



# HOLMES COUNTY COMMISSIONERS

2 COURT STREET, SUITE 14

MILLERSBURG, OHIO 44654-2001

PHONE (330) 674-0286 FAX (330) 674-0566

E-MAIL: HCC@CO.HOLMES.OH.US



## AGENDA

**Tuesday, December 29, 2020**

**(Schedule Subject to Change)**

**10:00**

### **Business Meeting**

- Pledge of Allegiance
- Minutes from December 21, 2020
- Paybills Motion
- Transfers/Transactions/Supplementals
- Resolution – Approving a W.E. Quicksall & Associates Agreement for Engineering Services
- Resolution – Allowing the Holmes County Department of Job & Family Services to Obtain Certificates from the Holmes County Auditor Against Each Line Item of JFS's County Funds for the Calendar Year 2021
- Resolution – to Convey Contracting Authority and Authority to Approve All Out of County and All Out of State travel for the Employees of the County Department of Job & Family Services to the Director of the Same for the Calendar Year 2021
- Proclamation – Recognizing Annette Lanham for Her Years of Service

**10:30**

### **New Business/Old Business Discussion**

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**Next Business Meeting: Monday – January 04, 2021**

**THE MINUTES**  
**December 29, 2020**

The Holmes County Commissioners met in regular session Tuesday, December 29, 2020; with everyone present. Chairman Miller opened the meeting:

**10:00 A.M. – BUSINESS MEETING**

**PLEDGE OF ALLEGIANCE**

**MINUTES**

On a motion by Mr. Ault, seconded by Mr. Eyler (Mr. Miller - yes; Mr. Ault – yes; Mr. Eyler - yes), the Commissioners approved the minutes from December 21, 2020 as written.

**PAY BILLS MOTION**

On a motion by Mr. Eyler seconded by Mr. Ault (Mr. Miller - yes; Mr. Ault – yes; Mr. Eyler - yes), Commissioners authorized the following bills to be paid as they were presented:

**COVID GRANT (C19)**

Berlin Construction	02019-E2009	County Home Quarantine Room	\$5,645.86
Berlin Construction	02019-E2009	County Home Quarantine Room	29,500.00
Glass Doctor	02019-E4003	Automatic Doors	20,000.00
Amazon	02019-E4007	Courthouse Chairs	775.30
Hall Public Safety Upfitters	02019-E4007	Vehicle Laptop Installation Hardware	2,959.77
Staley Technologies	02019-E4007	Key-Fob Entrance	37,500.00
Glass Doctor	02019-E4007	Automatic Doors	40,700.00
Amazon	02019-E4007	Sanitizable Furniture	611.07
Staley Technologies	02019-E4007	EMA Radios	13,731.25
Chevrolet Buick GMC of Millersburg	02019-E7004	EMA Truck	42,842.43
ODJFS	02019-E8001	Unemployment Due to COVID	2,441.12
Fidlar Technologies, Inc.	02019-E8001	Media Conversion Agreement	590.25
Fidlar Technologies, Inc.	02019-E8001	Media Conversion	1,454.88
			<b>\$198,751.93</b>

**TRANSFER WITHIN:**

<b>FROM:</b>	<b>TO:</b>	<b>AMOUNT:</b>
S58-01010-E1018 Health Insurance	S58-01010-E1011 Salaries	\$3.42
S58-01010-E1018 Health Insurance	S58-01010-E1016 PERS	\$437.86
A00-07002-E1020 Unemployment	A00-07002-E1018 Health Insurance	\$51,311.78
A00-00145-E1016 PERS	A00-00145-E1011 Salaries	\$743.53
P40-00805-E1011 Salaries	P40-00805-E1016 PERS	\$18.52
M00-01001-E1019 Workers Comp	M00-01001-E1011 Salaries	\$1,004.65
M00-01001-E1019 Workers Comp	M00-01001-E1017 Medicare	\$9.83
B00-00200-E4007 Equipment	B00-00200-E1011 Salaries	\$1,547.44
B00-00200-E2002 Utilities	B00-00200-E1018 Health Insurance	\$2,260.00
A00-00135-E1015 Overtime	A00-00135-E1011 Salaries	\$7,411.81
A00-00120-E1011 Salaries	A00-00120-E1010 Salaries Officials	4.01

S18-00915-E2001 Contract Services	S18-00915-E1011 Salaries	\$982.37
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**TRANSFER BETWEEN:**

