

January 5, 2015

Agenda

Pledge of Allegiance

Approve Minutes (M/A)

Before/after Expenditures

Temporary Appropriation – OCED

Approve Non-General Budgets 2015

Intent to Conduct Internet Auction for Sale of Unneeded, Obsolete or Unfit County Personal Property

Preliminary Legislation – SR800 Towpath Trail Crossing

Authorization to Apply for RTP and COTF – SR800 Towpath Trail Crossing

Establish Executive Assistant Position

Approve Job Description – Executive Assistant

Appoint Jane Clay as Executive Assistant

Approve Revised Job Description – Clerk of the Board

Pay Bills

Other Business

Adjourn

THE BOARD OF COMMISSIONERS OF TUSCARAWAS COUNTY MET IN REGULAR SESSION, MONDAY, THE 5TH DAY OF JANUARY, 2015, WITH THE FOLLOWING MEMBERS PRESENT:

Chris Abbuhl
 Belle Everett
 Kerry Metzger

Commissioner Abbuhl presiding.

The Lord's Prayer was said.

The Pledge of Allegiance was said.

RESOLUTION (007-2015) APPROVE MINUTES

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

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

RESOLUTION (008-2015) BEFORE/AFTER EXPENDITURES

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

Ream & Haager Lab (W/S)	852.00
Capital Tire (W/S)	14.00
Standard Plumbing Heating (W/S)	270.00

Widder Architectural Services (Capital Projects)	720.00
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VOTE: Chris Abbuhl, yes;
 Belle Everett, yes;
 Kerry Metzger, yes;

RESOLUTION (009-2015) TEMPORARY APPROPRIATIONS – OCED

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve the following additional temporary appropriations:

E0410A515A15	\$4,500.00
E1670T011T04	\$4,500.00

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

RESOLUTION (010-2015) APPROVE NON-GENERAL BUDGETS 2015

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve the following Non-General Budgets for 2015:

B16	Enforcement & Education Fund	\$	800.00
U46	Law Enforcement Trust Fund - Sheriff	\$	1,700.00
U47	Dept. of Treasury Seizure	\$	0.00
U48	Dept. of Justice Seizure Monies	\$	0.00
U70	Sexual Offender Registration	\$	500.00

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

RESOLUTION (0011-2015) INTENT TO CONDUCT AN INTERNET AUCTION FOR THE SALE OF UNNEEDED, OBSOLETE OR UNFIT COUNTY PERSONAL PROPERTY IN CALENDAR YEAR 2015

The Board of County Commissioners of Tuscarawas County, Ohio, hereinafter referred to as “Board”, met in regular session on the 5nd day of **January, 2015**, at the office of the Board located at 125 East High Avenue, New Philadelphia, Ohio 44663, with the following members present:

Chris Abbuhl Belle Everett Kerry Metzger

Commissioner Metzger moved the adoption of the following Resolution:

WHEREAS, House Bill 226 of the 124th General Assembly, which became effective on January 6th, 2002, provides that a board of county commissioners may sell county personal property, including motor vehicles acquired for the use of county offices and departments, and road machinery, equipment, tools, or supplies, which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, by internet auction; and

WHEREAS, R.C. § 307.12(E), as amended by House Bill 226, requires a board of county commissioners to adopt, during each calendar year, a resolution expressing its intent to sell county personal property by internet auction; therefore be it

RESOLVED, that the Board hereby expresses its intent to sell, by internet auction during calendar year 2015, county personal property which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; and be it further

RESOLVED, that the internet auction will be conducted in accordance with the terms and conditions described in the document called “Online Sales - Terms and Conditions”, a true copy of which is attached hereto and is incorporated herein by reference as if fully re-written herein; and be it further

RESOLVED, that, in addition to the terms and conditions as stated in the aforesaid document called "Online Sales - Terms and Conditions", the internet auction will also be conducted in the following manner and/or under the following additions terms and conditions:

the auction shall be conducted on a continuous basis through accessing the Tuscarawas County web site located at www.co.tuscarawas.oh.us; and be it further

RESOLVED, that the number of days of bidding on the property involved, as specified in R.C. § 307.12(E), will be 15 days, including Saturdays, Sundays, and legal holidays; and be it further

