

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 Mr. Adkins and seconded by Mr. Chmiel to approve the following agenda:

Athens County Board of County Commissioners

Meeting Agenda for Tuesday, April 15, 2025 Convenes at 9:30 a.m.

Approve Agenda

Approve Minutes April 1, 2025

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

New Fund- Vendor License State Fee Fund 809

New Fund- Excess Funds Fund 104

Fund to Fund: Planner \$1,500.00 from 509.3509.580100 County Proj Transfer Out to 502.2502.422100 Chan ODOT Transfer In

- 9:30 Maintenance Surplus Bid Opening
- 9:45 DJFS Dir Jean Demosky - weekly updates
- 10:00 Matt Starkey- Child Abuse Prevention Month
- 10:15 Jeff Jenkins- ISP for the Amesville ARC grant
- 10:30 W&S Supt Oscar Carson - weekly updates
- 10:45 911 Teresa Fouts-Imler - National Telecommunicator Week Proclamation
- 11:30 LUNCH
- 1:30 Walk through Records Center

Agenda Items

- Utility Permits
- W&S Payment Agreement
- MOU SEORJ
- Certificate of Estimate Property Tax Revenue for the Renewal DD Levy
- Surplus- Prosecuting Attorney
- Washington Jail Contract
- STARTEC Agreement Panic Buttons
- Letter of Support for Appalachian Manufacturers' Coalition
- JAG Grant Pre Award Conditions
- Surplus - Common Pleas
- Surplus - Veterans
- Retirement of Water & Sewer Clerk
- Awarding ATH-TR196-0.71 Bridge Project

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. Adkins and seconded by Mr. Chmiel to approve the Minutes of April 1, 2025.

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 & News, & Bills

A motion was made by Mr. Adkins and seconded by Mr. Chmiel approving the Appropriations, Transfers, New Line Items Requests/Changes, including New Fund- Vendor License State Fee Fund 809, New Fund- Excess Funds Fund 104, Fund to Fund: Planner \$1,500.00 from 509.3509.580100 County Proj Transfer Out to 502.2502.422100 Chan ODOT Transfer In and approving the payment of the required County Bills, which are included in the Auditor's Office INVOICE TRACKING REPORT - From: 04/03/25 To: 04/08/25, INVOICE TRACKING REPORT - From: 04/08/25 To: 04/10/25 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.

Surplus Bid Opening - Maintenance

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to acknowledge the Surplus Bids for Maintenance:

#4	Weed Eater	\$110.00	Lisa Radford
#6	Chain Saw	\$76.50	Ron Hawk
#7	Gas Wench	\$75.00	Lisa Radford
#7	Gas Wench	\$50.50	Jacob Wirick
#8	EGO Battery Powered Mower	\$215.50	Jacob Wirick
#10	Chain Saw	\$59.50	Ron Hawk
#11	Chain Saw	\$65.50	Ron Hawk
#12	EGO Weed Eater	\$75.50	Jacob Wirick

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

Surplus Bid Award #8 Ego Battery Powered Mower

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #8 Ego Battery Powered Mower to Jacob Wirick in the amount of \$215.50.

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

Surplus Bid Award #12 EGO Weed Eater

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #12 EGO Weed Eater to Jacob Wirick in the amount of \$75.50.

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

Surplus Bid Award #7 Gas Wench

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #7 Gas Wench to Lisa Radford in the amount of \$75.00.

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

Surplus Bid Award #4 Weed Eater

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #4 Weed Eater to Lisa Radford in the amount of \$110.00.

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

Surplus Bid Award #6 Chain Saw

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #6 Chain Saw to Ron Hawk in the amount of \$76.50.

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

Surplus Bid Award #10 Chain Saw

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #10 Chain Saw to Ron Hawk in the amount of \$59.50.

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

Surplus Bid Award #11 Chain Saw

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award #11 Chain Saw to Ron Hawk in the amount of \$65.50.

