

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

Agenda

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

Athens County Board of County Commissioners

Meeting Agenda for Wednesday, April 24, 2024 Convenes at 1:00 p.m.

Approve Agenda

Approve Minutes April 9, 2024

Approve Appropriations, Transfers, New Line Items Requests/Changes, Then & Nows, & Bills

Fund to Fund: Comm-Building Reno from: 001.1194.589000 Transfer Out to: 016.2016.422101 Transfer In
 Fund to Fund: Comm-911 Bond from: 001.1194.571101 Comm-Oth Interest to: 042.2042.422101 911 Bond Trans In
 Fund to Fund: Interdiction Unit from: 001.1180.580100 Transfers Out to: 234.2234.422101 Transfers In
 Fund to Fund: 911 Construction Bond Debt: 591.3591.570100 Debt Principal to: 042.2042.422101 Transfer In
 Fund to Fund: 911 Construction Bond Debt: 591.3591.571100 Debt Interest to: 042.2042.422101 Transfers In
 Fund to Fund: 911 Construction Bond Capital: 591.3591.580100 Transfers Out to: 043.2043.422101 Transfers In
 New Fund: W&S Current Fund 619-Rt 50 Sewer Operating Fund
 Receipts: Tap Fees 619.2619.413505; Other Revenue 619.2619.417100
 New Fund: Health Dept- Get Vaccinated Ohio Grant
 Receipts: Grants 685.2685.412500; Transfers In 685.2685.422101
 Expenditures: Contract Services 685.2685.530100; Transfers Out 685.2685.580100
 New Fund: PHEP Regional Grant
 Receipts: Grants 676.2675.412500; Transfers In 676.2675.422101
 Expenditures: Salaries-Employees 676.2676.510200; Med Insurance 676.2676.520100;
 Medicare 676.2676.522100; Workers Comp 676.2676.524100; OPERS 676.2676.525100;
 Contract Services 676.2676.530100; Transfers Out 676.2676.580100; Dental 676.2676.520300;
 Vision 676.2676.520400
 New Fund: COVID-19 Bridge Vaccination Grant
 Receipts: Grants 691.2691.42500; Transfers In 691.2691.422101
 Expenditures: Contract Services 691.2691.53100; Transfers Out 691.2691.580100

- 1:15 DJFS Dir Jean Demosky - weekly updates
- 1:25 Jeff Gabriel- Sheriff's Exterior
- 1:30 Mollie Fitzgerald - Sublease @ ATCO Building
- 1:45 Brent Hayes
- 2:00 W&S Supt Rich Kasler - weekly updates
- 2:15 Jeff Madien
- 2:30 EMS- Chief Amber Pyle & Asst. Chief Randy Crossen Jr. - SEORJ & Resignation
- 2:45 Senior Safety Day Proclamation - Myca Haynes Beauvais

Agenda Items

Amended Certificate
 OWDA Form - March 2024 Disbursements (Ratify Commissioner Eliason Signature)
 DLZ Invoice 000220970 Village of Albany \$1,309.09 to be paid with ARPA Funds
 DLZ Invoice 000220046 Village of Albany \$2,368.11 to be paid with ARPA Funds
 DLZ Invoice 000219531 Village of Albany \$610.00 to be paid with ARPA Funds
 DLZ Invoice for Unsewered Area Study to be paid with ARPA Funds
 Mike Myers Invoice Dairy Barn Pipe \$10,000.00 to be paid with ARPA Funds
 CDBG Application for New Marshfield Sewer Project
 Le-AX Water Letter of support
 Credit Card Policy
 Resolution Credit Card Agreement with Huntington Bank
 Huntington Bank - Credit Card User Agreement
 Inter-County Agreement
 Resolution Authorizing County Administrator to approve transfers and bills
 Femdale Park gate proposal

~TRAVEL

Recorder - Jessica Markins; ORA Spring Continuing Education, 5110 Upper Metro Place, Dublin, OH; April 15-16
 Common Pleas - Judge Lang; Summer Conference, Renaissance Cleveland Hotel, Cleveland, OH; June 5-7
 WIA- Joe Frazier- 4/26/2024-1760 Neil Ave Columbus- Ohio's Broadband & 5G Conference
 ACSO - Brad Jeffers - Prisoner Transport, Mason City, IA; April 25-26
 JoAnn Rockhold -1103 Schrock Road, Suite 202 Columbus- CCC-EAPA 4/26/2024

ADJOURNMENT

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

Minutes

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the minutes of April 9, 2024.