RESOLVED, that in order to enable the Board to use software provided by GovDeals, Inc. to facilitate the offering of county personal property for sale by internet auction, the Board does hereby approve and enter into a written contract called GovDeals Sellers Agreement (hereinafter "Agreement") with GovDeals, Inc., a Delaware corporation having its principal place of business at 5913 Carmichael Place, Montgomery, Alabama 36117, telephone number 334-387-0476, to conduct the internet auction on the county's behalf, and a true copy of the said Agreement is attached hereto and is incorporated herein by reference as if fully re-written herein; and be it further

RESOLVED; that the Board will publish in the Times Reporter, a newspaper of general circulation in the county, a summary of the information contained in this resolution and that this summary will be published in that newspaper on the following dates: January 15 & 26, 2015, the second date being at least 10 days after but not more than 20 days after the first publication of the notice; and be it further

RESOLVED, that a notice similar to the one published in the newspaper will be posted continually throughout the remainder of the calendar year 2015 in a conspicuous place in the offices of the county auditor and the offices of the Board and on the Tuscarawas County web site at <http://www.co.tuscarawas.oh.us/>; and be it further

RESOLVED, that the Board reserves unto the Board or its representative the right, at a later date, to do any or all of the following: (a) to establish the minimum prices that may be accepted for any specific items of county personal property that is the subject of the internet auction; (b) to establish other or additional terms and conditions concerning any particular internet sale that may occur, including but not limited to terms and conditions concerning requirements for pick up and/or delivery of the property, method of payment, and payment of sales tax in accordance with applicable laws; and/or (c) to reject any and all bids and/or to withdraw from sale any of the items listed; and be it further

RESOLVED, that the information described in the paragraph above will be provided on the internet at the time of the auction itself and, in addition, may be provided before that time, upon request, after the terms and conditions have been determined by the Board or its representative; and be it further

RESOLVED, that the Clerk of the Board is hereby directed to deliver a certified copy of this resolution to the County Auditor of Tuscarawas County, Ohio so that the County Auditor can act on the Certificate of Availability of Funds that is to be attached to the Agreement pursuant to R.C. § 5705.41(D)(1); and be it further

RESOLVED, that the Clerk of the Board is hereby ordered to take the steps necessary to implement this Resolution including making arrangements for publication in the newspaper of a summary of the information contained in this resolution and for posting the required notices in the offices of the County Auditor and Commissioners and on the Tuscarawas County website.

Commissioner Everett seconded the motion and the vote resulted as follows:

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

Communication:

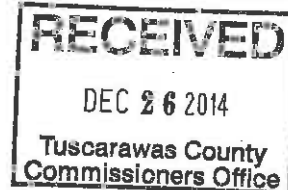


OHIO DEPARTMENT OF TRANSPORTATION

DISTRICT 11 • 2201 REISER AVE. • NEW PHILADELPHIA, OHIO 44663 • (330) 339-6633
 JOHN R. KASICH, GOVERNOR • JERRY WRAY, DIRECTOR • LLOYD MACADAM, P.E., P.S., CPM, DISTRICT DEPUTY DIRECTOR

December 23, 2014

Commissioner Chris Abbuhl, President
 Tuscarawas County Commission
 125 East High Street
 New Philadelphia, Ohio 44663



Re: TUS SR 800 Trail Crossing - PID 99411
 Preliminary Legislation

Dear Commissioner Abbuhl:

As you are aware, the Tuscarawas County Commissioners and the Ohio Department of Transportation District 11 (ODOT) are planning a project to construct bike/pedestrian lanes on SR 800 from approximately 400' south of the SR 800 bridge over the Tuscarawas River to approximately 1000' north connecting the Ohio Erie Canal Towpath Trail and the Zoar Valley Trail.

ODOT intends to use the federal Transportation Alternative Program funding, as applied for and received by Tuscarawas County, to pay for 80% of the associated costs of construction and construction engineering. Tuscarawas County will responsible for the required 20% match.

Enclosed are two copies of Preliminary Legislation for the project, which will confirm the county's intent for the construction, and to participate financially in the project.

In completing the form, please be sure to indicate the Resolution No. in the upper right hand corner of Page 1. You will note in Section VI the President of the Board County Commissioners been designated as Contractual Officer. Your signature must appear on Page 3 in the space provided for Contractual Officer and should be attested to by a council member or the Clerk.

Also on Page 3 in the "Certificate of Copy", please be sure to fill in Resolution Record No. and Page. If the clerk has a seal, it should be affixed to the "Certificate of Copy". **If there is no seal**, a letter stating that the county does not have a seal should accompany the executed legislation.

When the resolution has been properly executed and all **inked** signatures affixed, please return to me the two (2) originals at the New Philadelphia address shown above. After I obtain the Director of the Ohio Department of Transportation's signature, I will return one original copy to the county.

