

# June 4, 2015

## Agenda

*Pledge of Allegiance*

Approve Minutes

Before/after Expenditures

Interfund Transfer/Advance

Out of County Travel-EMA(2)

Out of County Travel-JFS

Adopt Tuscarawas County Personnel Manual

Pay Bills

*Other Business*

Adjourn

THE BOARD OF COMMISSIONERS OF TUSCARAWAS COUNTY MET IN REGULAR SESSION, THURSDAY THE 4<sup>TH</sup> DAY OF JUNE, 2015, WITH THE FOLLOWING MEMBERS PRESENT:

Belle Everett  
Kerry Metzger  
Chris Abbuhl

Commissioner Everett presiding.

*The Lord's Prayer was said.  
The Pledge of Allegiance was said.*

### **RESOLUTION (509-2015) APPROVE MINUTES**

It was moved by Commissioner Abbuhl, seconded by Commissioner Metzger, to approve the minutes of the previous meeting as written.

VOTE: Belle Everett, yes;  
Kerry Metzger, yes;  
Chris Abbuhl, yes;

### **RESOLUTION (510-2015) BEFORE/AFTER EXPENDITURE**

It was moved by Commissioner Abbuhl, seconded by Commissioner Metzger, to approve the following before/after expenditures:

Albers & Albers (Water/Sewer)	\$12,900.00
Widder Architectural Services (Commissioners)	\$2,171.00
Independence Business Supply (Clerk of Courts)	\$208.36
Joe Bachman (Engineer)	\$315.00
Quest (Community Corrections)	\$144.36

VOTE: Belle Everett, yes;  
Kerry Metzger, yes;  
Chris Abbuhl, yes;



**RESOLUTION (514-2015) ADOPT TUSCARAWAS COUNTY PERSONNEL MANUAL**

It was moved by Commissioner Metzger seconded by Commissioner Abbuhl to adopt the updated Tuscarawas County Personnel Manual effective June 4, 2015.

This updated manual was a collaboration of a personnel committee comprised of various elected officials, department heads and employees working with Jonathan Downes for almost a year. This final document meets current requirements of state and federal law requirements relating to personnel.

Therefore, every Elected Official, Board and/or Department Head is strongly encouraged to adopt the updated Personnel Manual and provide the Commissioner’s Office the attached certification of acceptance for the updated Personnel Manual. Offices which have issues specific to their operations that will vary from or are in addition to the provisions of the Personnel Manual should identify the variances and/or additions. The certification of acceptance includes a column to designate the chapters adopted identifying the chapters or provisions with variances and/or additions. Chapter 2 includes federal and state policies that Offices, Boards and Departments MUST adopt to meet state and federal law requirements.

Offices, Boards or Departments which do not adopt this updated manual will continue to operate from the previously adopted manual and may not meet all current state and federal law requirements.

ROLL CALL: Belle Everett, yes;  
 Kerry Metzger, yes;  
 Chris Abbuhl, yes;

**Discussion:** Commissioner Everett wanted to express appreciation for the hard work of the following individuals that were very involved for close to a year in the development of the new personnel manual- Elizabeth Stephenson (Common Pleas Court), Tracie Berry (Child Support Enforcement Agency), Tracey Judy (Sheriff’s Department), Deborah Cook (Veteran’s Services), Katie Seward (Tuscarawas County Health Department), Lynn Angelozzi (Tuscarawas County Board of Developmental Disabilities), David Haverfield (Tuscarawas County Job & Family Services), Jeanne Stephens (Clerk of Courts), and Larry Lindberg (County Auditor). Commissioner Abbuhl thanked all who participated in putting this document together and appreciated their input. He also stated once the Human Resource position is filled things should operate smoothly with any questions regarding policy, procedures and requirements being addressed by that person. He also stated the Board of Commissioners has no control over department’s that are governed by other elected officials adoption of this manual, so if they do not adopt it they will be operating under the old manual. Commissioner Everett stated she spoke to Mr. Downes regarding certain boards and departments (eg. Board of Elections, Engineer) and that is important to adopt these policies. The Board recognizes some departments will have differences. Since so many departments were involved in creating this document Commissioner Abbuhl hopes that the departments would adopt this core document and tailor it to their specific department. Commissioner Everett explained that Regional planning is one department that has its own board, liability insurance, and by laws and policies that they go by.

