

THE BOARD OF ATHENS COUNTY COMMISSIONERS, met in regular session, with Lenny Eliason presiding, Charlie Adkins and Chris Chmiel in attendance.

AGENDA

A motion was made by and seconded by to approve the following agenda:

ATHENS COUNTY BOARD OF COUNTY COMMISSIONERS
Meeting Agenda for January 8, 2019 - Convenes at 9:30 a.m.

Approve Agenda

Approve Minutes from December 19th, 2018

Approve Appropriations, Transfers, New Line Items Requests/Changes

Approve Bills

09:30 Sara Marrs Maxfield - EDC
09:45 DJFS - Jean Demosky
10:00 Ohio Division of Forestry
10:15 Chief Rick Callebs - EMS
11:00 Lester Jeffers - Wildwood Lane
11:15 Jessie Powers, Planner

~ AGENDA ITEMS

ACWSD Extension Requests
J.L. Uhrig & Assoc. Inc. - Payroll Consulting Serv. Agrmt.
HAPCAP - Pay Request # 2 - TAM Construction
Pro Atty. Expenditures Report - Acknowledge Receipt
Ohio Public Works - Project No. CR26V Agreement
Commissioner Employees Wages
EMA Director posting/job description
HAPCAP CHIP Down payment assistance
Southeast Central Ohio Letter of Support

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

MINUTES

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the minutes from December 19th, 2018.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

APPROPRIATIONS, TRANSFERS, NEW LINE ITEM REQUESTS/CHANGES

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the Appropriations, Transfers, New Line Items Requests/Changes submitted and processed through the Auditor's Office by various Departments. Dated: 01/08/2019, Budget Transfers and Amendments. Copies on file in Commissioner's Office. (Copied to page 23).

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

Bills

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the payment of the required County Bills, which are included in the Auditor's Office INVOICE TRACKING REPORT - From:12/21/2018 To: 01/08/2019 and the bills are hereby the same and authorize the County Auditor to issue warrants on the County Treasurer for payment in the same. Complete list of bills maintained in the Auditor's office.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

EDC, SARA MARRS MAXFIELD / STUART MACDONALD - ENTERPRISE ZONE AGREEMENT APPLICATION

~ Sara Marrs Maxfield - EDC with Stuart MacDonald representative Scott Johnston - Discussion regarding an Enterprise Zone Agreement application.

ENTERPRISE ZONE AGREEMENT

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the following:

ENTERPRISE ZONE AGREEMENT

Athens County Ohio -Stewart Macdonald Manufacturing Co.

This agreement made and entered into by and between the County of Athens, Ohio, a county government, with its main offices located at 15 South Court Street, Athens, Ohio 45701 (hereinafter referred to as "Athens County") and Stewart-Macdonald Manufacturing Co., a Delaware corporation (hereinafter referred to as "STEW MAC"),

WITNESSITH:

WHEREAS, Athens County has encouraged the development of real property and the acquisition of personal property located in the area designated as an Enterprise Zone; and

WHEREAS, STEW MAC desires to renovate and upgrade the facility Located at 21 N . Shafer Street Athens, OH (including parcel A027280000600) in order to retain forty-seven(47)and create nineteen (19) full-time permanent employment opportunities (hereinafter referred to as the

"PROJECT") within the boundaries of the aforementioned Enterprise Zone, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

and

WHEREAS, the Commissioners of Athens County, Ohio by resolutions adopted March 1988 and March 1990, designated the area as an "Enterprise Zone" pursuant to Chapter 5709 of the Ohio Revised Code; and

WHEREAS, effective March 1988 and March 1990, the Director of Development of the State of Ohio determined that the aforementioned area designated in said resolutions contains the characteristics set forth in Section 5709.6(A) of the Ohio Revised Code and certified said area as an Enterprise Zone under said Chapter 5709; and

WHEREAS, Athens County, Ohio having the appropriate authority for the type of project is desirous of providing STEW MAC with incentives available for the development of the PROJECT in said Enterprise Zone under Chapter 5709 of the Ohio Revised Code; and

WHEREAS, STEW MAC has submitted a proposed agreement application (herein attached as Exhibit A) to Athens County, Ohio; said application (hereinafter referred to as "APPLICATION"); and

WHEREAS, STEW MAC has remitted the required state application fee of seven hundred and fifty dollars (\$750.00) made payable to the Ohio Development Services Agency with the application to be forwarded with the final agreement; and

WHEREAS, the County Enterprise Zone Manager has investigated the application of STEW MAC and has recommended the same to the Board of Commissioners of Athens County, Ohio on the basis that STEW MAC is qualified by financial responsibility and business experience to create and preserve employment opportunities in said Enterprise Zone and improve the economic climate of Athens County, Ohio; and

WHEREAS, the project site as proposed by STEW MAC is located in the Athens City School District and the Tri-County Joint Vocational School District and the Boards of Education of both said school districts have been notified in accordance with Section 5709.83; and have been given a copy of the APPLICATION; and

1

Approved by Athens County Prosecutor 1-2-2019

ENTERPRISE ZONE AGREEMENT

Athens County Ohio -Stewart Macdonald Manufacturing Co.

