



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

*406 Justice Drive, Lebanon, Ohio 45036*

*www.co.warren.oh.us*

*commissioners@co.warren.oh.us*

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

**GENERAL SESSION AGENDA**

*April 2, 2024*

**#1**

***Clerk—General***

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

APPROVING REQUISITIONS AND AUTHORIZING DEPUTY COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

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

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

M  
M  
M

Resolution adopted this    day of    2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/kp

cc:

Commissioners' file

## REQUISTIONS

Department	Vendor Name	Description	Amount
ENG	W E SMITH CONSTRUCTION	ENG.2024 DRILLED PIER WALL PRO	\$ 755,957.50 *bid contract
WAT	XYLEM WATER SOLUTIONS USA INC	SEW FLYGT SUBMERIBLE CHOPPER P	\$ 15,624.00 *sole source
WAT	DEERFIELD TWP	WAT DEERFIELD TWP 2024 ROADWAY	\$ 25,000.00 *contract in packet

## PO CHANGE ORDERS

ENG	LJB INC	ENG STEPHENS ROAD BRIDGE REPLACEME	\$ 2,876.80 *decrease
ENG	FORD DEVELOPMENT CORP	ENG MASON MORROW MILLGROVE BRIDGE	\$ 117,808.31 *decrease

4/2/2024 APPROVED:

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Susan Walther, Deputy County Administrator

## CONSENT AGENDA\*

*April 2, 2024*

*Approve the minutes of the March 26, 2024, Commissioners' Meeting.*

### PERSONNEL

- 1. Approve wage increase for Charles Walker, Collections Worker III, within W/S*
- 2. Approve leave donation for Bart Saltgaver, Custodial Worker I, within Facilities Management*
- 3. Accept resignation, due to retirement, of Mark Johnson, Carpenter II, within Facilities Management*
- 4. Amend Resolution #24-0353 authorizing the promotion of Christopher Lemming to Control Systems Technician I within W/S*

### GENERAL

- 5. Amend Resolution #24-0436 relative to authorizing the full release of retainage in the Building Crafts, Inc. escrow account for the RAR Water Softening Project*
- 6. Set public hearing for rezoning application of Pamela Strong, Karen Marshall, and Keith Jasinski to rezone 8.09 acres in Washington Township*
- 7. Authorize publication of notice to public to construct in a floodplain relative to CDBG projects*
- 8. Approve emergency replacement of the gearbox of the variable loop reactor #1 located at the LLM WWTP*
- 9. Enter into contract with W.E. Smith Construction for the 2024 Drilled Pier Wall Project*
- 10. Authorize Request for Proposals for consulting services for the procurement of energy generation services on behalf of W/S*
- 11. Approve addenda to various agreements with various providers relative to home placement on behalf of Children Services*
- 12. Approve electronic monitoring service agreement with BI Incorporated on behalf of Common Pleas*
- 13. Accept permanent and temporary easements with Dale and Susan Pleimann for the Township Line Road Bridge Replacement Project*
- 14. Authorize W/S to participate in the Deerfield Township 2024 Roadway Asphalt Pavement Resurfacing Program and provide compensation for roadway repairs*
- 15. Enter into career services agreement with Area 12- Workforce Development Board*
- 16. Acknowledge payment of bills*

### FINANCIALS

- 17. Approve operational transfer from Motor Vehicle 2202 into State OPWC Loan 3360*
- 18. Approve supplemental appropriation within Emergency Rental Assistance, Local Fiscal Recovery, and King Avenue Bridge*
- 19. Approve appropriation adjustments within Coroner*

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



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**TOM GROSSMANN  
SHANNON JONES  
DAVID G. YOUNG**

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

**MINUTES: Regular Session – March 26, 2024**

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

The Board met in regular session pursuant to adjournment of the March 19, 2024, meeting.

David G. Young – absent

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

Minutes of the March 19, 2024 meeting were read and approved.