If you have any questions, please call me at 330-308-3904.

Respectfully,

Gregory A. Gurney P.E.
 LPA Coordinator

enclosures

xc: File

RESOLUTION (012-2015) PRELIMINARY LEGISLATION – SR800 TRAIL CROSSING

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve the following:

PID No. 99411

PRELIMINARY LEGISLATION
RC 5521.01

Resolution# 012-2015

PID No. 99411

County/Route/Section TUS SR 800 Trail Crossing

The following is a **Resolution** enacted by the **Board of County Commissioners of Tuscarawas County, Ohio**, hereinafter referred to as the **Local Public Agency (LPA)**, in the matter of the stated described project.

SECTION I - Project Description

WHEREAS, the LPA has identified the need for the described project:

Being the construction of bike/pedestrian lanes on each side of SR 800 from approximately 400' south of the SR 800 bridge over the Tuscarawas River to approximately 1000' north connecting the Ohio Erie Canal Towpath Trail and the Zoar Valley Trail. The project will widen the existing shoulders and include motion detection warning lights, signing and striping, etc.

NOW THEREFORE, be it ordained by the **Board of County Commissioners of Tuscarawas County, Ohio**.

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to assume and bear the entire cost of the improvement less the amount of Federal Funds set aside by the Director of Transportation for financing the improvement from funds allocated by the Federal Highway Administration.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

Federal funds identified for this project include eighty percent (80%) of the cost of construction and construction engineering up to a maximum of \$429,000.00 from ODOT's Transportation Alternative Program (TAP) funds.

In addition, the LPA agrees to pay One Hundred Percent (100%) of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

PID No. 99411

SECTION IV - Utilities and Right-of-Way Statement

The LPA agrees to acquire and/or make available to ODOT, in accordance with current State and Federal regulations, all necessary right-of-way required for the described Project. The LPA also understands that right-of-way costs include eligible utility costs. The LPA agrees to be responsible for all utility accommodation, relocation, and reimbursement and agrees that all such accommodations, relocations, and reimbursements shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION V - Maintenance

Upon completion of the described Project, ODOT shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VI - Consultants and Authority to Sign

The President of the Board of County Commissioners of said County is hereby empowered on behalf of the Tuscarawas County Commissioners to enter into contracts with ODOT prequalified consultants for the preliminary engineering phase of the Project and to enter into contracts with the Director of Transportation necessary to complete the above described project. Upon the request of ODOT, the President of the Board of County Commissioners is also empowered to assign all rights, title, and interests of the Tuscarawas County Commissioners to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and the administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

Passed: JANUARY 5, 2015, 2015
(Date)

Attested: <u>Jane Q. Coarf</u> (Clerk)	<u>Chris Abbuhl</u> (Commissioner)
Attested: <u>Jane Q. Coarf</u> (Clerk)	<u>Belle Everett</u> (Commissioner)
Attested: <u>Jane Q. Coarf</u> (Clerk)	<u>Kerry Metzger</u> (Commissioner)

This Resolution is hereby declared to be an emergency measure to expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

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

Discussion: Commissioner Abbuhl stated this legislation needed to be approved prior to receiving the ODOT TAP funds and applying for the ODNR financial assistance.

RESOLUTION (013-2015) ODNR FINANCIAL ASSISTANCE FOR SR800 CROSSING

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve the following:

WHEREAS, the State of Ohio, through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through Recreational Trails Program (RTP) and/or the Clean Ohio Trails Fund (COTF);

WHEREAS, the Tuscarawas County Board of Commissioners desires financial assistance under the Recreational Trails Program and Clean Ohio Trails Fund Programs to assist with the Ohio & Erie Towpath Trail SR800 Crossing;

NOW, THEREFORE, be it resolved by the Tuscarawas County Board of Commissioners as follows:

1. That the Tuscarawas County Board of Commissioners approves filing an application for the Recreational Trails Program and the Clean Ohio Trails Fund financial assistance.
2. That Chris Abbuhl, President of the Board of Tuscarawas County Commissioners is hereby authorized and directed to execute and file applications with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the Tuscarawas County Board of Commissioners do agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Recreational Trail Program and the Clean Ohio Trail Fund Program.