WHEREAS, pursuant to Section 5709.63(A) and in conformance with the format required under Section 5709.631 of the Ohio Revised Code, the parties hereto desire to set forth their agreement with respect to matters hereinafter contained;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. STEW MAC shall renovate the building located at 21 N. Shafer Street, Athens Ohio, to house its office, warehouse and manufacturing operation and to permit the expansion of its operations area.

The PROJECT will involve a total investment in building costs by STEW MAC of a minimum of three million dollars (\$3,000,000) up to four million dollars (\$4,000,000) at the PROJECT site.

The PROJECT will begin in approximately January 2019 and all acquisition, construction and installation will be completed by approximately December 31, 20 19.

2. By December 31, 2021, STEW MAC shall create at aforesaid site, the equivalent of nineteen (19) new "full time" permanent jobs; and retain forty-seven (4 7) existing "full time" permanent jobs. In addition, STEW MAC will provide a minimum fifty percent (50%) of the cost of full time equivalent (PTE's) employee health insurance. The minimum payroll on site will be approximately \$2,783,000. The hourly wage breakdown is as follows:

a. Sixty-six (66) full-time (minimum 35 hours per week) with an approximate average of\$22 per hour excluding owner's salary.

3. STEW MAC shall provide to the proper Tax Incentive Review Council any information reasonably required by the council to evaluate the enterprise's compliance with the agreement, including returns filed pursuant to Section 5711 .02 of the Ohio Revised Code if requested by the Council. In addition, STEW MAC shall provide a copy of the Ohio Department of Taxation State Tax return form 913 to the Enterprise Zone Manager for each year this agreement is in effect and is required to be reviewed. STEW MAC must attend the Tax Incentive Review Council meeting usually slated for March of each year.

4. Athens County, Ohio hereby grants STEW MAC a tax exemption for real property improvements made to the PROJECT site (the tax abatement will apply only to that value that is in excess of the current value of land and improvements) pursuant to Section 5709.63 of the Ohio Revised Code and shall be in the following amounts:

Yr. 1	Calendar year 2021, Tax Year 2020	60%
Yr. 2	Calendar year 2022, Tax Year 2021	60%
Yr.3	Calendar year 2023, Tax Year 2022	60%

Yr. 4	Calendar year 2024, Tax Year 2023	60%
Yr. 5	Calendar year 2025, Tax Year 2024	60%
Yr. 6	Calendar year 2026, Tax Year 2025	60%
Yr. 7	Calendar year 2027, Tax Year 2026	60%
Yr. 8	Calendar year 2028, Tax Year 2027	60%
Yr. 9	Calendar year 2029, Tax Year 2028	60%
Yr. 10	Calendar year 2030, Tax Year 2029	60%

Each identified project improvement will receive a ten (10) year exemption period. The exemption commences the first year for which the real Property would first be taxable were that property not exempted from taxation. No exemption shall commence after calendar year 2020 nor extend beyond calendar year 2030.

STEW MAC must file the appropriate tax forms (DTE 24) with the County Auditor and (#913) with the State Department of Taxation to effect and maintain the exemptions covered in this agreement. The #913 Ohio tax form must be filed annually.

5. Athens County hereby waives the requirement of the annual monitoring fee provided for in Chapter 5709 of the Ohio Revised Code.

6. STEW MAC shall pay such real and tangible personal property taxes as are not exempted under this agreement and are charged against such property and shall file all tax reports and returns as required by law. If STEW MAC fails to pay such taxes or file such returns and reports, all incentives granted under this agreement are rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.

7. If for any reason the Enterprise Zone designation expires, the Director of the Ohio Development Services Agency revokes certification of the zone, or Athens County revokes the designation of the zone, entitlements granted under this agreement shall continue for the number of years specified under this agreement, unless STEW MAC materially fails to fulfill its obligations under this agreement and Athens County terminates or modifies the exemptions from taxation granted under this agreement.

8. If STEW MAC materially fails to fulfill its obligations under this agreement, or if Athens County determines that the certification as to delinquent taxes required by this agreement is fraudulent, Athens County may terminate or modify the exemptions from taxation granted under this agreement. In addition, if STEW MAC materially fails to fulfill its obligations under this agreement, Athens County may, at its sole discretion, require the repayment of the amount of taxes that would have been payable had the property not been exempted from taxation under this agreement.

