



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

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TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

GENERAL SESSION AGENDA

November 10, 2022

#1 5:00 Clerk—General

The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#).

CONSENT AGENDA*

November 10, 2022

1. *Approve the minutes of the November 8, 2022, Commissioners' Meeting.*

PERSONNEL

2. *Accept resignation of Autumn Cook, Investigative Caseworker III and Samantha Cozart, Protective Services Caseworker I, within Children Services*
3. *Authorize posting of Assistant Business Manager Position within Human Services*
4. *Approve promotion of Arron Tate to Distribution Foreman within W/S*

GENERAL

5. *Advertise for bids for the 2023 Water Treatment Chemical Project on behalf of W/S*
6. *Enter into placement agreement with the Village Network on behalf of Children Services*
7. *Approve performance bond release for Hunters Crossing in Clearcreek Township*

FINANCIALS

8. *Approve operational transfer from Commissioners 11011112 into Water #5510 and #5583 and Sewer #5575*
9. *Approve supplemental appropriation into Airport #4479 and Health Insurance #6632*
10. *Approve appropriation adjustments within Sheriff's Office #11012210, Auditor's #11011120, Telecom #11012810, and Treasurer's DTAC #2249*
11. *Approve appropriation adjustments within Engineer's #2202 and #11011750 and from Commissioners' #11011110 into Common Pleas #11011220 for payouts*

**Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda*



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**BOARD OF COUNTY COMMISSIONERS
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MINUTES: Regular Session – November 8, 2022

This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.

The Board met in regular session pursuant to adjournment of the November 1, 2022, meeting.

Tom Grossmann – absent

David G. Young – present

Shannon Jones – present

Tina Osborne, Clerk – present

Minutes of the November 1, 2022 meeting were read and approved.

- 22-1688 A resolution was adopted to hire Allyson Willshaw as Administrative Assistant within Warren County Facilities Management. Vote: Unanimous
- 22-1689 A resolution was adopted to accept resignation of Kristen Osborn, Emergency Communications Supervisor, within the Warren County Emergency Services Department, effective November 2, 2022. Vote: Unanimous
- 22-1690 A resolution was adopted to approve end of 365- day probation period and approve a pay increase for Tiffany Kitchen within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 22-1691 A resolution was adopted to approve end of 365- day probation period and approve a pay increase for Kelly Monk within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 22-1692 A resolution was adopted to accept resignation of Maria Haines, Customer Advocate I, within Warren County OhioMeansJobs, effective November 11, 2022. Vote: Unanimous

MINUTES
NOVEMBER 8, 2022
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- 22-1693 A resolution was adopted to waive fees associated with the installation of a tent during Christmas in the Village on behalf of the Waynesville Chamber of Commerce. Vote: Unanimous
- 22-1694 A resolution was adopted to selection of a consulting firm for survey and basemap services for the Moreland Acres Water Replacement Project. Vote: Unanimous
- 22-1695 A resolution was adopted to authorize the Telecommunications Department to initiate contract negotiations for security information and event management for Warren County Telecommunications. Vote: Unanimous
- 22-1696 A resolution was adopted to authorize acceptance of quote from Business Communication Specialists on behalf of Warren County Telecommunications. Vote: Unanimous
- 22-1697 A resolution was adopted to authorize Warren County Administrator, on behalf of the County Commissioners, to sign IPAWS Open Platform for Emergency Networks Agreement with the Federal Emergency Management Agency Integrated Public Alert and Warning System (IPAWS) Program Management Office. Vote: Unanimous
- 22-1698 A resolution was adopted to approve second amendment to the master services agreement with First Billing, LLC for updates to online payment services for the Auditor and Treasurer. Vote: Unanimous
- 22-1699 A resolution was adopted to approve and enter into a Memorandum of Understanding between the Warren County Board of Commissioners and Public Children Services Association of Ohio (PCSAO) on behalf of Warren County Children Services (County PCSAO). Vote: Unanimous
- 22-1700 A resolution was adopted to approve and enter into a TANF subgrant agreement on behalf of the Warren County Department of Human Services and Warren County Children Services. Vote: Unanimous
- 22-1701 A resolution was adopted to approve and enter into a TANF subgrant agreement on behalf of the Warren County Department of Human Services and Warren County Children Services. Vote: Unanimous
- 22-1702 A resolution was adopted to approve agreement and addendum with Just Like Us Enrichment Agency relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 22-1703 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 22-1704 A resolution was adopted to acknowledge receipt of October 2022 Financial Statement. Vote: Unanimous