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

Surplus - Maintenance

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to drop some equipment prices by 50% for easier disposal and accept sealed bids:

Maintenance Surplus - Sealed Bid

Sealed bids will be accepted until April 29th at 9:15 a.m. Please deliver your sealed bids to the Athens County Commissioner's Office, 15 S. Court Street, Athens, Ohio, in an envelope clearly marked with the item number you are bidding on.

Minimum bids have been set as follows:

Item #	Description	Minimum Bid Amount
1	Pole Saw	\$25.00
2	Leaf Blower	\$15.00
3	Chain Saw	\$50.00
4	Sander	\$5.00
5	Weed Eater #1/Weed Eater #2	\$50.00 each
6	Drill 3/8	\$2.00
7	Solder Iron	\$1.00
8	Belt Sander	\$10.00

9	Chain Saw EGO	\$125.00
10	Wizard	\$5.00
11	Sawzall	\$10.00
12	Compact Circular Saw	\$25.00
13	Bostitch	\$50.00
14	Acid Moisture Test Tubes	\$1.00
15	Dewalt	\$10.00
16	Drill	\$2.00
17	Vacuum Gauge	\$10.00
18	Black & Decker Saw	\$5.00

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

Dir Jean Demosky provided the following weekly updates:

1. Back-to-School Bash Update
 - * Application deadline passed; event scheduled for July 23rd.
 - * 1,250 applications received so far; expected to reach around 1,500 with walk-ins — the target goal.
2. Community Cares Fund Auction raised about \$3,300; the event was successful and well-attended.
3. Expungement Event and Follow-up Plans
 - * First Expungement Event at Community Care Center had about 30 attendees, considered excellent turnout.
 - * A follow-up event will combine Expungement + Job Fair, potentially including Social Security and BMV (Bureau of Motor Vehicles) services.
 - * Commissioner Adkins suggested to include State ID services at future events, given voter ID requirements.
4. Recognition
 - * Dir Jean Demosky received a JFS Service Award for being an approachable, trusted peer for advice and support.
 - * Congratulations were offered by the Commissioners.
5. Agency & Program Updates
 - * Attended executive board and district meetings; discussions highlighted uncertainties in Medicaid and SNAP programs, particularly passive renewals causing confusion.
 - * Athens County is performing relatively well, with 83% of Medicaid renewals handled automatically.
 - * Issues still arise when initial approvals are later reversed due to unverified or excessive resources.
6. Grants & Applications:
 - * Received the Recycle Ohio Grant: Funding for a bottle filler at Nelsonville and water filters for the County Home.
 - * Applied for funding for a Responsible Fatherhood Month event: plans include a father-child birdhouse building activity.
7. Facility Updates:
 - * Renovations underway at OMJ Nelsonville building (future café and resource room).
 - * Adjustments to resource room construction using a donated fancy door.
 - * Surplus Items: Two ugly blue chairs were approved for surplus and destruction.
8. Upcoming Events
 - * National Apprenticeship Day:
 - * April 30th at Community Cares Resource Center (all-day event with various apprenticeships showcased).
 - * Public Library Media Literacy Workshop (date not specified).
 - * Basics of Starting a Food Business workshop.
 - * Apprenticeship Program Opportunities (still in development).
 - * Special Fundraiser
 - * Report on attending Joe Burrow's Rescue Kitchen fundraiser:
 - * Goal: \$20,000
 - * Actual funds raised: Over \$60,000
 - * Event was praised as a major success.
 - * Bids for 510 Building
 - * Hoping to open construction bids next Tuesday for further progress on 510 facility upgrades.
 - * Positive interest expressed with multiple contractors showing up.

Surplus - DJFS

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to declare surplus to redistribute or destroy for DJFS:

Description	Serial #
Blue Office Chair	JFS-5590
Blue Office Chair	JFS-6042

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

Utility Permits

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to approve the following utility permits:

Permit No. 25-598
From: HALI Thurman/Pearce Services on the behalf of Frontier Communication
1222 Vine St
Paso Robles, CA 93446

We hereby request permission to install utility lines within public right-of-way limits.

