

Resolution

Number 25-0061

Adopted Date January 21, 2025

ADOPTING CLASSIFICATIONS SPECIFICATIONS AND POINT FACTOR ASSIGNMENTS OF FAMILY SERVICE COORDINATOR WITHIN THE CHILD ADVOCACY CENTER OF WARREN COUNTY

WHEREAS, this Board has adopted a Classification/Compensation Plan in an effort to ensure fair and equitable compensation to individuals employed by Warren County; and

WHEREAS, there is a need to establish and create a Family Service Coordinator position for the approved Child Advocacy Center; and

WHEREAS, the Human Resource Manager has reviewed the new classification/specification and has made recommendation to the Board of Commissioners to create the classification specification of Director within the Child Advocacy Center; and

WHEREAS, it is necessary to amend the Classification/Compensation Plan to allow for the incorporation of the newly created classification specification.

NOW THEREFORE BE IT RESOLVED; to create the classification specification of Family Service Coordinator for the Child Advocacy Center, pay range assignment of #20 as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, to amend the Warren County Classification/Compensation Plan and incorporate therein the classification specifications of Family Service Coordinator, effective January 21, 2025.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Classification/Compensation file
Child Advocacy Center (file)
OMB – Sue Spencer

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 1 of 2

TITLE: Family Service Coordinator

PAY RANGE: 20

JOB RESPONSIBILITIES: Performs other duties as required.

Under direction of the Child Advocacy Center, responsible for providing advocacy, referrals and follow up for children and families served at the Warren County Child Advocacy Center. Conduct forensic interviews, coordinate the case intake process and maintain case data. Collaborate with the partnering and community agencies and their representatives on the multidisciplinary team.

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 social work or related field of study. One to two years specializing in child abuse and knowledge of child development.

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

1. Provide case intake and coordination for families and/or referring multi-disciplinary team members. Process new referrals and schedule new clients.
2. Conduct forensic interviews of children and adolescents. Testify in court when subpoenaed.
3. Provide on-site victim advocacy and follow up for children and families. Participate in peer supervision to review cases and discuss knowledge gathered.
4. Provide and complete necessary service referrals for children and families. Make mandatory and supportive service referrals in a timely manner.
5. Maintain all case data information in the center case tracking system.
6. Develop and maintain relationships with community and partnering agencies for resource development and coordination of victim services.
7. Work closely with the center's director ensuring policy and procedures adhere to "best practice" standards.
8. Administer VOCA and/or Outcome Measurement System Surveys.

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 2 of 2

TITLE: Family Services Coordinator

PAY RANGE: 20

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: child abuse, neglect and dependency; human behavior, child and adolescent development, and family systems; the effects of trauma; the signs of abuse, the signs of violence and/or neglect.

Skill in: working with a diverse array of individuals; interviewing children, adolescents, and adults; listening, evaluating, advocating and communicating; writing and completing detailed comprehensive reports in a timely manner.

Ability to: be patient, be flexible, adapt and adjust; work collaboratively with multidisciplinary team partners; problem solve and respond effectively to crises or challenging situations; build rapport with children, adolescents, and adults; testify in court; maintain client confidentiality; function in a high stress environment with effective coping skills.

WARREN COUNTY BOARD OF COMMISSIONERS

CLASSIFICATION POINT FACTOR ASSIGNMENT

POSITION CLASSIFICATION TITLE: FAMILY SERVICE
COORDINATOR

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
#1	Degree of Supervision Exercised	D	90
#2	Knowledge Required	D	135
#3	Work Policies and Methods	D	90
#4	Work Structure and Independence of Action	C	101
#5	Responsibility for Assets	D	60
#6	Responsibility for Safety of Others	D	68
#7	Responsibility for Completing Records and Reports	D	72
#8	Personal Contacts	E	38
#9	Work Environment and Physical Demands	C	34
	TOTAL POINT FACTOR ASSIGNMENT		<u>688</u>
	RANGE		#20

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 1 of 2

TITLE: Family Service Coordinator

PAY RANGE: 20

JOB RESPONSIBILITIES: Performs other duties as required.