- 24-0421      A resolution was adopted hiring Kimberly Back as a Custodial Worker I within the Warren County Department of Facilities Management. Vote: Unanimous.
- 24-0422      A resolution was adopted hiring Myrissa Kelly as Protective Services Caseworker I, within the Department of Job and Family Services, Children Services Division. Vote: Unanimous.
- 24-0423      A resolution was adopted rehiring Christina Banks as an Assessment/Investigative Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous.
- 24-0424      A resolution was adopted approving end of 365-day probationary period and approve pay increase for Chelsae Fisco within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous.
- 24-0425      A resolution was adopted approving end of 365-day probationary period and approving pay increase for McKenna Hammonds within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous

MINUTES  
MARCH 26, 2024  
PAGE 2

- 24-0426 A resolution was adopted accepting resignation, due to retirement, of Ron Sempstrott, Building and Electrical Supervisor, within the Warren County Building and Zoning Department, effective December 31, 2024. Vote: Unanimous.
- 24-0427 A resolution was adopted accepting resignation of Ashlee Jones, Emergency Communications Operator, within the Warren County Emergency Services Department effective March 21, 2024. Vote: Unanimous.
- 24-0428 A resolution was adopted cancelling regularly scheduled Commissioners' Meeting of Thursday, March 28, 2024. Vote: Unanimous.
- 24-0429 A resolution was adopted approving Emergency Repair to the aeration blower and motor #4 located at the Little Lower Miami Wastewater Treatment Plant. Vote: Unanimous.
- 24-0430 A resolution was adopted setting administrative hearing to consider variance and appeal of conditions required for an access permit for Longmeadow Development LLC. Vote: Unanimous.
- 24-0431 A resolution was adopted setting and advertising a public meeting and a Public Hearing to designate projects Warren County intends to fund for the FY 2024 Community Development Block Grant (CDBG) Urban Entitlement Program and Consolidated Plan. Vote: Unanimous.
- 24-0432 A resolution was adopted amending standard details for the Warren County Water and Sewer Department. Vote: Unanimous.
- 24-0433 A resolution was adopted entering into a Block Hour Contract with Quadiant, Inc on behalf of the Warren County Clerk of Courts. Vote: Unanimous.
- 24-0434 A resolution was adopted approving temporary entrance agreement with the Warren County Port Authority relative to the Ohio Department of Development Demolition and Site Revitalization Grant Program for the Warren County Jail and Swat Garage Demolition. Vote: Unanimous.
- 24-0435 A resolution was adopted approving reimbursement of damage caused by a water main break. Vote: Unanimous.
- 24-0436 A resolution was adopted authorizing full release of Retainage in the Building Crafts, Inc. escrow account for the Richard A. Renneker Water Softening Project. Vote: Unanimous.
- 24-0437 A resolution was adopted approving Change Order No. 1 to the Contract with KT Holden Construction LLC for the Social Ville Transmission Water Main – Contract 3 Project, Purchase Order No. 23002585. Vote: Unanimous.

- 24-0438 A resolution was adopted approving and Entering into an Easement Agreement with Dale R. and Susan Huff Pleimann for waterline and appurtenances for the Township Line Road Watermain Relocation Project. Vote: Unanimous.
- 24-0439 A resolution was adopted declaring various items from Board of Developmental Disabilities, Clerk of Courts, Commissioners' Office, Common Pleas Court, Office of Management and Budget, and Water & Sewer as surplus and authorize the disposal of said items through internet auction. Vote: Unanimous.
- 24-0440 A resolution was adopted acknowledging payment of bills.
- 24-0441 A resolution was adopted entering into a street and appurtenances (including sidewalks) security agreement with Kensington Development Company of Ohio, LLC for installation of certain improvements in Losh Landing, Section 3 Situated in Deerfield Township. Vote: Unanimous.
- 24-0442 A resolution was adopted entering into a Subdivision Public Improvement Performance and Maintenance security agreement with Kensington Development Company of Ohio, LLC for installation of certain improvements in Losh Landing, Section 3 Situated in Deerfield Township. Vote: Unanimous
- 24-0443 A resolution was adopted entering into a street and appurtenances (including sidewalks) security agreement with Kensington Development Company of Ohio, LLC for installation of certain improvements in Losh Landing North, Section 2 Situated in Deerfield Township. Vote: Unanimous
- 24-0444 A resolution was adopted entering into a Subdivision Public Improvement Performance and Maintenance security agreement with Kensington Development Company of Ohio, LLC for installation of certain improvements in Losh Landing North, Section 2 Situated in Deerfield Township. Vote: Unanimous
- 24-0445 A resolution was adopted approving various plats. Vote: Unanimous.
- 24-0446 A resolution was adopted approve supplemental appropriation within Sheriff's Office Fund #2287. Vote: Unanimous.
- 24-0447 A resolution was adopted approving an appropriation adjustment within Domestic Relations Court Fund #11011230. Vote: Unanimous.
- 24-0448 A resolution was adopted approving appropriation adjustment within Engineer's Office Fund #2202. Vote: Unanimous.
- 24-0449 A resolution was adopted approving appropriation adjustment within Engineer's Office Fund #2202. Vote: Unanimous.
- 24-0450 A resolution was adopted approving appropriation adjustment within Common Pleas Community Corrections 2227. Vote: Unanimous.