**Please Refer to the Following Resolution(s):**

**Resolution - #12-29-20-4**

**Resolution - #12-29-20-5**

**PAYROLL**

**Total Gross Payroll for pay-ending 12-24-20 was \$666,267.15**

**Total General Fund Payroll for pay-ending 12-24-20 was \$261,401.63**

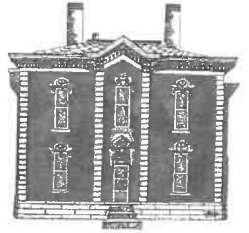
**RESOLUTION(S)**

**A Copy of All Documents on File at the Commissioner's Office**



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## Resolution #12-29-20-1

### A RESOLUTION APPROVING A W.E. QUICKSALL & ASSOCIATES AGREEMENT FOR ENGINEERING SERVICES

**WHEREAS**, the Board of Holmes County has received a Engineering Services Agreement with W.E. Quicksall & Associates, Inc.; and

**WHEREAS**, the Board of Holmes County Commissioners have reviewed this Agreement;

**THEREFORE, BE IT RESOLVED** that the Board of County Commissioners hereby approves Engineering Services Agreement with W.E. Quicksall & Associates, Inc.


Mr. *EYLER* moved for adoption of the preceding Resolution. Mr. *AULT* seconded the motion. Upon roll call the vote was as follows:

Joe D. Miller   yes  no

Rob Ault   yes  no

Raymond Eyer   yes  no

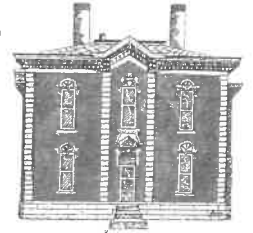
The below signed Clerk to the Board hereby certifies that the preceding Resolution is a true and exact copy of a Resolution adopted during the regular business meeting of December 29, 2020 and recorded in Commissioners Journal 51 under that date.

 **ROBERT J. SIGLER**  
**DEPUTY CLERK**  
Susan L. Schie, Clerk to the Board  
Holmes County Board of Commissioners



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Resolution # 12-29-20-2

## RESOLUTION ALLOWING HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES TO OBTAIN CERTIFICATES FROM THE COUNTY AUDITOR AGAINST EACH LINE ITEM OF JFS'S COUNTY FUNDS FOR THE CALENDAR YEAR 2021

**WHEREAS**, ORC Section 5705.41 requires a certificate from the fiscal officer of the subdivision that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any such encumbrances, before any contract or order involving the expenditure of money is made.

**WHEREAS**, ORC Section 5705.41 (D)(3) allows certification by the subdivision's fiscal officer, of an amount not in excess of that established by resolution of the legislative authority of the subdivision, to the credit of a specific line-item appropriation.

**WHEREAS**, such certificates shall not extend beyond the end of the fiscal year and each line-item appropriation shall not have more than one such certificate outstanding at a time.

**WHEREAS**, such certificates shall be for the purpose of carrying out the business of Holmes County Department of Job and Family Services.

**WHEREAS**, an itemized statement of obligations incurred, and expenditures made under such certificate shall be rendered to the auditor before another such certificate may be issued.

**WHEREAS**, due to the nature and volume of expenditures, certificates to line-item appropriations are necessary in order to effectively serve customers of the Holmes County Department of Job and Family Services.

**THEREFORE, BE IT RESOLVED** that the Holmes County Board of Commissioners hereby approves the use of certificates against the line-item appropriations of the following county funds under the stewardship of the Holmes County Department of Job and Family Services: H00, H10, H20, S50, S51 and S52. The Holmes County Board of Commissioners also establishes the maximum amount of each certificate to be the budgeted appropriation amount of each line-item.

The Holmes County Board of Commissioners met during regular session on this 29 day of DECEMBER, 2020.

Mr AULT moved for the adoption of the above resolution.

Mr EYLER seconded the motion.

Holmes County Commissioners:

[Signature]  
Raymond Eyer

Yes  No  Abstain

[Signature]  
Joe Miller

Yes  No  Abstain

[Signature]  
Rob Ault

Yes  No  Abstain

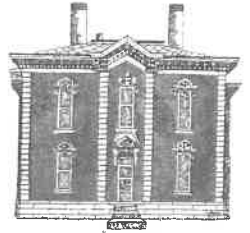
The preceding Resolution is a true and exact copy of a Resolution adopted during the regular business day of DECEMBER 29, 2020 and is recorded in Commissioners Journal 51 under that date.