Under direction of the Child Advocacy Center, responsible for providing advocacy, referrals and follow up for children and families served at the Warren County Child Advocacy Center. Conduct forensic interviews, coordinate the case intake process and maintain case data. Collaborate with the partnering and community agencies and their representatives on the multidisciplinary team.

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 social work or related field of study. One to two years specializing in child abuse and knowledge of child development.

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

1. Provide case intake and coordination for families and/or referring multi-disciplinary team members. Process new referrals and schedule new clients.
2. Conduct forensic interviews of children and adolescents. Testify in court when subpoenaed.
3. Provide on-site victim advocacy and follow up for children and families. Participate in peer supervision to review cases and discuss knowledge gathered.
4. Provide and complete necessary service referrals for children and families. Make mandatory and supportive service referrals in a timely manner.
5. Maintain all case data information in the center case tracking system.
6. Develop and maintain relationships with community and partnering agencies for resource development and coordination of victim services.
7. Work closely with the center's director ensuring policy and procedures adhere to "best practice" standards.
8. Administer VOCA and/or Outcome Measurement System Surveys.

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 2 of 2

TITLE: Family Services Coordinator

PAY RANGE: 20

KNOWLEDGE, SKILLS AND ABILITIES: Necessary to perform duties.

Knowledge of: child abuse, neglect and dependency; human behavior, child and adolescent development, and family systems; the effects of trauma; the signs of abuse, the signs of violence and/or neglect.

Skill in: working with a diverse array of individuals; interviewing children, adolescents, and adults; listening, evaluating, advocating and communicating; writing and completing detailed comprehensive reports in a timely manner.

Ability to; be patient, be flexible, adapt and adjust; work collaboratively with multidisciplinary team partners; problem solve and respond effectively to crises or challenging situations; build rapport with children, adolescents, and adults; testify in court; maintain client confidentiality; function in a high stress environment with effective coping skills.

WARREN COUNTY BOARD OF COMMISSIONERS

CLASSIFICATION POINT FACTOR ASSIGNMENT

POSITION CLASSIFICATION TITLE: FAMILY SERVICE
COORDINATOR

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
#1	Degree of Supervision Exercised	D	90
#2	Knowledge Required	D	135
#3	Work Policies and Methods	D	90
#4	Work Structure and Independence of Action	C	101
#5	Responsibility for Assets	D	60
#6	Responsibility for Safety of Others	D	68
#7	Responsibility for Completing Records and Reports	D	72
#8	Personal Contacts	E	38
#9	Work Environment and Physical Demands	C	34
	TOTAL POINT FACTOR ASSIGNMENT		<u>688</u>
	RANGE		#20

Resolution

Number 25-0062

Adopted Date January 21, 2025

**ADOPTING CLASSIFICATIONS SPECIFICATIONS AND POINT FACTOR ASSIGNMENTS
OF DIRECTOR WITHIN THE CHILD ADVOCACY CENTER OF WARREN COUNTY**

WHEREAS, this Board has adopted a Classification/Compensation Plan in an effort to ensure fair and equitable compensation to individuals employed by Warren County; and

WHEREAS, there is a need to establish and create a Director position for the approved Child Advocacy Center; and

WHEREAS, the Human Resource Manager has reviewed the new classification/specification and has made recommendation to the Board of Commissioners to create the classification specification of Director within the Child Advocacy Center; and

WHEREAS, it is necessary to amend the Classification/Compensation Plan to allow for the incorporation of the newly created classification specification.

NOW THEREFORE BE IT RESOLVED; to create the classification specification of Director for the Child Advocacy Center, pay range assignment of C, as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, to amend the Warren County Classification/Compensation Plan and incorporate therein the classification specifications of Director for Child Advocacy Center, effective January 21, 2025.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Classification/Compensation file
Child Advocacy Center (file)
OMB – Sue Spencer

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 1 of 2

TITLE: Director of Child Advocacy Center

PAY RANGE: C

JOB RESPONSIBILITIES: Performs other duties as required.

Under administration provides direction, responsible for the administration of all operations for the Child Advocacy Center of the County. Duties include providing a coordinated multidisciplinary approach to child physical and sexual abuse and neglect through a child-friendly facility that minimizes trauma and anxiety for the child victim and maximizes the coordination and effectiveness of the multidisciplinary team providing services to the child and family. Primary responsibility to implement the overall mission and policies for the center. Manage fiscal operation, fundraising, grant writing and coordinating services for the center as stated by the Executive Steering Committee.

