

Resolution

Number 23-1526

Adopted Date November 14, 2023

ADMINISTER DISCIPLINARY ACTION AGAINST KELLY FIEBIG, EMERGENCY COMMUNICATIONS OPERATOR WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT

WHEREAS, Ms. Fiebig, Emergency Communications Operator, was charged with Group I offense #15, failure to observe departmental rules, in accordance with the Warren County Personnel Policy Manual; and

WHEREAS, the Operations Manager requested a pre-disciplinary conference for the above violation regarding Ms. Fiebig as she has prior active discipline in the past two years; and

WHEREAS, Ms. Fiebig was given notification of a pre-disciplinary conference on November 6, 2023; and

WHEREAS, Ms. Fiebig waived her right to a pre-disciplinary conference on November 7, 2023; and

WHEREAS, it is the recommendation of the Operations Manager that Ms. Fiebig serve a one (1) day suspension to follow progressive discipline as Ms. Fiebig has prior active discipline within the past two years; and

NOW THEREFORE BE IT RESOLVED, that Kelly Fiebig, Emergency Communications Operator, within the Warren County Emergency Services Department, be disciplined for violating the Warren County Personnel Policy Manual as herein before discussed, the penalty for which shall consist of a one (1) day suspension to be served November 20, 2023; and

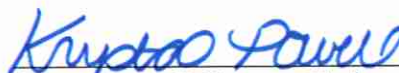
BE IT FURTHER RESOLVED, this action shall become a part of Ms. Fiebig's personnel file.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Emergency Services (file)
K. Fiebig's Personnel File
OMB (Sue Spencer)

Resolution

Number 23-1527

Adopted Date November 14, 2023

APPROVE RECLASSIFICATION OF JENA SHORT FROM CUSTOMER ADVOCATE I TO CUSTOMER ADVOCATE II WITHIN THE WARREN COUNTY OHIO MEANS JOBS

WHEREAS, the OhioMeansJobs Supervisor has indicated that Ms. Short is completing the essential duties of a Customer Advocate II and desires to reclassify her to said position; and

NOW THEREFORE BE IT RESOLVED, to reclassify Jena Short Customer Advocate II, non-exempt, pay range #15, \$21.02 per hour, effective pay period beginning November 3, 2023 and

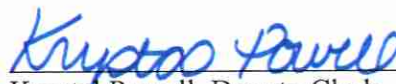
BE IT FURTHER RESOLVED, Ms. Short will receive the typical three percent increase upon completion of her year probation in February 2024.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: OhioMeansJobs (file)
J. Short's Personnel file
OMB – Sue Spencer

Resolution

Number 23-1528

Adopted Date November 14, 2023

APPROVE RESIGNATION, DUE TO RETIREMENT, OF PAUL BERNARD, PUBLIC SAFETY SYSTEMS MANAGER, WITHIN THE TELECOMMUNICATIONS DEPARTMENT EFFECTIVE DECEMBER 29, 2023

BE IT RESOLVED, to accept the resignation, due to retirement, of Paul Bernard, Public Safety Systems Manager, within the Telecommunications Department, effective December 29, 2023.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

H/R

cc: Telecom (file)
P. Bernard's Personnel File
OMB – Sue Spencer
Tammy Whitaker

Resolution

Number 23-1529

Adopted Date November 14, 2023

APPROVE LATERAL TRANSFER OF BRENDAN CZINEGE FROM THE POSITION OF WATER DISTRIBUTION WORKER III TO WATER DISTRIBUTION III/CUSTOMER SERVICE WORKER WITHIN THE WATER AND SEWER DEPARTMENT

WHEREAS, the Sanitary Engineer has requested to transfer Mr. Czinege to said position; and

NOW THEREFORE BE IT RESOLVED, to approve the lateral transfer of Brendan Czinege from the position of Water Distribution Worker III to Water Distribution III/Customer Service Worker within the Water and Sewer Department effective pay period beginning November 3 2023.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Water and Sewer (file)
B. Czinege's Personnel file
OMB – Sue Spencer