Location of work: Co Rd # 70, Co Rd Name: Meadowbrook
Description of Work: Cable
Type of Installation: Overhead Line Parallel to Road & Overhead Line Crossing Road
Estimated Project Schedule: 04/04/25 - 3 months from issuance date

Agreed to by: /s/Hali Thurman
Athens County Commissioners
/s/ Lenny Eliason
/s/ Chris Chmiel
/s/ Charlie Adkins
/s/Jeff Maiden, Athens County Engineer

Permit No. 25-599
From: Frontier Communication
500 Lancaster Pike
Circleville, OH 43154

We hereby request permission to install utility lines within public right-of-way limits.

Location of work: TR-196, TR Name: Marietta Run Rd
Description of Work: Phone
Type of Installation: Overhead Line Crossing Road & Utility Pole Installation
Estimated Project Schedule: 04/14/25 - 04/30/25

Agreed to by: /s/Travis L. Brannon, Frontier
Athens County Commissioners
/s/ Lenny Eliason
/s/ Chris Chmiel
/s/ Charlie Adkins
/s/Jeff Maiden, Athens County Engineer

Permit No. 25-600
From: Sigma Technologies on behalf of AEP
27096 Oakmead Dr
Perrysburg, OH 43551

We hereby request permission to install utility lines within public right-of-way limits.

Location of work: Co Rd # 65, Co Rd Name: Deep Hollow Rd
Description of Work: Electric
Type of Installation: Overhead Line Parallel to Road
Estimated Project Schedule: 04/01/25 - 08/01/25

Agreed to by: /s/Matthew Myers, Sigma Technologies
Athens County Commissioners
/s/ Lenny Eliason
/s/ Chris Chmiel
/s/ Charlie Adkins
/s/Jeff Maiden, Athens County Engineer

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

W&S Payment Agreement

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to ratify Mr. Eliason's Signature authorizing a payment agreement as requested by Angel Jones for monies owed the Athens County Water and Sewer District for water and sewer service, the total amount due is \$288.33 with \$96.11 past due plus current bill 04/30/25, 05/31/25, & 06/30/25 to be paid. If the terms of this agreement are not met, the account will be considered delinquent and service could be shut off.

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

MOU SEORJ

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to authorize Mr. Eliason to sign the MOU between the Southeastern Ohio Regional Jail and Athens County, Ohio. See MOU on back of page 130.

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

MEMORANDUM OF UNDERSTANDING
between the
SOUTHEASTERN OHIO REGIONAL JAIL
and
ATHENS COUNTY, OHIO

This Memorandum of Understanding (MOU) is between the Southeastern Ohio Regional Jail ("SEORJ"), an Ohio multicounty correctional center, and Athens County, Ohio, one of the SEORJ's member counties, which has established and is operating a revolving fund for the SEORJ to access and utilize State of Ohio grant funding for repairs and improvements.

Background

The SEORJ is a five-county member jail, consisting of Athens, Hocking, Morgan, Perry, and Vinton Counties. In June 2021, Athens County, on behalf of the SEORJ and with approval by the SEORJ's board, applied to the State of Ohio, Department of Rehabilitation and Corrections ("State"), for funding through S.B. 310 Local Jail Projects for \$1.98 million ("S.B. 310 Funding").

In April 2025, the SEORJ received approval from the State to use the S.B. 310 Funding to complete repairs and improvements to its facility. The funding is in the form of a reimbursement grant, with 100 percent of the funding returned after approval from the State.

Responsibilities

As described in the original application for the S.B. 310 Funding, Athens County will administer the S.B. 310 Funding on behalf of the SEORJ. To access the S.B. 310 Funding, Athens County established a revolving fund, "Fund 044 S.B. 310 SEORJ Rehab."

In order to begin repairs and improvements, the SEORJ will provide initial funding from its General Fund to Fund 044 SB 310 SEORJ Rehab in the amount of \$ _____ ("Initial Funding"). Athens County will reimburse the SEORJ for the Initial Funding through S.B. 310 Funding and will maintain a record of all funding, receipts, and disbursements.

Duration of Agreement

This MOU will be in effect until the S.B. 310 Funding from the State is completed or may be terminated at any time upon three months written notification by one party to the other if all funding has been properly reimbursed. Any unused funding at the time of termination will be returned to the appropriate party.

