



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

Facsimile (513) 695-2054

TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

GENERAL SESSION AGENDA

February 21, 2023

- #1** **Clerk — General**
- #2** **9:00** **Work Session—Susanne Mason, Program Manager Relative to
Community Development Block Grant Application Project Review and
Selection**

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

APPROVE REQUISITIONS AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Tiffany Zindel, County Administrator, to sign on behalf of this Board of County Commissioners.

M moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M
M
M

Resolution adopted this 14th day of February 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

/tao

cc:

Commissioners' file

REQUISITIONS

| Department | Vendor Name | Description | Amount |
|-------------------|--------------------------|--------------------------------|---------------|
| ENG | SUSTAINABLE STREAMS LLC | ENG. CONTRACT FOR TURTLECREEK | \$ 9,990.00 |
| ENG | REQ BLANKET VENDOR | ENG. TEMP ENT AND WORK AGREEME | \$ 1.00 |
| ENG | REQ BLANKET VENDOR | ENG. TEM ENT AND WORK AGREEMEN | \$ 1.00 |
| ENG | REQ BLANKET VENDOR | ENG. TEMP ENT AND WORK AGREEME | \$ 1.00 |
| TEL | TRITECH SOFTWARE SYSTEMS | TEL CENTRAL SQUARE REHOST PROJ | \$ 228,930.00 |
| CSV | ENDICOTT MICROFILM INC | KODAK SCANNER AND CARE KIT FOR | \$ 11,211.00 |

PO CHANGE ORDER

| Department | Vendor Name | Description | Amount |
|-------------------|----------------------|--------------------------------|--------------------------|
| ENG | EAGLE BRIDGE COMPANY | KING AVENUE BRIDGE REPLACEMENT | \$ 2,123,549.49 DECREASE |
| WAT | BUILDING CRAFTS INC | RAR MEMBRANE PROJECT | \$ 5,000.00 DECREASE |

2/21/2023 APPROVED

Tiffany Zindel, County Administrator

CANCEL REGULARLY SCHEDULED COMMISSIONERS' MEETING OF THURSDAY,
FEBRUARY 23, 2023

BE IT RESOLVED, to cancel the regularly scheduled Commissioners' Meeting of Thursday,
February 23, 2023.

M moved for adoption of the foregoing resolution, being seconded by M . Upon call of the
roll, the following vote resulted:

M
M
M

Resolution adopted this _____ day of _____, 20__.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

/tao

cc: Auditor _____
Commissioners' file
Press

CONSENT AGENDA*

February 21, 2023

Approve the minutes of the February 14, 2023, Commissioners' Meeting.

PERSONNEL

1. *Hire Samantha Pastrana as Adoption Caseworker I within Children Services*
2. *Approve lateral transfer of Leigh Anne Gebele from Investigative Caseworker II to Screener II within Children Services*
3. *Approve end of 365 probationary period and pay increase for Amanda Kneece within Children Services*
4. *Rescind Resolution #23-0119 to authorize the hiring of Jessica Bussell within Children Services*

GENERAL

5. *Approve reappointments of Scott Wolfe and Tiffany Zindel to the Warren County Port Authority*
6. *Set public hearing for the rezoning application of James and Terry Banker to rezone approximately 103 acres in Turtlecreek Township to "A1" Agricultural Zone; hearing to be March 14, 2023, at 9:15 a.m.*
7. *Reject bids and readvertise for the State Route 73 at Corwin Road Forcemain Relocation Project*
8. *Authorize County Administrator to apply, accept and enter into a water supply revolving load account agreement for the Warren County Granular Activated Carbon Upgrades at the RAR Water Treatment Plant –Planning Phase*
9. *Enter into waterline easement agreements with Kings Island Park relative to the Socialville Transmission Main – Contract 2*
10. *Enter into temporary entrance and work agreement with Henry C. Bowman and Ethel W. Helton for the bridge replacement project on Shaker Road*
11. *Enter into temporary entrance and work agreement with Marjorie Mullins and John Mullins, Trustees relative to the bridge replacement project on Hamilton Road*
12. *Enter into consulting services agreement with Sustainable Streams LLC for the Turtlecreek Subdivision Draining Improvement Project*
13. *Declare various items as surplus and authorize disposal through internet auction*
14. *Approve MOU between this Board and the Warren County Port Authority on behalf of the Warren County Records Commission*
15. *Approve Local Support Agency MOU with Warren Correctional Institution on behalf of Emergency Services*
16. *Enter into agreement with First Choice Office Coffee Service on behalf of Emergency Services*
17. *Accept quote for Central Square Rehost Project on behalf of Telecommunications*
18. *Authorize Telecommunications Department to initiate contract negotiations for an Enterprise Backup System relative to the RFP issued November 22, 2022*
19. *Acknowledge payment of bills*