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

Discussion: Commissioner Everett wanted to mention the Kimble Foundation and their generous contribution of \$50,000 for trail projects. "We asked for \$20,000 and they gave us \$50,000." Commissioner Abbuhl agreed that the Kimble Family has been very supportive of the trails and many projects in Tuscarawas County with their donations and grants. Commissioner Metzger stated this piece (ODNR grant) is very important as these funds can be used for the county's local match for the \$400,000 (ODOT TAP grant). The actual expense for the local match is \$25,000. This allows us to leverage state and federal funds with the maximum county input of \$25,000. This is a great way to partner. "If we are successful we would be responsible for \$25,000 of a \$500,000 project." Commissioner Abbuhl added that to date, \$200,000 local funds have been used to leverage \$4.7 million for trail projects due to great partnerships.

RESOLUTION (014-2015) ESTABLISH POSITION – EXECUTIVE ASSISTANT

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve the following as recommended by Jonathan Downes, Zashin & Rich Co. LPA:

Whereas, the Tuscarawas County Board of Commissioners has determined it necessary to establish the classification of Executive Assistant.

Whereas, the position of Executive Assistant will be under the general direction of the board of County Commissioners.

Whereas, the position of Executive Assistant shall be in the classified service, compensated at a salary established by the County Commissioners, and shall be entitled to those benefits provided by the applicable sections/chapters of the Ohio Revised Code and the Ohio Administrative Code, and the Tuscarawas County Personnel Policy Manual.

Therefore, be it resolved that, effective January 5, 2015, the classification of Executive Assistant is hereby established and shall be included under the Table of Organization of the Tuscarawas County Board of Commissioners.

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

RESOLUTION (015-2015) APPROVE POSITION DESCRIPTION – EXECUTIVE ASSISTANT

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve the Position Description for Executive Assistant as follows:

Office/Agency:	Tuscarawas County Commissioners	Employee Name:	
Class Title:	Not Applicable	Position Title:	Executive Assistant
Dept./Div.:	Commissioners’ Office	Civil Service Status:	Classified
Unit:	Commissioners’ Office	Employment Status:	Full Time
Reports To:	Commissioners	FLSA Status:	Exempt

JOB RESPONSIBILITIES: In addition to the following, perform other related duties as required.

The Executive Assistant is charged with relieving the Board of County Commissioners of routine and non-routine functions and tasks as assigned. Under the general direction of the Board of County Commissioners, the Executive Assistant provides administrative support to the Board and oversees operations of the Office of the Board of Commissioners. The Executive Assistant is responsible for supervising the work of the office staff. The position is responsible for managing the operations of the Tuscarawas County Board of Commissioners.

JOB DUTIES:

- 50% Relieves Commissioners and County Administrator of routine and non-routine duties; provides administrative support to the Board of Commissioners and oversees operations of the Office of the Board of Commissioners; supervises Office staff members; manages the operations of the office of the Tuscarawas County Board of Commissioners, etc.
- 30% Assists with county budget preparation as needed; posts accounting data to bookkeeping instruments; prepares pay-ins; orders supplies; maintains various records & reports, e.g., vacation & sick leave records, log of county property, etc.
- 10% Communicates with County officials, department heads, employees & general public; maintains appointment calendar for Commissioners; receives & screens visitors & phone calls.
- 5% Assists Clerk to the Board with duties, i.e., schedules and attends Board meetings, prepares agendas, maintains records of board proceedings, maintains minutes, enters board orders into official journal, etc.
- 5% Performs various other tasks as assigned as necessary.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Associate Degree in Business Administration, Executive Secretarial, Records Management or at least five (5) years experience serving as an Administrative, Executive or Legal Secretary or considerable experience in local government or other equivalent experience preferably at the county or municipal government level that would provide the necessary knowledge, abilities, and skills.
- Knowledge of federal, state, and county government structure and process.
- Knowledge of county programs and projects.
- Knowledge of accounting fundamentals.
- Knowledge of human resources fundamentals.
- Knowledge of safety policies, procedures and practices.
- Knowledge of Ohio’s Public Records Act and Sunshine laws.
- Knowledge of records retention/maintenance/disposal.