Signatories:

Southeastern Ohio Regional Jail

Athens County, Ohio

Joshua VanBibber, Warden



Lenny Effeson, President

Date _____

Date 4/15/25

Certificate of Estimate Property Tax Revenue for the Renewal DD Levy

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to acknowledge receipt of the Certificate of Estimate Property Tax Revenue for the Renewal of DD Levy. See back of page 131 for Certificate prepared by 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.

Surplus - Prosecuting Attorney

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to declare surplus and destroy for the Prosecuting Attorney:

Description	Serial #
Office Chair (seat ripped)	
Logitech Lazer pointer (missing pieces)	
Keyboard holder - under desk mount	
2-AOC desktop monitors	
2-Dell desktop monitors	

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

Washington Co Jail Contract

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to approve the Washington Co Jail Contract. Contract available 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.

STARTEC Agreement Panic Buttons

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to approve the Startec Agreement Panic Buttons:

After complete inspection of your property, I propose the following for your Security and Fire needs:

Security

- * 1-Alarm.com Cellular Communication Module for Panic System in Courthouse
- * Lot-All Wire, Hardware and Labor Included

Security Total \$800.00 plus \$50.00 per month

Fire System

- * 1-TG-7 Fire Cellular Sole Path Communicator -\$900.00 plus \$75.00 per month
- * 1-Move Security and Fire Alarm Keypads from old 911 to 1st Floor - \$300.00

Fire Total \$1,200.00 plus \$75.00 per month

The above investment includes all parts and labor with a one year warranty on both. Customer will need to supply any necessary 120v outlets.

/s/Philip E. Salyers, President

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

Letter of Support for Appalachian Manufacturers' Coalition

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to send a Letter of Support for Appalachian Manufacturers' Coalition: April 15, 2025

Chasity Schmelzenbach
1400 Pike Street
Marietta, Ohio, 45750

Dear Ms. Schmelzenbach:

The Athens Board of Commissioners is pleased to support the Appalachian Ohio Manufacturers' Coalition (AOMC) application for funding from the Appalachian Regional Commission's Area Development program. The AOMC's desire to expand its WorkAdvance program will directly benefit our county by offering a unique and proven workforce development opportunity to the citizens and manufacturers of Athens County. Through the expansion of the Workforce Advance program, local manufacturers will be able both to identify and train residents of our county in technical skills tailored to their industry and needs and to offer high-paying quality jobs to employees. We believe that this type of effective workforce development will accomplish the workforce development goals of Athens County, Buckeye Hills Regional Council, the Ohio Department of Development, and the Appalachian Regional Commission.

Respectfully,

/s/Lenny Eliason, President

/s/Charlie Adkins

/s/Chris Chmiel

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

JAG Grant Pre Award Conditions

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to authorize Mr. Eliason to sign the JAG Grant Pre Award Conditions. Full document available 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.

Surplus - Common Pleas

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to declare surplus and destroy for the Common Pleas Court:

Description

Desk Chair

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

Surplus - Veterans

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to declare surplus and destroy for the Veterans:

Description

5 drawer filing cabinet (broken)

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

Retirement of Water & Sewer Clerk

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to accept the Retirement of Water & Sewer Clerk Tammy Bohlen, effective May 2, 2025.

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

Advertisement for Water & Sewer Clerk

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to authorize Administrator Rockhold to advertise for the Water & Sewer Clerk. See back of page 132 for the job description of the Water & Sewer Clerk Position:

RE: Help Wanted Ad

The Board of Athens County Commissioners is accepting applications for the position of Water and Sewer Clerk.

Job Description:

Applicants must be accurate and reliable in handling accounts, documents, and currency. Strong mathematical skills and a high level of organizational ability are essential due to the volume and sensitivity of financial data. As the position involves daily use of technology, strong computer skills are required.

Experience in accounts payable/receivable or bookkeeping is preferred. Excellent organizational and communication skills are a must.

Examples of Duties (including but not limited to):

Manage water and sewer accounts; maintain and record county billing and invoicing.