9. STEW MAC hereby certifies that at the time this agreement is executed, STEW MAC does not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and does not owe delinquent taxes for which STEW MAC is liable for under Chapter 5733, 5735, 5739, 5741,5743, 5747, or 5753 of the Ohio Revised Code, or, if such delinquent taxes are owed, STEW MAC currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition of bankruptcy under II U.S.C.A. 1 01, et esq., or such a petition has been filed against STEW MAC. For the purpose of the certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty

3

Approved by Athens County Prosecutor 1-2-2019

ENTERPRISE ZONE AGREEMENT

10. STEW MAC affirmatively covenants that it does not owe: (1) any delinquent taxes to the State of Ohio or a political subdivision of the State; (2) any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State; and (3) any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not.

11. STEW MAC and Athens County acknowledge that this agreement must be approved by formal action of the legislative authority of Athens County as a condition for the agreement to take effect. This agreement takes effect upon such approval.

12. Athens County has developed a policy to ensure recipients of Enterprise Zone tax benefits practice nondiscriminating hiring in its operations. By executing this agreement, STEW MAC is committing to following non-discriminating hiring practices acknowledging that no individual may be denied employment solely on the basis of race, religion, sex, disability, color, national origin, or ancestry.

13. Exemptions from taxation granted under this agreement shall be revoked if it is determined that STEW MAC, any successor enterprise, or any related Member (as those terms are defined in Section 5709.61 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under Division (E) of Section 3735.671 or Section 5709.62, 5709.63, or 5709.632 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections.

14. STEW MAC affirmatively covenants that the information contained in and submitted with the Enterprise Zone application is complete and correct and is aware of the ORC Sections 09.66(1) and 2921.13(D)(I) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1 ,000 and/or a term of imprisonment of not more than six (6) months.

15. This agreement is not transferable or assignable-without the express, written approval of Athens County. IN WITNESS WHEREOF, Athens County, Ohio, by the President of the County Commissioners, and pursuant to 4

Approved by Athens County Prosecutor 1-2-2019

ENTERPRISE ZONE AGREEMENT

Athens County Ohio- Stewart Macdonald Manufacturing Co.

Resolution No. 108-109 has caused this instrument to be executed this 8th, day of January, 2019 and STEW MAC by its President/CEO, has caused this instrument to be executed on this 8th day of January, 2019.

(Signature page copied to page 24).

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

EDC Sara Marrs Maxfield Draft Support Letter / Stuart MacDonald

A motion was made by Mr. Chmiel and seconded by Mr. Adkins authorizing Sara Marrs Maxfield, EDC, to draft a support letter, outlining the Enterprise Zone Agreement for Stuart MacDonald to include in their application. Letter as follows: January 11, 2019

Rick Camino, CEO
Stewart MacDonald Manufacturing Co., Inc.
21 South Shafer Street
Athens, Ohio 45701

Dear Mr. Camino:

We are am writing to express our support to Stewart MacDonald for the renovation and historic preservation of the building located at 21 South Shafer Street in Athens, Ohio.

Athens County has always been a strong advocate of efforts to preserve the historic integrity of buildings within the county. We see these historic structures as an important part of our local heritage and wish to encourage the preservation of such local landmarks. We also understand the significant costs associated with renovation of a historic building such as yours and applaud your choice to engage in this challenging project, rather than build new. It is because of efforts such as yours that Athens County is known for its beautiful architecture.

In consideration of your commitment to quality job creation and historic preservation, we recently approved an Enterprise Zone Agreement, Resolution # 108-109 that will grant you a tax exemption up to 60% for real property improvements made on your property for the next 10 years. We hope that this commitment from the community helps you to leverage additional resources for your project.

21 South Shafer Street has been a recognizable anchor in the west-side neighborhood since its construction in the beginning of the 20th century and has housed some of the most well know Athens companies in its history. This fact paired with its iconic architecture make it one of the most important continually occupied structures within the city.

We are so very pleased to offer our enthusiastic support for your project. Once again, we appreciate your continued commitment to preservation and look forward to working with you.

Sincerely,

Lenny Eliason
President

Chris Chmiel
Vice-President

Charlie Adkins
Commissioner

(Copied to page 25).

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

DJFS - AGENDA/DISCUSSION

~ DJFS Director, Jean Demosky - Agenda for discussion:

COMMISSIONERS

1/8/19

ACDJFS

1. Contracts - Will bring next week.

2. ARC Grants - Athens County is no longer declared as a distressed County in 2019, according to the unemployment rate.

3. Facilities

a. ADA Restroom has work started.

b. Building-Training Center - Visit to the Glouster building - would like more discussion. Challenge to Workforce Development staff for ten apprentices for this year with trades looking for apprentices. A potential location for regional training center. Building needs considerable work. Still moving forward with RV funding for mobile unit.

i. Project RISE - To encourage younger, Elementary to middle school students to focus on growing from the ground up for projects. Possibly have trade unions come in and run workshops to teach students different trades.

c. Capital Improvement Plan update - Still working on and will get with Maintenance Supv. Jeff Gabriel.