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 social services or closely related field. Master's degree is highly desirable. Three years of demonstrated expertise in the field of child abuse and/or program development and demonstrated fiscal and management skills.

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

1. Responsible for the development of all policies and procedures for the child advocacy center.
2. Responsible for day-to-day operations, to include managing daily operations, recordkeeping and facilitation of the multidisciplinary team response.
3. Maintain all documents necessary to fulfill legal and regulatory requirements.
4. Attend all operational meetings. Provide reports on issues regarding, finance, budget, fundraising strategies and initiatives, facility development, public relations and presentations.
5. Promote positive working relationships among multidisciplinary team members, executive steering committee, and other agencies.
6. Supervises Child Advocacy Center staff members.
7. Responsible for the fiscal management of the center, including development of annual budget.

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 1 of 2

TITLE: Director of Child Advocacy Center

PAY RANGE: C

8. Identify and develop potential funding resources and possible fundraising strategies. Apply for grants and assume responsibility for grant management. Actively participate in fund raising events and campaigns.
9. Responsible for representing the Child Advocacy Center's purposes, goals and program through public presentation, information, educational programs, community networking and media communication.
9. Demonstrate regular and predictable attendance.
10. Follow 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 child advocacy or program development. 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, spreadsheet, e-mail and contact management programs.

WARREN COUNTY

CLASSIFICATION POINT FACTOR ASSIGNMENT

POSITION CLASSIFICATION TITLE: DIRECTOR OF CHILD
ADVOCACY CENTER

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
#1	Degree of Supervision Exercised	F	135
#2	Knowledge Required	D	135
#3	Work Policies and Methods	F	135
#4	Work Structure and Independence of Action	D	135
#5	Responsibility for Assets	F	90
#6	Responsibility for Safety of Others	C	45
#7	Responsibility for Completing Records and Reports	E	90
#8	Personal Contacts	E	38
#9	Work Environment and Physical Demands	B	23
	TOTAL POINT FACTOR ASSIGNMENT		<u>826</u>
	RANGE		C

File: range

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 1 of 2

TITLE: Director of Child Advocacy Center

PAY RANGE: C

JOB RESPONSIBILITIES: Performs other duties as required.

Under administration provides direction, responsible for the administration of all operations for the Child Advocacy Center of the County. Duties include providing a coordinated multidisciplinary approach to child physical and sexual abuse and neglect through a child-friendly facility that minimizes trauma and anxiety for the child victim and maximizes the coordination and effectiveness of the multidisciplinary team providing services to the child and family. Primary responsibility to implement the overall mission and policies for the center. Manage fiscal operation, fundraising, grant writing and coordinating services for the center as stated by the Executive Steering Committee.

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 social services or closely related field. Master's degree is highly desirable. Three years of demonstrated expertise in the field of child abuse and/or program development and demonstrated fiscal and management skills.

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

1. Responsible for the development of all policies and procedures for the child advocacy center.
2. Responsible for day-to-day operations, to include managing daily operations, recordkeeping and facilitation of the multidisciplinary team response.
3. Maintain all documents necessary to fulfill legal and regulatory requirements.
4. Attend all operational meetings. Provide reports on issues regarding, finance, budget, fundraising strategies and initiatives, facility development, public relations and presentations.
5. Promote positive working relationships among multidisciplinary team members, executive steering committee, and other agencies.
6. Supervises Child Advocacy Center staff members.
7. Responsible for the fiscal management of the center, including development of annual budget.

CLASSIFICATION SPECIFICATION
WARREN COUNTY BOARD OF COMMISSIONERS
An Equal Opportunity Employer

Page 1 of 2

TITLE: Director of Child Advocacy Center

PAY RANGE: C

8. Identify and develop potential funding resources and possible fundraising strategies. Apply for grants and assume responsibility for grant management. Actively participate in fund raising events and campaigns.
9. Responsible for representing the Child Advocacy Center's purposes, goals and program through public presentation, information, educational programs, community networking and media communication.
9. Demonstrate regular and predictable attendance.
10. Follow 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 child advocacy or program development. 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, spreadsheet, e-mail and contact management programs.

