

Baldridge had addressed that with David Hook and those records will be moved or destroyed.

Guest Stephen Caraway discussed the payroll records with Auditor representative Cheryl Black. It was recommended to scan these and make digital copies. The auditor's office needs some of the records for future certification. Mr. Caraway also discussed the court files that require 2 copies - checking to see if the state will allow one copy on file and one digitalized.

It was agreed to contact the Ohio Historical Society for new standards and updates and to get new pamphlets for each department.

Mr. Baldridge informed everyone that Warren County that has gone completely electronic.

Mr. Tolle informed those present that the Adams County Recorder's office is now an electronic office with the documents scanned and on the computer system.

Guest Paul Worley suggested that each office find out what records can be digitalized.

Mr. Tolle agreed to draft a letter after the standards are received along with a timeline and equipment needed for digitalization and to ensure that departments are following the proper disposal procedures.

There was no further business and a motion for adjournment was made by Brian Baldridge, seconded by Michele Harris at 10:31 a.m.

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Recorder Mark Tolle, Attorney Michele Harris, Auditor's office representative Cheryl Black, Clerk of Courts Donna Parker, and Clerk of Courts elect Larry Heller met with the board for an update on the HVAC improvements, office supply purchases, and the phone/internet service.

Mr. Caraway then addressed those present and informed them of the new proposed office supply contract. Mr. Worley then discussed consolidation of the phone bills and internet bills and changing to a different phone system which will have potential cost savings.

Facilities Director Sally Hayslip and contractor Duff Kindt reviewed the upcoming construction for the new HVAC system. Mr. Kindt explained the timeline and what can be expected. Mr. Kindt has been retained to oversee the air handling system improvements. There will be significant periods of time when there will not be any heating or cooling. Every attempt will be made to keep the building as comfortable as possible with the old equipment. The old boxes/handlers need to be removed and new ones installed. There will be some inconveniences, but there is no way around it. Everyone will be informed when the workers will be coming into their area. Once the ceiling is taken out, it will not be returned until the new system is installed. Mr. Kindt will always be available to answer questions. Some of the work will be completed in the evenings and on weekends with 4 10-hour days planned; it is not possible to complete the improvements off-shift. Pink stickers will be placed where the boxes are going to be placed, so everyone will know what areas will be disturbed. Employee work stations may need to be relocated temporarily. The official end date of the contract will be the last of July. Security was also discussed and everyone was informed that it is addressed in the contract and no one should be concerned.

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Delta Consultants representative Steve Potoczak and Rick Grice along with the following Adams County Airport board members met with the board to discuss the current plans for the airport: Dr. Bruce Ashley, Bill Shelby, and Warren Lewis. Mr. Potoczak informed the board of Mr. Grice's background as the planning director for the city of Medina and was there for 32 years running their airport. Mr. Grice does all of the grant administration. Mr. Potoczak gave a brief summary of where the airport is today and where we are looking to go in the future and then submitted a summary of funding to the board for review. The first page is the funding pot of money – federal funding. Local match comes from land reimbursement. The county has a reimbursement of 90% of the value of the land in the local match. All the projects done to date have been done with \$0.00 local funding. Mr. Potoczak then explained the airport "Property match" which has dwindled down to almost nothing. The Salanger property will be the next match for future projects. The appraisal of the property now needs completed which would be paid for by the county and then reimbursed by the FAA. The only thing contracted out is if a review appraisal is required. The numbers reflected on the report for FAA Funds available do not include the Brown County portion that needs to be paid back this year. Every year the county gets \$150,000.00. At the end of the 4th year term, the county is required to spend the first year \$150,000.00 in order to keep the funding.

Mr. Potoczak then discussed the 3,700' runway. The current runway is more than enough to attract business. The main concern at the airport is where to park the plane once the plane lands.

Mr. Grice informed those present that first and foremost the county needs to take care of what they currently have at the airport. Controlled access by keypad entry, charging for use of airport buildings, and charging to park airplanes was also discussed.

Mr. Potoczak then distributed the ACRP Guide which is a guide for small airports. Samples of airports are located in the back to show possible revenue sources. There are two revenues for the airport - #1 is fuel sales and #2 is hanger rental (all are privately-owned) with the exception of one.

Mr. Potoczak then discussed the airport advisory board and the flying club. These groups need to communicate to help take care of the airport. The NOTAM has not been changed for two years to let airmen know that the runway lights have been fixed. No one is keeping up with the NOTAMs (Notice to Airmen).

W.B. Green representative Linda Jackson and Medical Mutual representative Melinda Brown met with the board to review the quarterly health insurance experience.

Ms. Jackson then reviewed the health savings account fund with the new board members. Ms. Jackson also reviewed the new sheet explaining benefits and informed the board that each employee should be filling out the health assessment.

Engineer David Hook and Mike Hughes met with the board to discuss the following:

- GIS – future structure and completion of the mapping
• Permissive tax for vehicle license plates. The county can put on \$15.00 total. One \$5.00 fee less what the villages are taking out produces about \$111,000.00 a year. \$315,000.00 at the \$15.00 fee. Several larger counties have already implemented this tax. Public hearings will have to be conducted if the board agrees to proceed. The filing deadline is July 1, 2013.