Resolution

Number 23-1530

Adopted Date November 14, 2023

APPROVE LATERAL TRANSFER OF JAMES BREWER FROM THE POSITION OF WATER DISTRIBUTION WORKER III TO WATER DISTRIBUTION III/CUSTOMER SERVICE WORKER WITHIN THE WATER AND SEWER DEPARTMENT

WHEREAS, the Sanitary Engineer has requested to transfer Mr. Brewer to said position; and

NOW THEREFORE BE IT RESOLVED, to approve the lateral transfer of James Brewer from the position of Water Distribution Worker III to Water Distribution III/Customer Service Worker within the Water and Sewer Department effective pay period beginning November 3, 2023.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Water and Sewer (file)
J. Brewer's Personnel file
OMB – Sue Spencer

Resolution

Number 23-1531

Adopted Date November 14, 2023

APPROVE LATERAL TRANSFER OF BO HARNER FROM THE POSITION OF WATER DISTRIBUTION WORKER I TO WATER DISTRIBUTION I/LOCATOR WITHIN THE WATER AND SEWER DEPARTMENT

WHEREAS, the Sanitary Engineer has requested to transfer Mr. Harner to said position; and

NOW THEREFORE BE IT RESOLVED, to approve the lateral transfer of Bo Harner from the position of Water Distribution Worker I to Water Distribution I/Locator within the Water and Sewer Department effective pay period beginning November 3, 2023; and

BE IT FURTHER RESOLVED, Mr. Harner will be eligible for wage increases when he obtains a CDL license and/or backhoe certification as established with wages increases associated with a water distribution work II or III.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Water and Sewer (file)
B. Harner's Personnel file
OMB – Sue Spencer

Resolution

Number 23-1532

Adopted Date November 14, 2023

AUTHORIZE THE VICE PRESIDENT OF THIS BOARD TO SIGN A SATISFACTION OF MORTGAGE FOR EARLENE LYONS

WHEREAS, Earlene Lyons received a Deferred Loan for down payment assistance through the First Time Homebuyer Down Payment Assistance Program-Habitat for Humanity, funded by the FY2002 Community Housing Improvement Program (CHIP) on the property at 332 Jameson Ave., Lebanon, Ohio 45036; and

WHEREAS, the requirements of the Down Payment Assistance Mortgage have now been satisfied; and


NOW THEREFORE BE IT RESOLVED, to authorize the Vice President of this Board to sign a Satisfaction of Mortgage for the *Mortgage to Secure a Deferred Loan*, recorded in Book 3352, Pages 140-144, held by the Warren County Board of Commissioners, on the property at 332 Jameson Ave., Lebanon, Ohio 45036.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

/vsp

cc: c/a—Lyons, Earlene
OGA (file)

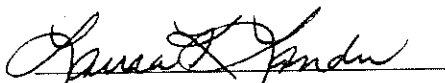
SATISFACTION OF MORTGAGE

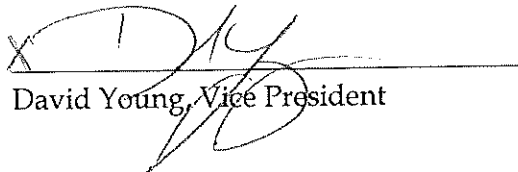
KNOW ALL MEN BY THESE PRESENTS, THAT the Warren County Board of Commissioners does hereby certify, that a certain Mortgage Deed, dated the 14th day of November, 2003, recorded on the 14th day of November, 2003, in Record of Mortgages, Vol. 3352 Pages 140-144, in the Office of the Recorder of Warren County, Ohio, executed by Earlene Lyons, unmarried, to the **Warren County Board of Commissioners** on the following real estate, known as 332 Jameson Ave., Lebanon, Ohio 45036, and legally described in Exhibit "A", attached hereto and made a part hereof, has been **fully satisfied**, and the Recorder is authorized to discharge the same of record.