Ensure accuracy of data entered in the accounting system for monthly and final bills.

Verify and pay invoices; prepare disbursements and obtain authorization.

Maintain accounting ledgers by balancing and posting account transactions.

Issue and distribute customer bills (mail, email, etc.).

Receive payments through various methods (cash, check, credit card, etc.).

Reconcile accounts, process pay-ins, and resolve discrepancies.

Basic Requirements:

High School Diploma or GED

Valid Ohio Driver's License

Ability to lift 25 pounds

Experience with:

- Microsoft Word, Excel, and Outlook
- Corel WordPerfect X7
- Typing and word processing programs
- General office procedures and modern office equipment

To Apply: Applications are available online at www.co.athensoh.org under Business > Applications.

Deadline: Applications and resume should be submitted no later than May 9th, or until the position is filled.

Athens County is an Affirmative Action Employer.

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

Awarding ATH-TR196-0.71 Bridge Project

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to award the ATH-TR196-0.71 Bridge Project to Double Z Construction Company for \$345,546.00 as recommended by Engineer Jeff Maiden.

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

JOB DESCRIPTION: Water and Sewer Office Clerk	Effective Date:	June 6, 2018
Department: Athens County Water and Sewer	Review Date:	
	Revision:	April 15, 2025
	Page: 1	of: 2
Approved by: Board of Commissioners		
This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.		

OVERVIEW:

As Office Billing Clerk, you must be accurate and reliable in handling accounts, documents and currency. Being good at math and a high degree of organizational ability are essential due to the great amount of financial information. Since you will be using technology to expedite your work, a strong computer knowledge is required.

ESSENTIAL DUTIES:

These essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Manage water and sewer accounts, maintain and record county billing and invoicing. Check the data input in the accounting system to ensure accuracy of monthly and final bills and all payments.

Pays invoices by verifying transaction information, scheduling, preparing disbursements, and obtaining authorization of payment.

Maintains accounting ledgers by balancing and posting account transactions.

Issue customer bills and send them to customers through various channels (mail, e-mail, etc.)

Receive payments through various methods (cash, check, credit card, etc.)

Verifies accounts by reconciling statements and transactions along with processing payments.

Resolves account discrepancies issuing stop payments and adjustments.

Send late notices to the various owners.

Certify (yearly) delinquent accounts to the County Commissioners.

Answer questions and handle complaints from customers regarding, billing, leaks, etc.

Keep Office Manager, Administrator to the Board of Commissioners and Superintendent informed regarding situations with the district.

Act as a department representative and liaison to various county offices, government offices, customers, law enforcement, government agencies, and the general public.

Maybe assigned to attend meetings, conferences and/or other public events and represent Athens County Water and Sewer District.

Perform other job-related duties as assigned.

JOB DESCRIPTION: Water and Sewer Office Clerk	Effective Date:	June 6, 2018
Department: Athens County Water and Sewer	Review Date:	
	Revision:	April 15, 2025
	Page: 2	of: 2
Approved by: Board of Commissioners		
This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.		

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of agency policies, procedures, past practices and regulations.

Knowledge of and ability to use equipment and supplies, computers, printers, hand-held, and any other office equipment.

Knowledge of basic bookkeeping procedures and balancing accounts.

Knowledge of public relations; ability to record and relay correct information; proper phone and email etiquette. MUST exhibit a pleasant public appearance as official county representative.

Ability to communicate effectively both orally and in writing.

Ability to interact effectively with the public and staff.

Ability to maintain a high degree of customer confidentiality due to the sensitive nature of customer's personal information.

OTHER REQUIREMENTS:

Must be able to effectively communicate and interact with other employees and the public through the use of the telephone, by email, and by personal contact.

Must be able to effectively use and operate various pieces of office-related equipment, such as, but not limited to, a personal computer, Microsoft Office Suite products (MS Word, Excel, PowerPoint, etc.) standard email, calculator, copier, and fax machine.

Must be able to lift a minimum of 25 pounds.

SPECIAL REQUIREMENTS:

High School Diploma or Equivalent

Possession and maintenance of a valid Ohio driver's license.