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

Appropriations, Transfers, New Line Items Requests/Changes, Then & Nows, & Bills

A motion was made by Commissioner Chmiel and seconded by Commissioner Adkins approving the Appropriations, Transfers: Fund to Fund: Comm-Building Reno from: 001.1194.589000 Transfer Out to: 016.2016.422101 Transfer In, Fund to Fund: Comm-911 Bond from: 001.1194.571101 Comm-Oth Interest to: 042.2042.422101 911 Bond Trans In, Fund to Fund: Interdiction Unit from: 001.1180.580100 Transfers Out to: 234.2234.422101 Transfers In, Fund to Fund: 911 Construction Bond Debt: 591.3591.570100 Debt Principal to: 042.2042.422101 Transfer In, Fund to Fund: 911 Construction Bond Debt: 591.3591.571100 Debt Interest to: 042.2042.422101 Transfers In, Fund to Fund: 911 Construction Bond Capital: 591.3591.580100 Transfers Out to: 043.2043.422101 Transfers In, New Line Items Requests/Changes: New Fund: W&S Current Fund 619-Rt 50 Sewer Operating Fund-Receipts: Tap Fees 619.2619.413505; Other Revenue 619.2619.417100, New Fund: Health Dept- Get Vaccinated Ohio Grant-Receipts: Grants 685.2685.412500; Transfers In 685.2685.422101 Expenditures: Contract Services 685.2685.530100; Transfers Out 685.2685.580100, New Fund: PHEP Regional Grant-Receipts: Grants 676.2675.412500; Transfers In 676.2675.422101 Expenditures: Salaries-Employees 676.2676.510200; Med Insurance 676.2676.520100; Medicare 676.2676.522100; Workers Comp 676.2676.524100; OPERS 676.2676.525100; Contract Services 676.2676.530100; Transfers Out 676.2676.580100; Dental 676.2676.520300; Vision 676.2676.520400, New Fund: COVID-19 Bridge Vaccination Grant-Receipts: Grants 691.2691.42500; Transfers In 691.2691.422101 Expenditures: Contract Services 691.2691.53100; Transfers Out 691.2691.580100, and approving the payment of the required County Bills, which are included in the Auditor's Office INVOICE TRACKING REPORT - From: 04/16/2024 To: 04/24/2024 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. Chmiel, yea; Mr. Adkins, yea.

DJFS Dir. Jean Demosky - Weekly Updates

- 1. Program Updates
Tomorrow! Area 14 Job Fair 04/25/24 10-2 Community Center
- 2. Contracts/Business/Grants
HAPCAP Summer Youth
- 3. Facilities
No New Updates
- 4. Human Resources
4 ERS2s Posted to Public
New Position for Annetra White

DJFS - Surplus

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the following DJFS Surplus as requested by Dir. Jean Demosky:

Property Description	Model #	Serial #
Printer Table		JFS 453
Particle Board Desk	None	None
Printer Table		JFS 6077
Printer Table		JFS 3652

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

DJFS Dir. Jean Demosky - HAPCAP Summer Youth Contract

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the following HAPCAP Summer Youth Contract as requested by Dir. Jean Demosky:

Name of Contract Organization:	Hocking-Athens-Perry Community Action
Total \$ Value:	\$100,000.00
Contract Period:	05/01/2024 - 12/31/2024
Program Act & Code to be Charged:	TANF Summer Youth Employment Program Coding: 128/510050 & TANF Admin 120/510050
Describe Billing Procedure & Cash Flow:	Monthly Invoices to be paid with 30 days

Complete contract on file in the Commissioner's Office.

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

DJFS Dir. Jean Demosky - New Position

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the following new hire as recommended by Dir. Jean Demosky:

Annetra White as a Social Service Aide 2 with a pay rate \$19.90 an hour and a starting date of April 25, 2024

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

Jeff Gabriel - Sheriff's Exterior

Back of the Sheriff Building where the cement block is falling down it will be tuck point, cleaned, & sealed quote from SF Restoration for \$59,900.00. Commissioner Eliason asked Jeff Gabriel to get a couple more quotes and then bring it back to the commissioners.

Amended Certificate

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to acknowledge receipt of the Amended Certificate for Athens County, Athens County Commissioners dated April 22, 2024 prepared by Jill Davidson, Athens County Auditor.

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

OWDA Form - March 2024 Disbursements (Ratify Commissioner Eliason Signature)

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to ratify Commissioner Eliason's signature on the OWDA Form - March 2024 Disbursements, copy of disbursement on back of page 164.

DLZ Invoice 000220970 Village of Albany \$1,309.09 to be paid with ARPA Funds

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve DLZ Invoice 000220970 Village of Albany in the amount of \$1,309.09 to be paid with ARPA Funds.

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

DLZ Invoice 000220046 Village of Albany \$2,368.11 to be paid with ARPA Funds

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve DLZ Invoice 000220046 Village of Albany in the amount of \$2,368.11 to be paid with ARPA Funds.

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

DLZ Invoice 000219531 Village of Albany \$610.00 to be paid with ARPA Funds

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve DLZ Invoice 000219531 Village of Albany in the amount of \$610.00 to be paid with ARPA Funds.

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

DLZ Invoice for Unsewered Area Study to be paid with ARPA Funds

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve DLZ Invoice 000221525 for Unsewered Area Study in the amount of \$375.00 to be paid with ARPA Funds.

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

Mike Myers Invoice Dairy Barn Pipe \$10,000.00 to be paid with ARPA Funds

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve Mike Myers Invoice Dairy Barn Pipe in the amount of \$10,000.00 to be paid with ARPA Funds.

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

CDBG Application for New Marshfield Sewer Project

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to authorize the submission of the CDBG Application for the New Marshfield Sewer Project:

Applicant	Project Location	Choose Improvement	Total Cost	CDBG \$ Requested
Athens Co Commissioners	New Marshfield	Sewer Facility	\$8,419,075.00	\$75,000.00

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

Le-Ax Water Letter of Support

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the Le-Ax Water Letter of Support:

April 19, 2024
 Le-Ax Water District
 6000 Industrial Drive
 Athens, OH 45701

We, the Athens County Commissioners, are writing to express our support for the Le-Ax Water district's proposed Hebbardsville Road Waterline Improvement Project. Focused investment on systems that increase capacity and availability of drinking water is vital to public health, safety, and economic growth.

Even though we recognize Le-Ax's water system is not specifically designed to deliver fire flows, this project area would provide significant increases in flow where there was little to no capacity existed for fire protection.

We appreciate support for addressing infrastructure needs in disadvantaged communities and addressing people's continued access to safe drinking water. This project would ensure additional capacity is available for future residents and projects that may not come to fruition because water capacity not being available.

