

**FEBRUARY 4, 2016**

The Gallia County Board of Commissioners met on this date for the purpose of approving the minutes of the previous meeting and current transfers, appropriations and bills. At 9:00 a.m. the meeting was called to order by President Harold G. Montgomery. Roll Call: President Harold G. Montgomery, present; Vice President David K. Smith, present; Commissioner Brent Saunders, present.

The President entertained a motion for approval of the January 28, 2016 minutes. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

<b>2016 Canine Shelter Weekly Report</b>														
Week Ending	Came in	Adopted	Reclaimed	Euthanized	Out to Rescue	MIA	Died (Natural or unknown Causes)	Destroyed (in field)	Total Out	Remaining at shelter	Out to County Foster	In from County Foster	Died in Foster (Natural or Unknown Causes)	Total in Foster
1/31	5	3	0	0	5	0	0	0	8	15	0	0	0	1

**BOB GORDON – 2016 OHIO DR. MARTIN LUTHER KING JR. HOLIDAY COMMISSION CALENDARS**

Karen Sprague, on behalf of Bob Gordon, a member of the 2016 Ohio Dr. Martin Luther King, Jr. Holiday Commission provided the County Commission with 2016 Calendar books.

**CERTIFICATE OF COUNTY-WIDE COST ALLOCATION PLAN**

County Administrator presented the Commission with the Certificate for the County-wide Cost Allocation Plan for approval and signing. After review of the Cost Allocation Plan for the year ended December 31, 2014, Harold Montgomery entertained a motion to approve and sign the Certificate as presented noting the County will waive the NEG CAP costs for there are no funds to pay that since the NEG program is finished and closed out. David K. Smith moved and Brent Saunders seconded the motion. Upon roll call votes were as follows: Harold Montgomery, yea; David Smith, yea; Brent Saunders, yea.

**COPIER PURCHASE/LEASE**

County Administrator Karen Sprague presented the Commission with a quote from Aaron's Products for a new copier for the Commissioner's office as follows:

- Toshiba e-Studio 4555c Digital Imaging System to replace the current Toshiba 4540c
- Functions: Copier, Reversing Automatic Document Feeder, Saddle-Stitch Stapling Finisher, Hole-Punch Unit, Large Capacity Feeder, Fax Board, and Network Printing and Scanning
- 45 PPM Color & Black, 1GB memory, 1GB page memory, 160GB hard drive, 2000 sheet large capacity feeder, scan speed 57 SPM

Ms. Sprague noted the proposal reflects the following costs:

- Total Retail \$29,258
- Less Discount and Trade Allowance (\$17,038)
- Less Special Pricing Incentive (\$2,815)
- Final Cost \$9,405
- Leasing option with US Bank Equipment Finance: 60 month with \$1.00 buyout \$316 per month
- Full service maintenance agreement \$427.50 per quarter for both the old and new copiers

Ms. Sprague reviewed the current copier lease & maintenance agreement versus the new one as follows:

- Current lease is \$299.85 per month x 12 months = \$3,598.20 plus maintenance of \$764.50 per quarter x 4 = \$3,058 equals total annually of \$6,656.20
- New lease is \$316 per month x 12 months = \$3,792.00 plus maintenance of \$427.50 per quarter x 4 = \$1,710 equals total annually of \$5,502
- New lease will be \$1,154.20 less annually

Ms. Sprague noted the old copier would now be owned outright by the county and covered under the new maintenance agreement. Ms. Sprague advised the old copier would be a great asset to Melissa Clark in the ED office. It was further noted the lease payment is paid from the CDBG grant and the maintenance agreement is split between the CDBG grant and the Commissioners general fund budget. Ms. Sprague noted both the CDBG & general funds would see a savings annually, the commissioner's office would have a brand new copier and the ED office would have a copier with all the functions same as the commissioner's office copier. Harold Montgomery entertained a motion to approve the purchase and lease of a new copier with the understanding the maintenance agreement price of \$427.50 quarterly will remain that amount for the full 60 month term of the lease. Mr. Saunders moved and Mr. Smith seconded the motion. Upon roll call votes were as follows: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