In Testimony Whereof, the said Warren County Board of Commissioners, by David Young, Vice President, acting in his official capacity, has hereunto set his hand this 14th day of November, 2023, A.D.

Signed and Acknowledged
In the Presence of

Warren County Board of Commissioners


Signature of Witness


David Young, Vice President

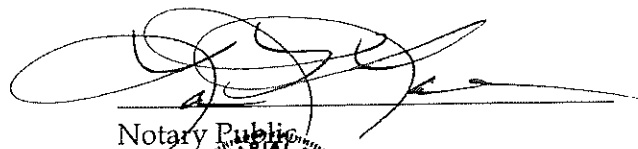

Printed Name of Witness

State of Ohio
County of Warren, ss:

Be It Remembered, that on this 14th day of November, 2023, A.D., before me, the subscriber, a Notary Public in and for said County, personally came the above named David Young, Vice President of the Warren County Board of Commissioners, who acknowledged the signing of the foregoing instrument, while acting in his official capacity, to be his voluntary act and deed, for uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

This instrument prepared by Warren County, Ohio.


Notary Public



LAURA K LANDER
NOTARY PUBLIC • STATE OF OHIO
Comm. No. 2017-RE-687973
My Commission Expires Dec. 26, 2027

Exhibit "A"

Parcel ID # 13-35-252-011

Situated in the State of Ohio, County of Warren and City of Lebanon, and being a part of Section 32, Town 5, Range 3, now known as Lot #5828 of Harmon Woods Subdivision, Section Three as recorded in Plat Book 53, page 20 of the plat records in Warren County Recorder's Office, Warren County, Ohio.

Prior Instrument Reference: Volume 2169, Page 292 of the Official Records of Warren County, Ohio.

Resolution

Number 23-1533

Adopted Date November 14, 2023

AUTHORIZE THE WATER AND SEWER DEPARTMENT TO PARTICIPATE IN THE WARREN COUNTY TRANSPORTATION DISTRICT STATE ROUTE 63 AND STATE ROUTE 741 IMPROVEMENTS PROJECT WAR-SR-63-0.83, AND PROVIDE REIMBURSEMENT FOR WATER AND SEWER IMPROVEMENTS

WHEREAS, the Warren County Transportation District (herein "WCTID") is performing improvements that includes the widening of State Route 63 from two to four lanes with turn lane improvements at the major intersections (herein "Project"); and

WHEREAS, the Warren County Water and Sewer Department owns, maintains, and operates water distribution mains within the WCTID project area and that portions of the water distribution system within the project area will be impacted by grade changes and will need to be relocated; and

WHEREAS, the Warren County Water & Sewer Department wishes to construct water distribution system improvements as part of the TID project; and

WHEREAS, this Board determines that the proposed improvement project is for public use and that it is necessary for the public health, safety and/or general welfare of the citizens of Warren County and others.

NOW THEREFORE BE IT RESOLVED THAT,

1. The Warren County Sanitary Engineer is hereby authorized to participate in all phases of the WCTID State Route 63 and State Route 741 Improvements Project WAR-SR-63-0.83, for the easement acquisition, design, construction, and operation of water distribution improvements.
2. The Warren County Water and Sewer Department is further authorized to reimburse the WCTID for all easement acquisition, design, and construction costs associated with the water and sewer improvements.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

CAW

cc: Water/Sewer (file)
Project File
Auditor____

Resolution

Number 23-1534

Adopted Date November 14, 2023

DECLARE VARIOUS ITEMS FROM THE BOARD OF DEVELOPMENTAL DISABILITIES, FACILITIES MANAGEMENT, AND PROSECUTOR'S OFFICE AS SURPLUS AND AUTHORIZE THE DISPOSAL OF SAID ITEMS THROUGH INTERNET AUCTION

