

**Commissioners' Journal**  
**December 10, 2024**

*The Geauga County Board of Commissioners met in session on December 10, 2024 at 9:30 a.m. in the Commissioners' Offices located at 12611 Ravenwood Drive, in Room B303 in Chardon, Ohio.*

*It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.*

*The President of the Board, Ralph Spidalieri opened the meeting at 9:40 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.*

*Commissioner Dvorak read the following prayer:*

*Dear Lord*

*Last Saturday was December 7<sup>th</sup>, Pearl Harbor Day. It was 83 years ago. On a Sunday morning, at approximately 7:48 a.m. we were attacked. It was a time of great evil in the world. We also remember those who stood their ground. Those who fought on all battle fronts to ensure that evil would not prevail. We thank you that in the hour of need, you gave men and women the strength and resolve to stand – whatever the cost! May those brave souls who still remain here with us in mind and in spirit. May we thank them for their bravery and sacrifice.*

*Amen*

**FINANCIALS**

*County Administrator Gerard Morgan reported on financials from December 3, 2024, Resolution #24-206 that included Revenue Certification for the Engineer's Office in their Building Fund for additional unbudgeted Transfers In money for 2024; as approved by the County Administrator pursuant to Resolution #24-011 approved January 8, 2024 to authorize the County Administrator to execute, in the case of a lack of quorum of Commissioners and / or if session is cancelled on a regular financial day or on a day when financials need to be approved, the required approvals for county financials on behalf of the Board during the Year 2024, as authorized by O.R.C. 305.30.*

**COMMISSIONERS' OFFICE - COUNTY ADMINISTRATOR'S REPORT**

*County Administrator Gerard Morgan reported on what he approved on December 6, 2024 for the Department of Job and Family Services to Acknowledge the following new hire appointment, as the Executive Director of Job and Family Services complied with the Board of Commissioners' recruitment and hiring procedures for: Josephine Thomsen, Eligibility Referral Specialist I (replacement) Effective November 25, 2024 and for Maintenance Approved hiring Leigh Orlowski to the position of Part-time General Communications Clerk / Switchboard Operator (#1912) to be effective January 6, 2025 at the rate of \$15.13 per hour (Grade 3, Step 7) with a one year probationary period. This offer of employment is contingent upon the successful completion of the required pre-employment conditions and Approved hiring Scott Griffith to the position of Full-time Senior Maintenance Technician (#1905) to be effective January 6, 2023 at the rate of \$21.54 per hour (Grade 7, Step 6) with a one year probationary period. This offer of employment is contingent upon the successful completion of the required pre-employment conditions; as authorized by Resolution #24-011 under the direction and supervision of the County Commissioners that was approved January 8, 2024 pursuant to O.R.C. 305.30.*

**MEETING MINUTES**

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to approve and execute the minutes for the meeting of November 19, 2024.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

**APPROVE FINANCIALS**

*Mr. Gorton explained the financials for today as including various Appropriation transfers and Supplemental appropriations and de-appropriations to adjust accounts and funds to balance for final invoices and year end; Cash transfer out of the General Fund to County Facility Bond Retirement Fund for the rest of the money needed to pay the principal and interest payments for*

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next year on the county office building, Cash transfer out of the General Fund to the Phase II Capital Reserve Fund for money that will be needed for the Courthouse Expansion, Cash transfer from the General Fund to Community Development for an additional \$15,000.00 in order to balance out their fund for year end. This amount will be removed from their first quarter 2025 transfer, a Then and Now Encumbrance for the Commissioners' Office to Kimberly Baioni for appointed counsel fees from 2023 that were not previously encumbered, a payment for the Commissioners' Office to Infinity Construction Company for pay request #14 of the Courthouse Expansion project in the amount of \$1,053,105.31, a payment for the Engineer's Office to Junction Buick GMC for a 2024 GMC Terrain replacement vehicle in the amount of \$12,985.00. A 2020 Dodge RAM 1500 pickup truck was traded in for \$17,000.00 plus a \$2,500 rebate, for a total purchase price of \$32,485.00, and Revenue Certifications and De-Certifications from Community Development, Emergency Services, Job and Family Services, Juvenile Court, Sheriff and Water Resources for additional unbudgeted revenue or budgeted revenue that they received or did not receive in 2024 in order to balance out their funds for year end.

Commissioner Lennon asked about the transfer from capital reserve fund amount to which Mr. Gorton stated that it is \$1 million and next year will move \$9 million which will allow a Carryover and keep contracts open and not have to close out and re-open contracts. Mr. Gorton noted that the Clerk of Courts has agreed to return the title admin funds to the General Fund from the use of the ARPA funds for payroll.