Thank you for considering this investment in our community and surrounding neighbors. These investments are immeasurable in the impact

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
March 2024

Name of Borrower Athens County Commissioners

Items	Amount of Funds
Development	
Contract or Job No. <u>A</u> Fields Excavating	
Contract or Job No. <u>B</u> TAM Construction	
Contract or Job No. <u>C</u> Fields Excavating	
Contract or Job No. <u>D</u> TAM Construction	
Contract or Job No. <u>E</u> DV Weber Construction	
Contract or Job No. <u>Phase 5</u> TAM Construction	
Contract or Job No. <u>Elliottsville</u> Fields Excavating	
Contract or Job No. <u>Phase 6/7</u> Fields Excavating	84,000.00
Land and Rights-of-Way (Permits) Construction NPDES Renewal	
Legal Services	
Engineering Fees	
Equipment	
Initial O&M City connect fee	
Other	
TOTAL	84,000.00

Prepared by Athens County Commissioners

By X [Signature]

Name of Borrower

Date 4/19/24

Approved by _____

Date _____

According to the Paperwork Reduction Act of 1996, an agency may not conduct or sponsor, and a person is not required to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

they have to create opportunities for economic growth, protect public health and ensuring a sustainable drinking water supply.
Respectfully,
/s/ Lenny Eliason, President
/s/Chris Chmiel, Commissioner
/s/Charlie Adkins, Commissioner

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

Credit Card Policy

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the Credit Card Policy:
See pages 170 through 173.

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

Resolution Credit Card Agreement with Huntington Bank

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to authorize Commissioner Eliason to sign the docusign agreement electronically with Huntington Bank and to the Resolution Credit Card Agreement with Huntington Bank:

Resolution 119-0424A
Credit Card Agreement with Huntington Bank

WHEREAS, the County Commissioners deem that it is in the best interest of the Athens County Commissioners to make certain financial transactions by using a credit card 1) authorized Card use (provided by The Huntington National Bank) for specific purposes and 2) have approved and adopt a policy governing usage of the credit card and appropriate oversight controls. WHEREAS, the County Commissioners certify that the approved card usage for those purposes involving the procurement of goods and/or services for which the Athens County Commissioners has appropriated funds in its annual appropriations budget. WHEREAS, the County Commissioners have adopted formal policies and procedures concerning Card usage and oversight, including but not limited to the following considerations: 1) a list of authorized employees; 2) custody of the card(s); and 3) the pre-approval of card usage and reconciliation of usage against purchase orders. THEREFORE, BE IT RESOLVED, that the board fully authorizes Commissioner Eliason, President of the Board to sign a Card Agreement with The Huntington National Bank and Athens County Commissioners to its terms.

Signed the 24th day of April 2024

/s/ Lenny Eliason, President
/s/ Chris Chmiel
/s/ Charlie Adkins

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

Huntington Bank - Credit Card User Agreement

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the Huntington Bank Credit Card User Agreement.

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

DJFS - Inter-County Agreement

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to acknowledge receipt of the following Inter-County Agreement and Certification Release and Acceptance of Funds

Section I: Release of Funds

In Compliance with rule 5101:9-6-82 of the Administrative Code, the Athens Co. DJFS agrees to the release of funds as enumerated below to the Pike Co. DJFS

Funding Source			Released Amount
Fraud Prevention & Control	JFSFSF24	JFSCAFPC	\$3,567.84

Section II: Acceptance of Funds

In compliance with rule 5101:9-6-82 of the Administrative Code, the Athens Co DJFS agrees to accept the exchange of funds as enumerated below from the Pike Co DJFS.

Funding Source			Accepted Amount
Medicaid Income Maintenance	JFSCAMIM	MCDSMT24	\$3,567.84

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

Resolution Authorizing County Administrator to approve transfers & bills

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the Resolution Authorizing County Administrator to approve

transfers & bills:

Resolution No. 119-0424

RESOLUTION # 119-0424 AUTHORIZING THE COUNTY ADMINISTRATOR TO PERFORM ADMINISTRATIVE FUNCTIONS ON BEHALF OF THE BOARD OF COMMISSIONERS IN ACCORDANCE WITH OHIO REVISED CODE 305.30

The Board of County Commissioners of the County of Athens, Ohio met in regular session at the office of the Board of County Commissioners, Athens County Annex, Athens, Ohio on the 24th day of April 2024, with the following members present:

Lenny Eliason Charlie Adkins Chris Chmiel

WHEREAS, pursuant to Ohio Revised Code Section 305.30 the Board of Athens County Commissioners is authorized to delegate specific authority to the County Administrator and performing additional duties as the Board may determine by resolution; and

WHEREAS, the Board of Commissioners desire to grant the authority to the County Administrator to perform those functions, and present them at the following Board Meeting.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Athens County, Ohio, that the County Administrator be, and hereby is, authorized to exercise the powers of the Board within the limitations and guidelines set forth below,

1. LINE-ITEM TRANSFERS. The County Administrator is hereby authorized to approve all line-item transfers received from county departments.
2. PAYMENT OF GOODS. The County Administrator shall allow and pay claims for goods received and services rendered upon receipt of written certification from the Auditor's Office that the county departments have provided sufficient documentation of the purchase of the goods or services.

THEREFORE, BE IT FURTHER RESOLVED, this Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action were taken in meetings open to the public in full compliance with applicable legal requirements.

Adopted this 24th day of April 2024

/s/ Lenny Eliason, President

/s/ Chris Chmiel

/s/ Charlie Adkins

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

Ferndale Park gate proposal

Commissioner Eliason recommended that there should be an agreement drafted up and that the Prosecutor's Office look it over, then come back with the gate proposal.