- 24-0451 A resolution was adopted approve an appropriation adjustment within Prosecutor Fund 2245. Vote: Unanimous.
- 24-0452 A resolution was adopted approving appropriation adjustment within Health Insurance Fund #6632. Vote: Unanimous.
- 24-0453 A resolution was adopted approving requisitions and authorizing County Administrator to sign documents relative thereto. Vote: Unanimous.
- 24-0454 A resolution was adopted approving and entering into the Limited & Revocable Use and Indemnification Agreement with Right of First Refusal/Option to Purchase with Eric Wesley Fields relative to 2381 and 2355 Greentree Road in Turtlecreek Township across from the Warren County Airport/John Lane Field (I-68). Vote: Unanimous.

DISCUSSIONS

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

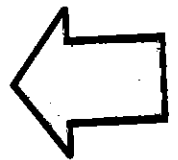
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Upon motion the meeting was adjourned.

\_\_\_\_\_  
David G. Young, President

\_\_\_\_\_  
Tom Grossmann

\_\_\_\_\_  
Shannon Jones



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on March 26, 2024, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Krystal Powell, Clerk  
Board of County Commissioners  
Warren County, Ohio



# WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036



## Signature Authorization Form For Payroll Functions

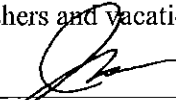
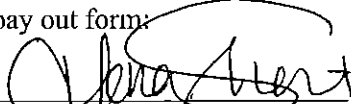
Department: OhioMeansJobs

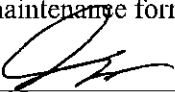
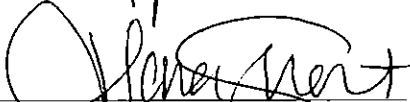
Three-Character Department Code: OMJ

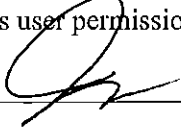
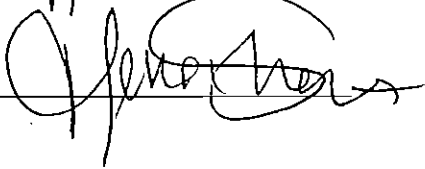
Date: 3/24/24

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

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

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

2. Authorized to sign payroll maintenance forms:  
Josh Hisle Jena Short  

3. Authorized to request Munis user permissions:  
Josh Hisle Jena Short  

# WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036



## Signature Authorization Form For Accounting Functions

Department: OhioMeansJobs

Three-Character Department Code: OMJ

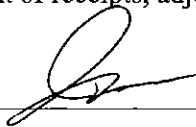
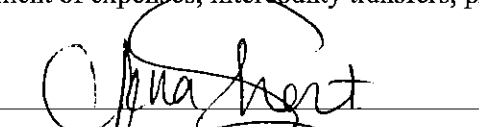
Date: 3/27/24