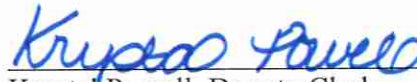
BE IT RESOLVED, to authorize disposal of various items the Board of Developmental Disabilities, Facilities Management, and Prosecutor's Office, and in accordance with the Ohio Revised Code; list of said items attached hereto and made a part hereof.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

/tm

cc: 2023 Auction file
Facilities Management (file)
Brenda Quillen, Auditor's Office



Conference Room Chairs

Location:

[Lebanon, OH 45036, Ohio, USA](#)

Description

Lot includes 8 leather office chairs. All have wear and tear.

****PICK UP AT 42 KINGS WAY LEBANON, OH 45036****

Inventory ID	BDD230051
Condition	Used/See Description
Lot#	3051-5190

Print
 Share

Seller Information

Seller:	Warren County, OH
Asset Contact:	Priscilla Hahn
Email:	priscilla.hahn@warrencountydd.org
Phone:	+15132286421
Item Location:	42 Kings Way, Lebanon, OH 45036, Ohio, 45039, USA

Inspection

Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding by appointment only. See contact information to schedule an inspection.

Payment

PAYMENT

If you are the winning bidder, you will facilitate payment by referring to the [My Bids](#) section of your account.

Note:

1. Payment is due within 5 (five) business days of auction closure.
2. Any invoice \$5,000 or above requires payment via wire transfer.



File Cabinets

Location:
[Lebanon, OH 45036, Ohio, USA](#)

1 of 2



Description

Lot includes 2 file cabinets.

- 1- 2 drawer file cabinet
- 1- 4 drawer file cabinet

****PICK UP AT 42 KINGS WAY, LEBANON, OH 45036****

Inventory ID	BDD230052
Condition	Used/See Description
Lot#	3051-5191

 
Print Share

Seller Information

Seller:	Warren County, OH
Asset Contact:	Priscilla Hahn
Email:	priscilla.hahn@warrencountyod.org
Phone:	+15132286421
Item Location:	42 Kings Way, Lebanon, OH 45036, Ohio, 45039, USA

Inspection

Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding by appointment only. See contact information to schedule an inspection.

Payment

PAYMENT

If you are the winning bidder, you will facilitate payment by referring to the [My Bids](#) section of your account.

Note:



 [Offline Message](#)



Office Chairs

Location:
[Lebanon, OH 45036, Ohio, USA](#)

Description

Lot includes 3 office chairs

1 black computer chair

2 green office chairs

****PICK UP AT 42 KINGS WAY, LEBANON, OH 45036****

Inventory ID	BDD230053
Condition	Used/See Description
Lot#	3051-5192

 
Print Share

Seller Information

Seller:	Warren County, OH
Asset Contact:	Priscilla Hahn
Email:	priscilla.hahn@warrencountydd.org
Phone:	+15132286421
Item Location:	42 Kings Way, Lebanon, OH 45036, Ohio, 45039, USA

Inspection

Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding by appointment only. See contact information to schedule an inspection.

Payment

PAYMENT

If you are the winning bidder, you will facilitate payment by referring to the [My Bids](#) section of your account.

Note:



QNAP- iPhone X

Location:

[Lebanon, OH 45036, Ohio, USA](#)

Description

lot includes 1 QNAP with hard drives and one iPhone X. Both items have been wiped. Phone is reset to factory settings and is not carrier locked.

****PICK UP AT 42 KINGS WAY LEBANON, OH 45036****

Inventory ID	BDD230054
Condition	Used/See Description
Lot#	3051-5193

[Print](#) [Share](#)

Seller Information

Seller:	Warren County, OH
Asset Contact:	Priscilla Hahn
Email:	priscilla.hahn@warrencountydd.org
Phone:	+15132286421
Item Location:	42 Kings Way, Lebanon, OH 45036, Ohio, 45039, USA

Inspection

Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding by appointment only. See contact information to schedule an inspection.