20. *Enter into various performance bond agreements*
21. *Approve final plats*

FINANCIAL

22. *Approve cash advance from Engineer 2202 into King Avenue Bridge 4437*
23. *Approve appropriation adjustments within Common Pleas Court, Telecommunications and Jail Sales Tax fund*

**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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SHANNON JONES

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

MINUTES: Regular Session – February 14, 2023

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 February 7, 2023, meeting.

Shannon Jones – absent

Tom Grossmann – present

David G. Young – present

Tina Osborne, Clerk – present

Minutes of the February 7, 2023 meeting were read and approved.

- 23-0172 A resolution was adopted to hire Kaylie French as Administrative Clerk, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0173 A resolution was adopted to hire Kayelee Carman as Investigative Caseworker I, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0174 A resolution was adopted to approve promotion of Abbie Downey to the position of Training Coordinator within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0175 A resolution was adopted to approve promotion of Melissa Pittman to the position of Facilitator within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0176 A resolution was adopted to approve lateral transfer of Tiffany Kitchen from the position of Ongoing Caseworker to Foster Care Caseworker, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous

- 23-0177 A resolution was adopted to approve lateral transfer of Britne Wilmer from the position of Investigative Caseworker to Court Liaison Caseworker III, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0178 A resolution was adopted to rescind resolution #23-0118 which authorized the hiring of Susan Lucas, Ongoing Caseworker I, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0179 A resolution was adopted to approve leave donation for Alexander Wicker, Infrastructure System Analyst, within the Warren County Telecommunications Department. Vote: Unanimous
- 23-0180 A resolution was adopted to approve appointment of Warren County member to serve on the Area 12 Workforce Development Board. Vote: Unanimous
- 23-0181 A resolution was adopted to approve and authorize the Vice-President of this Board to enter into a contract with Choices, Inc for family conflict resolution services on behalf of the Warren County Juvenile Court. Vote: Unanimous
- 23-0182 A resolution was adopted to enter into contract with W.E. Smith Construction for the 2023 Small Bridges Replacement Project. Vote: Unanimous
- 23-0183 A resolution was adopted to approve County Motor Vehicle Tax (CVT-382) for the City of Loveland in the amount of \$21,163.51. Vote: Unanimous
- 23-0184 A resolution was adopted to reduce load limit on bridge #158-0.92 on Stephens Road from the current load limit. Vote: Unanimous
- 23-0185 A resolution was adopted to enter into an equipment maintenance agreement with Jay V Johnston, DBA: Southpointe Engineering Systems, on behalf of the Warren County Water and Sewer Department. Vote: Unanimous
- 23-0186 A resolution was adopted to enter into a permanent waterline & appurtenance easement agreement with Kings Local School District for the planned future roadway improvement/widening project in Deerfield Township. Vote: Unanimous
- 23-0187 A resolution was adopted to approve and authorize the Board of Commissioners to sign IV-D service contract between the Warren County Juvenile Division/Probate Court and the Warren County Child Support Enforcement Agency. Vote: Unanimous
- 23-0188 A resolution was adopted to approve and authorize the Board of Commissioners to sign IV-D service contract between the Warren County Domestic Relations Division and the Warren County Child Support Enforcement Agency. Vote: Unanimous