4. New IRS Requirements for Background Checks for DJFS employees.
5. WATH & Messenger - Will be on WATH radio show & has interview scheduled with the Athens Messenger.
 - a. Best Website, WIOA, Goals - DJFS listed as top website for County information in Athens County by the Athens Messenger. Featured article on WIOA in Athens Messenger.

EXECUTIVE SESSION W/DJFS DIRECTOR DISCUSS EMPLOYEE DISCIPLINE

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to enter into executive session at 9:55 with DJFS Director, Jean Demosky to discuss possible discipline of employee.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

RETURN TO REGULAR SESSION

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to return to regular session at 10:08.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

~ Let the record reflect further investigation needed, no action at this time.

~ **ODNR DIVISION OF FORESTRY, COURTNEY CAWOOD, AND STEPHEN RIST** - Presentation of Annual check in the amount of \$85,697.24 for Harvesting Timber on State Lands in Athens County.

EXECUTIVE SESSION

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to enter into executive session at 10:18 with Chief Rick Callebs and Assistant Chief Amber Pyle, to discuss employee disciplinary issues.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

RETURN TO REGULAR SESSION

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to return to regular session at 10:44.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

EMS - Approve Suspensions & Last Chance Agrmt.

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve one eight (8) hour suspension, one twenty-four (24) hour suspension for those employee(s) discussed and the Last Chance Agreement, as recommended by EMS Chief Rick Callebs.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

LESTER JEFFERS - WILDWOOD LANE DISCUSSION

Mr. Jeffers bought property on Wildwood Lane off of SR682. When bringing in equipment to his property, the road was blocked temporarily, one of the property owners approached him and was very upset that this took place, claiming that he owned the road and was blocking his property. The Commissioners will research a possible easement to his property and check with the County Engineer regarding status of an old road. Commissioner Eliason stated that the length of Wildwood Lane will need to be established, and a search will need to be done for a possible shared driveway agreement. The Commissioners stated that in order for him to have access to his property, he needs an easement and suggested that he check with the Recorders Office regarding any existing easements related to his property.

County Planner, Jessie Powers and Spencer Hobson, Assistant Planning Director

- Discussion regarding updates to projects for the coming year. Commissioner Adkins wanted to discuss the status of the Athens to Belpre Rail trail construction work being done past Holzer Clinic on Route 50. Ms. Powers stated that the contractor is a year behind on the project, with a new completion date being July 31, 2019. Because of this, the next ODNR Clean Ohio Trail Fund Grant submission by Athens County will have a 25 point deduction, and also a 5 point deduction for the delay in the Frost Road Trail. ODOT is the construction manager and holds the contract. The Commissioners requested that she bring the plans in to look at for this project. She also stated that a Trail from Albany to Lake Snowden has been discussed with the Albany Community Challenge Meeting for a possible future project. Also discussed was the Frost Road Trail and the sealing / resurfacing of the County's portion of the Bikeway. The Commissioners suggested that they focus on the current projects at hand rather than a new project, such as the Albany to Lake Snowden. She also discussed was a facilities plan, with their priority being their hazard mitigation plan update, they have a grant award application pending, with a March 2020 update completion date. Possibly meeting with Department heads for each of their building and departmental needs, possibly including the parks and recreation facilities, and possibly all other county owned properties. With her staff increase they could come up with a draft plan within the next year or so. The Commissioners agreed this is a good idea to start on. She also discussed the Chauncey project Phase 1 across Hocking River, ODOT and ODNR grants, working on environmental review process and archaeological study and survey. She has a cost estimate from a firm certified by ODOT in the amount of \$8,678.94. She will draft a contract to accept this proposal and have the Prosecuting Attorney's office review before submitting to the Commissioners for signature. The Commissioners agreed with her to move forward on this. Other items to work on for the upcoming year: Water trail designation for the Savannah Park in Guysville and the Beaumont area. Also the Athens Belpre Rail Trail Parking area.