Payment

PAYMENT

If you are the winning bidder, you will facilitate payment by referring to the [My Bids](#) section of your account.

Note:

1. Payment is due within 5 (five) business days of auction closure.



12 of 12

1 of 1

Set of 12 Lockers

Location:
Lebanon, Ohio, USA

Description

Set of 12 metal lockers. Each locker is 12" wide. Total height is 72" tall. The lockers are 18" deep. As is.

Inventory ID	FAC230118
Condition	Used/See Description
Lot#	3051-5197

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Seller Information

Seller:	Warren County, OH [view seller's other assets]
Asset Contact:	Tammy May
Email:	Tammy.May@co.warren.oh.us
Phone:	+15136951463
Item Location:	430 Justice Dr, Lebanon, Ohio, 45036-2384, USA



2/2
(5/2)

1 of 1

Set of 12 Lockers

Location:
Lebanon, Ohio, USA

Description

Set of 12 metal lockers. Each locker is 12" wide. Total height is 72" tall. The lockers are 18" deep. As is.

Inventory ID	FAC230119
Condition	Used/See Description
Lot#	3051-5198

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Seller Information

Seller:	Warren County, OH [view seller's other assets]
Asset Contact:	Tammy May
Email:	Tammy.May@co.warren.oh.us
Phone:	+15136951463
Item Location:	430 Justice Dr, Lebanon, Ohio, 45036-2384, USA





0/0
0/0

1 of 1

Set of 12 Lockers

Location:
Lebanon, Ohio, USA

Description

Set of 12 metal lockers. Each locker is 12' wide. Total height is 72' tall. The lockers are 18' deep. As is.

Inventory ID	FAC230120
Condition	Used/See Description
Lot#	3051-5199

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Seller Information

Seller:	Warren County, OH [view seller's other assets]
Asset Contact:	Tammy May
Email:	Tammy.May@co.warren.oh.us
Phone:	+15136951463
Item Location:	430 Justice Dr, Lebanon, Ohio, 45036-2384, USA



0:00
05:00

1 of 1

Set of 12 Lockers

Location:

[Lebanon, Ohio, USA](#)

Description

Set of 12 metal lockers. Each locker is 12" wide. Total height is 72" tall. The lockers are 18" deep. As is.

Inventory ID FAC230121

Condition Used/See Description

Lot# 3051-5200



Print



Share

Seller Information

Seller: Warren County, OH

[\[view seller's other assets \]](#)

Asset Contact: Tammy May

Email: Tammy.May@co.warren.oh.us

Phone: +15136951463

Item Location: 430 Justice Dr, Lebanon, Ohio, 45036-2384, USA



0/0
0/0

1 of 1

Set of 12 Lockers

Location:

[Lebanon, Ohio, USA](#)

Description

Set of 12 metal lockers. Each locker is 12" wide. Total height is 72" tall. The lockers are 18" deep. As is.

Inventory ID: FAC230122

Condition: Used/See Description

Lot#: 3051-5201

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Seller Information

Seller: Warren County, OH
[\[view seller's other assets\]](#)

Asset Contact: Tammy May

Email: Tammy.May@co.warren.oh.us

Phone: +15136951463

Item Location: 430 Justice Dr, Lebanon, Ohio, 45036-2384, USA



1 of 1

Lot of (2) Dell Computer Towers, (2) HP Monitors

Location:
Lebanon, Ohio, USA

Description

One (1) Dell OptiPlex 7040 computer tower (hard drive removed); one (1) Dell OptiPlex 7060 computer tower (hard drive and DVD drive removed); one (1) 19" HP 1940 monitor (bad backlight); one (1) 17" HP 1740 monitor (bad backlight)