- 23-0189 A resolution was adopted to approve and authorize the Vice President of the Board to enter into a non-profit booth agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 23-0190 A resolution was adopted to acknowledge receipt of January 2023 financial statement. Vote: Unanimous
- 23-0191 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 23-0192 A resolution was adopted to approve various record plats. Vote: Unanimous
- 23-0193 A resolution was adopted to approve operation transfers of interest earnings from Commissioners fund #11011112 into Water funds #5510, #5583, Sewer funds #5580, and #5575. Vote: Unanimous
- 23-0194 A resolution was adopted to approve supplemental appropriation into Common Pleas Special Projects #2224. Vote: Unanimous
- 23-0195 A resolution was adopted to approve supplemental appropriations into Common Pleas Court Community Based Corrections #2289. Vote: Unanimous
- 23-0196 A resolution was adopted to approve appropriation adjustments within Common Pleas Court funds #11011220 and #11011223. Vote: Unanimous
- 23-0197 A resolution was adopted to approve appropriation adjustment from Common Pleas Court #11011223 into #11011221. Vote: Unanimous
- 23-0198 A resolution was adopted to approve appropriation adjustment within Juvenile Detention fund #11012600. Vote: Unanimous
- 23-0199 A resolution was adopted to approve appropriation adjustment within Children Services fund #2273. Vote: Unanimous
- 23-0200 A resolution was adopted to approve appropriation adjustments within Sheriff's Office fund #6630. Vote: Unanimous
- 23-0201 A resolution was adopted to approve requisitions and authorize Deputy County Administrator to sign documents relative thereto. Vote: Unanimous

DISCUSSIONS

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

Upon motion the meeting was adjourned.

Shannon Jones, President

David G. Young

Tom Grossmann

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 February 14, 2023, 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: Lorri Buckler DEPARTMENT: W/S

*POSITION: Lab Tech DATE: 2/10/23

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:
Contact Hours

LOCATION:
Highland County Water 6696 US RT 50 Hillsboro, OH 45133

DATE(S): 3-28&29/2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: 350.00 Seminar fee

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:

Chris Branch
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:

RECEIVED

2023 FEB 14 PM 4: 19

BOARD OF COMMISSIONERS



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*NAME OF ATTENDEE: Jon Collins DEPARTMENT: W/S

*POSITION: Lab Supervisor DATE: 2/10/23

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:
Contact Hours

LOCATION:
Highland County Water 6696 US RT 50 Hillsboro, OH 45133

DATE(S): 3-28&29/2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: 350.00 Seminar fee

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:

Cheryl Brandy
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:

RECEIVED
FEB 16 PM 1:19
COMMISSIONERS



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
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*NAME OF ATTENDEE: David Fornshell DEPARTMENT: Prosecutor's Office

*POSITION: Prosecuting Attorney DATE: 2/10/2023

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:
2023 National Cyber Crime Conference hosted by the Massachusetts Attorney General's Office

LOCATION:
Four Points by Sheraton Norwood, 1125 Boston Providence Turnpike, Norwood, MA 02062

DATE(S): April 24-28, 2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Meal per diem \$310.50 x 4 = \$1,242.00

ESTIMATED COST OF TRIP: All other costs to be paid from forfeiture funds.

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:

David Fornshell 2/13/23
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:
Director of Technology Jaclyn Zaczek, First Assistant Prosecutor Steven Knippen, First Assistant Prosecutor Julie Kraft



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
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*NAME OF ATTENDEE: Jesse Madden DEPARTMENT: Emergency Services

*POSITION: Operations Manager DATE: 02/17/2023

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:

To gain knowledge in labor relations including Arbitration and Grievance, Collective Bargaining, Dispatch Wellness/Mental Health, New Approaches to Bargaining, Last Chance Agreements etc

LOCATION:

Louisville, KY

DATE(S): April 23rd-26th

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Three Nights @ Omni \$832.23

ESTIMATED COST OF TRIP: Food \$240 Conference \$849 Lodging \$833 = \$1922 per person

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:

Melina Bour, Director 2/17/2023
 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:

Melissa Bour - Director

Warren County Office of Grants Administration

406 Justice Drive, Room 251
Lebanon, Ohio 45036
(513) 695-1259
(513) 695-1210
FAX (513) 695-2980

February 13, 2023

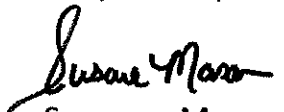
Dear Commissioner Grossmann, Commissioner Jones, and
Commissioner Young:

Attached is the summary of Community Development Block Grant
Applications for 2023. We received 11 applications to assist low/moderate
income areas.