*Motion:* by Commissioner Lennon, seconded by Commissioner Dvorak to approve and execute Resolution #24-207 itemizing the financials for the meeting of December 10, 2024.

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

**AIRPORT AUTHORITY – REIMBURSEMENT REQUEST #4 AND FINAL – FAA AIP GRANT PROJECT – PARALLEL TAXIWAY AND LED LIGHTING DESIGN PHASE**

Airport Manager Ric Blamer asked the Board to approve reimbursement request #4 and final on the design phase of the parallel taxiway.

*Motion:* by Commissioner Lennon, seconded by Commissioner Dvorak to approve Reimbursement Request #4 and Final for the FAA AIP Grant Project (#3-39-0054-027-2023) for the Construct Parallel Taxiway A Pavement and LED Lighting, Phase ½ Design in the amount of \$18,125.00 (\$16,335.00 FAA Portion, \$895.00 ODOT portion and \$895.00 Local County Match).

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

Mr. Spidalieri explained that he had spoken with Mr. Hess about coming in next week to discuss the project they are working on, to which Mr. Blamer explained that they are looking to do another hangar with 8 units that will be approximately 12,500 square feet, similar in size to the one done a few years ago. The previous hangar was 10 units, the new hangar will have the ability to have larger units, as one unit will need to accommodate a plane with a sixty-foot wingspan. Mr. Spidalieri stated that he had worked with Mr. Blamer on getting the project moving forward, and that the hangars will be leased before the project will be completed. Mr. Blamer stated that the hangar units are already committed with deposits on them and has a current wait list of about 32 people. Mr. Spidalieri asked for a comparison on fuel sales and the value of what they have been doing. Mr. Blamer stated that when he started, they were selling about 10-12,000 gallons and this past year was 17,000 gallons. Mr. Blamer noted that they have been bumping up the hangar rates and are pretty close to being higher than other airports, adding that the rent will be increasing 4% for next year. Mr. Spidalieri thanked Mr. Blamer for everything he has done for the airport and feels that when the parallel taxiway gets completed there will be a huge impact as well. It was noted that people don't often realize the amount of business traffic that comes in and out. Discussion continued about the medical helicopter and working with UH to maintain that unit at the airport, working with the schools on teaching

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*classes and the flying club that was started continuing to grow and adding additional aircraft. Mr. Blamer added that they will be offering classes to learn how to fly.*

**COUNTY ENGINEER'S OFFICE – UNIT PRICE CONTRACT – MILLER BUILDERS LLC – CONSTRUCTION OF A SALT STORAGE BUILDING**

*Deputy Engineer Jacob Scotese asked the Board to approve the Unit Price Contract with Miller Builders on the construction of the Salt Storage Structure. Mr. Lennon asked about how many bids were received to which Mr. Scotese stated that two were submitted and the estimate on the project was \$750,000.00 and the bid came in under the estimate. The structure will be 92'x120' and will store about 6,600 tons of salt and will be located next to the current building.*

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to approve and execute the Unit Price Contract with Miller Builders LLC for the Construction of a Salt Storage Building in Claridon Township in the amount of \$637,780.00.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

**VETERANS SERVICE COMMISSION – APPROVE USE OF UNENCUMBERED FUNDS – 2024 VETERANS MEMORIAL REVITALIZATION PROJECT**

*Director Michele Pemberton, along with Board Member John Riha came before the Board to discuss the Veterans Memorial project. Ms. Pemberton explained that she had been contacted by Mr. Morgan and Mr. Vernick about relocating a plaque from 1957 that was placed by the Chardon Auxiliary in the northwest corner of the courthouse and with the renovation needed to be removed. A local resident redid the plaque and they have been working on a plan to relocate it and the existing 'killed in action' memorial, which is missing two Veterans names, Staff Sergeant Sean Landris killed in 2004 and Christopher Tibidau killed in 2011. Ms. Pemberton explained that they will revitalize the current county memorial and incorporate the two new stones, a walkway and replace the brick pavers and a place for those to sit and reflect. Ms. Pemberton stated that they have funds left this year and are asking to use those funds to update the memorial. The flagpole will remain in place, just making it wider and more accessible and hope to have it done by the end of September for Gold Star Family Day. Ms. Pemberton obtained examples from two landscape companies and chose the design from SAM Landscaping. Mr. Riha explained that they tried to make it as maintenance free as possible. Ms. Pemberton asked for up to \$50,000.00 for any increase since the quote was obtained. There was a brief discussion about the Veterans Memorial on Ravenwood. It was noted that when they moved the plaque, they found a time capsule that included all the information on the dedication from July 4, 1957.*