[Signature]  
Susan Schie, Clerk to the Board of Commissioner ROBERT J SIBLER, DEPUTY CLERK



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Resolution # 12-29-20-3

A RESOLUTION TO CONVEY CONTRACTING AUTHORITY AND AUTHORITY TO APPROVE ALL OUT OF COUNTY AND ALL OUT OF STATE TRAVEL FOR THE EMPLOYEES OF THE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES TO THE DIRECTOR OF THE SAME FOR THE CALENDAR YEAR 2021

**WHEREAS**, Danny S. Jackson was appointed to the position of Director (County Human Service Administrator) of the Holmes County Department of Job & Family Services with the responsibilities and authority of that position being conferred upon him effective the 8<sup>th</sup> day of January, 2001 pursuant to Resolution number 1-08-01-1; and

**WHEREAS**, contracting authority on behalf of the Holmes County Department of Job & Family Services has been delegated to Director, Danny S. Jackson effective January 8, 2001; and

**WHEREAS**, in order to carry out his responsibilities, Director Danny S. Jackson requests a blanket resolution to approve all out-of-county and all out-of-state travel for employees of the child support, public assistance, workforce development, and children services divisions for purposes including but not limited to training, investigations, home studies and association meetings; and

**WHEREAS**, the County Department of Job & Family Services will assume responsibility for reporting approved out-of-county travel and out-of-state travel to the county auditor for reimbursement; and

**THEREFORE, BE IT RESOLVED**, the Board of Commissioners reiterate their continuing delegation of contracting authority to Director, Danny S. Jackson on behalf of the County Department of Job & Family Services. Further, the Board of Commissioners approve a blanket resolution for the above expenditures for employees of the child support, public assistance, workforce development, children services divisions as well as the Director of the County Department of Job & Family Services. This resolution does not replace resolution #1-08-01-1. Resolution #1-08-01-1 remains in full force and effect.

The Holmes County Board of Commissioners met during regular session on this 29 day of DECEMBER, 2020

Mr. AULT moved for the adoption of the above resolution.

Mr. EYLER seconded the motion.

Holmes County Commissioners:

Raymond Eyer  
Raymond Eyer

Yes \_\_\_ No \_\_\_ Abstain

Joe Miller

Yes \_\_\_ No \_\_\_ Abstain

Rob Ault  
Rob Ault

Yes \_\_\_ No \_\_\_ Abstain

The preceding Resolution is a true and exact copy of a Resolution adopted during the regular business day of DECEMBER 29, 2020 and is recorded in Commissioners Journal 51 under that date.

Robert J. Sigler - DEPUTY CLERK  
Susan Schie, Clerk to the Board of Commissioner



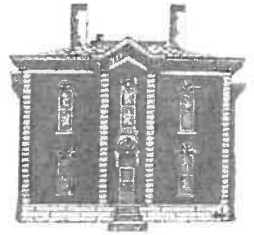
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Resolution # 12-29-20-4

## RESOLUTION AUTHORIZING A TRANSFER BETWEEN FUNDS

WHEREAS, The Cares Act Grant allows to reimburse for Emergency Personnel Wages from March 1-December 30, 2020, as of November 18<sup>th</sup>, sheriff salaries total \$1,979,916.51. The Remaining cares act unencumbered balance is to be transferred to cover the expenses incurred.

THEREFORE, BE IT RESOLVED the below listed sums be transferred, for the above stated purpose, as follows:

FROM:	TO:	AMOUNT
C19-02019-E9002 COVID GRANT TRANSFERS	A00-00199-R6501 GENERAL FUND-CHARGES FOR SERVICES	\$823,803.67

LINE ITEM & DESCRIPTION

LINE ITEM & DESCRIPTION

Requested by:

Michele Gerber

Signature

Deputy of Finance

Title

Holmes County Auditor's Office

Department

**APPROVED**

DATE 12/21/2020

BY

Mr. Eyler

Moved for the adoption of the preceding resolution,

Mr. Ault

seconded the motion.

Upon call of roll, vote was as follows:

Chairman

Yes / No

Vice Chairman

Yes / No

Commissioner

Yes / No

The preceding resolution is a true and exact copy of a resolution adopted during the regular business meeting of Tuesday, December 29th, 2020 and is recorded in Commissioners Journal # 51 under that date.