Please select up to two Public Service Projects (Family Promise and Safe on
Main) totaling between \$0 and \$100,000.

Please select up to five Construction projects totaling \$700,000 minus the
amount you allocate for Public Service Projects.

Respectfully,


Susanne Mason

2023 CDBG Application Summary

Estimated Funding from HUD \$ 725,000.00

Less Admin Costs \$ 25,000.00

Estimated Amount to Allocate \$ 700,000.00

(To be divided between Public Service and Construction Projects)

| Public Service Projects - Please select up to two projects. Total should be between \$0 and \$100,000 | | | | | |
|--|--------------|--|-----------------------------------|------------------------|---------------------|
| Project Name | Notes | Recent Awards | Match | Current Request | Award Amount |
| Family Promise of Warren County (FKA Interfaith Hospitality Network) Assistance to homeless | | 2020: \$100,000 2020: \$69,450 2021: \$270,515 2021: \$22,550 2021: \$30,000 2022: \$64,000 | \$500,000 from various sources | \$ 75,000.00 | |
| Safe on Main (FKA ARCS) Assistance to victims of domestic abuse | | 2020: \$42,000 2020: 50,000 2021: \$67,640 2021: \$30,000 2022: \$36,000 | \$750,000 from various sources | \$ 42,000.00 | |
| | | | | | \$ - |

\$ 700,000.00

Less Public Service Total

Total to Allocate for Construction Projects:

Construction Projects - Please select up to five project equaling approximately \$700,000 minus Public Service Amount

| Project Name | Notes | Recent Awards | Match | Current Request | Award Amount |
|---|---|--|--|-----------------|--------------|
| Deerfield Twp: Loveland Park Road Project Full depth repair of 1.82 miles of roadway on 12 roads within Loveland Park | | 2022: \$196,089 | | \$ 235,431.50 | |
| South Lebanon: Hobart Street Sidewalk Sidewalk along Hobart Street for pedestrian traffic near community park | | 2020: \$200,000 | Local Funds: \$25,000 | \$ 170,248.00 | |
| Lebanon: Cherry Street Reconstruction Full depth street construction of Cherry Street including street, sidewalk, and storm sewer, sanitary sewer and water mains | Reminder that years ago, Lebanon had opted out of receiving their own CDBG funding in exchange for funding from this program once every few years. We have honored this relationship by awarding them funds every two to three years. | 2020: \$275,000 | Local funds: \$1.2M OPWC: \$900,000 | \$ 300,000.00 | |
| City of Franklin: Mackinaw Subdivision Repave parts of Mackinaw Subdivision, repair gutters and catch basins | | 2019: \$165,000 2021: \$180,000 | Local funds: \$310,000 | \$ 180,000.00 | |
| Morrow: Morrow Plaza Repave parking lot at Morrow Plaza (located at Salem Library, Family Dollar, etc.) | Note: Morrow has not completed their 2020 or 2021 projects. | 2019: \$77,000 2020: \$158,500 2021: \$170,000 | Local Funds: \$27,800 | \$ 108,720.00 | |
| Union Township: Highland Park Phase 2 Finish the Highland Park project - repave various streets in subdivision. | This is Phase 2 of a CDBG project that began last year. Due to inflation and costs of material, the project could only be partially complete last year. This request is to finish the project. | 2020: \$200,000 2022: \$107,800 | Local: \$10,000 | \$ 48,250.00 | |
| Franklin Twp: Morningstar Road Project Mill and resurface Morningstar Road | | 2019: \$49,300 2020: \$87,600 2021: \$160,000 2022: \$140,654 | | \$ 166,000.00 | |
| Butlerville: Hill & Walnut Street Project Repave Hill and Walnut Street within the Village. | | 2022: \$17,512 | | \$ 29,350.00 | |
| Harveysburg: South Street Improvements Pave 1,700 feet of South, Frost, and Grant Streets | | 2019: \$124,500 2022: \$90,000 | Local funds \$22,000 | \$ 123,738.00 | |

\$ -