*Motion: by Commissioner Dvorak, seconded by Commissioner Lennon to approve the use of unencumbered funds for 2024 for the Veterans Memorial Revitalization Project in the amount up to \$50,000.00.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

**COMMISSIONERS' OFFICE – ACCEPT RETIREMENT RESIGNATION – DAN SPADA, CHIEF BUILDING OFFICIAL**

*Mr. Morgan asked the Board to accept the Retirement Resignation of Mr. Spada.*

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to accept the Retirement Resignation of Dan Spada, Chief Building Official (#1101) to be effective January 31, 2025.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

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COMMISSIONERS' OFFICE – ADVERTISE POSITION – CHIEF BUILDING OFFICIAL (#1101)

Mr. Morgan asked the Board for permission to advertise for the position of the Chief Building Official.

*Motion:* by Commissioner Lennon, seconded by Commissioner Dvorak to grant permission to advertise for the position of Chief Building Official (#1101). This position will remain posted until filled.

<i>Roll Call Vote:</i>	Commissioner Lennon	Aye
	Commissioner Dvorak	Aye
	Commissioner Spidalieri	Aye

Mr. Morgan noted that after discussion with Mr. Spada last week, they are of the understanding that he will be submitting his application for employment. There is a notice requirement of the ORC and if he does re-apply within 15-30 days before the end of his employment that the Board will give notice to hold a public meeting about his possible re-employment, which in essence would be a Retire/Rehire.

COMMISSIONERS' OFFICE – RESOLUTION – AMENDED – ADOPTING THE GEAUGA COUNTY BOARD OF COMMISSIONERS CREDIT CARD USE POLICY

Assistant County Administrator Linda Burhenne asked the Board to approve an amended resolution for the credit card policy to fix a ORC section that was incorrect.

*Motion:* by Commissioner Lennon, seconded by Commissioner Dvorak to approve and execute Resolution #24-208 Amended Resolution Adopting the Geauga County Board of Commissioners Credit Card Use Policy, Pursuant to O.R.C. 301.27, to be effective January 1, 2025.

Board of County Commissioners, Geauga County, Ohio

*Date:* December 10, 2024

*Resolution:* 24-208

AMENDED

RESOLUTION ADOPTING THE GEAUGA COUNTY BOARD OF COMMISSIONERS' CREDIT CARD USE POLICY (O.R.C. 301.27)

WHEREAS, the Geauga County Board of Commissioners, in consultation with the County Auditor, desires to adopt a policy by resolution regarding the use of county credit cards by the Board of County Commissioners, by the office of any other county appointing authority, by an officer or employee of the board or any other appointing authority; and

WHEREAS, a county appointing authority shall apply to the Board of County Commissioners for authorization to have an officer or employee of the appointing authority use a county credit card in accordance with O.R.C. 301.27(D); and

WHEREAS, the Board, pursuant to O.R.C.301.27(F)(1), wishes to allow every officer or employee authorized to use a county credit card to submit quarterly estimates of associated work-related expenses along with the specific appropriation line items from which those expenditures are to be made: and

WHEREAS, the purpose of such a policy is to provide direction for the use of county credit cards in accordance with applicable state law; and

NOW, THEREFORE BE IT RESOLVED, that the Geauga County Board of Commissioners adopts the attached Geauga County Credit Card Use Policy for use by the Board of Commissioners, by the office of any other county appointing authority, by an officer or employee of the board and any other appointing authority.

BE IT FURTHER RESOLVED, that the Board directs the Commissioners' Clerk to deliver a certified copy of this Resolution and attached Geauga County Credit Card Use Policy

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*to the County Auditor, the departments under the Board's hiring authority, offices of any other county appointing authorities and any other appointing authorities.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

*COMMISSIONERS' OFFICE – APPROVE NOTIFICATION TO AUDITOR OF PLAN TO APPROVE A RESOLUTION ALLOWING CERTAIN COUNTY CREDIT CARDS TO BE USED IN UNFORESEEABLE AND EMERGENCY SITUATIONS WITHOUT PRE-NOTIFICATION*

*Ms. Burhenne explained that they brought to the Board a new policy for credit card uses because the law changed for its uses, and some of the departments have expressed a desire to use credit cards in unforeseen circumstances and by law we have to give notice to the Auditor's Office of a resolution that will be passed allowing for certain uses without pre-notification to the Board of Commissioners.*

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to approve notification to the County Auditor that the Board of Commissioners plan to approve a resolution allowing certain county credit cards to be used in unforeseeable and emergency situations without pre-notification to the Board of Commissioners.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