Inventory ID	PRO 230002
Condition	Used/See Description
Lot#	3051-5194

Print Share

Seller Information

Seller:	Warren County, OH [view seller's other assets]
Asset Contact:	Michelle Buck
Email:	michelle.buck@warrencountyprosecutor.com
Phone:	+15136951780





Lot of Five (5) Dell Laptop Computers

Location:
[Lebanon, Ohio, USA](#)

Description

One (1) Dell Latitude E6540 laptop computer (hard drive removed); two (2) Dell Inspiron 5570 laptop computers (hard drives removed, some keys on keyboards do not work); one (1) Dell Inspiron 5570 laptop computer (hard drive removed, CD drive does not work, some keys on keyboard do not work); one (1) Dell Inspiron 5570 laptop computer (hard drive removed, outer case broken)

Inventory ID	PRO230003
Condition	Used/See Description
Lot#	3051-5195

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Seller Information

Seller:	Warren County, OH [view seller's other assets]
Asset Contact:	Michelle Buck
Email:	michelle.buck@warrencountyprosecutor.com



0/0
(0-0)

1 of 1

Microwave Black GE Model JES1451DNBB 1.4 cu ft 1,100 watt

Location:

[Lebanon, Ohio, USA](#)

Description

Microwave Black GE Model JES1451DNBB 1.4 cu ft 1,100 watt - DOES NOT WORK PROPERLY - TURNS ON WHEN MICROWAVE DOOR IS OPEN

Inventory ID: PRO230004

Condition: Used/See Description

Lot#: 3051-5196

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Q & A

Have a question or looking to schedule an appointment?

[Ask your question](#)

Resolution

Number 23-1535

Adopted Date November 14, 2023

ACKNOWLEDGE PAYMENT OF BILLS

BE IT RESOLVED, to acknowledge payment of bills from 11/7/23 and 11/9/23 as attached hereto and made a part hereof.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

/tao

cc: Auditor

Resolution

Number 23-1536

Adopted Date November 14, 2023

APPROVE OPERATIONAL TRANSFER FROM COMMISSIONERS FUND #11011112 INTO CHILD SUPPORT ENFORCEMENT AGENCY FUND #2263

WHEREAS, the Child Support Enforcement Agency has submitted a request to this Board to transfer the fourth quarter of their 2023 local share to their Fund #2263; and

NOW THEREFORE BE IT RESOLVED, to approve the following operational transfer from Commissioners Fund #11011112 to the Child Support Enforcement Agency Fund #2263:

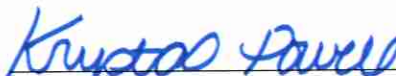
\$44,305.00	from	#11011112-5748	(Commissioners Transfers - CSEA)
	into	#2263 49000	(CSEA - County Share)

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Auditor
Operational Transfer file
CSEA (file)
OMB

Resolution

Number 23-1537

Adopted Date November 14, 2023

APPROVE SUPPLEMENTAL APPROPRIATION INTO LOCAL FISCAL RECOVERY
FUND #2211

BE IT RESOLVED, to approve the following supplemental appropriation for Economic and
Tourism Activity:

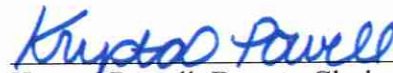
\$3,000,000.00 into #22111110-5400 (Loc Fiscal Rec – Purchased Services)

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


Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Auditor 
Supplemental Appropriation file
OMB (file)

Resolution

Number 23-1538

Adopted Date November 14, 2023

APPROVE APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #11011110 INTO EMERGENCY SERVICES FUND #11012850

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #11011110 into Emergency Services Fund #11012850 in order to process a vacation leave for Jordan Williams former employee of Emergency Services:

\$3,369.00	from	#11011110-5882	(Commissioners - Vacation Leave Payout)
	into	#11012850-5882	(Dispatch - Vacation Leave Payout)

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Auditor
Appropriation Adjustment file
Emergency Services (file)
OMB