ACWSD EXTENSION REQUESTS - ALLWINE & MILNER

A motion was made by Mr. Chmiel and seconded by Mr. Adkins authorizing an extension as requested by Brittany Allwine for monies owed the Athens County Water and Sewer District for water and sewer service, the total amount due is \$96.51 with \$47.09 to be paid by January 11, 2019. If the terms of this agreement are not met, the account will be considered delinquent and service could be shut off.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

A motion was made by Mr. Chmiel and seconded by Mr. Adkins authorizing an extension as requested by Kelli Milner for monies owed the

Athens County Water and Sewer District for water and sewer service, the total amount due is \$142.29 with \$80.00 to be paid by January 8, 2019 . If the terms of this agreement are not met, the account will be considered delinquent and service could be shut off. The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

J.L. UHRIG AND ASSOCIATES, INC. PAYROLL CONSULTING SERVICES

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the J.L. Uhrig and Associates, Inc. Payroll Consulting Services Agreement for the period January 1, 2019 through December 31, 2019 as follows:

**PAYROLL CONSULTING SERVICES AGREEMENT
ATHENS COUNTY, OHIO**

For the Period January 1, 2019 through December 31,2019

This engagement for payroll consulting services is entered into by and between J. L. Uhrig & Associates, Inc. (hereinafter referred to as "the Consultant") and the Athens County Commissioners (hereinafter referred to as "the Commissioners") for the purpose of providing payroll consulting services to the Athens County Auditor (hereinafter referred to as "the Auditor") for the period January 1, 2019 through December 31, 2019.

SCOPE OF SERVICES

The Auditor is entitled to payroll consulting services from the Consultant by written and/or telephone communications for ordinary payroll related issues involving such things as employer taxes, employee tax withholdings, employee deductions, fringe benefits, payroll tax deposits, payroll accounting and payroll recordkeeping.

This agreement does not include any on-site visits relating to payroll consulting services. However, if any on-site visits are needed, the Consultant will provide such services and will bill an additional fee that shall be commensurate with such services at the standard hourly rates in effect at that time.

PROFESSIONAL FEES

Based on the scope of services outlined above, the Consultant shall receive professional fees of \$2,000 from the Commissioners. The Commissioners will be billed for these professional fees in four (4) equal quarterly amounts, except any on-site visits will be billed at the time that such services are rendered. All invoices will be due and payable by the Commissioners upon receipt.

CONSULTING FIRM'S MISSION STATEMENT

- * To strive for excellence in providing exceptionally high quality services to government and non-profit organizations.
- * To provide a meaningful working environment for employees of the firm.
- * To give God the honor and glory in all that we do.

CONCLUSION

All information obtained during the conduct of these services will be treated as confidential and disclosed only to the Commissioners and the Auditor, unless specifically authorized to submit it to any other person or agency.

This proposal is a firm and irrevocable offer for 60 days and has been prepared in duplicate. If it correctly reflects the Commissioners understanding of the scope of services contained in this agreement, please confirm your understanding by signing all three copies, certifying the availability of funds for payment, and returning one copy to the Consultant. The Commissioners and the Auditor should each retain one of the other two copies.

Payroll Consulting Services Agreement

Athens County, Ohio

(Signature page copied to page 26-27).

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

HAPCAP - PAY REQUEST #2 TAM - City of Nelsonville Sewer Facility Improvements Project

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the TAM Construction, Pay Request #2, in the amount of \$140,006.40, for the City of Nelsonville Sewer Facility Improvements Project, as recommended by HAPCAP.

(Copied to page 28).

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

PROSECUTING ATTORNEY'S EXPENDITURE REPORT

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to acknowledge receipt of the Prosecuting Attorney's Expenditure Report, dated January 2, 2019, as pursuant to the Ohio Revised Code Section 325.12 and specifies the manner with which the allowance to the Prosecuting Attorney has been expended during the year 2018.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

ENGINEER - Public Works Project Agreement No. CR26V, for Bridge Replacements

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the Project Agreement documents related to the Ohio Public Works Project No. CR26V, for Bridge Replacements in the amount of \$399,676.00 and authorize all related signatures.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

EXECUTIVE SESSION

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to enter into executive session at 11:40 to discuss compensation of public employees.

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

RETURN TO REGULAR SESSION

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to return to regular session at 12:08.
The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

WAGE INCREASES FOR MISC. COMM. DEPTS.

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving wage increases for the following Commissioner Departments:
Buildings and Grounds, Commissioners, Water and Sewer, EMA and the County Planner. - 911 and EMS will be done next week.
The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

SUSPEND ADD TO AGENDA

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to suspend the rules and declare an emergency and add the following to the agenda:

- EMA Director Job Description
- HAPCAP - Down payment assistance
- Southeast Central Ohio Letter of Support

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

HAPCAP / CHIP REQUESTED CHIP DOWN PAYMENT ASSISTANCE SERVICE FORM

A motion was made by Mr. Chmiel and seconded by Mr. Adkins authorizing Commissioner Eliason's signature on the HAPCAP / CHIP requested CHIP Down Payment Assistance Service Form on a property located at 356 Adams St., Nelsonville.
The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