**RESOLUTION (515-2015) PAYMENT OF BILLS**

It was moved by Commissioner Metzger, seconded by Commissioner Abbuhl, to approve for payment the following bills.

**Commissioners**

Dominion East Ohio Gas	Service/125 EH	533.55
Dominion East Ohio Gas	Service/107 EH	244.50
Dominion East Ohio Gas	Service/JFS	268.64
US Bank Equipment Finance	Copier Lease	89.00
Treasurer State of OH	State Purchasing Admin	235.00
Schindler Elevator	Service	536.43
American Electric Power	Electric/NJNP	42.38
Frontier	Service/216.010.9884.031475.5	69.70
Lou Catola & Barry Gipson	Insurance Claim/W-S Truck hit building	10,000.00
Liberty Distributors	Supplies	586.64
Brandywine Valley Development	Royalty Sharing	166.25

**Dog Pound**

American Electric Power	Electric	501.92
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**Veterans**

Walmart Community	Coffee Supplies	23.74
Time Warner Cable	Service	211.80
Finishing Touch Carpet Cleaning	Office Cleaning	435.00
Xerox	Copier Lease	275.37

**Sheriff**

G & L Supply	Supplies	1,170.21
Union Hospital	Inmate Medical Treatment	157.94
Pomerene Hospital	CPR Certifications	165.00
Staley Technologies	Repairs	166.25
Cardiovascular Consultants of Cleveland	Medical Treatment	8.90
Interstate Fire & Security	Alarm Testing	870.50
Dominion East Ohio Gas	Service	2,938.78
Staples	Supplies	58.44
Lowe's	Supplies	490.87
Mr Trailer Sales	Repairs	15.09
Performance Towing	Cruiser Towing	125.00
Vance's Law Enforcement	Ammunition	2,213.40
GT Distributors	Supplies	121.98

**911**

Cummins Bridgeway	Generator Repairs	3,174.36
Staples	Supplies	221.38
Frontier Power Co	Tower Electric	630.82

**Clerk of Courts**

Postmaster	PO Box Rental	220.00
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**Community & Economic Development**

Tusc Co Recorder	Recording Fee	104.00
Leggett & Harr Siding	CHIP Home Repair	13,914.00

**Public Defender**

Pitney Bowes Reserve Acct	Postage	1,000.00
Walton's Auto	Table Top Glass	197.81
Dr John Vasiliades	Seminar Registration	450.00

**Juvenile/Probate**

Times Reporter	Legal Advertising	155.00
Staples	Supplies	1.99
Independence Business Supply	Supplies	37.33
Independence Business Supply	Supplies	3.81
MNJ Public Sector	Computer Equipment	94.00
MNJ Public Sector	Computer Equipment	94.00
Barbara Debord	Travel	150.64
Shannon Davis	Type Transcripts	770.00

**Recorder**

Copeco	Supplies	415.96
Xerox Business Services	Contract Services	4,297.80
Xerox Corp	Base Charges	162.74

**Emergency Management**

Xerox	Copier Lease	124.29
Patty Levengood	Cell Phone Reimb	43.15

**Treasurer**

United States Postal Service	PO Box Rental Fee	130.00
US Bank Equipment Finance	Copier Lease	82.00
Harris Computer Systems	Software Support	372.80

**Common Pleas**

Staples Credit Plan	Supplies	319.19
Triad Deaf Services	Interpreter	119.00
Matthew Bender & Co	Legal Publications	216.76

Elizabeth Stephenson	Travel	363.23
Caldwell's Visitation Services	Children of Divorce Intervention Program	1,139.00
Andreas Furniture	Courtroom Chair	379.00
Union Hospital	Work Wellness Program	102.30

**Community Corrections**

Melymbrosia	Assessment/Evaluation	1,475.00
Hazelden Publishing	Substance Abuse	2,627.41