WARREN COUNTY

CLASSIFICATION POINT FACTOR ASSIGNMENT

POSITION CLASSIFICATION TITLE: DIRECTOR OF CHILD
ADVOCACY CENTER

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
#1	Degree of Supervision Exercised	F	135
#2	Knowledge Required	D	135
#3	Work Policies and Methods	F	135
#4	Work Structure and Independence of Action	D	135
#5	Responsibility for Assets	F	90
#6	Responsibility for Safety of Others	C	45
#7	Responsibility for Completing Records and Reports	E	90
#8	Personal Contacts	E	38
#9	Work Environment and Physical Demands	B	23
	TOTAL POINT FACTOR ASSIGNMENT		<u>826</u>
	RANGE		C

File: range

Resolution

Number 25-0063

Adopted Date January 21, 2025

AUTHORIZING THE POSTING FOR A DIRECTOR, WITHIN THE WARREN COUNTY CHILD ADVOCACY CENTER, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(A)

WHEREAS, there exists an opening for a Director within the Warren County Child Advocacy Center, and

NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Director " for the Child Advocacy Center in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 21, 2025.

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

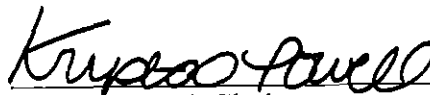
Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

HR

cc: Child Advocacy Center (file)
OMB Sue Spencer

Resolution

Number 25-0064

Adopted Date January 21, 2025

HIRING CHELSEA SILER AS PROTECTIVE SERVICES CASEWORKER II, WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

BE IT RESOLVED, to hire Chelsea Siler as Protective Services Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division, classified, full-time permanent, non-exempt status (40 hours per week), Pay Grade #18, \$24.87 per hour, effective January 27, 2025, subject a negative background check, drug screen and a 365-day probationary period.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

H/R

cc: Children Services (file)
C. Siler's Personnel file
OMB – Sue Spencer

Resolution

Number 25-0065

Adopted Date January 21, 2025

HIRING TABITHA MASON AS EMERGENCY COMMUNICATIONS OPERATOR WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT

BE IT RESOLVED, to hire Tabitha Mason as Emergency Communications Operator within the Warren County Emergency Services Department, classified, full-time permanent, hourly status (40 hours per week), effective February 3, 2025, at a starting rate of \$23.46 per hour, subject to a negative background check and drug screen and a 365-day probationary period.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

HR

cc: Emergency Services (file)
T. Mason's Personnel file
OMB- Sue Spencer

Resolution

Number 25-0066

Adopted Date January 21, 2025

HIRING ALEXIS BAILEY AS EMERGENCY COMMUNICATIONS OPERATOR WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT

BE IT RESOLVED, to hire Alexis Bailey as Emergency Communications Operator within the Warren County Emergency Services Department, classified, full-time permanent, hourly status (40 hours per week), effective January 27, 2025, at a starting rate of \$23.46 per hour, subject to a negative background check and drug screen and a 365-day probationary period.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

HR

cc: Emergency Services (file)
A. Bailey's Personnel file
OMB- Sue Spencer

Resolution

Number 25-0067

Adopted Date January 21, 2025

HIRING SARAH MURPHY AS EMERGENCY COMMUNICATIONS OPERATOR WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT

BE IT RESOLVED, to hire Sarah Murphy as Emergency Communications Operator within the Warren County Emergency Services Department, classified, full-time permanent, hourly status (40 hours per week), effective February 3, 2025, at a starting rate of \$23.46 per hour, subject to a negative background check and drug screen and a 365-day probationary period.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

HR

cc: Emergency Services (file)
S. Murphy's Personnel file
OMB- Sue Spencer

Resolution

Number 25-0068

Adopted Date January 21, 2025

HIRING ALCYIA TREFZGER AS EMERGENCY COMMUNICATIONS OPERATOR WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT

BE IT RESOLVED, to hire Alycia Trefzger as Emergency Communications Operator within the Warren County Emergency Services Department, classified, full-time permanent, hourly status (40 hours per week), effective February 3, 2025, at a starting rate of \$23.46 per hour, subject to a negative background check and drug screen and a 365-day probationary period.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

HR

cc: Emergency Services (file)
A. Trefzger's Personnel file
OMB- Sue Spencer

Resolution

Number 25-0069

Adopted Date January 21, 2025

APPROVING A TEMPORARY WAGE INCREASE FOR JODI BAKER, PROTECTIVE SERVICES CASEWORKER III WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

WHEREAS, Ms. Baker has agreed to take on additional administrative duties associated with the Child Advocacy Center during the search for a director.