Travel

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the travel:

Recorder - Jessica Markins; ORA Spring Continuing Education, 5110 Upper Metro Place, Dublin, OH; April 15-16

Common Pleas - Judge Lang; Summer Conference, Renaissance Cleveland Hotel, Cleveland, OH; June 5-7

WIA- Joe Frazier- 4/26/2024-1760 Neil Ave Columbus- Ohio's Broadband & 5G Conference

ACSO - Brad Jeffers - Prisoner Transport, Mason City, IA; April 25-26

JoAnn Rockhold -1103 Schrock Road, Suite 202 Columbus- CCC-EAPA 4/26/2024

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

Mollie Fitzgerald - Sublease @ ATCO Building

Athens Mold & Machine — ATCO Sublease Request

Lease-Background: Athens Mold & Machine entered into a lease with the Board of the Athens

County Commissioners for the ATCO building at 21 Campbell Street in the City of Athens on October 29th 2019, with a lease payment of \$5,000/month for a 25-year term, and an option to purchase the building after 5 years (10/29/2024).

The Request; To allow AMM to offer a 1 -year sublease to Appalachia Renewable Power in the ATCO building.

Reason for Request: Over the last 4+ years, Athens Mold & Machine has continued to significantly grow its business, create living-wage jobs in the manufacturing sector, and make capital investments in its facilities — in part thanks to the additional space the ATCO building has offered them.

To demonstrate this growth, we can look at AMM's payroll. In the 12 months prior to AMM leasing the ATCO building, its annual payroll was \$1,974,942.27. A little over 4 years later, its current 12month payroll is \$2,968,425.00 - it has increased by over 50%.

As of April 1, Athens Mold & Machine acquired 178 Mill Street, a 42,000 SF industrial building adjacent to their current buildings to increase its production volume and meet the growing demand from their largest customer, Goodyear. This facility has long been underutilized. AMM's expansion project will generate 31 new jobs in the manufacturing sector at an average hourly wage for machinists at \$19/hour, and will retain AMM's existing 51 jobs at an average wage of \$24.36/hour. This expansion project has also garnered the support of JobsOhio, which offered AMM a \$150,000 JobsOhio grant.

The former owner of 178 Mill Street leases about 4,000 SF of space to Appalachian Renewable Power (ARP), a local solar electric power generation company. It has always been AMM's intention since exploring the acquisition of 178 Mill to accommodate the building's existing tenants. Cate Chagnot and Claypool will retain their portions of the building, and ARP has been offered the same. However, ARP has also recently communicated to the ACEDC its need for additional space as it continues to secure more customers and increase job numbers (they are around 20 jobs currently).

If the sublease is permitted by the County Commissioners, AMM can offer ARP the additional square footage they require for their growth at the ATCO building, while also maintaining the space they use currently to clean and inspect tire mold mechanisms for potential refurbishment. This would also make more space available at 178 Mill Street for AMM's expansion project and provide them with additional revenue to support the large investments in M&E and building improvements they are committed to making at that facility (a total of \$5,583,355).

Economic Impact of request: This request supports not one, but two companies that are within targeted industry sectors outlined in the county's economic development strategic plan that are creating jobs and generating significant payroll. The AMM expansion project alone will create significant economic impacts:

Annual Impact of 30 Industrial Mold Manufacturing FTE (NAICS 333511)

	Direct	Indirect	Induced	Total
Employment	30	1	9	40
Sales/Output	\$4,602,036	\$213,697	\$1,596,262	\$6,411,996
Compensation	\$1,794,770	\$89,540	\$500,038	\$2,384,349

*This does not take into consideration the exiting 51 jobs at AMM.

In Conclusion: A one-year sublease between AMM and ARP will support:

- 1) Additional job creation in the manufacturing and electric generation sectors;
- 2) A company with a proven track-record of investing in Athens County and generating living-wage jobs and significant payroll;
- 3) The revitalization/utilization of a historically underperforming industrial building in the city's manufacturing zone.

AMM also still plans to exercise its option to purchase the ATCO building.

Additional Information:

Employees in ATCO building: 5

Employees at 180 Mill: 38

Employees at 178 Mill: 38

AMM will create 31 new jobs:

- Machinists 28
- Salesman 1
- Engineer 1
- Supervisor (Team Lead) 1

Company investments include:

- Machinery & Equipment: \$3,463,855 (two new CNC machining centers, welding stations/equipment and an overhead crane)
- Building Costs: \$2,119,500 (long overdue roof repairs, garage door replacement, and pneumatic and electric line upgrades) - On the job training: \$504,000 - Building renovations: \$554,500.00
- Building Construction: \$64,999.85
- IT system: \$5,000

Commissioner Eliason recommends that Molly Fitzgerald and AMM come back to the Commissioners with the decision on a more firm date on the purchase & maybe some consideration about the maintenance then come back to the commissioners then we may be willing to consider the sublease.

W&S Supt Rich Kasler - Weekly Updates

Supt. Rich Kasler provided information to Commissioner Eliason for the Canaanville Sewer System. The regulations from section 5-6 processes of the conveyance. Requirements of the District to take over the new system. Commissioners need to come up with a resolution on taking over the system.

Route 50 Project - still have 2 crews on Radford, looking at a couple of months before its finished.

AEP- still waiting on AEP for the remaining Lift Stations

Hartman Rd Lift Station- operating now, still have a punch list of things that need done/fixd. Contractor broke the doghouse on the lift station so they are replacing that.

Jeff Maiden

Engineer Jeff Maiden & Garage Supervisor Jay Pickell presented some concerns with the engineer's fleet, Jeff would like the commissioners to come out and see his fleet. Garage Supervisor Jay Pickell said the the engineer's office could purchase some vehicles from Franklin County for about \$10,000.00 Jeff Maiden would like to add another \$5 Permissive Tax. Commissioner Eliason wants to know when it is put on the ballot for the people to vote, when it will be enacted what the timeline is. Once Commissioner Eliason gets the answer to the ballot question then the commissioner's will make their decision whether to put it on the ballot or make a resolution that would be subject to referendum.