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- 22-1705 A resolution was adopted to approve a street and appurtenances bond release for HT Crossing, LLC for completion of improvements in Hunters Crossing situated in Clearcreek Township. Vote: Unanimous
- 22-1706 A resolution was adopted to approve Hunters Crossing and Fox Tail Drive in Hunters Crossing for public maintenance by Clearcreek Township. Vote: Unanimous
- 22-1707 A resolution was adopted to approve various record plats. Vote: Unanimous
- 22-1708 A resolution was adopted to approve supplemental appropriation into General Fund #11011110. Vote: Unanimous
- 22-1709 A resolution was adopted to approve supplemental appropriation into Lodging Tax 1% Fund #2231 and Lodging Tax 3% Fund #2232. Vote: Unanimous
- 22-1710 A resolution was adopted to approve appropriation adjustment from Commissioners' General Fund #11011110 into Board of Elections Fund #11011300. Vote: Unanimous
- 22-1711 A resolution was adopted to approve appropriation adjustment from Commissioners' General Fund #11011110 into Sheriff's Office Fund #11012200. Vote: Unanimous
- 22-1712 A resolution was adopted to approve appropriation adjustment from Commissioners' General Fund #11011110 into Sheriff's Office Fund #11012200. Vote: Unanimous
- 22-1713 A resolution was adopted to approve appropriation adjustment within Treasurer's Fund #11011130. Vote: Unanimous
- 22-1714 A resolution was adopted to approve appropriation adjustments within Treasurer's Fund #2249. Vote: Unanimous
- 22-1715 A resolution was adopted to approve appropriation adjustment within Prosecutor Fund #11011150. Vote: Unanimous
- 22-1716 A resolution was adopted to approve appropriation adjustment within Prosecutor Fund #2245. Vote: Unanimous
- 22-1717 A resolution was adopted to approve appropriation adjustments within Prosecutor Fund #2271. Vote: Unanimous
- 22-1718 A resolution was adopted to approve appropriation adjustment within Domestic Relations Court Fund #10111230. Vote: Unanimous
- 22-1719 A resolution was adopted to approve appropriation adjustment within County Court Fund #11011280. Vote: Unanimous

- 22-1720 A resolution was adopted to approve appropriation adjustment within Telecommunications Department Fund from #11012812 into #11012810. Vote: Unanimous
- 22-1721 A resolution was adopted to approve appropriation adjustments within the OhioMeansJobs Warren County Fund #2258. Vote: Unanimous
- 22-1722 A resolution was adopted to approve appropriation adjustment within the Sewer Revenue Fund No. 5580. Vote: Unanimous
- 22-1723 A resolution was adopted to approve appropriation adjustments within Health Insurance Fund #6632. Vote: Unanimous
- 22-1724 A resolution was adopted to approve operational transfer from Commissioners' Fund #11011112 into Child Support Enforcement Agency Fund #2263. Vote: Unanimous
- 22-1725 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 22-1726 A resolution was adopted to approve annexation of 137.419 acres to the City of Mason, Jeffery Forbes, Agent, pursuant to Ohio Revised Code Section 709.022 [A.K.A. Expedited Type 1 Annexation]. Vote: Unanimous
- 22-1727 A resolution was adopted to approve a proposed amendment to City of Middletown Resolution O2005-146 updating the allowable uses of tax increment financing funds; waiving any compensation; and waiving any statutory notice period. Vote: Unanimous
- 22-1728 A resolution was adopted to approve appointments and reappointments to the Warren County Rural Zoning Commission, Board of Zoning Appeals, and the Airport Zoning Board of Appeals. Vote: Unanimous
- 22-1729 A resolution was adopted to approve and authorize the County Administrator to sign all documents associated with grant agreement by and between the Ohio Department of Transportation Office of Aviation and the Warren County Board of Commissioners relative to FY2023 Ohio Airport Grant Program (M23-18). Vote: Unanimous
- 22-1730 A resolution was adopted to authorize County Administrator to sign application from HCC Life Insurance Company for the provision of stop loss insurance for the Warren County Healthcare Plan effective January 1, 2023. Vote: Unanimous
- 22-1731 A resolution was adopted to cancel regularly scheduled Commissioners' Meeting of Tuesday, November 15, 2022. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