- Experience in office practices and procedures.
- Experience in maintaining records and preparing reports.
- Ability to analyze and interpret the Ohio Revised Code, administrative codes, policies, and procedures and apply them to organizational situations.
- Ability to prepare necessary legal documents for public hearings as required by Ohio Revised Code.
- Ability to work overtime and outside of typical work schedule/business hours as required.
- Ability to supervise.
- Ability to organize time and prioritize work assignments and activities.
- Ability to work with minimal supervision.
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing.
- Ability to develop and maintain effective working relationship with the general public, elected officials, County Commissioners, government officials, and co-workers.
- Ability to respond to citizen questions and requests.
- Skill in the use of a computer and associated computer programs, including, but not limited to, Adobe, Microsoft Word, Excel, Outlook, and agency specific programs.
- Ability to follow oral and written instructions.
- Ability to accurately type fifty (50) words per minute.
- Skill in proofreading.
- Knowledge of English grammar, spelling, punctuation and word usage.
- Valid driver's license.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Maintains Commissioners' calendars.
- Transmits decisions and directives from Commissioners to other public officials or general public through correspondence or news media.
- Ensures compliance with Ohio Public Records Act and Sunshine laws.
- Ensures compliance with records retention schedules, maintenance schedules and disposal schedules. May be appointed as Secretary for Records Committee per Section 149.38 of Ohio Revised Code.
- Instructs assigned staff in the performance of duties according to established standards. Supervises the functions of the Commissioners' Office staff by providing direction to personnel.
- Monitors monthly schedule for Commissioners and reviews requirements pursuant to Ohio Revised Code.
- Serves as liaison between the Board of County Commissioners and other county agencies and departments with respect to Board directives impacting the respective agencies/departments.
- Reviews County Information and Data Service bulletins from CCAO for pertinent information and follow up.
- Oversees budget process including gathering information and preparing spread sheets, completes final budget sheets, prepares resolutions for approval and submits final budgets to Auditor. Monitors budgets including receipts and expenditures. Organizes budget books. Prepares Interfund transfer payments as necessary. Suggests budget changes/edits/new items.
- Assists Clerk with creation and maintenance of complete record of the proceedings of the Board of County Commissioners as needed .
- May be appointed as Investment Advisory Committee Secretary.
- Conducts evaluations of Commissioners' Office staff and recommends merit pay increases, commendations or disciplinary actions when requested by the Board of Commissioners.
- Assists Human Resources Officer with all aspects of county safety programs, training and information distribution as needed.
- Assists the Information Technology Department with telephone related matters including equipment, maintenance, advertising, coordinating services and installation.
- Meets and corresponds with various citizen, professional, business and other groups to answer questions and secure their assistance in carrying out various programs.

- Plans and coordinates meetings.
- Instructs assigned staff in the performance of duties according to established standards. Supervises the functions of the Commissioners' Office staff by providing direction to personnel.
- Directs the tasks/projects of subordinates.
- Orders supplies.
- Performs general clerical duties including, but not limited to, processing Commissioners' mail, answering telephone, typing forms and letters, word processing and related computer operations, filing, greeting visitors and reception work.
- Provides information and assistance to the public on Commissioners' matters.
- Supports Commissioners' programs and other programs by working with local agencies, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties.
- Devises correspondence, completing forms, and developing reports.
- Handles citizen complaints and public inquiries regarding programs.
- Attends various training sessions, video conferences, and workshops.
- Works outside of typical work schedule/business hours as required.
- Demonstrates regular and predictable attendance.

ASSISTS CLERK OF THE BOARD AS NEEDED INCLUDING BUT NOT LIMITED TO THE FOLLOWING FUNCTIONS:

- Recording minutes of Commissioners' meetings and prepares permanent electronic recordings.
- Certifying Board resolutions.
- Preparing agenda for Board meetings.
- Researching and preparing resolutions for Board meetings.
- Ensuring that all documentation is properly prepared for Board meetings.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Not applicable.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Ability to operate a variety of office equipment such as computer (including associated computer programs), copier, typewriter, telephone, calculator, facsimile machine, electronic equipment, and other equipment necessary to perform duties.

PHYSICALLY DEMANDING WORKING CONDITIONS:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

DIFFICULTY OF WORK:

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual confronts a wide variety of problems that are solved by asking co-workers questions and drawing conclusions. Judgment is needed in selecting the most pertinent guidelines and adapting solutions to the facts and conditions presented. Work is broad in scope and of significant intricacy, detail, and complexity. Some considerations are new in basic character or the circumstances presented.

RESPONSIBILITY:

Employee makes decisions on a variety of non-standardized or non-routine assignments. Work is reviewed during the process or at the conclusion. Errors may not be readily detected, but may

be revealed through adverse effects on operations and may result in loss of efficiency, substantial inconvenience to the public or other customers, and embarrassment to the organization. Unusual problems, proposed deviations from guidelines and practices are discussed at the discretion of the employee.

