

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of January 4, 2023
- Announcement of Commissioners in Attendance
- Approval of Agenda
- Approval of minutes from December 28, 2022 through January 3, 2023

Date	Res. #	Resolution Title
1/4	2023-5	Personnel Change Approval
1/4	2023-6	Travel/Training Expense Approval
1/4	2023-7	Approval of Updates to Personnel Policy Manual
1/4	2023-8	Approval of Emergency Services Contracts with Design Restoration & Reconstruction, Inc. (DKI)
1/4	2023-9	Award of Contract for the Eastwood Lerue St. Sewer Project to Palmer & Son Excavating
1/4	2023-10	Approval of Ohio Department of Transportation Local Public Agency Grant Agreement No. 38601 for WAY-TR 436-0.50 Bank Street Bridge Replacement (PID Number 118423)
1/4	2023-11	Approval of Application Submission for FY2026 Bridge Formula Program (BFP) to Replace the Doylestown Road Bridge

Resolution

No. 2023-5

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

Subject: **Personnel Change Approval**

It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that the following resolution be adopted:

Department	Name	Title	Effective Date	Status Change
Care Center	Stacy Gammell	Env. Serv. Wkr	1/9/2023	New hire
Dog Shelter	Trisa Cottrell	Kennel Attendant	1/6/2023	New hire Intermittent
Job & Family	Corey Rehm	Elig. Ref. Spec. 2	1/6/2023	Resignation
Justice Center Dispatch – Communications	Makenzie Hartman	Dispatcher Intermittent P/T	On or after 1/4/2023	New hire Intermittent P/T

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-6

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

Subject: **Travel/Training Expense Approval**

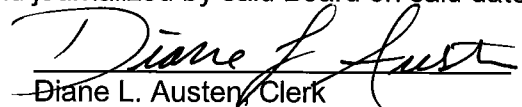
It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Commissioners					
Barb Winey	On-line	Trng. completed in 2022; Reg. of Renewal expires 1/28/2028	100.00	0	Nat. Notary Assoc. Trng. & Registration of Renewal
Common Pleas					
Cindy Kuhl	On-line	To be completed at own pace	99.99	0	
Juv. & Probate Court					
Ben Van Zile	On-line	Jan/Feb 2023	296.00	0	Inductive Interviewing for Justice Professionals
Joshua Newton	Canton	Approx. Mo. Mtgs. in 2023	372.00	0	MCJAS Board of Trustees
Joshua Newton	Columbus	1/19/2023	120.00	12.00	ODJFS Child Support Guidelines Council Workgroup

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-7

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

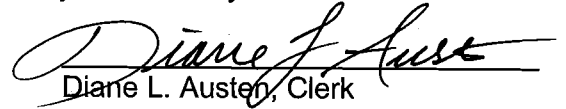
Subject: **Approval of Updates to Personnel Policy Manual**

It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that approval is hereby granted of updates to the Personnel Policy Manual [Section 3.08(A) Pet Policy] see attachment. Updates are effective immediately upon adoption of resolution.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

PET POLICY:

- A. Wayne County is responsible for keeping its liability at a minimum, assuring exemplary public service standards, maximizing employee productivity and minimizing employee disruption, and allowing for reasonable fairness among all County employees. In keeping with this objective, Wayne County does not permit pets/animals of any kind into County buildings, which includes County vehicles. The only allowance of animals will be 1) law enforcement canines; 2) Dog Shelter canines; 3) Airport tenants (limited to their own personal hangar space) and/or business transactions in which the Airport is a transaction point; 4) Care Center therapy dogs and/or resident visits with their former pets; 5) ~~3~~—a reasonable accommodation for a service animal, as defined and described in the remainder of this section.

SERVICE ANIMAL POLICY:

- B. In compliance with the provisions of Title I of the Americans with Disabilities Act (ADA) and the Ohio Revised Code (ORC), individuals with disabilities may be permitted to use a service animal as a reasonable accommodation. The employee must first notify the Appointing Authority of the need for the accommodation to allow for the performance of an essential job function due to a disability. This may be done either verbally or in writing. The Appointing Authority may require documentation, such as from a medical provider, for the need for the animal as an accommodation, as well as information regarding the animal's training and health history, including vaccination history to assist the employer in ensuring the safety of having the animal on the premises and to evaluate the animal's function to the employee.
- C. In order to qualify as a service animal, the animal must be trained to perform a task. Some examples of work or tasks include, but are not limited to:
1. Assisting a person who is blind or has low vision with navigation and other tasks;
 2. Alerting a person who is deaf or hard of hearing to the presence of people or sounds;
 3. Providing non-violent protection or rescue work;
 4. Pulling a wheelchair;
 5. Assisting a person during a seizure;
 6. Alerting a person to the presence of allergens;
 7. Retrieving items, such as medicine or the telephone;
 8. Providing physical support and assistance with balance and stability to a person with a mobility disability; and
 9. Helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors.
- D. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not work or tasks protected by the ADA or ORC.