Clerk to the Board - Holmes County Commissioners

cc  
Auditor  
Bookkeeping  
Department  
Treasurer



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**Resolution #** 12-29-20-5

## RESOLUTION AUTHORIZING A TRANSFER BETWEEN FUNDS

**WHEREAS, The Cares Act Grant allows to reimburse for Emergency Personnel Wages from March 1-December 30, 2020, as of November 18<sup>th</sup>, sheriff salaries total \$1,979,916.51. The Remaining cares act unencumbered balance is to be transferred to cover the expenses incurred.**

**THEREFORE, BE IT RESOLVED** the below listed sums be transferred, for the above stated purpose, as follows:

FROM:	TO:	AMOUNT
C19-02019-E9002 COVID GRANT TRANSFERS	A00-00199-R6501 GENERAL FUND-CHARGES FOR SERVICES	\$153,796.70

LINE ITEM & DESCRIPTION

LINE ITEM & DESCRIPTION

**Requested by:**

*Michele Gerber* Michele Gerber  
Signature  
Deputy of Finance  
Title  
Holmes County Auditor's Office  
Department

**APPROVED**

DATE 12/29/20  
BY *[Signature]*

MR. EYLER Moved for the adoption of the preceding resolution,  
MR. AULT seconded the motion.

Upon call of roll, vote was as follows:

*[Signature]*  Yes / No  
Chairman  
*[Signature]*  Yes / No  
Vice Chairman  
*[Signature]*  Yes / No  
Commissioner

The preceding resolution is a true and exact copy of a resolution adopted during the regular business meeting of Tuesday, December 29th, 2020 and is recorded in Commissioners Journal # 51 under that date.

*Robert A. Smith*  
Clerk to the Board - Holmes County Commissioners

cc  
Auditor  
Bookkeeping  
Department  
Treasurer



**PROCLAMATION**

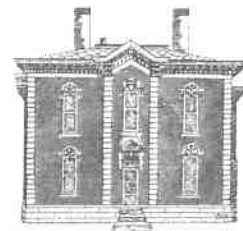


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Proclamation # 12-29-20-1P

## PROCLAMATION RECOGNIZING MS. ANNETTE LANHAM FOR HER YEARS OF SERVICE

**WHEREAS**, Ms. Annette Lanham has been employed as a Clerical Specialist with the Holmes County Department of Job and Family Services (HCDJFS) since February 14, 2002; and

**WHEREAS**, prior to her appointment with HCDJFS, Annette served Holmes County for more than six years with the Holmes County Juvenile Court; and

**WHEREAS**, Annette has taken great care to provide exceptional clerical/secretarial assistance throughout her years of service preparing legal documents, working with the Courts, and providing courteous customer service; and

**WHEREAS**, after nearly 25 years of public service, Annette has decided to leave the Agency and enjoy her retirement.

**THEREFORE, BE IT PROCLAIMED** the Holmes County Commissioners hereby give special recognition to Ms. Annette Lanham for her years of service and her outstanding performance with the Holmes County Department of Job and Family Services.

The Holmes County Board of Commissioners met during regular session on this, the 29th day of December, 2020

Mr. Eyler moved for the adoption of the preceding Proclamation. Mr. Ault seconded the motion.

### ROLL CALL:

Robert J. Ault  YES  NO  ABSENT  
Rob Ault

Raymond Eyler  YES  NO  ABSENT  
Raymond Eyler

Joe Miller  YES  NO  ABSENT  
Joe Miller

The preceding Proclamation is a true and exact copy of a Proclamation adopted during the regular business day of December 29, 2020 and is recorded in Commissioners Journal 51 under that date.

Robert J. Sigler  
DEPUTY CLERK

\_\_\_\_\_  
Susan Schie, Clerk to the Board of Commissioner

**APPROVING THE NEW TELEPHONE SYSTEM THROUGH BLUSHIFT WIRELESS**

Rob Ault made a motion to purchase a new telephone system through Blushift Wireless  
Seconded by Ray Eyler.....all voted yes

**10:30 A.M. – NEW BUSINESS/OLD BUSINESS DISCUSSION**

**ADJOURN MOTION**

With no further business to come before the Board, Mr. Eyler moved that the meeting be adjourned at 4:30 p.m.; Mr. Ault, seconded the motion (Mr. Miller - yes; Mr. Ault – yes; Mr. Eyler - yes), the next scheduled business meeting of the Holmes County Commissioners is Monday January 04, 2021.

\_\_\_\_\_  
Joe D. Miller

\_\_\_\_\_  
Rob Ault

\_\_\_\_\_  
Attest: Susan L. Schie, Clerk

\_\_\_\_\_  
Raymond Eyler