LETTER OF SUPPORT - CENTRAL OHIO TRAUMA SYSTEM'S GRANT

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the following letter of support for the Central Ohio Trauma System's Grant application:

January 8, 2019

Ohio Department of Health Grants
Services Unit Central Master Files,
4th Floor 246 North High Street
Columbus, Ohio 43215

Dear Madam/Sir:

The Board of Athens County Commissioners support The Central Ohio Trauma System's grant application to continue as the Southeast and Southeast Central Regional healthcare emergency preparedness coordinating organization. The Central Ohio Trauma System and their continued operation in this capacity is vital to the continuation of efforts that have been made concerning Southeast and Southeast Central Ohio healthcare emergency preparedness.

Sincerely,

/s/ Lenny Eliason, President

The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

EMA DIRECTOR, JOB DESCRIPTION

A motion was made by Mr. Chmiel and seconded by Mr. Adkins approving the following EMA Director, Job Description and post in the Athens Messenger and the County Website:

Athens County Board of Commissioners Effective Date: January 8, 2019

Review Date: January 8, 2019

JOB DESCRIPTION Revision:

Page: 1 of: 3

Date:

This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.

POSITION: EMA Director

OVERVIEW:

Under the direction of the Board of Commissioners, the Emergency Management Director manages, plans, organizes and coordinates all Emergency Management Agency activities relating to minimizing the effect of natural or manmade disaster upon the citizens of Athens County. Duties and responsibilities include developing, testing and implementing emergency response and recovery operation plans: and conducting training on public preparedness.

ESSENTIAL DUTIES:

Responsible for the planning, organizing and deployment of Local Emergency Planning Committee (LEPC) programs/activities associated with preparation for, response to, and recovery from natural or manmade disasters or emergencies affecting the lives and property of citizens.

Coordinate emergency planning efforts with all political jurisdictions within the County. Ensures emergency plans meet State and Federal regulations and acts as an agent in securing disaster relief monies.

Develop and update the county emergency operations plan and other support plans which involve working with each county agency/department that is included in the plan to identify functions they will perform in emergency and ensure integration of all functions. Ensure that the plan is responsive to all State and Federal regulations.

Manage, operate and maintain the Emergency Operations Center (EOC). Establish, maintain, test and evaluate the operational system for response. Develop standard operating procedures and policies as needed to accommodate the EOC.

Prepare the annual operating budget for Emergency Management and track expenditures against the budget throughout the year and maintain related financial documentation. When the jurisdiction is awarded Federal financial assistance, as a sub-grant recipient of funds made available through Ohio Emergency Management Agency (OEMA), ensure the proper completion of Federal funding documents. This also includes the submission of quarterly reports to OEMA, required attendance at training classes, meetings and conferences.

Maintain and update emergency response, recovery, continuity, and hazard mitigation plans for the County.

Research FEMA Funding opportunities. Work with local political jurisdictions on FEMA applications.

Participate in local and regional disaster exercises to test local emergency response agencies.

Attend Emergency Management training courses and workshops.

Serve as the County NIMS (National Incident Management System) Coordinator.

Respond to emergency and disaster situations involving hazardous materials, inclement weather, and

1

evacuation and/or sheltering to provide assistance with coordinating county resources.

Respond to questions, complaints and requests for information/assistance from the general public, volunteers, news media, various agencies, employees, elected officials, and/or other individuals and departments.

Develop a Public Information System, identifying a Public Information Officer (PIO) that will maintain a media relationship and provide information to the public during major emergencies and disasters. On-call required. Maintain EMA website, notify public and staff, regarding weather and/or emergency alerts through Everbridge Communication System.

KNOWLEDGE SKILLS AND OTHER ABILITIES:

Knowledge of the budgeting process, principles and fiscal management, and procedures for requesting funds and application of grants.

Knowledge of state and federal requirements and procedures regarding funding requests and reports, emergency response plans, risk management record keeping, hazardous materials, training agency involvement, documentation requirements and liability laws.

Skill in communicating with the public, media and other agencies during emergency and non-emergency conditions.

Skill in organizing, researching, analyzing, problem solving and project management.

Skill in public speaking and oral communications.

Ability to write reports and proposals, take meeting minutes and type in final form using accepted standard layout, grammar principles and practices.

Ability to evaluate emergency situations and make decisions during stressful situations.

Ability to prepare and deliver presentations, demonstrations, workshops and training sessions.

Ability to operate two-way radio, audiovisual equipment, computer and standard office equipment.

ENTRY REQUIREMENTS

Graduation from an accredited four year college or university and the equivalent of three years of full-time professional level experience such as program administration, development, management or operations.

OR

Five years' experience in the field of Emergency Management or Management related field.