**Water & Sewer**

Village of Tuscarawas	Wainwright Payment	991.24
Cintas	Uniform Rental	327.18
Reidl's	Vehicle Repairs	60.55
Reidl's	Repairs	260.00
Lowe's	Materials	78.98
Lowe's	Materials	107.97
USA Bluebook	Equipment	313.36
Tusc Co Commissioners	Loan Repayment	3,076.25
Ohio Electric Control	Repairs	72.25
Frontier	Service	43.59
American Electric Power	Service	916.50
Newcomerstown Water	OM & R	3,765.04
Lowe's	Materials	135.55
Lowe's	Materials	175.70
Ohio Light Truck	Tool Boxes	2,074.00
Frontier	Services	48.26
American Electric Power	Electric	123.79
Xerox	Copier Fee	69.36
USA Bluebook	Materials	610.22
USA Bluebook	Materials	247.26
Stony Point	Materials	212.00
New Cool	Materials	197.00
Lowe's	Grinder	47.47
Graphic Enterprises	Copier Supplies	205.88

**Child Support**

Jeffrey Mamarella	IV-D Contract/Common Pleas Magistrate	1,830.64
Provantage	External Hard Drive/Server	101.50
Traci Berry	Travel	311.19
Tusc Co Job & Family Services	IT Services	63.92
Tusc Co Job & Family Services	IT Services	31.98
Dominion East Ohio Gas	Service	30.77
Frontier	Service	50.13
Toshiba Business Solutions	Copier Maintenance	104.06
Total First Aid	Supplies	52.35
Go Shred	Shredding Services	69.00
First Communications	Long Distance	145.37

**Law Library**

Tusc Co Clerk of Courts	Notary Fees	84.00
Independence Business Supply	Supplies	22.40
Frontier	Service	37.74
Frontier	Service	19.90

**Job & Family Services**

Mark & Raynah Abbuhl et al	AA & SAMS	28,006.99
Walmart Community	PRC/Clothing & Shoes	63.79
Elizabeth Smith PSYD	Adoption Incentive	750.00
Deborah Mauriello	IV-E Daycare	1,750.00
Natalie Larkin	Travel	258.01
Angela Barlock	Travel	175.81
Andrew & Kelli Miller	Transportation	105.80
Karr's Automotive	PRC/Vehicle Repairs	1,453.94
Community Mental Healthcare	Evaluation	396.00
Andrew & Kelli Miller	Foster Child Clothing Reimb	384.32
Richard & Michelle Chapin	Foster Child Clothing Reimb	154.56
Elizabeth Smith PSYD	Adoption Incentive	1,050.00

North American Council on Adoption	Adoption Incentive	660.00
Patricia Mahaffey	Kinship Permanency Incentive	300.00
Faith Beckett Reichman	Kinship Permanency Incentive	600.00

VOTE: Belle Everett, yes;  
Kerry Metzger, yes;  
Chris Abbuhl, yes;

**OTHER BUSINESS:** Commissioner Everett asked Commissioner Metzger about the email regarding legalization of marijuana. Commissioner Metzger stated it was sent to him by Jodi Salvo, head of the anti-drug coalition. Commissioner Metzger explained the information gives a picture of what can happen if this issue is put on the ballot and approved. He said other executives have shared the information with their boards as well. He feels it is important to get the information out before it is on the ballot so people can make an educated decision.

Commissioner Abbuhl, Chair of the CCAO Agriculture Committee, explained he will be attending an educational tour of Ohio State’s Stone Laboratory. The tour will include discussions on how Lake Erie has been affected by nutrient overload, one example being fertilizers. Also attending will be other committee members, many of which are farmers and new members. It will give first hand scientific information on the causes of this problem. He feels it is a good place for members to learn the facts and take them back to their home counties and explain the information to them.

***NO FURTHER BUSINESS COMING BEFORE THE BOARD.***

**RESOLUTION (516-2015) ADJOURN**

It was moved by Commissioner Metzger, seconded by Commissioner Abbuhl, to adjourn at 9:18 a.m. to meet in Regular Session, Monday, the 8th day of June, 2015.

VOTE: Belle Everett, yes;  
Kerry Metzger, yes;  
Chris Abbuhl, yes;

*We hereby certify the above and foregoing to be a true and correct account of the proceedings as had by and before us on the day and year first written above.*

Commissioner Everett, absent

Kerry Metzger  
Chris Abbuhl

Attest: Maria A. Lautenschlager  
Clerk of the Board