Resolution

Number 23-1539

Adopted Date November 14, 2023

APPROVE APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #11011110 INTO SHERIFF'S OFFICE - CORRECTIONS FUND #11012210

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #11011110 into Sheriff's Office - Corrections Fund #11012210 in order to process a vacation leave for Sydney Doughman former employee of Sheriff's Office - Corrections:


\$998.00	from	#11011110-5882	(Commissioners - Vacation Leave Payout)
	into	#11012210-5882	(WCSO - Corrections - Vacation Leave Payout)

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Auditor
Appropriation Adjustment file
Sheriff (file)
OMB

Resolution

Number 23-1540

Adopted Date November 14, 2023

APPROVE APPROPRIATION ADJUSTMENT WITHIN GRANTS ADMINISTRATION
FUND #2265

BE IT RESOLVED, in order to process vouchers for vacation payout with the appropriate object code, it is necessary to approve the following appropriation adjustment:

\$2,400.00	from	22653420-5317	(Non-Capital Purchase)
	into	22653410-5882	(Vacation Payout)

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

/sm

cc: Auditor
Appropriation Adj. file
OGA (file)

Resolution

Number 23-1541

Adopted Date November 14, 2023

APPROVE APPROPRIATION ADJUSTMENT WITHIN THE WATER REVENUE FUND #5510

WHEREAS, the Water and Sewer Department incurs costs pertaining to uniform clothing and personal equipment; and

WHEREAS, an appropriation adjustment is necessary to accommodate said costs; and

NOW THEREFORE BE IT RESOLVED, to approve the following appropriation adjustment:

\$5,000.00	from	55103200-5998	(Reserve/Contingency)
	into	55103200-5855	(Clothing/Personal Equipment)

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

mbz

cc: Auditor
Appropriation Adj. file
Water/Sewer (file)

Resolution

Number 23-1542

Adopted Date November 14, 2023

APPOINT JAMES RYAN AS THE DEPUTY DIRECTOR OF THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, HUMAN SERVICES DIVISION

WHEREAS, it is the desire of the Board of County Commissioners to appoint James Ryan as the Deputy Director of the Warren County Department of Job and Family Services, Human Services Division; and

NOW THEREFORE BE IT RESOLVED, to appoint James Ryan, as the Deputy Director within the Warren County Department of Job and Family Services, Human Services Division, unclassified, full-time permanent, exempt status (40 hours per week), Pay Range #B, \$2,788.46 bi-weekly, effective pay period beginning November 18, 2023.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Human Services (file)
J. Ryan's Personnel file
OMB – Sue Spencer

Resolution

Number 23-1543

Adopted Date November 14, 2023

ADOPT CLASSIFICATION SPECIFICATION FOR DIRECTOR OF DEVELOPMENT AND REORGANIZE THE WARREN COUNTY OHIO MEANS JOBS DEPARTMENT, AMEND THE TITLE AND JOB DUTIES OF THE CURRENT DIRECTOR OF ECONOMIC DEVELOPMENT TO DIRECTOR OF DEVELOPMENT, AND APPROVE A WAGE INCREASE FOR MATTHEW SCHNIPKE

WHEREAS, due to the recent resignation of the Director of the Warren County OhioMeansJobs Department, it is the desire of the Warren County Board of Commissioners to reorganize said department under the leadership of the Warren County Economic Development Department; and

WHEREAS, as part of said reorganization, the duties and job title of the current Director of Economic Development Department must be amended; and

WHEREAS, the title and job duties of Matthew Schnipke, Director of Economic Development are to be amended to reflect the new title of Director of Development with two divisions reporting to him – Warren County OhioMeansJobs and Economic Development; and

WHEREAS, due to the additional duties Matthew Schnipke is undertaking a wage increase is necessary; and

NOW THEREFORE BE IT RESOLVED, to adopt the classification specification of Director of Development and to amend Matthew Schnipke's title and duties to Director of Development; as attached hereto and made a part hereof.