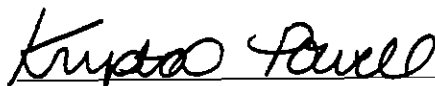
NOW THEREFORE BE IT RESOLVED, to approve a temporary increase for Jodi Baker, Protective Services Caseworker III, within Warren County Department of Job and Family Services, Children Services Division, to \$39.40 per hour, effective pay period beginning January 25, 2025.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Children Services (file)
Child Advocacy Center file
J. Baker's Personnel file
OMB – Sue Spencer

Resolution

Number 25-0070

Adopted Date January 21, 2025

APPROVING THE PROMOTION OF KYLE CREECH TO THE POSITION OF DISTRIBUTION WORKER II WITHIN THE WATER AND SEWER DEPARTMENT

WHEREAS, Mr. Creech has obtained his class A CDL license and is eligible to be promoted to a Distribution Worker II classification.

NOW THEREFORE BE IT RESOLVED, to approve the promotion of Kyle Creech to the position of Distribution Worker II within the Water and Sewer Department, classified, full-time permanent, non-exempt status, Pay Range #15, \$24.72 per hour, effective pay period beginning January 25, 2025; and

BE IT FURTHER RESOLVED, Mr. Creech will receive a three (3) percent increase upon completion of his probationary period in December 2025.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Water/Sewer (file)
K. Creech's Personnel file
OMB – Sue Spencer

Resolution

Number 25-0071

Adopted Date January 21, 2025

ACCEPTING THE RESIGNATION OF MELODY ROTH, EMERGENCY COMMUNICATIONS OPERATOR, WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT, EFFECTIVE JANUARY 14, 2025

BE IT RESOLVED, to accept the resignation, of Melody Roth, Emergency Communications Operator, within the Warren County Emergency Services Department , effective January 14, 2025.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Emergency Services (file)
M. Roth's Personnel File
OMB – Sue Spencer
Tammy Whitaker

Resolution

Number 25-0072

Adopted Date January 21, 2025

DESIGNATING KRYSTAL POWELL, CLERK OF COMMISSIONERS, AS REPRESENTATIVE TO RECEIVE TRAINING ON BEHALF OF TOM GROSSMANN, SHANNON JONES, AND DAVID G. YOUNG, WARREN COUNTY COMMISSIONERS, PURSUANT TO HOUSE BILL 9

BE IT RESOLVED, to designate Krystal Powell, Clerk of Commissioners, as the authorized representative to receive training on behalf of Tom Grossmann, Shannon Jones, and David G. Young, Warren County Commissioners, pursuant to House Bill 9.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

/kp

cc: Commissioners' file

Resolution

Number 25-0073

Adopted Date January 21, 2025

AMENDING RESOLUTION #25-0025 ADOPTED ON JANUARY 14, 2025, TO REFLECT THE CORRECT ACREAGE AND PARCEL NUMBER ON THE EASEMENT AGREEMENT WITH THE CITY OF FRANKLIN

WHEREAS, pursuant to Resolution #25-0025 this Board enter into an Easement Agreement with the City of Franklin for the grant of a Permanent Highway Easement to the City of Franklin; and

WHEREAS, due to an error by the Surveyor the wrong acreage and parcel number were cited; and

WHEREAS, the correct acreage and parcel number are as follows: 2.021-acre tract and parcel number 27-152-009.