EMS - Chief Amber Pyle & Asst. Chief Randy Crossen Jr. - Resignation

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to acknowledge receipt of the resignation of EMT Thomas Butchko from Athens County EMS.

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

EMS - Chief Amber Pyle & Asst. Chief Randy Crossen Jr. - New Hire

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the New Hire as recommended by EMS Chief Amber Pyle:

Duane Moon as Part-Time Training Director starting rate of \$32.50/hr. with a start date to be determined

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

EMS - Chief Amber Pyle & Asst. Chief Randy Crossen Jr. - SEORJ

Chief Pyle will get information from Heath at Medicount about how many times EMS was at the jail and transported. Once she has that information she will get with the jail warden and the billing person for the jail, to start the process of billing for the runs. Also the jail will start billing each county for the EMS runs.

EMS - Chief Amber Pyle & Asst. Chief Randy Crossen Jr. - Stryker

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to approve the following Stryker Preventive Maintenance Agreement in the amount of \$34,294.05 for 3 years, annual amount of \$11,431.35. Copy of Agreement in the Commissioners Office.

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

EMS - Chief Amber Pyle & Asst. Chief Randy Crossen Jr. - Building Bond

EMS Chief Amber Pyle wanted to see if there was a possibility of extending the Building Bond another 5 years. The balloon payment is due next year of 1.1 million, Administrative Asst. Staci Giles is working on budget for next year, with concerns on the balloon payment. Commissioner Eliason recommended that Chief Pyle look at 3 year extension and see what the numbers would be. Chief Pyle will work with Treasurer Ric Wasserman and get the 2 options and bring it back to the commissioners.

Senior Safety Day Proclamation - Myca Haynes Beauvais

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to adopt the following Proclamation:

Whereas, May is Older Americans Month, a time for us to recognize and honor Athens County older adults and their immense influence on every facet of American society; and

Whereas, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

Whereas, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds have die opportunity to participate and live independently; and

Whereas, Athens County must ensure that older Americans have the resources and support needed to stay involved in their communities - reflecting our commitment to inclusivity and connectedness; and

Now, therefore, the Commissioners of Athens County, Ohio, do hereby proclaim May 2024 as Older Americans Month, and this day, May 2, 2024, Athens County Senior Day. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community.

We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

Signed this 24 day of April 2024

/s/ Lenny Eliason, President

/s/ Chris Chmiel

/s/ Charlie Adkins

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

Suspend

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:

Tom Reed - ARC

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

ARC

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to authorize Tom Reed with ARC (Appalachian Regional Commission) to submit an application ARC Broadband Expansion for funding under No Match for Athens County which would get the southern part of the county.

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

Executive Session

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to enter into executive session to discuss discipline of a public employee at 3:12.

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

Regular Session

A motion was made by Mr. Chmiel and seconded by Mr. Adkins to return to regular session at 3:18 with No Action.

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

Background

Credit cards are designed to make purchases in a manner that meets the needs of County government in an increasingly internet-based business environment. This program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed, eliminating paperwork and processing time. It is convenient for both the County and the vendor, and the program can also help minimize or eliminate the need for the use of personal funds reimbursed.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

Authority

Ohio Revised Code (ORC) Section 301.27 permits counties to use credit cards. The Board of County Commissioners of Athens County ("Board"), with the advice of the Athens County Auditor ("Auditor"), shall formulate the policy for the use of the cards. The policy, which will be adopted by the Board through resolution, shall set limits for, among other things, spending, card activity and allowable expenditures. It shall also establish administrative controls that the Board, after consulting with the County Auditor, determines will be sufficient for the use of a credit card.

General Information

The credit card program is not intended to and shall not be used to avoid or bypass the competitive bid requirements of ORC 307.86. Further, the credit card program is not intended to avoid or bypass the appropriation of funds process, approval process or payment process. Rather, the program complements the established and existing processes. Expenditures may not exceed appropriations under any circumstances. Billings for authorized purchases made within the limits of appropriated amounts will be paid using County funds.

In accordance with ORC 301.27(E)(1), items and/or services purchased through the credit card program are only for the official use of Athens County. The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone, and fax orders. It shall not be used as an ATM (automated teller machine) card, a debit card, or for cash advances. The card is not to be used for personal or non-work-related purchases.

The card program carries corporate (County) liability, not individual liability; however, individual liability is imposed for inappropriate use. Pursuant to the procedure established in ORC 301.27(J) if the Auditor determines that the cardholder has used the credit card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the Auditor shall immediately notify the Board. When the Board determines that the County Treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount as provided in this policy or elsewhere in ORC 301.27, it shall give written notice to the Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice the County Treasury is not reimbursed for the full amount shown on the written notice, a referral will be made to the County Prosecutor to recover that amount from the cardholder by civil action in a court of competent jurisdiction.

1

- The purchase of any work-related item
- The purchase serves a public purpose.

By further example, the following is a non-exclusive list of allowable items:

- Office Supplies, furniture, and equipment
- Meals, including reasonable gratuity not to exceed 15%
- Computer supplies
- Building maintenance materials and supplies (with express written permission provided by the Board of County Commissioners)
- Authorized travel expenses including sales tax for dine in meals and lodging tax only if hotel will not accept the county's sales tax exemption.
- Room Service (requires an itemized breakdown/billing)
- Fuel purchases for county owned vehicles only (vehicle tag, year, make, and model number should be added to the receipt)
- Capital equipment (with express written permission provided by the Board of County Commissioners)
- Information Technology hardware, software, and technical support
- Recurrent subscriptions and advertising
- Items related to wards in the care of the State of Ohio
- Items allowable and used in the ordinary course of business as permitted under ORC 301.27(E)(1).