AND

High school diploma or GED equivalent

Previous experience working with public or coordinating activities.

2

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATIONS:

Ability to hear and speak the English language clearly and distinctly, whether in person or by telephone, is required. Apply principles of record keeping for maintenance contracts and schedules, preparing required reports. Requires basic human relations skills in dealing with the public and County Officials; requires cooperation and team work with co-workers and County Officials in carrying out prescribed duties in the office and between departments.

WORK ENVIRONMENT:

Involves use of fingers, hands, arms, feet and legs carry up to 50 pounds. Ability to manipulate tools and equipment, ability to lift and carry objects, boxes and related emergency response equipment. Required to have a valid drivers license and be able to drive vehicles and other related equipment. However, in the event of an emergency, work may include visiting disaster site to assess the needs of community's involved.

Job descriptions in no way state or imply that the description includes every duty to be performed by the

employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.


3

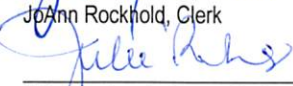
The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.

ADJOURN

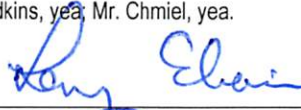
A motion was made by Mr. Chmiel and seconded by Mr. Adkins to adjourn the above meeting.

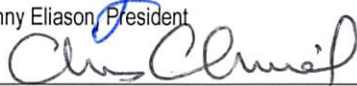
The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Adkins, yea; Mr. Chmiel, yea.




JoAnn Rockhold, Clerk


Julie Brooks, Assistant Clerk



Lenny Eliason, President


Chris Chmiel, Vice-President


Charlie Adkins

Chris Arnold

1-8-19 Ray Eli 1/8/19

C. R.



01/08/2019 08:38
4877jrockhold

Athens County
BUDGET TRANSFERS AND AMENDMENTS

P 1
bgament

Record Number	Year	Per	Journal Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2019	01	535 01/07/2019	4877clucas	Transfer	260,000.00	260,000.00	Pending Approval

** END OF REPORT - Generated by JoAnn Rockhold **

ENTERPRISE ZONE AGREEMENT
Athens County Ohio – Stewart Macdonald Manufacturing Co.

Resolution No. 108-109 has caused this instrument to be executed this 8 day of January 2018 and STEW MAC by its President/CEO, has caused this instrument to be executed on this 8 day of January 2018

ATHENS COUNTY, OHIO

By Lenny Eliason

Commissioner Lenny Eliason
Title: President, Athens County Commissioners

WITNESS: St Macfield

Stewart MacDonald Manufacturing Co.

By Rick Camino

Rick Camino
Title: CEO

WITNESS: [Signature] CFO S/M

Form Approved by Athens County Prosecutor's office: Henry J. Blumenthal

Athens County Commissioners



Charlie Adkins
 cndkins@athensoh.org

Chris Chmiel
 echmiel@athensoh.org

Lenny Eliason, MPA
 leliason@athensoh.org

15 South Court St.
 Athens, Ohio 45701
 (740) 592-3219

Visit us at our website:
 co.athensoh.org

January 11, 2019

JoAnn Rockhold
 Clerk/Admin. Assistant
 jsikorski@athensoh.org

Telephone (740) 592-3292
 Fax (740) 594-8010

Rick Camino, CEO
 Stewart MacDonald Manufacturing Co., Inc.
 21 South Shafer Street
 Athens, Ohio 45701

Dear Mr. Camino:

We are writing to express our support to Stewart MacDonald for the renovation and historic preservation of the building located at 21 South Shafer Street in Athens, Ohio.

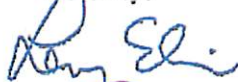
Athens County has always been a strong advocate of efforts to preserve the historic integrity of buildings within the county. We see these historic structures as an important part of our local heritage and wish to encourage the preservation of such local landmarks. We also understand the significant costs associated with renovation of a historic building such as yours and applaud your choice to engage in this challenging project, rather than build new. It is because of efforts such as yours that Athens County is known for its beautiful architecture.


In consideration of your commitment to quality job creation and historic preservation, we recently approved an Enterprise Zone Agreement, Resolution # 108-109 that will grant you a tax exemption up to 60% for real property improvements made on your property for the next 10 years. We hope that this commitment from the community helps you to leverage additional resources for your project.

21 South Shafer Street has been a recognizable anchor in the west-side neighborhood since its construction in the beginning of the 20th century and has housed some of the most well know Athens companies in its history. This fact paired with its iconic architecture make it one of the most important continually occupied structures within the city.

We are so very pleased to offer our enthusiastic support for your project. Once again, we appreciate your continued commitment to preservation and look forward to working with you.