**AIRPORT – SERVICE AGREEMENT SELF SERVICE TERMINALS**

County Administrator Karen Sprague presented the Commission with a service agreement from QT Technologies for the Self Service Gas Terminals at the Airport for 2016. The County currently has the Silver Level service agreement plan in the amount of \$595 annually. Ms. Sprague recommended the Gold Level service agreement plan in the amount of \$995, noting it will include free software upgrades for the new credit card requirements that will be installed October 2016. Ms. Sprague noted the silver plan does not include free software upgrades and the new credit card upgrades would cost the county \$945. Harold Montgomery entertained a motion to approve the 2016 service agreement at Gold Level as presented. David K. Smith made and Brent Saunders seconded that motion. Upon roll call votes were as follows: Harold Montgomery, yea; David Smith, yea; Brent Saunders, yea.

**USDA - GREEN SEWER PHASE 1 PAYMENT RESOLUTION # 3**

County Administrator Karen Sprague presented the Commission with Payment Resolution # 3 for the Green Sewer Phase 1 Project for the following items:

- Fields Excavating - \$251,422.91
- Stantec Engineering Fees - \$26,774.17

- Bricker & Eckler LLP legal fees - \$768.46
- Peck, Shaffer & Williams bond fees - \$16,993.83
- Total = \$295,959.37

Stantec Project Engineer Gary Silcott recommends approval of pay resolution #3. Harold Montgomery entertained a motion to approve and pay invoices from pay resolution #3. David K. Smith moved and Brent Saunders seconded a motion to approve payment resolution # 3 as submitted. Upon roll call votes were as follows: Harold Montgomery, yea; David Smith, yea; Brent Saunders, yea. Brent Saunders moved and David K. Smith seconded a motion to approve the USDA Engineering invoice form as submitted for the billing period of 12/12/15-1/15/16. Upon roll call votes were as follows: Harold Montgomery, yea; David Smith, yea; Brent Saunders, yea.

#### JANUARY 2016 FINANCIAL REPORT REVIEW

County Administrator Karen Sprague presented the Commission with:

- The January 2016 Financial Reports for comparison with the January 2015 Financial Reports. The following was noted during the review:
  - 1/1/2015 beginning cash balance was \$956,487.70
  - 1/1/2016 beginning cash balance was \$1,397,241.36
  - Difference of \$440,753.66
  - 1/31/2015 ending cash balance was \$291,200.80
  - 1/31/2016 ending cash balance was \$706,665.60
  - Difference of \$415,464.80

#### HOTEL LODGING TAX DISTRIBUTION

Commissioners received the distribution of the 4<sup>th</sup>. Quarter 2015 hotel lodging tax from the County Auditor, reporting \$46,397.50 being made to the Ohio Valley Visitor's Center. The report is on file in the Commissioner's office.

#### SHERIFF OT GRANT PER AWARD CONDITIONS

The Sheriff's Office submitted the OT Grant per award conditions. The President entertained a motion to approve the forms as presented and recommended by the Gallia County Sheriff, Joe Browning. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Smith, yea; Mr. Saunders, absent; Mr. Montgomery, yea.

#### AIRPORT ATT LONG DIST. RATE INCREASE

Sherry Daines met to discuss the renewal and rates of the Long Distance contract with the Gallia Meigs Airport and if it was necessary to have a long distance land line with the accessibility to a cell phone. No action taken.

#### EXECUTIVE SESSION - PERSONNEL

At 10:14 a.m. the President entertained a motion to enter into executive session with JFS Director Dana Glassburn to discuss personnel issues. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. Returned to regular session at 10:28 a.m.; no action taken.

**\*Brent Saunders left at 10:23 a.m. to attend an appointment, returned at 11:20 a.m.**

#### DEBBIE DRIVE RESIDENTS – GREEN SEWER PHASE 1

Debbie Drive residents; Elizabeth and Jerry Frazier, Jim Williams, Ron and Kathy Keenan, Ann and Norman Tarr, Renee Davison and Steve Wilcoxon meet with commissioners to discuss their concerns about resident's hook ups and elevations with Green Sewer Phase 1 project and also storm water drainage runoff. The design phase, which included public forums discussing the design has ended and the construction phase has begun. The commissioners answered as many questions as they could and advised them of the monthly construction meeting.