The card may not be used to pay for the following:

- Services that are 1099 eligible
- Entertainment/recreation
- Adult publications/entertainment
- Alcoholic beverages
- Any merchant, product, or service normally deemed not consistent with county policy or the Ohio Revised Code

ATM, cash advances, and all other cash-related transactions are strictly prohibited.

No late charges or finance charges shall be permitted as allowable expenses. Should a late fee or finance charge be applied, you must submit a Fee Waiver Form to the Board of Commissioners for consideration. If not presented timely or if it is denied, that fee will be the responsibility of the cardholder. (Form A-04).

Purchases cannot be used in any manner to circumvent competitive bidding requirements for purchases and contracts as determined by the Ohio Revised Code.

In the event an Appointing Authority does not have its own credit card, the Commissioners' Office may make a purchase on its credit card on behalf of another Appointing Authority. The Appointing Authority must have a purchase order opened prior to any purchase being made. Additionally, this arrangement must be approved by the board.

Any use of a credit card outside of or inconsistent with the above defined appropriate uses will be considered an unauthorized use of the card unless the procedures outlined in ORC 301.27(J) are followed.

3

Definitions

- Appointing Authority
- Coordinator

2. Appointing Authority defined and requirements.

Pursuant to ORC 301.27(D), an Appointing Authority shall be any County elected official, the Board of a County Agency, or any agency that utilizes the County Auditor as its fiscal agent. The Appointing Authority may apply to the Board of County Commissioners for authorization to have an employee under its authority use a credit card held by that Appointing Authority to pay for any expense allowable under 301.27(E)(1), without submitting a monthly estimate of the employee's work-related expenses as permitted under ORC 301.27(F)(2).

3. Coordinator defined and requirements

Each Appointing Authority that participates in the credit card program will name a program coordinator. The coordinator will be responsible for resolving disputes with merchants and reviewing and reconciling card activity for the Appointing Authority's card(s). The coordinator will be designated when the application for the card is approved by the Board. If the Coordinator is also a cardholder, another employee must serve as an alternate coordinator to approve any transactions involving the coordinator's card.

The Commissioners office will be the primary point of contact for the credit card program. They will do the ordering and distributing of cards, processing cardholder applications, limit adjustments, suspensions, cancellations, program compliance, troubleshooting problems encountered with card use or vendor authorization and following up on lost or stolen cards. Each office will be responsible for providing training for department coordinators and cardholders.

4. Establishment of card limits

The maximum limit of credit exposure at any given time will not exceed \$250,000.

Individual credit cards are subject to the following maximum limits, as determined by the Board upon initial approval of the card:

Range	
1. Card Limit	\$500 to \$20,000
2. Daily spending per card:	\$500 to \$20,000
3. Monthly spending per card:	\$500 to \$20,000
4. Single transaction limit:	\$20,000

Purchases may not be split to bypass the single transaction limit.

Through the cardholder application process, Agencies will define limits for specific cardholders, not to exceed the limits established above.

5. Designation of allowed/prohibited transactions

Pursuant to ORC 301.27(E)(1), credit card purchases are allowable for:

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8. Application for credit card and subsequent profile changes

The coordinator or Appointing Authority will prepare the application (Form A-01 or A-02), obtain written approval of the proposed cardholder, approval from the Appointing Authority or board, and forward it to the County Commissioners for pre-approval. Consistent with sections 4 and 5 above, the application will specify new or modified monetary and transaction limits for the individual/department cardholder.

After the application is pre-approved by the County Commissioners, the Board will then act by resolution approving any new cards or modifications to existing cards and notify the county Auditor.

9. Cardholder acknowledgment and responsibilities

The cardholder is responsible for the physical custody of the card and for maintaining confidentiality of all information relating to the card such as the account number and expiration date.

A cardholder is responsible for all improper, fraudulent, or inappropriate use of the card. Use of a county credit card for any use other than an authorized or permitted use allowed under ORC 301.27(E)(1) is a violation of law for purposes of ORC 2913.21, in accordance with 301.27(K).

After the card is issued, the cardholder and the coordinator will meet with the Commissioner's office to acknowledge receipt of the card, to assure that the cardholder understands the intent of the program, and to agree to adhere to the policy and guidelines established by the Board as well as those established by the cardholder's Appointing Authority. The cardholder will be required to sign a written acknowledgment of receipt of the card and understanding of the applicable policies, (Form A-03). The Commissioners office will retain the signed acknowledgment and will forward a copy to the Appointing Authority and Auditor's office.

10. Making purchases; record-keeping

a. Purchase orders

An encumbrance in the name of the card issuer must be established for each card through a purchase order. The purchase order amount should be set based on the monetary and transaction limits established for the card and projected spending. This helps ensure that expenditures do not exceed available appropriations.

b. Original receipts

When making a purchase, the cardholder shall obtain and forward to the Commissioner's and Auditor's office the original receipt within 2 (two) days.

Every effort should be made to ensure that the receipt contains the vendor's name, date of purchase, itemized description of purchase, per unit price, extended price, and any rebate offer. The cardholder will match and attach receipts to billing statements as part of the account reconciliation. A cardholder may be held personally liable for missing receipts and/or rebates and may be required to reimburse the County for those purchases for which a proper receipt is not provided. Rebates that result from an expenditure are the property of Athens County and should be provided with the credit card log.

c. Email, internet, telephone, and fax purchases.

