
CORPORATION OF BELMONT
COUNTY, OHIO**

By: Terrence A. Lee /s/
Terrence A. Lee, President

This instrument was prepared by:
RICHARD A. MYSER
Attorney at Law
320 Howard Street
Bridgeport, Ohio 43912

**IN THE MATTER OF ADOPTING PROCLAMATION
ENDORING THE NEA’S “READ ACROSS AMERICA” PROGRAM**

Motion made by Mrs. Favede, seconded by Mr. Coffland to adopt the Proclamation endorsing the National Education Association’s “Read Across America” program.

***PROCLAMATION
ENDORING
“NEA’S READ ACROSS AMERICA”***

WHEREAS, the Belmont County Board of Commissioners stands firmly committed to promoting reading as the catalyst for our students’ future academic success, their preparation for America’s jobs of the future, and their ability to compete in a global economy and;

WHEREAS, Belmont County’s schools have provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community’s well-being and long-term quality of life and;

WHEREAS, “NEA’s Read Across America,” a national celebration on March 2, 2011, sponsored by the National Education Association, promotes reading and adult involvement in the education of our community’s students;

NOW, THEREFORE, BE IT RESOLVED, that this body enthusiastically endorses “NEA’s Read Across America” and recommits our community to engage in programs and activities to make America’s children the best readers in the world.

Adopted March 23, 2011

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

March 23, 2011

OPEN PUBLIC FORUM – Richard Hord asked for an update on the renovations of the former Sheriff’s residence. Mrs. Favade replied it is in the design phase. Belmont County Tourism, who will be occupying that building, has requested a handicap ramp. Mr. Hord also asked about renovations at the Hab Center, what the costs might be, and if there were any grants available. Mrs. Favade advised there are no grants available for renovations of existing buildings. No total cost amounts are available at this time. Mrs. Favade continues moving records from that building. The historical records are still housed there.

Engineer Fred Bennett announced the annual Township meeting is coming up on the 14th to be held at the Roscoe Garage. The speaker will be from ODNR and the topic will be old underground mines.

Dena Bobeck of 405 West 44th Street, Shadyside, asked what the budget was for Co. Rd. 48 Bridge Projects. Mr. Bennett stated these contracts were let last year. He did not have the figures for the two bridges and offered to go look up the information for her. Mrs. Bobeck wanted to know if the county was doing the work or contracted out to someone else. She was advised it was contracted to Ohio-West Virginia Excavating.

BREAK

**IN THE MATTER OF BID OPENING FOR THE
AIR CONDITIONING PROJECT AT THE BELMONT
COUNTY COURTHOUSE ANNEX III**

This being the day and 11:00 a.m. being the hour that bids were to be on file in the Commissioners’ Office for the Air Conditioning Project at the Belmont County Courthouse Annex III, they proceeded to open the following bids:

NAME	BID BOND	BID AMOUNT
H.E. Neumann Company 159,500.00 P.O. Box 6208 Wheeling, WV 26003	X	\$
Flickinger Piping Co., Inc. 159,995.00 439 S. Tuscarawas Avenue Dover, OH 44622	X	\$

Present for the bid opening were Marshall J. Piccin, John Earls, Dawna Whytsell of Flickinger Piping, and Mike Schuler of The Times-Leader.

Motion made by Mr. Coffland, seconded by Mrs. Favade to turn over all bids received for the Air Conditioning Project at the Belmont County Courthouse Annex III to Marshall J. Piccin, Project Engineer, for review and recommendation.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favade	Yes
Mr. Probst	Absent

March 23, 2011

**IN THE MATTER OF BID OPENING FOR THE
ELECTRIC MODIFICATIONS PROJECT AT THE
BELMONT COUNTY COURTHOUSE ANNEX III**

This being the day and 11:15 a.m. being the hour that bids were to be on file in the Commissioners' Office for the Electric Modifications Project at the Belmont County Courthouse Annex III, they proceeded to open the following bids:

NAME	BID BOND	BID AMOUNT
Swiss Valley Associates, Inc. 42631 SR 7, P.O. Box 39 Hannibal, OH 43931	X	\$ 90,938.37
Erb Electric Company 500 Hall Street, Suite 1 Bridgeport, OH 43912	X	\$ 74,767.00

Present for the bid opening were Marshall J. Piccin, John Earls, and Mike Schuler of The Times-Leader.