On motion, upon unanimous call of the roll, the Board entered executive session at 9:05 a.m. to discuss union negotiations within the Sheriff's Office pursuant to Ohio Revised Code Section 121.22 (G)(4) and exited at 9:57 a.m.

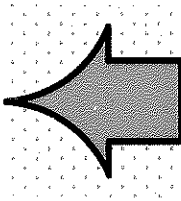
The Board conducted a work session in the Commissioners' Conference Room to discuss the 2023 Budget.

Upon motion the meeting was adjourned.

Tom Grossmann, President

Shannon Jones

David G. Young



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on November 8, 2022, in compliance with Section 121.22 O.R.C.

Tina Osborne, Clerk
Board of County Commissioners
Warren County, Ohio



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

*NAME OF ATTENDEE: Neil Tunison DEPARTMENT: County Engineer

*POSITION: County Engineer DATE: 11/08/2022

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING
TRAINING MORE THAN 250 MILES SEMINAR/SESSION

PURPOSE:
CCAO/CEAO Annual Winter Conference

LOCATION:
Columbus Hyatt Regency

DATE(S): 12/7/2022 - 12/9/2022

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Columbus Hyatt Regency

ESTIMATED COST OF TRIP: (\$475 regist + \$360 hotel (2 nts)+ 200 (food, prkng)) * 4 = \$4,140

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Neil F. Tunison 11/8/2022
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date NOV 22 2022

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:
Kurt Weber, Dominic Brigano, David Mick



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*NAME OF ATTENDEE: Tanya Sellers DEPARTMENT: Children Services

*POSITION: Deputy Director DATE: 11/4/22

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE: PCSAO Executive Membership Meeting

LOCATION: Nationwide Conference Center, 100 Green Meadows Dr South, Lewis Center, OH 43035

DATE(S): 12/1-12/2

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$95

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Tanya Sellers / Deputy Director 11/7/22
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036



Signature Authorization Form For Payroll Functions

Department: Facilities Management

Three-Character Department Code: FAC

Date: 11/08/2022

Approved by: _____
Signature of Elected Official or Board of Directors Resolution Attached

The following employees are authorized for the corresponding payroll responsibility listed below:

1. Authorized to sign payroll vouchers and vacation/sick leave pay out form:

Trevor Hearn

Elizabeth Sammons

Tamara May

2. Authorized to sign payroll maintenance forms:

Trevor Hearn

Elizabeth Sammons

Tamara May

3. Authorized to request Munis user permissions:

Trevor Hearn

Elizabeth Sammons

WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036



Signature Authorization Form For Accounting Functions

Department: Facilities Management

Three-Character Department Code: FAC

Date: 11/08/2022

Approved by: _____
Signature of Elected Official or Board of Directors Resolution Attached

The following employees are authorized for the corresponding accounting responsibility listed below:

1. Authorized to sign adjustment of receipts, adjustment of expenses, intercounty transfers, project adjustments:

Trevor Hearn

Elizabeth Sammons

Tamara May

2. Authorized to request Munis user permissions:

Trevor Hearn

Elizabeth Sammons