Credit cards may be used to purchase goods over email, the internet, telephone, or fax. These purchases must be evidenced by written order confirmation along with an original itemized receipt or invoice.

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When using the Internet, the cardholder must make sure the web site where the card information is being placed is secure. Web pages are encrypted and are passed electronically. A cardholder can determine if the web site address is secure in two ways:

- (1) An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
- (2) symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signifies that the web site is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The cardholder should inform the vendor that the purchase will be paid through the County credit card and that the purchase is tax exempt. The cardholder should also ensure the vendor will comply with the requirements of items c (above), and e and f (below).

d. Declined attempts

The credit card will be declined if one of the embedded limits is exceeded, if the card issuer has a security concern because of a spending pattern, or sometimes if the "bill to" address does not match the "ship to" address. The coordinator should be notified if a purchase is denied.

e. Vendor invoices

Upon approval of the Board of County Commissioners all payments for credit card use will be paid by the County Auditor. Card holders are not authorized to make a direct payment for a credit card expense.

f. Purchasing log

Each cardholder will maintain a purchasing log, (Form A-05). The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was placed (via email, internet, phone, fax, mail or in person). A separate line is required for each purchase. The receipt for each purchase must be provided along with the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by a supervisor, or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

g. Monitoring card activity

The Commissioners office shall serve as administrator for the credit card program. Elected officials, department heads, Coordinators, and cardholders shall have viewing access for their respective area and cards, if desired.

11. Account reconciliation and payment of credit card billing

Each cardholder or Coordinator can access their statement identifying all transactions made during the billing cycle. The cardholder will reconcile the statement's accuracy against the purchasing log and receipts, using Form A-05. Payment cannot be made until the cardholder confirms receipt of the goods or services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

16. Penalties for improper use of card

The card is to be used by the cardholder to pay for authorized, work-related expenses. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds. The cardholder and/or the appointing authority may be liable for any expense improperly incurred, in accordance with 301.27(H). This may result in disciplinary action up to and including termination of employment. Improper use can result in immediate cancellation of the cardholder's account. In addition, the cardholder is personally liable for payment of improper purchases and subject to criminal prosecution ORC 309.12, 301.29(G)(4), 2913.21.

If the county auditor determines a credit card has been used in a manner that is not in accordance with the credit card policy adopted, the auditor immediately shall notify the board of county commissioners. If the board determines on its own or after notification from the county auditor, that the county treasury should be reimbursed for as provided in ORC section 301.27 (H), the board shall give written notice to the county auditor and to the officer or employee or appointing authority liable to the treasury as provided in that division. If, within thirty days after issuance of the written notice, the county treasury is not reimbursed for the amount shown on the written notice, the prosecuting attorney of the county shall recover that amount from the officer or employee or appointing authority who is liable under this section by civil action in any court of appropriate jurisdiction.

16. On-going Training and Acknowledgement

Annually, the Commissioner's office will distribute the policies and procedures to all cardholders and coordinators. The cardholders and coordinators shall sign and acknowledge receipt of the same and return to the Commissioner's office.

The Appointing Authority or its designee is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving each statement for each cardholder under their supervision. The approval must be evidenced by the Appointing Authority's signature. Once approved for the Appointing Authority must submit the original statement, and supporting receipts to the Commissioner's office. The Commissioner's office will process the voucher and forward to the County Auditor who will issue payment, either by warrant or electronically, to the card issuer.

Timely completion of the reconciliation by the coordinator is imperative and shall be available upon request. The reconciliation process must be completed within five business days of receiving the cardholder statement and sent to the Commissioner's office monthly for review.

12. Returns, credits and dispute resolution

Sometimes, there is a problem with a purchased item or service. Examples include, but are not limited to, broken merchandise, the billed amount does not match the quote, the billed amount includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the coordinator or cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned to the supplier for any reason, a credit should be given to the credit card account. The coordinator should be notified so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash, rain check or house credit; credit must be returned to the card.

If the dispute cannot be resolved, the cardholder should contact the Commissioner's office, who will work with the card issuer to resolve the dispute. After the dispute has been resolved, the Commissioner's office will notify the Auditor's office.

13. Late fees or finance charges

No late fees or finance charges shall be paid unless authorized by the Board, (Form A-04).

14. Lost or stolen cards

If the card is lost or stolen, the cardholder must notify the card issuer, Commissioners and Auditors office immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the card issuer via mail or fax, with copies to the Coordinator, Auditors, and the Commissioner's office. The date and time of the phone report of the lost or stolen card should be included in the written notification. The Commissioner's office will initiate issuance of a replacement card.

15. Suspension or cancellation of card

The Board reserves the right to cancel a cardholder account at any time. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The coordinator must obtain the cards and forward them to the Commissioner's office for cancellation. Cardholders on extended leave or reassignment may have their card suspended. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in immediate card cancellation and may result in departmental disciplinary action. When and if necessary, the Commissioner's office will initiate suspension or cancellation of the card and will notify the Appointing Authority Coordinator.

**ATHENS COUNTY CREDIT CARD PROGRAM APPLICATION
INDIVIDUAL REQUEST**

SECTION 1: APPLICANT INFORMATION New Application _____ Modified Application _____

NAME: _____ BIRTHDATE: _____

OFFICE PHONE: _____ MOBILE PHONE: _____

OFFICE EMAIL: _____

SECTION 2: CREDIT CARD TRANSACTION LIMITS

The Credit Card is issued in an individual's name for use by authorized personnel in accordance with Athens County Policies and Procedures. The applicant requests the following credit card limit:

Maximum dollar amount allowed for this credit card \$ _____

Modified maximum dollar amount allowed for this credit card \$ _____

Any single transaction expense of Five-Thousand Dollars (\$5,000) or more must have pre-approval from the Board of Commissioners prior to making the purchase.