E.C.D. Director Holly Johnson met with the board to discuss the following:

- Jaybird Road project final completion date
• CDBG environmental reports
• Cedar Works
• Barnes Sewer taps
• Downtown Revitalization program

CDBG 2012 ENVIRONMENTAL REPORTS APPROVED RESOLUTION 2013-78

It was moved by Brian Baldrige and seconded by Paul Worley to approve the CDBG environmental reports for Wayne Twp., Fair Housing, and Meals on Wheels upon the recommendation of E.C.D. Director Holly Johnson.

See Contract Journal 62, Page 34

There was no further discussion and upon the call of the roll the vote resulted as follows:

VOTE: Baldrige, yea Caraway, yea Worley, yea

Bruce Brandstetter of Brandstetter Carroll, Inc. met with the board to discuss the Downtown Revitalization project RFQs. Mr. Brandstetter informed the board that he has been in business 30 years. Mr. Brandstetter then discussed the following issues with the board:

- Grant funding – if a grant is obtained, his company will take payment from those funds. There are different grants for different village needs – OPWC, CDBG, ODNR Nature Works, and low interest loans.
• Services offered - landscaping, utilities, sewer, transportation needs, marketing analysis on retail, and GIS mapping to pull good base maps on the mapping size for good schematics. Our team is unique and we bring the whole package. We have been working with cities and villages for over 30 years.
• Timeline on the study once the grant is obtained – 9 months to 2 years. We have been working with cities and villages for over 30 years.

BILLS APPROVED RESOLUTION 2013- 79

It was moved by Brian Baldrige and seconded by Paul Worley to approve the bills.

Table with 4 columns: Entity, Description, Item Number, Amount. Rows include Adams Co. Regional Medical Ctr. Drug supplies/squads (\$395.01), Adams Co. Regional Medical Ctr. Drug testing/pre-employment Jones (\$34.00), Adams Co. Regional Water Water/airport 12/6-1/4/13 (\$22.00), Adams Co. Regional Water Drug testing/inmates (\$68.00), Adams Co. Senior Citizens NET Transportation December 2012 (\$13,468.50), Adams County Commissioners Sewer fee @ airport 12/6-1/4/13 (\$40.00), Adams County Glass Squad windshield repair (\$40.00), Adams County Treasurer Taxes/Market Street property (\$531.46), American Electric Power Electric/Dog kennel (\$231.66), American Electric Power Electric/annex (\$766.65)