- E. Any service animal must be covered by a liability insurance policy to protect personal injury or property damage caused by the animal. An employee who brings a service animal onto the premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the employee.
- F. A service animal will be the full responsibility of its handler and shall be under the control of its handler at all times, whether by harness, leash, voice control, signals, or other effective means. The handler of a service animal is solely responsible for appropriate care of the animal and for complying with state and local requirements regarding rabies and any other vaccinations (the service animal must wear a valid vaccination tag), as well as state and local requirements regarding licensure and leash control.
- G. The service animal's handler is responsible for prompt and thorough clean up and disposal of animal waste in a closed container and appropriate trash bin. A service animal handler needs to be sure that the animal is kept clean and that the service animal is regularly bathed, groomed, and treated for fleas and ticks. The handler of a service animal will be solely responsible for any damage caused by the service animal. Wayne County, the Appointing Authority, employees, or other members of the public are not responsible for the care or supervision of any service animal.
- H. Individuals are discouraged from approaching service animals as they are working hard to keep their owners safe. The animals should not be approached, distracted, or otherwise engaged while working.
- I. A service animal may be removed from the premises for one of the following reasons:
 - 1. The service animal acts out of control or behaves poorly so as to cause a disruption, and the handler fails or is unable to take effective action to control the service animal.
 - 2. The service animal is unclean and/or not housebroken.
- J. If the service animal consistently behaves improperly, the handler may be directed not to bring the service animal onto the premises until the handler corrects the service animal's behavior.
- K. When there is a legitimate reason to ask that a service animal be removed from the premises, staff must offer the disabled individual the opportunity to obtain goods or services without the service animal's presence, to the best of the agency's ability and availability.

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Eff. Date</u>	<u>Approved</u>
1/1/23	<u>1</u>	1/1/23 1/4/23	12/14/22 1/4/23

Resolution

No. 2023-8

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

Subject: **Approval of Emergency Services Contracts with Design Restoration & Reconstruction, Inc. (DKI)**

It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that the following resolution be adopted:

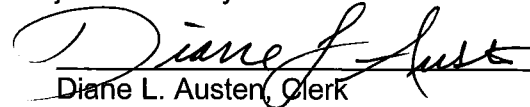
WHEREAS, extremely cold temperatures on December 28, 2022 created an emergency involving water damage at the Wayne County Dept. of Job & Family Services Bldg. and Red Cross Bldg.;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Wayne County Commissioners, the County Administrator, on behalf of the Board, is separately and individually authorized to execute any and all necessary documents in this matter effective 12/29/2022.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-9

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

Subject: **Award of Contract for the Eastwood Lerue St. Sewer Project to Palmer & Son Excavating**

It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that the following resolution be adopted:

WHEREAS, the Board of County Commissioners of Wayne County, Ohio (Board), via Resolution 2022-590, dated November 2, 2022, authorized the County Administrator to advertise for, receive and open bid proposals for the Eastwood Lerue St. Sewer Project (Project); and

WHEREAS, the following submitted bids for the Project:

Palmer & Son Excavating 3819 Cleveland Rd. Wooster, OH 44691 BID: \$144,278.00	Avodah Contractors 6655 E. Lincoln Way Wooster, OH 44691 BID: \$256,542.00
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NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board hereby awards the Project contract to Palmer & Son Excavating, not to exceed \$144,278.00 for the total base proposal.

Section 2. The County Administrator is authorized to complete the contracting process related to the contract awarded above in Section 1. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the awarded contract referenced herein and any and all documents related to said awarded contract.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-10

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

Subject: **Approval of Ohio Department of Transportation Local Public Agency Grant Agreement No. 38601 for WAY-TR 436-0.50 Bank Street Bridge Replacement (PID Number 118423)**

It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that the following resolution be adopted:

WHEREAS, the Wayne County Engineer has applied for and received approval for a Local Public Agency (LPA) Grant Agreement No. 38601 for WAY-TR 436-0.50 Bank Street Bridge Replacement, PID Number 118423 (Project); and

WHEREAS, the Project is estimated at \$902,000.00 with targeted construction in 2025 for a bridge replacement on Bank Street over Apple Creek, in the Village of Apple Creek; and

WHEREAS, the LPA Agreement will cover 100% of the Project estimate through federal funding up to \$1,102,000.00; and

WHEREAS, the Wayne County Engineer requests the Board of Wayne County Commissioners to authorize the approval and acceptance of the Project funding through the Local Public Agency (LPA) Grant Agreement No. 38601 with the State of Ohio, Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

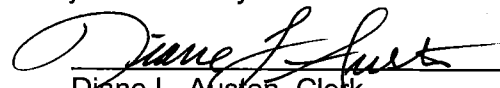
Section 1. The Board approves and accepts the LPA Grant Agreement No. 38601 for WAY-TR 436-0.50 Bank Street Bridge Replacement, PID Number 118423, estimated for a total cost of \$902,000.00 and to be reimbursed through federal funding at 100%, up to \$1,102,000.00.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-11

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: January 4, 2023

Subject: **Approval of Application Submission for FY2026 Bridge Formula Program (BFP) to Replace the Doylestown Road Bridge**

It was moved by Commissioner Amstutz and seconded by Commissioner Hofstetter that the following resolution be adopted:

WHEREAS, the Wayne County Engineer has requested approval to submit an application for funding through the County Engineers Association of Ohio (CEAO) for the 2026 federally-funded Bridge Formula Program (BFP); and

WHEREAS, the BFP would provide funding to replace the Doylestown Road bridge over Chippewa Creek in Milton Township, with a total estimated cost of \$920,885.00, and;

WHEREAS, CEAO BFP funding will cover 100% of the estimated construction costs and up to \$200,000.00 for all design services leading up to construction.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board approves the application for funding for the FY2026 Bridge Formula Program for replacement of the Doylestown Road Bridge, estimated for a total cost of \$920,885.00 and to be covered at 100% through CEAO BFP.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