SECTION 3: ELECTED OFFICIAL/DEPARTMENT/AGENCY CONTACT INFORMATION

The individual listed below will serve as the credit card coordinator for the department, responsible for immediately reporting lost or stolen cards.

ELECTED OFFICIAL/DEPARTMENT/AGENCY: _____

CREDIT CARD COORDINATOR: _____

OFFICE PHONE: _____ OFFICE EMAIL: _____

SECTION 4: AUTHORIZATION

DEPARTMENTAL APPROVAL: _____ DATE: _____

BOARD OF COMMISSIONERS: APPROVED _____ DENIED _____

BY: _____ MEETING DATE: _____

RECEIVED BY THE COUNTY AUDITOR:

BY: _____ DATE: _____

SECTION 1: APPLICANT INFORMATION New Application Modified Application

ELECTED OFFICIAL/DEPARTMENT: OFFICE
PHONE: OFFICE EMAIL:

The credit card represents Athens County's trust in you. You are empowered as a responsible agent to safeguard Athens County assets. Improper use of this card can be considered misappropriation of Athens County funds. This may result in disciplinary action up to and including termination of employment. Your signature below verifies that you have read the Athens County Credit Card Policy and Procedures and agree to comply with them as well as with the following responsibilities. Your signature also acknowledges that you have authorization to use Card #

SECTION 2: CREDIT CARD TRANSACTION LIMITS

The Credit Card is issued in a department's name for use by authorized personnel in accordance with Athens County Policies and Procedures. The department requests the following credit card limit:

Maximum dollar amount allowed for the entire department (all cards included) is \$

Modified maximum dollar amount allowed for the entire department (all cards) is \$

Any single transaction expense of Five-Thousand Dollars (\$5,000) or more must have pre-approval from the Board of Commissioners prior to making the purchase.

SECTION 3: ELECTED OFFICIAL/DEPARTMENT/AGENCY CONTACT INFORMATION

The designated Credit Card Coordinator for the department, responsible for immediately reporting lost or stolen cards:

CREDIT CARD COORDINATOR:

OFFICE PHONE: OFFICE EMAIL:

SECTION 4: REQUESTED AUTHORIZED USERS FOR THE DEPARTMENT (Please Print)

Name: Add Remove

Name: Add Remove

Name: Add Remove

Name: Add Remove

Name: Add Remove

SECTION 5: AUTHORIZATION

AUTHORIZED SIGNATURE: DATE:

BOARD OF COMMISSIONERS: APPROVED DENIED

BY: MEETING DATE:

RECEIVED BY THE COUNTY AUDITOR:

BY: DATE:

Form A-02

ISSUED IN THE NAME:

- 1. I understand the card is for County-approved purchases only, and I agree not to charge personal purchases.
2. I understand that all charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly. Therefore, any personal charges billed to the County could be considered misappropriation of County funds.
3. If the card is lost or stolen, I will immediately notify the card issuer by telephone. I will provide the card issuer written notification by mail or fax, with copies to the County Commissioners office and County Auditor.
4. As the card is County property, I understand that I am required to comply with internal control procedures designed to protect County assets. This may include being asked to produce the card to validate its existence and account number.
5. I will retain all receipts received for all expenditures made using the credit card. I will resolve any discrepancies by contacting the vendor first, the credit card issuer, the Commissioner's office and then the Auditor's office.
6. I have received a copy of Athens County's Credit Card Policy, and procedures for the credit card program. I understand the program requirements and agree to follow them. Failure to do so may result in revocation of the card or other disciplinary action.
7. I understand the card is not available to all employees. Assignment is based on my need to pay for work-related expenses. My use of the county's card may be revoked based on change of assignment or location. I understand that the card is not an entitlement/nor reflective of title or position.
8. I have read the approved purchase codes for this card and understand that all purchases made with this card should be for items within the categories approved.
9. I understand that I am fiscally responsible for charges on the credit card if they are in violation of the credit card policy.

Employee Signature Appointing Authority Authorization:

Employee Printed Name Date Printed Name Date

Form A-03

Fee Waiver Request

Department:

Type of Request: Late Fee Penalty Finance Charge Other

Vendor: Purchase Order:

Date of the Invoice:

Date invoice was received by the department:

Date invoice was due:

Date Vendor was contacted:

Vendor Contact Information:

Reason for the Charge:

Reason for the Charge: (blank lines)

The Athens County Commissioner does not support taxpayers paying for fees that could reasonably be avoided.

The department head is ultimately personally responsible for any fees not approved by the Board of Commissioners. Approval of this expenditure by the Board of Commissioners does not necessarily mean that there will not be a finding for recovering in an upcoming audit.

Department Head Signature:

Commissioner Office Approval By: Meeting date

Submitted to the Auditor Date

Form A-04

Capital Expenditure Request

(Required Pre-Approval for all expenses \$5,000 or more in a single transaction)

Department:

Type of Request:

[] Building Maintenance

[] Building Maintenance Materials or Supplies

[] Equipment

[] Other (explain):

Vendor: Total Cost:

Reason for the Improvement

Reason for the Improvement: (blank lines)

Department Head Signature:

Commissioner Office Approval By: Meeting date

Submitted to the Auditor Date

Form A-05

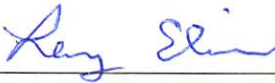
Adjourn

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

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



JoAnn Rockhold, Administrator




Lenny Eliason, President



Alison Pierson, Clerk



Charlie Adkins, Vice-President



Chris Chmiel