Sincerely,


 Lenny Eliason
 President


 Chris Chmiel
 Vice-President


 Charlie Adkins
 Commissioner

PAYROLL CONSULTING SERVICES AGREEMENT***ATHENS COUNTY, OHIO*****For the Period January 1, 2019 through December 31, 2019**

This engagement for payroll consulting services is entered into by and between J. L. Uhrig & Associates, Inc. (hereinafter referred to as "the Consultant") and the Athens County Commissioners (hereinafter referred to as "the Commissioners") for the purpose of providing payroll consulting services to the Athens County Auditor (hereinafter referred to as "the Auditor") for the period January 1, 2019 through December 31, 2019.

SCOPE OF SERVICES

The Auditor is entitled to payroll consulting services from the Consultant by written and/or telephone communications for ordinary payroll related issues involving such things as employer taxes, employee tax withholdings, employee deductions, fringes benefits, payroll tax deposits, payroll accounting and payroll recordkeeping.

This agreement does not include any on-site visits relating to payroll consulting services. However, if any on-site visits are needed, the Consultant will provide such services and will bill an additional fee that shall be commensurate with such services at the standard hourly rates in effect at that time.

PROFESSIONAL FEES

Based on the scope of services outlined above, the Consultant shall receive professional fees of \$2,000 from the Commissioners. The Commissioners will be billed for these professional fees in four (4) equal quarterly amounts, except any on-site visits will be billed at the time that such services are rendered. All invoices will be due and payable by the Commissioners upon receipt.

CONSULTING FIRM'S MISSION STATEMENT

- To strive for excellence in providing exceptionally high quality services to government and non-profit organizations.
- To provide a meaningful working environment for employees of the firm.
- To give God the honor and glory in all that we do.

CONCLUSION

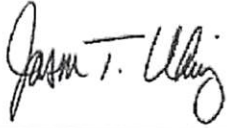
All information obtained during the conduct of these services will be treated as confidential and disclosed only to the Commissioners and the Auditor, unless specifically authorized to submit it to any other person or agency.

This proposal is a firm and irrevocable offer for 60 days and has been prepared in duplicate. If it correctly reflects the Commissioners understanding of the scope of services contained in this agreement, please confirm your understanding by signing all three copies, certifying the availability of funds for payment, and returning one copy to the Consultant. The Commissioners and the Auditor should each retain one of the other two copies.

Payroll Consulting Services Agreement
Athens County, Ohio
Page -2-

SIGNED INTENT

J. L. Uhrig & Associates, Inc.



Jason T. Uhrig, CPA, CGMA

December 28, 2018
Date

SIGNED ACCEPTANCE

Signature

Title

Date
1/8/19

Signature

Title

Date
1.8.19

Signature

Title

Date
1-8-19

Signature

Title

Date

APPROVED AS TO FORM

Signature

Title

Date
1/3/19

OHIO WATER DEVELOPMENT AUTHORITY
CONTRACTOR'S ESTIMATE

TO OWNER:
Athens County Commissioners
15 South Court Street
Athens, OH 45701

APPLICATION NO: 2
PERIOD TO: 12/14/2018
OWDA LOAN NO: _____

FROM CONTRACTOR:
TAM Construction, Inc.
6648 Hudnell Road
Athens, OH 45701
740/592-6700

FOR OWDA OFFICE USE ONLY	
Fund:	_____
Voucher:	_____
OWDA Pay:	_____
Date:	_____

PROJECT:
City of Nelsonville Sewer Facility Improvements

1 ORIGINAL CONTRACT PRICE		\$219,900.00
2 Net change by CHANGE ORDER		\$44,580.00
3 CURRENT CONTRACT PRICE (Line 1 + 2)		\$264,480.00
4 TOTAL COMPLETED & STORED TO DATE		\$234,600.00
5 RETAINAGE		
a. 4 % Contract	\$10,579.20	
b. 8 % of stored work	\$0.00	
Total Retainage (Line 5a + 5b)		\$10,579.20
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 total)		\$224,020.80
7 LESS PREVIOUS PAYMENTS (Line 6 from prior certificate)		\$84,014.40
8 CURRENT PAYMENT DUE		\$140,006.40

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved Change Orders through Change Order No: 2	\$44,580.00	
	NET CHANGES by Change Order	
		\$44,580.00

CONTRACTOR'S CERTIFICATE

I hereby certify that the above materials and services have been furnished and performed in accordance with the conditions of the contract for the above work, and that payment has not been received and therefore is due and to be paid on said contract

CONTRACTOR: [Signature] DATE: 12/20/18

ENGINEER: Stantec Consulting By: [Signature] Date: 12/21/18

OWNER: Athens Co. Commissioners By: [Signature] Date: 1/8/19

OWDA: _____ Executive Director
Chief Engineer