B&C Communications	Equipment/repairs	010-170-5400	\$	335.50
B&C Communications	Equipment/repairs	010-170-5400	\$	821.00
Baldwin Contracting	Wall guard w/aluminum retainer	193-316-5900	\$	1,996.99
Barry's Chevrolet	Repairs/Dog Warden vehicle	040-147-5390	\$	20.30
Bob Barker Company, Inc.	Mats, pants, shoes/inmates	192-301-5300	\$	1,794.79
Brown County Veterinary Services	Meds for dogs	040-147-5300	\$	116.98
Camp Safety Equipment	Lights/squads	010-170-5400	\$	541.00
Cardmember Service	Fuel/Commissioners	001-100-5500	\$	12.88
Cardmember Service	Fuel/Flood & Bldg.	001-130-5500	\$	46.97
Cardmember Service	Drywall, etc.	001-122-5720	\$	303.71
Central Ohio Youth Center	Placement/1-13	055-322-5435	\$	6,875.00
Cincy Magazine	Advertisement/county visitor guide	001-101-5900	\$	335.00
Clermont County Juvenile Detention	Detention/December 2012	001-116-5680	\$	5,890.00
Cluxton Consulting	Mediation/consulting/Jan 2013	185-168-5420	\$	787.50
Cluxton Consulting	Mediation/consulting/Jan 2013	007-367-5420	\$	1,316.25
Community Fuels	Gasoline /Probation	185-168-5300	\$	112.49
Community Fuels	Gasoline /Probation	060-437-5420	\$	112.40
Community Fuels	Gasoline /Probation	060-437-5500	\$	1,031.57
Dayton Legal Blank	Desk nameplates/Caraway & Worley	001-100-5300	\$	58.92
DeLille Oxygen Company	Oxygen supplies/squads	010-170-5300	\$	184.00
Digital Data Technologies, Inc.	Webhosting service agreement/ACCU	190-160-5420	\$	1,000.00
Duke Energy	Gas/courthouse & annex	001-123-5450	\$	2,065.81
Frontier	Phone service/airport 1/28-2/27	001-124-5450	\$	95.70
Frontier	Phone/Transportation	172-273-5450	\$	39.26
Gall's, Inc.	Short sleeve shirt/Walters	001-125-5350	\$	59.30
Gall's, Inc.	Dog Warden uniforms	040-147-5900	\$	28.05
Geeks on Demand	2013 9-1-1 computer maintenance	198-372-5420	\$	6,000.00
Geeks on Demand	Desktop & laptop/Transportation	172-273-5350	\$	4,268.68
Greystone Systems, Inc.	Lease agreement/HP server 3/2013	190-160-5420	\$	877.00
Hudson Fuel Oil	Winchester fuel	010-170-5310	\$	353.06
Judge Kirsch	Foreign judge expense 1/11/13	001-113-5650	\$	78.56
Kauffman Tire	Tires/cruisers	001-125-5400	\$	351.00
Larry's Towing	Towed stolen 4-wheeler/Sheriff	001-125-5400	\$	100.00
Life Squad Runs	Volunteer reimbursement/runs	010-170-5455	\$	2,820.00
Life Squad Runs	Volunteer reimbursement/runs	010-170-5455	\$	1,230.00
Logical Choice Technologies	Promethean Boards system	060-437-5350	\$	580.06
McNeilan's Trash Removal	Trash pickup/courthouse & annex	001-123-5420	\$	170.00
McNeilan's Trash Removal	Trash removal/Dog kennel	040-147-5420	\$	45.00
Mobile Tech Solutions	Server maintenance & hard drive replaced	001-125-5420	\$	339.49
Montgomery County Coroner	Autopsy	001-119-5420	\$	1,200.00
Office Depot	Green bar paper, binders, etc.	001-104-5300	\$	186.56
Ohio Association of Magistrates	2013 dues	001-116-5900	\$	125.00
Ohio Chief Probation Officers Assn.	2013 membership fees	001-115-5900	\$	150.00
Ohio Community Media	Dog Owners 2013 Notice	040-147-5700	\$	143.00
Ohio Community Media	2013 Meetings notice & change notice	001-100-5700	\$	65.63
Ohio Community Media	Public notices	086-439-5419	\$	218.75
Ohio Department of Development	Return of unused funds	098-418-5430	\$	270.00
Ohio Judicial Conference	2013 dues	001-113-5900	\$	150.00
Quality Car & Truck Leasing ***	Payoff/2008 Uplander van	185-168-5900	\$	3,552.50
Quill	DVDs, folders, pen, tax paper, etc.	001-108-5300	\$	551.69
Redwood Toxicology	Drug tests	001-115-5300	\$	3,262.18
Rich & Gillis Attorneys At Law	Legal research/#2011-M-2052	190-160-5420	\$	54.00
Rich & Gillis Attorneys At Law	Legal research/#2011-A-2054	190-160-5420	\$	55.00
Rich & Gillis Attorneys At Law	Legal research/#2011-M-2056	190-160-5420	\$	28.00
Rich & Gillis Attorneys At Law	Legal research/#2011-M-2055	190-160-5420	\$	27.00
Rich & Gillis Attorneys At Law	Legal research/#2011-M-2057	190-160-5420	\$	40.50
Roy Tailor Uniform	Holster, gloves, etc./Mills	001-125-5350	\$	140.90
Staples Advantage	Ink toners & storage box/Sheriff	001-125-5300	\$	505.04
Time Warner Cable	Internet/Court Computerization	025-164-5420	\$	104.99
Time Warner Cable	Internet/phone ECD	001-101-5450	\$	193.55
Time Warner Cable	Internet/phone Flood & Bldg.	001-130-5420	\$	30.00
Treasurer of State of Ohio	State audit expenses/2012 FY	001-111-5780	\$	82.00
URS Corporation	Professional services/Barnes Sewer	230-403-5420	\$	2,357.64
Value Added Business	Supplies/courthouse & annex	001-123-5300	\$	409.11
Verizon Wireless	Cell phone/9-1-1	010-413-5420	\$	41.39
Verizon Wireless	Cell phone/Prosecutor 12/24-1/23/13	001-108-5420	\$	46.96
Verizon Wireless	Cell phone service/Flood & Bldg.	001-130-5420	\$	158.83

**TRAVEL APPROVED
RESOLUTION 2013-81**

It was moved by Paul Worley and seconded by Brian Baldrige to approve the following travel:

Tony Blevins Spring OSACVSO Training Dublin, OH 3/1/13 \$165.00

There was no further discussion and upon the call of the roll the vote resulted as follows:

VOTE: Baldrige, yea Caraway, yea Worley, yea

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WORK SESSION – FEBRUARY 14, 2013

Adams County Board of Commissioners met on February 14, 2013 in the conference room of the Commissioners’ office to conduct a work session. Commissioners Brian Baldrige and Stephen Caraway were present. Commissioner Paul Worley was absent due to attending the Leadership Adams class. The following issues were discussed:

- Clerk of Courts Larry Heller met with the board to discuss issues effecting his department.
- Annex Conference Room Use Policy
- 9-1-1 Director Donnie Swayne met with the board to discuss updating addresses and the C.A.D. system

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MOTION TO ADJOURN

It was moved by Stephen Caraway and seconded by Brian Baldrige to adjourn at 4:30 p.m.

There was no further discussion and upon the call of the roll the vote resulted as follows:

VOTE: Baldrige, yea Caraway, yea Worley, yea

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Board of Commissioners

Of

Adams County, Ohio

Brian Baldrige, Chairman

Stephen Caraway, Vice Chairman

Diane Ward, Clerk

Paul Worley, Member