PERSONAL WORK RELATIONSHIPS:

Contact is with Commissioners, co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, handle questions about department, programs and visitors' concerns, and to gain cooperation or concurrence with differing opinions many time requiring negotiation or persuasion within policy parameters.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED: NONE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand its contents.

(Approval of Appointing Authority)	(Date)
(Employee Signature)	(Date)

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

RESOLUTION (016-2015) APPOINT JANE CLAY – EXECUTIVE ASSISTANT

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to appoint Jane E. Clay as Executive Assistant effective January 5, 2015. She will continue to fulfill the duties of the Clerk of the Board until a new Clerk of the Board is appointed.

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

RESOLUTION (017-2015) ADOPT REVISED POSITION DESCRIPTION – CLERK OF THE BOARD

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to adopt the revised Position Description for Clerk of the Board as follows:

Office/Agency:	Tuscarawas County Commissioners	Employee Name:	
Class Title:	Not Applicable	Position Title:	Clerk to the Board
Dept./Div.:	Commissioners' Office	Civil Service Status:	Unclassified
Unit:	Commissioners' Office	Employment Status:	Part-time
Reports To:	Commissioners	FLSA Status:	Exempt

JOB RESPONSIBILITIES: In addition to the following, perform other related duties as required.

The Clerk to the Board is responsible for maintaining and signing a full and permanent record of all proceedings and actions taken by the Board of County Commissioners. The Clerk to the Board is also charged with relieving the Commissioners of routine and non-routine functions and tasks as assigned. The Clerk to the Board performs the statutory duties of Clerk of the Board, including attending Board meetings and oversight of Board meeting agendas and meeting minutes.

JOB DUTIES:

- 45% Prepares & types resolutions, correspondence, contracts, legal notices, meeting agendas, meeting minutes & other documents; proofreads & corrects typewritten materials; files & retrieves documents, etc.
- 35% Performs statutory duties of Clerk to the Board, i.e., schedules and attends Board meetings, prepares agendas, maintains records of board proceedings, maintains minutes, enters board orders into official journal, etc.
- 10% Assists with county budget preparation as needed; posts accounting data to bookkeeping instruments; prepares pay-ins; orders supplies; maintains various records & reports, e.g., vacation & sick leave records, log of county property, etc.
- 5% Communicates with County officials, department heads, employees & general public; maintains appointment calendar for Commissioners; receives & screens visitors & phone calls.
- 5% Performs various other routine clerical tasks as assigned, e.g., updates operational records, sorts and distributes mail, assists with operation of switchboard as necessary.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Associate Degree in Business/Public Administration, Executive Secretarial, Records Management, at least five (5) years experience serving as an Administrative, Executive or Legal Secretary. OR considerable experience in local government, or other equivalent experience, preferably at the county or municipal government level; or any equivalent combination of accepted education and experience that would provide the necessary knowledge, abilities, and skills.
- Basic knowledge of federal, state, and county government structure and process.
- Basic knowledge of Ohio's Public Records Act and Sunshine laws.
- Ability to perform the duties described in Sections 305.10 and 305.11 of the Ohio Revised Code.
- Experience in office practices and procedures.
- Experience in maintaining records and preparing reports.
- Ability to analyze and interpret the Ohio Revised Code, administrative codes, policies, and procedures and apply them to organizational situations.
- Ability to prepare necessary legal documents for public hearings as required by Ohio Revised Code.
- Ability to work overtime and outside of typical work schedule/business hours as required.
- Ability to supervise.
- Ability to organize time and prioritize work assignments and activities.
- Ability to work with minimal supervision.
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing.
- Ability to develop and maintain effective working relationship with the general public, elected officials, County Commissioners, government officials, superiors and co-workers.
- Ability to respond to citizen questions and requests.
- Skill in the use of a computer and associated computer programs, including, but not limited to, Adobe, Microsoft Word, Excel, Outlook, and agency specific programs.
- Ability to follow oral and written instructions.
- Ability to accurately type fifty (50) words per minute.