Motion made by Mr. Coffland, seconded by Mrs. Favede to turn over all bids received for the Electric Modifications Project at the Belmont County Courthouse Annex III to Marshall J. Piccin, Project Engineer, for review and recommendation.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

BREAK

**11:30 Belmont Co. Dept. of Job & Family Services
Re: Child Abuse Prevention Month**

Attending today were Director Dwayne Pielech, Christine Parker, Lori O'Grady, Vince Gianangeli, Billy Marinacci and John LaRoche. Mr. Pielech thanked the board for recognizing the plight of children not just in Belmont County, but across America. Annually BCDJFS tries to reach out into the community about some of the problems they face. Mr. Pielech noted as the economy changes and people struggle to put food on the table, it makes the challenges even more difficult. In 2010 BCDJFS' intake unit investigated 664 referral cases and as of the end of March, 2011, they have 40 children in custody. That is a slight increase from the year before. At any given time they have approximately 100 children in their caseload that they are servicing. They have six (6) new foster homes certified for a total of approximately 30 homes. Pinwheels will again be displayed to signify complaints received regarding various types of abuse. Hundreds of them will be placed on the courthouse steps. Mrs. Favede referenced the African Proverb, "It takes a village to raise a child." She stated that in Belmont County the proverb could be, "It takes a community to protect a child." She asked that all do their part in making an effort to communicate any suspicions of abuse to Job & Family Services.

**IN THE MATTER OF ADOPTING PROCLAMATION
DESIGNATING APRIL AS CHILD ABUSE PREVENTION MONTH**

Motion made by Mrs. Favede, seconded by Mr. Coffland to adopt the Proclamation designating April as Child Abuse Prevention Month.

**PROCLAMATION
HONORING
"CHILD ABUSE PREVENTION MONTH"**

WHEREAS, child abuse and neglect are recognized as one of our most pressing social problems, affecting many Belmont County children each year; and

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WHEREAS, each child has the right to live and grow in a safe, secure, and supportive environment; and is entitled to be loved, cared for, nurtured, and to be free from verbal abuse, sexual abuse, emotional and physical abuse and neglect; and

WHEREAS, over 1,200 children were served in Belmont County in 2010 as a result of reports from concerned community members who play a positive role in supporting our young people and their families; and

WHEREAS, every child needs a caring adult in their lives for guidance and support. This nurturing, love and attention helps them prepare for the future and keeps them safe from abuse and neglect; and

WHEREAS, it takes a community to protect a child and community action is needed to break the cycle of abuse and neglect to improve family life and Belmont County is stronger when all citizens become aware of child abuse and neglect prevention and become involved in supporting parents to raise their children in a safe, nurturing environment; and

WHEREAS, The Belmont County Board of Commissioners and the Belmont County Department of Job and Family Services support and promote the partnership between the State of Ohio, county and local public and private agencies and our community to prevent child abuse and neglect; and

WHEREAS, our nation recognizes each April as Child Abuse Prevention Month, and Belmont County agencies and organizations work together to heighten awareness and draw attention to the need for preventing child abuse in our communities; and

WHEREAS, Pinwheels for Prevention was designed as a visual way to demonstrate the real fact that abuse is prevalent in every community and that we each need to do our part to assist in breaking the vicious cycle;

WHEREAS, Belmont County residents celebrate children, this county's GREATEST resource and the community leaders of tomorrow;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Belmont County Commissioners that they do hereby designate APRIL 2011 as "CHILD ABUSE PREVENTION MONTH" throughout the County of Belmont.

Adopted March 23, 2011

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

**IN THE MATTER OF ENTERING
EXECUTIVE SESSION AT 11:45 A.M.**

Motion made by Mr. Coffland, seconded by Mrs. Favede to enter into executive session with Director Dwayne Pielech, Vince Gianangeli and Lori O'Grady, BCDJFS, pursuant to Ohio Revised Code 121.22(G)(1) Personnel Exception specifically to consider the employment of public employees.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

**IN THE MATTER OF ADJOURNING
EXECUTIVE SESSION AT 12:44 P.M.**

Motion made by Mrs. Favede, seconded by Mr. Coffland to adjourn executive session at 12:44 p.m.

Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Probst	Absent

AS A RESULT OF EXECUTIVE SESSION – NO ACTION TAKEN.

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IN THE MATTER OF ADJOURNING
COMMISSIONERS MEETING AT 12:45 P.M.

Motion made by Mr. Coffland, seconded by Mrs. Favede to adjourn the meeting at 12:45 p.m.

Upon roll call the vote was as follows:

Mr. Coffland	Yes
Mrs. Favede	Yes
Mr. Probst	Absent

Read, approved and signed this 30th day of March, 2011.

_____ COUNTY COMMISSIONERS

Charles R. Probst, Jr. - Absent _____

We, Matt Coffland 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.

_____ PRESIDENT

_____ ASSISTANT CLERK