NOW THEREFORE BE IT RESOLVED, to amend Resolution #25-0025 to reflect the correct acreage and parcel number as stated above on the easement agreement with the City of Franklin for the purpose of constructing improvements for the North Dixie/ Dayton-Cincinnati Pike Project.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: c/a- City of Franklin
Engineer (file)
Easement file
Recorder (certified)

Resolution

Number 25-0074

Adopted Date January 21, 2025

RESCINDING RESOLUTION #25-0046 APPROVING A SUPPLEMENTAL
APPROPRIATION INTO COUNTY COURT FUND #2283

WHEREAS, pursuant to Resolution #25-0046, adopted January 14, 2025 this Board approved a supplemental adjustment within County Court Fund #2283; and

WHEREAS, this request was sent in error.

NOW THEREFORE BE IT RESOLVED, to rescind Resolution #25-0046, adopted January 14, 2025.

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

Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adj. file
County Court (file)

Resolution

Number 25-0075

Adopted Date January 21, 2024

CANCELLING THE REGULARLY SCHEDULED COMMISSIONERS' MEETING OF THURSDAY, JANUARY 23, 2025

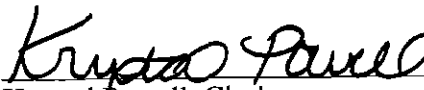
BE IT RESOLVED, to cancel the regularly scheduled Commissioners' Meeting of Thursday, January 23, 2025.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

/kp

cc: Auditor
Commissioners' file
Press

Resolution

Number 25-0076

Adopted Date January 21, 2025

ADVERTISING FOR BIDS FOR THE FY24 SOUTH LEBANON- KING AVENUE STREET IMPROVEMENTS CDBG PROJECT

BE IT RESOLVED, to advertise for bids for the FY24 South Lebanon- King Avenue Street Improvements CDBG Project for the Warren County Office of Grants Administration; and

BE IT FURTHER RESOLVED, to advertise said bid for one (1) week in a newspaper of general circulation and for two consecutive weeks on the County website, beginning the week of January 26, 2025; bid opening to be February 12, 2025 @ 10:30 a.m.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

KP

cc: OGA (file)
OMB Bid file

Resolution

Number 25-0077

Adopted Date January 21, 2025

APPROVING NOTICE OF INTENT TO AWARD BID TO FORD DEVELOPMENT CORPORATION FOR THE MASON MORROW MILLGROVE ROAD BRIDGE #38-0.37 REPLACEMENT PROJECT

WHEREAS, bids were closed at 10:30 a.m., on January 21, 2025, and the bids received were opened and read aloud for the Mason Morrow Millgrove Road Bridge #38-0.37 Replacement Project, and the results are on file in the Commissioners' Office; and

WHEREAS, upon review of such bids by Roy Henson, Bridge Engineer, Ford Development Corporation has been determined to be the lowest and best bidder.

NOW THEREFORE BE IT RESOLVED, upon recommendation of the Warren County Engineer, that it is the intent of this Board to award the contract to Ford Development Corporation, 11148 Woodward Lane, Cincinnati, Ohio 45241, for a total bid price of \$2,083,092.70; and

BE IT FURTHER RESOLVED, that the President of the Board is hereby authorized to execute a "Notice of Intent to Award."

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Engineer (file)
OMB Bid file

Resolution

Number 25-0078

Adopted Date January 21, 2025

AUTHORIZING THE BOARD TO SIGN THE ANNUAL COUNTY HIGHWAY SYSTEM MILEAGE CERTIFICATION

BE IT RESOLVED, to authorize the Board to sign the Ohio Department of Transportation annual County Highway System Mileage Certification for 2024 effective December 31, 2024.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: State of Ohio
Engineer (file)



Ohio Department of Transportation

Office of Technical Services

2024 County Highway System Mileage Certification

Note: This form must be submitted to ODOT no later than March 1, 2025 or county mileage will be certified by default based on the best information available.

The total length of county maintained public roads in WARREN County
was 267.080 miles as of December 31, 2023

As certified by the Board of County Commissioners and/or reported by the Director of Transportation in accordance with the provisions specified in Section 4501.04 of the Ohio Revised Code.

Consider all mileage changes that occurred in CY 2024 and determine the net increase or decrease in mileage. Add the net change to the 2023 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31, 2024

the county was responsible for maintaining 266.822 miles of public roads.