Must be able to pass a background check and driving record check.

Understanding of Ohio Public Records Law

Please keep in mind, you represent Athens County as a whole, and your conduct is a representation of Athens County.

Matt Starkey - Children Service Updates

Child Abuse Prevention Month (April) – Update

- * Proclamation: April was formally recognized as Child Abuse Prevention Month in Athens County.
- * Goal: Raise awareness of the importance of reporting child abuse, as agencies rely on community reports rather than direct patrolling.

Events and Initiatives

- * Kit Fest:
 - * Major event for the month.
 - * Attendance: Estimated 1,600+ people.
 - * Vendors and sponsors from across town participated.
 - * Weather cooperated enough to hold the event, but bounce houses were canceled due to rain.
- * Champions Dinner:
 - * Upcoming event.
 - * Robin Burrow will be the keynote speaker.
 - * Invites were sent to attendees.
- * Pinwheel Display:
 - * Installed ~1,200 handmade pinwheels on East State Street and other areas.
 - * Each pinwheel represents one report of abuse/neglect.
 - * Goal is one pinwheel for every report (2,583 reports were received last year).
 - * Made from recycled pop cans and insulation rods.
 - * Volunteers (including OU students and other groups) helped craft and plant the pinwheels.
 - * Homemade pinwheels are cost-effective and durable compared to purchased plastic ones.
- * Data and Reporting
 - * 2023 Reports:
 - * 2,583 reports of abuse and neglect filed — slightly down from 2,647 reports in 2022.
 - * However, more cases rose to the level of formal investigation:
 - * 881 cases passed to the assessment team (compared to 732 the previous year).
 - * Shows cases are becoming more serious and complex.
 - * Geographic Data:
 - * Tracking is done at least by school district (not precinct).
 - * A full community report will be published by the end of May.
- * Facility Update
 - * Job trailer for the agency's building project scheduled to arrive on April 28.
 - * Demolition work is set to begin the week of May 5.
 - * Progress is steady and on schedule.

Child Abuse Prevention Month

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to adopt the proclamation officially naming April as Child Abuse Prevention Month in Athens County:

Athens County Commissioner's Proclamation

Whereas, children represent our greatest hope for the future and Athens County will hold firm in its commitment to ensure the safety, health, and well-being of our children; and

Whereas, of concern to all Athens County residents are the problems of child abuse and neglect, which jeopardize the vulnerable lives of our children and cause long-lasting damage to a child's physical, emotional, and cognitive well-being; and

Whereas, it is the moral responsibility of all individuals to report suspected acts of abuse and/or neglect, both physical and emotional, to Athens County Children Services, and all are encouraged to support efforts that promote a safe, nurturing environment where families can raise their children; and

Whereas, the prevention of child abuse and neglect relies on strong partnerships among citizens, social service organizations, businesses, law enforcement, schools, and religious organizations working together to strengthen initiatives that protect children of all ages from abuse and neglect.

Whereas, Athens County continues to promote education and awareness programs that strive to end child abuse and neglect, and all citizens should be aware of the dangers of child abuse within our society; and

Whereas, as a community, we can all help restore hope to the lives of victim, thereby strengthening our families and our community for the future; and

Whereas, the second Wednesday of the Month shall be recognized as "Wear Blue Day";

Now, Therefore, We, Lenny Eliason, Chris Chmiel, and Charlie Adkins, Athens County Commissioners, do hereby proclaim April 2025 as

Child Abuse Prevention Month

In Athens County, calling upon its citizens, social service organizations, businesses, law enforcement, schools, and religious organizations to increase their participation in efforts to prevent child abuse and neglect.

Signed this 15th day of April 2025

/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.

W&S Supt Oscar Carson - Water Pollution Control Loan Fund

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to approve and authorize Mr. Eliason to sign the Release of Funds Form for the W&S Departments Water Pollution Control Loan Fund.