- Skill in proofreading.
- Knowledge of English grammar, spelling, punctuation and word usage.
- Valid driver's license.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Creates and maintains complete record of the proceedings of the Board of County Commissioners.
- Records minutes of Commissioners' meetings and prepares permanent electronic recordings.
- Certifies Board resolutions.
- Prepares agenda for Board meetings.
- Researches and prepares resolutions for Board meetings.
- Assures that all documentation is properly prepared for Board meetings.
- Maintains index of Commissioner's Resolutions.
- Transmits decisions and directives from Commissioners to other public officials or general public through correspondence or news media.
- Monitors monthly schedule for Commissioner's meetings/hearings and reviews requirements pursuant to Ohio Revised Code.
- Meets and corresponds with various citizen, professional, business and other groups to answer questions.
- Ensures compliance with Ohio Public Records Act and Sunshine laws.
- Plans and coordinates meetings and hearings.
- Performs general clerical duties including, but not limited to, processing Commissioners' mail, answering telephone, typing forms and letters, word processing and related computer operations, filing, greeting visitors and reception work.
- Provides information and assistance to the public on Commissioners' matters.
- Supports Commissioners' directives by working with local agencies, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties.
- Devises correspondence, completing forms, and developing reports as needed.
- Works outside of typical work schedule/business hours as required.
- Demonstrates regular and predictable attendance.
- Knowledge of county programs and projects.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Not applicable.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Ability to operate a variety of office equipment such as computer (including associated computer programs), copier, typewriter, telephone, calculator, facsimile machine, and other equipment necessary to perform duties.

PHYSICALLY DEMANDING WORKING CONDITIONS:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

DIFFICULTY OF WORK:

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Judgment is needed in selecting the most pertinent guidelines and adapting solutions to the facts and conditions presented. Work is broad in scope and of significant intricacy, detail, and complexity. Some considerations are new in basic character or the circumstances presented.

RESPONSIBILITY:

Employee makes decisions on a variety of non-standardized or non-routine assignments. Work is reviewed during the process or at the conclusion. Errors may not be readily detected, but may be revealed through adverse effects on operations and may result in loss of efficiency, substantial inconvenience to the public or other customers, and embarrassment to the organization. Unusual problems, proposed deviations from guidelines and practices are to be discussed with the Board.

PERSONAL WORK RELATIONSHIPS:

Contact is with Commissioners, co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct the progress of work assigned, coordinate services, handle questions about Board directives and visitors' concerns, and to gain cooperation or concurrence with differing opinions many time requiring negotiation or persuasion within policy parameters.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED: NONE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand its contents.

(Approval of Appointing Authority)	(Date)
(Employee Signature)	(Date)

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

RESOLUTION (018-2015) PAY BILLS

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve for payment the following bills:

Commissioners		
NP Postmaster	Business Reply Mail	580.00
Thyssen Krupp Elevator	Elevator Service	913.00
Thyssen Krupp Elevator	Elevator Service	171.98
US Bank Equipment	Copier Lease	89.00
Frontier	Service/216.010.9884.031475.5	69.70
Tusc Co Chamber of Commerce	Safety Council/November	17.00
Go Shred	Shredding Services	500.00
Union Hospital	TB Testing	53.70
 Dog Pound		
Verizon Wireless	Service	61.10
Ferrellgas	Propane	858.97
Ferrellgas	Propane	292.58
 Park Department		
Ohio & Erie Canalway Coalition	Aquaduct Trailhead Construction	15,000.00
 Community Corrections		
Cristal Studer	Lunch Reimb	141.50