BE IT FURTHER RESOLVED, to approve a wage increase for Matthew Schnipke, Director of Development to \$4,021.30, effective with the pay period beginning November 18, 2023.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: Economic Development (file)
OhioMeansJobs (file)
M. Schnipke's Personnel file
OMB – Sue Spencer

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

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TITLE: Director of
Development

PAY RANGE: C

JOB RESPONSIBILITIES: (Performs other duties as required.)

Under administrative provides direction, responsible for the administration of all operations for the Economic Development of the County, OMJ and the Workforce Investment program; duties include planning, implementing and monitoring all programs and services. Supervision Exercised: Economic Development Specialist + Administrative Assistant; Oversees performance of One-Stop contracted service providers; represents County interests related to WIA and the OMJ Center.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Requires a bachelor's degree in business, finance, accounting or closely related field. Master's degree in the same is highly desirable. Five years of successful, progressive managerial experience in at least one of those areas. Master's degree in the same is highly desirable.

ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks performed by this classification.

1. Develop and administer business attraction and expansion programs.
2. Create and implement marketing programs to attract new business investment
Provide technical services to incoming and existing businesses, including site selection, incentives, and relocation assistance.
3. Develop a strategic network of contacts, including real estate professionals and business executives, to promote development and identify business opportunities.
4. Administer the Warren County Enterprise Zone Program, and various loan programs and assure compliance with state regulations and reporting requirements.
5. Create and maintain a business information clearinghouse to serve as a central resource for community and business development data.
6. Conduct public relations to highlight the community's development, with emphasis on the expanding business base.
7. Coordinate with other departments and development agencies, public and private, to streamline the business development process in the community.
8. Serve as a liaison to major employers for government-to-business communications and troubleshooting.

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

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TITLE: Director of
Development

PAY RANGE: C

9. Supervises Economic Development staff.
10. Provides vision and direction for OMJ functions and activities;
11. Works cooperatively with One-Stop partners and the Regional Board to plan and implement workforce activities;
12. Works with other agencies and organizations to coordinate training programs and services; promotes interagency cooperation;
13. Demonstrates regular and predictable attendance.
14. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Technical competence in the field of business development, specifically local and regional markets, real estate, finance, and public and private incentive programs; Considerable knowledge of the Warren County community and familiarity with the region; Strong interpersonal skills and customer service orientation; Good professional judgment; Ability to speak before groups and to write effectively; Ability to maintain productive working relationships within the organization and with other organizations; Ability to plan, organize and evaluate the work of others; Ability to develop and administer a budget; Computer literacy – at a minimum must have basic knowledge of word processing, spreadsheet, e-mail and contact management programs; Understand and apply concepts used in zoning and code enforcement; Read and understand reports, correspondence, instructions, maps and site plans; Ability to drive and ride in a car.

Resolution

Number 23-1544

Adopted Date November 14, 2023

APPOINT JOSHUA HISLE AS THE DEPUTY DIRECTOR OF WARREN COUNTY OHIOMEANSJOBS

WHEREAS, it is the desire of the Board of County Commissioners to appoint Joshua Hisle as the Deputy Director of Warren County OhioMeansJobs; and

WHEREAS, it is the desire of the Board of County Commissioners that the direct report for Mr. Hisle will be Matthew Schnipke, Director of Development; and


NOW THEREFORE BE IT RESOLVED, to appoint Joshua Hisle, as the Deputy Director within Warren County OhioMeansJobs, unclassified, full-time permanent, exempt status (40 hours per week), Pay Range #B, \$2,788.46 bi-weekly, effective pay period beginning November 03, 2023.

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

Mrs. Jones – absent
Mr. Young – yea
Mr. Grossmann – yea

Resolution adopted this 14th day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Deputy Clerk

cc: OhioMeansJobs (file)
J. Hisle's Personnel file
OMB – Sue Spencer
M. Schnipke