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

W&S Supt Oscar Carson - Weekly Updates

Supt Carson provided the following updates:

Waterline Work Updates

- * Upcoming Work:
 - * Scheduled to dig up one more water line tomorrow near the roundabout in front of Bucky Brothers for a catch basin installation.
- * Project Progress:
 - * Received preliminary plans for the waterline relocation project; some minor final adjustments are being completed.
 - * Supt Carson met with engineers that morning and confirmed that everything looks good.
- * Ongoing Inspections:
 - * Busy conducting inspections on U.S. Route 50.
 - * Seeing about two to three water tie-ins per day, primarily in the Whitland Radford area.
 - * High participation rate as residents are actively connecting to the new waterline.

Jeff Jenkins - ISP for the Amesville ARC Grant

Jeff Jenkins - HAPCAP, Tom Reid from Reid Consulting presented the following updates on Amesville ARC Grant:

RFP Responses:

- * Received proposals from Frontier, Charter, and Agile.
- * After evaluation, Frontier was recommended for contract negotiations.

Why Frontier Was Chosen:

- * Speed: Frontier offers 200 Mbps upload and download speeds (fiber to the home) as their base package, with higher speeds available.
- * Affordability:
 - * Base package: ~\$40/month (\$30/month with autopay).
 - * Low-income households can get discounts through the Lifeline program and other federal subsidy programs if they return.
- * Reliability: Fiber network is more future-proof and stable than alternatives.
- * Existing Agreements: Frontier already has an agreement with AEP (electric utility) to use poles, easing installation and avoiding slow negotiations other vendors would face.

Other Vendors:

- * Charter:
 - * Second place, very close.
 - * Technology used is older (EPON technology nearing end of life).
 - * Lower speeds offered (100/20 Mbps).
 - * Their low-income plan is slower (50/10 Mbps) and doesn't meet FCC's broadband definition.
- * Agile:
 - * Deemed "sketchy."
 - * Proposed fixed wireless based on a tower that hasn't been built yet.
 - * Lower speeds (best effort 100/20 Mbps) and pricing not competitive.
 - * Concerns that Agile's participation would impact future federal funding (BEAD) eligibility by falsely classifying areas as "served."

Funding and Budget:

- * Total available subsidy: ~\$1.3 million.
- * Frontier's total project value: \$551,000 — much lower than budgeted.

- * Frontier met expected matching fund requirements.
- * A significant amount of funding (~\$800,000) would remain unused after Frontier's project.

Expansion Options:

- * Discussed possibly asking Frontier to expand their coverage area to use the leftover funding.
- * Suggested areas:
 - * Near Shade, across Highway 33.
 - * Albany/New Marshfield (specifically an area near Swart Road where a resident has persistently requested service).
- * Priority will be areas with the highest potential impact (more households served).

Other Context:

- * Broadband Ohio will use BEAD funding to cover adjacent areas (like Sharpsburg) not covered by this project.
- * Many federally funded areas (e.g., under RDOF) around Arnesville have seen little to no deployment yet, despite promises.
- * General frustration with slow broadband expansion due to complex regulatory, mapping, and staffing issues, particularly with AEP pole access.

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to authorize negotiations with Frontier for the Arnesville Broadband Project and request for Tom Reid to map out best options for spending the remaining \$800,000.00+ on additional broadband expansion elsewhere in Athens County.

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

911 Teresa Fouts-Imler - National Telecommunicator Week Proclamation

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to accept a proclamation recognizing National Telecommunicator Week, to be observed from April 14th to 20th:

PROCLAMATION

**National 9-1-1 Telecommunicator Week
April 14-20, 2025**

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and,

WHEREAS, it takes a special strength to be the calm voice when lives are on the line. To take control of an emergency using just a phone. To get the right kind of help to the right location. To give instructions that make a difference, no matter what the situation; and

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and medical personnel is critical to the protection of life and preservation of property; and,

WHEREAS, the safety of our police officers, medical personnel, and firefighters is dependent upon the quality and assured accuracy of information obtained from citizens who telephone the Athens County 9-1-1 Emergency Communications center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers, emergency medical personnel, and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and,

WHEREAS, Public Safety Telecommunicators of the Athens County 911 Emergency Communications have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW, therefore, Be It Resolved that the Board of Athens County Commissioners declares the week of April 14 through 20, 2025 to be National Public Safety Telecommunicators Week in Athens County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