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

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

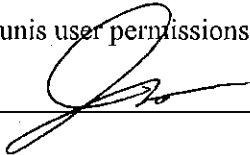
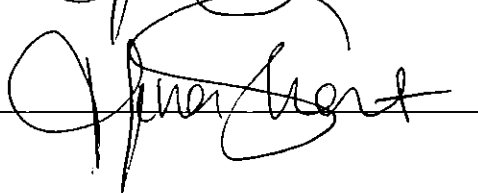
1. Authorized to sign adjustment of receipts, adjustment of expenses, intercounty transfers, project adjustments:

Josh Hisle Jena Short

2. Authorized to request Munis user permissions:

Josh Hisle Jena Short



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

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

\*NAME OF ATTENDEE: Stephen Johnson DEPARTMENT: Juvenile Court

\*POSITION: Sargeant-JDC DATE: 3/27/24

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

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

PURPOSE:

Ongoing training

LOCATION:

2886 Airport Drive Columbus, Ohio 43219

DATE(S): 5/9/24-5/10/24

TYPE OF TRAVEL: (Check one)

- AIRLINE
- STAFF CAR
- PRIVATE VEHICLE
- OTHER

LODGING: Embassy Suites by Hilton Columbus Airport

ESTIMATED COST OF TRIP: \$300 for two employees

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

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] - Court Administrator 3/27/24  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

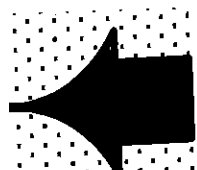
\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

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

Rick Brewster-Superintendant of JDC



100-100000-0000000000

100-100000-0000000000





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CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Jen Haney Conover DEPARTMENT: Records Center

\*POSITION: Director DATE: 3/29/2024

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

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

**PURPOSE:**

Society of Ohio Archivist Conference - Spring 2024 - Capital University, Bexely, Ohio

**LOCATION:**

DATE(S): virtual May 16th, in person May 17th, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR  PRIVATE VEHICLE  OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$75 for gas + \$80 for registration - \$155

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

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Jen Haney Conover Director 3/29/2024  
Signature Title Date

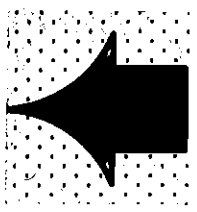
BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

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



2024 MAR 29 10:05 AM  
RECEIVED  
COMMISSIONERS' OFFICE  
FRANKLIN COUNTY, OHIO



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

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

\*NAME OF ATTENDEE: Shannon Jones DEPARTMENT: BOCC

\*POSITION: Commilssioner DATE: 3/28/24

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

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

PURPOSE:  
NACo WIR Conference

LOCATION:  
Mariposa County, CA

DATE(S): May 8-10, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Local hotel

ESTIMATED COST OF TRIP: \$2000

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

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

\_\_\_\_\_  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

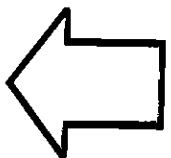
\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

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

\_\_\_\_\_





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\*NAME OF ATTENDEE: Krystal Powell DEPARTMENT: BOCC

\*POSITION: Clerk DATE: 4/4/24

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

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

PURPOSE:  
Chamber Alliance Capitol Drive

LOCATION:  
Columbus, Ohio

DATE(S): \_\_\_\_\_

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE       OTHER

LODGING: \_\_\_\_\_

ESTIMATED COST OF TRIP: \$82.50

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

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Krystal Powell      3/29/24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

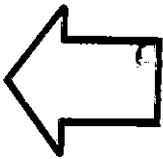
\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

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

\_\_\_\_\_





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

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

\*NAME OF ATTENDEE: Gary A. Loxley DEPARTMENT: County Court

\*POSITION: Judge DATE: 03/25/2024

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

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

PURPOSE: 2024 Twelfth Appellate District Judicial Conference/Appellate Seminar

LOCATION: \_\_\_\_\_

DATE(S): April 26, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: \_\_\_\_\_

ESTIMATED COST OF TRIP: REG \$125.00

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

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Melvin Moody Court Administrator 3/25/24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

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

\_\_\_\_\_  
\_\_\_\_\_