Robert Gerber	Offender Housing Assistance	550.00
Law Library		
Thomson Reuters West	Books	126.50
Job & Family Services		
Louis Luxemberg	KPIP	600.00
Guidestone	Supervised Visitation	1,818.04
Karen Bloom	KPIP	1,050.00
Mark & Raynah Abbuhl et al	AA & SAMS	25,508.70
Todd & Jennifer Demain	SSI Money for FC	1,740.00
Office Max	Supplies	58.53
Graphic Enterprises	Copier Contract Services	81.45
Timothy Haswell	Travel & Training	95.22
Beverly Gerber	Travel & Training	391.74
Elizabeth Renner	Travel & Training	126.35
Natalie Larkin	Travel & Training	131.75
Maggie Rentsch	Travel & Training	162.28
Angela Barlock	Travel & Training	161.64
Elizabeth Benedetto	Travel & Training	41.18
Jaime Grunder	Travel & Training	46.87
SEA	Transportation	49,244.23
Treasurer Tusc Co	Foster Care Prevention Grant	58,000.00
National Furniture	Prevention Grant	950.00
Appliance Reconditioners	Prevention Grant	300.00
Cambridge Family Eye Care Inc	Prevention Grant	210.00
Dover Phila Federal Credit Union	Prevention Grant	902.00
Dominion East Ohio Gas	Prevention Grant	128.07
American Electric Power	Prevention Grant	169.00
Daniel Curran	Prevention Grant	600.00
Gwyn McCaslin	FC Clothing Reimb	184.12
Charles & Karla Neal	FP Training Stipend	270.00
Nick & Stephanie Shrock	FP Training Stipend	280.00
Clerk of Courts		
Treasurer Tusc Co	IT Supplies	117.29
Sheriff		
Xerox	Service	693.22
Xerox	Service	201.15
Lowe's	Supplies	401.95
MNJ Technologies	Supplies	987.96
MNJ Technologies	Supplies	672.00
Frontier	Service	1,676.67
Belenky	Washer Repairs	543.48
Dominion East Ohio Gas	Service	6,441.62
Fulton & Associates	HVAC Test & Balance	3,500.00
Ream & Haager Lab	Water Sampling & Testing	125.00
Hajoca Corp	Seal	10.47
HC Lobalzo & Sons	Steamer Repair	221.10
Gardiner	Walk In Cooler Repair	722.00
Richards Medical	Oxygen Tank Refill	30.00
AFordable Towing	Cruiser Tow	65.00
Miller & Co	Unit Service/IWP	72.00
911		
Xerox	Service	135.69
Frontier	Service	199.29
Cummins Bridgeway	South Tower Repair	188.45
Frontier	Wireless Tariff	544.32
Frontier Power Co	Tower Electric	513.52
Frontier	911 Maintenance Agreement	15,590.42
MNJ Technologies	Supplies	631.30
VOTE:	Chris Abbuhl, yes; Belle Everett, yes; Kerry Metzger, yes;	

OTHER BUSINESS:

Discussion regarding Executive Assistant position and Clerk of the Board revised position:

Commissioner Everett stated the Board (of Commissioners) unanimously agreed that additional help is needed in the office. Jane Clay has the historical knowledge and once relieved of the Clerk of the Board duties, the board will see the benefits. Jane deserves the promotion. Jane handles the minutes of 2 meetings each week preparing the minutes, posting online and creating letters which takes a lot of time.

Commissioner Abbuhl stated reorganization of the office was necessary as the duties have changed from the original Clerk of the Board duties. Over the years it has morphed into much more than a clerk. This reorganization will allow the Executive Assistant to focus on the detailed specifics of the Commissioner’s Office with the Clerk of the Board focused on the Board meetings, agendas, etc. Jane has taken on many more responsibilities over the years and this will allow her to focus on the detailed duties including the financials and keeping the Board informed of the mandates from the state and federal government. She is also instrumental in the budget process. The Commissioners have saved a considerable amount of money by not filling vacancies over the years. A total of 8 positions (7 full-time and 1 part-time) have not been filled.

Commissioner Metzger is most interested in not just separating the duties of each position but having Jane do much more research to keep up with the budget throughout the year instead of towards the end of the year when the budget is formulated for the upcoming year. Jane has over 30 years of experience and has gone thru multiple budget processes with great historical knowledge. They are looking at the Clerk of the Board in the reorganization to be a part time position, 28 hours per week. The Commissioners have streamlined from as many as 8 employees to 2. The mandates and government decisions have been placed on Jane’s shoulders. They are looking at a Human Resource Officer as the county has come to the point with the Affordable Health Care Act, Liability, new laws on workers compensation, etc. where a human resource office is needed to focus 100% of their efforts on these issues. The Board needs expertise on this. The Board is going to utilize the staff here to assist with human resource so they are not hiring additional support staff for the HR Officer.

Commissioner Abbuhl added that the Board has saved money by handling human resource type duties internally but with the complexity of issues they are at a point that they need a Human Resource person. The Commissioners have Jane and Crystal (DiGenova) in the office and both will assist the HR person in specific areas. The restructuring will bring efficiency and allow The Board to be prudent with tax dollars.

Commissioner Everett also added that a good Human Resource Officer will save money by bringing back cost savings and not hiring outside council as often. Currently the County Auditor handles healthcare issues which he is not required by code to do but the county has a great Auditor that has handled those duties. The Affordable Health Care Act has had a big impact on this county.


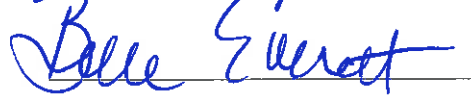

NO FURTHER BUSINESS COMING BEFORE THE BOARD.

RESOLUTION (019-2015) ADJOURN

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to adjourn at 1:30 p.m. to meet in Regular Session, Thursday, the 8th day of December, 2014.

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

Attest: 
 Clerk of the Board