Signed this 15 day of April, 2025

/s/Lenny Eliason, Commissioner

/s/Charlie Adkins, Commissioner

/s/Chris Chmiel, Commissioner

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

911 Updates

Teresa Fouts-Imler provided the following 911 Updates:

- * Next Generation 911 Transition:
 - * Teresa shares that last Tuesday, the county successfully transitioned its 911 system to the statewide Next Generation 911 network ("ezy Net"). This major upgrade went smoothly without significant issues. Athens County is now the seventh county in Ohio to complete this transition. Speaker 1 praises Josh from IT for his expertise and crucial role in the successful transition.
- * Emergency Management Updates:
 - * Teresa mentions the county's hazard mitigation plan, noting that it's available online via survey, but hard copies can also be filled out if preferred.
 - * They highlight that the plan is largely boilerplate but tailored to focus on local issues like flooding, severe weather, and road slippage.
- * Future Planning:
 - * Teresa discusses upcoming efforts to improve public navigation during flood events. They plan to create a flood route map layer in the county's GIS system to assist residents and visitors during emergencies.
 - * There are plans to meet with local officials (Jeff Maiden, Connor, and Scott from the auditor's office) next week to work on this mapping project.
 - * Teresa mentions confusion among visitors during events like "Mom's Weekend" when flooding occurs and stresses the need for better signage and directions.
- * Damage Assessments:
 - * Teresa notes that road damage assessments are underway to determine if they meet the threshold for FEMA (or the current equivalent) disaster aid.
- * Hazard Mitigation Survey Reminder:
 - * They remind commissioners of a follow-up meeting on April 30th and encourage them to complete the brief (15-minute) surveys accessible via QR code.
 - * Commissioner Chmiel agrees to complete the survey.
- * Center Environment and Staff Wellbeing:
 - * Teresa expresses pride in the new center, noting a positive atmosphere and improved morale.
 - * They recount a recent traumatic event involving an employee emergency at the dispatch center, emphasizing how personal connections made the incident particularly difficult to handle.

Walk Through Records Center

A motion was made by Mr. Adkins and seconded by Mr. Chmiel to set a Resolution Dedicating The Athens County Records Center Building in Honor of Board President Lenny Eliason:

A RESOLUTION DEDICATING THE ATHENS COUNTY RECORDS CENTER BUILDING IN HONOR OF BOARD PRESIDENT LENNY ELIASON

WHEREAS, the Athens County Records Center was established in the year 2019 to preserve, manage, and provide access to the official records of Athens County; and

WHEREAS, the Records Center plays a vital role in ensuring transparency, accountability, and efficient record keeping for the benefit of Athens County government and its citizens; and

WHEREAS, Lenny Eliason, serving as Board President of the Athens County Commissioners, has demonstrated steadfast leadership, dedication, and vision in supporting county operations and initiatives, including the establishment and continued development of the Records Center; and

WHEREAS, throughout his 27 years of distinguished service to Athens County—as the longest-serving commissioner in county history—Lenny Eliason has shown an unwavering commitment to public service and the responsible stewardship of county resources, making a lasting impact on the county and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Athens County, Ohio, that: The Athens County Records Center building, created in 2019, is hereby dedicated in honor of Lenny Eliason, Board President, in recognition of his 27 years of service, his role as the longest-serving commissioner, and his leadership and contributions to Athens County.

Signed this 15th of April 2025.

/s/Charlie Adkins

/s/JoAnn Rockhold, Administrator

/s/Chris Chmiel

/s/Alison Pierson, Clerk

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


Adjourn

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

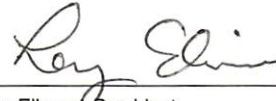
The roll being called upon for adoption, the vote resulted as follows: Mr. Eliason, yea; Mr. Chmiel, yea; Mr. Adkins, yea.



JoAnn Rockhold, Administrator



Alison Pierson, Clerk



Lenny Eliason, President



Charlie Adkins, Vice-President



Chris Chmiel