#### HEART MONTH PROCLAMATION

The President entertained a motion to approve the Heart Month Proclamation as submitted by Holzer Health System. Also in attendance were Karrie Davison, Tonya Cremeens, Lisa Johnson, Lori Cremeans, Kim Addis and Becky Buckley.

David K. Smith made and Brent Saunders seconded the motion to adopt the proclamation. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

*Whereas, we the Gallia County Commissioners, recognize the month of February as American Heart Month and do hereby encourage all citizens to wear red to raise awareness of cardiovascular disease; and*

*Whereas, we recognize the extraordinary progress in heart health and recognize that more needs to be done in Gallia County to safeguard heart health for generations to come; and*

*Whereas, cardiovascular disease accounts for 17.3 million deaths per year, a number that is expected to grow to more than 23.6 million by 2030.*

*Whereas, The American Heart Association projects the cost of treating heart disease in the United States will triple by 2030; and*

*Whereas, keeping our communities healthy and promoting awareness of health issues including heart disease, is an important responsibility and depends on the actions of many organization and groups in our community; and*

*Whereas, heart health remains a priority for families, communities, and government, and our commitment to keeping our citizens, especially our women, healthy is stronger than ever;*

*Therefore, be it Resolved that in recognition of the ongoing fight against heart disease we do hereby proclaim February as American Heart Month in Gallia County and urge everyone to show their support for the fight against heart disease.*

*s/ Harold G. Montgomery, President*

*s/ David K. Smith, Vice President*

*s/ Brent Saunders, Commissioner*

**PERSONNEL POLICY UPDATE ADOPTION**

The President entertained a motion to adopt the Use of Motor Vehicles by Gallia County Employees Policy to the Personnel Policy Manual. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

**POLICY FOR USE OF MOTOR VEHICLES BY GALLIA COUNTY EMPLOYEES**

This policy is applicable to all elected officials, full or part-time employees, summer workers, co-op students, volunteers, and contract employees of Gallia County, Ohio who are required to drive a motor vehicle in the course of their employment or activities on behalf of Gallia County, Ohio. (For purposes of this Policy, the above-listed categories of persons are referred to as "Employees.") This policy applies to vehicles titled to, purchased or leased by, or insured by or through the Board of Gallia County Commissioners and also applies to privately-owned vehicles operated by Gallia County Employees in the course of their employment or activities on behalf of Gallia County, Ohio and vehicles rented by Employees for travel in and out of Gallia County for authorized reasons. (For purposes of this Policy, the above-listed categories are referred to as "Vehicles" and "Operating a Vehicle" and "Operate a Vehicle.")

This policy shall take effect this 4<sup>th</sup> day of February, 2016 and shall include all county employees and officials who currently and in the future are authorized to operate a motor vehicle within the scope of their duties.

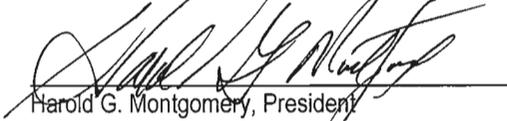
*/ Harold G. Montgomery, President*  
*/ David K. Smith, Vice President*  
*/ Brent Saunders, Commissioner*

**EXECUTIVE SESSION - PERSONNEL**

At 12:08 p.m. the President entertained a motion to enter into executive session with JFS Director Dana Glassburn to discuss personnel issues. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. At 12:19 p.m. Dana Glassburn left and County Administrator Karen Sprague joined the executive session. At 12:26 p.m. Karen Sprague left the executive session. Returned to regular session at 12:35 p.m.; no action taken.

**ADJOURN**

At 4:00 p.m. the President entertained a motion for adjournment. Brent Saunders made and David K. Smith seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

  
Harold G. Montgomery, President

  
Anette L. Brown, Clerk

  
David K. Smith, Vice President

  
Brent Saunders, Commissioner