*COMMISSIONERS' OFFICE – APPROVE EXPENDITURE – CAROLYN BRAKEY – ATTEND TOWNSHIP ASSOCIATION DINNER MEETING IN JANUARY 2025*

*Mr. Morgan explained that Commissioner Elect Brakey would like to attend the January Township Association Dinner and because we are using funds from 2024 we are asking for your approval of her attendance.*

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to approve the expenditure for Carolyn Brakey to attend the Geauga County Township Association Dinner meeting on January 8, 2025, in the amount of \$32.00.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

*COMMISSIONERS' OFFICE – AMERICA'S 250*

*Mr. Dvorak explained that while he was in attendance at the Winter Conference, and he took a class on the America's 250 which will celebrate this great nation on July 4, 2026 and asked Mr. Morgan to create a resolution to apply for grant funding to do activities within our county.*

*Motion: by Commissioner Dvorak, seconded by Commissioner Lennon to request the County Administrator to create a resolution to be an America's 250 county, to receive grant funding for activities in Geauga County.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

*DEPARTMENT OF WATER RESOURCES – EXECUTIVE SESSION*

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to move into Executive Session for the purpose of discussing the compensation of public employees.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

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*The Board moved into Executive Session at 10:14 a.m. with Mr. Morgan, Ms. Burhenne and Director Nicholas Gorris. The Board returned at 10:53 a.m. and as a result the following action was taken:*

*Motion: by Commissioner Lennon, seconded by Commissioner Dvorak to approve the Step Increases as outlined in the attached chart\* (details listed below), for twelve employees, to be effective with Payroll #1 in 2025.*

<i>Roll Call Vote:</i>	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Dvorak</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

<i>Brian Cain</i>	<i>Grade WR8, Step 2</i>	<i>Linda Paranish</i>	<i>Grade GC7, Step 6</i>
<i>Dana Cavallaro</i>	<i>Grade WR8, Step 4</i>	<i>Jamie Peck</i>	<i>Grade GC7, Step 11</i>
<i>Ray Farinacci</i>	<i>Grade WR8, Step 4</i>	<i>Karen Peterson</i>	<i>Grade WR8, Step 3</i>
<i>Nick Gorris</i>	<i>Grade WR15, Step 3</i>	<i>Dylan Susman</i>	<i>Grade WR8, Step 3</i>
<i>Kathleen Miller</i>	<i>Grade GC12, Step 4</i>	<i>Ronald Walker</i>	<i>Grade WR6, Step 3</i>
<i>David Osborn</i>	<i>Grade WR12, Step 3</i>	<i>Mary Warren</i>	<i>Grade GC6, Step 2</i>

*\*New Step Effective Payroll #1 2025*

**ACKNOWLEDGEMENTS**

- a) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending November 27, 2024 as required by O.R.C. 955.12.*
- b) A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the Prisoner Transport for the month ending November 2024 as required by O.R.C. 325.07.*

**OTHER**

*The Board reviewed upcoming events.*

**MEETINGS**

*Tue., 12/10 Planning Commission, 7:30 a.m. 12611 Ravenwood Drive, Room A334, Chardon*

*Tue., 12/10 ADP Regular meeting, 11:00 a.m. Auditor's Appraisal Conference room*

*Tue., 12/10 Geauga Trumbull Solid Waste Management District, Board of Directors meeting, 2:00 p.m. Warren, District Office*

*Tue., 12/17 Investment Advisory Committee meeting, 9:00 a.m. County Offices, Room B303*

*Tue. 12/17 The Commissioners will hold session at 9:30 a.m.*

*Wed., 12/25 County Offices will be closed in honor of Christmas. Twenty-four-hour operations will continue to operate as normal.*

*Fri., 12/27 The Commissioners will hold session at 9:30 a.m., which will include a Work Session regarding the Organization Meeting.*

*Mon., 12/30 Board of Revision, Special Meeting, 9:00 a.m., Auditor's Appraisal Conference Room*

*Wed., 1/1 County Offices will be closed in honor of New Year's Day. Twenty-four-hour operations will continue to operate as normal.*

*Tue., 1/7 The Commissioners will hold session at 9:30 a.m. and include the Annual Organization Meeting.*

*Brief discussion on Solid Waste District Meeting and whether they will have a quorum.*

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***BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD***

*Motion:*        *by Commissioner Spidalieri, seconded by Commissioner Lennon to adjourn the meeting at 10:43 a.m.*

*Geauga County Board of Commissioners*

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*Ralph Spidalieri*

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*James W. Dvorak*

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*Timothy C. Lennon*  
*Carolyn Brakey, Esq.*

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*Christine Blair, Commissioners' Clerk*