[Signature]
Signature of President of Board of County Commissioners

1/21/25
Date

[Signature]
Commissioner Signature

1/21/25
Date

[Signature]
Commissioner Signature

1/21/25
Date

[Signature]
County Engineer Signature

1/14/2025
Date

Comments:

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation
Office of Technical Services
Mail Stop #3210
1980 West Broad St. 2nd Floor
Columbus, Ohio 43223

Attn: Aaron Shvach (614) 466-5135 or aaron.shvach@dot.ohio.gov

Resolution

Number 25-0079

Adopted Date January 21, 2025

AUTHORIZING THE PRESIDENT OF THE BOARD OF COUNTY COMMISSIONERS TO ENTER INTO AN AGREEMENT WITH THE SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY (SORTA) ON BEHALF OF WARREN COUNTY TRANSIT

BE IT RESOLVED, to authorize the President of the Board of County Commissioners to enter into an agreement with SORTA, 602 Main Street, Ste.100, Cincinnati, OH 45202 on behalf of Warren County Transit to provide service for the SORTA I-71 Bus Route, copy of said agreement attached hereto and made a part hereof.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

/sm

cc: c/a – SORTA (Southwest Ohio Regional Transit Authority
Transit (file)

**AGREEMENT BETWEEN
WARREN COUNTY and
SOUTHWEST OHIO REGIONAL TRANSIT AUTHORITY**

This Agreement, dated January 28, 2025, is by and between the Warren County and the Southwest Ohio Regional Transit Authority (SORTA) for the provision of transit services to Warren County by SORTA.

1. SERVICE:

For the term of this Agreement, SORTA agrees to operate Route 71 express and reverse commute service. SORTA agrees to operate seven (7) A.M. trips and six (6) P.M. trips on Route 71. Included in this route are two (2) A.M. "reverse commute" trips and two (2) P.M. "reverse commute" trips designed to bring commuters from downtown to Warren County. Levels of service/routing may be modified at the discretion of SORTA based on performance measures. Modifications will occur within SORTA's operator pick schedules, and SORTA will provide public notices, as required by the Federal Transit Administration (FTA). Warren County agrees that SORTA will be the exclusive provider of Warren County funded commuter express and reverse commute services between Warren County and downtown Cincinnati for the term of this Agreement.

2. FARES:

The current one-way fare for Route 71 is \$3.75. Fares are to be set by SORTA at its sole discretion.

3. PAYMENT:

For the period of January 28, 2025 through January 28, 2026, Warren County shall pay SORTA an amount equal to 50% of its 5307 federal funding for the federal fiscal year ending September 30, 2025, for the provision of specified transit services described in Section 1.

4. FEDERAL DOLLAR TRADE:

SORTA agrees that it will accept all of Warren County's Federal 5307 federal fund allocation in exchange for SORTA local dollars. Warren County shall direct the Federal Transit Administration to transfer all of its Federal 5307 Funds to SORTA as soon as possible, but no later than December 30th of each year, unless prevented by the FTA from meeting this deadline. SORTA will exchange Warren County Federal 5307 funds in that federal fiscal year (FFY) only after SORTA uses its complete allocation, and the federal match continues to be 20 percent (20%) non-federal. Payment to Warren County of SORTA funds will be

made on the last day of the applicable calendar year (CY) or upon receipt of Warren County federal funds, whichever occurs later.

5. NATIONAL TRANSIT DATABASE:

SORTA, as the provider of the service, shall continue to report all service statistics, ridership, etc., in fulfillment of the National Transit Database (NTD) reporting requirements.

6. TERM:

The term of this Agreement shall be from January 28, 2025, through January 28, 2026. This Agreement shall thereafter automatically renew for two (2) additional one-year terms unless either party gives notice of cancellation as set forth below.

7. TERMINATION:

This Agreement may be terminated by either party by giving a 120-day notice in writing to the other party of the intent to cancel this agreement. In the event this agreement is canceled, the funds will be prorated for the months service was run.

8. PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS:

SORTA (the contractor) agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administration, the State Oversight Agency of Ohio, or Warren County, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program, as required under 49 CFR Part 655 and review the testing process. The contractor further agrees to certify annually its compliance with Parts 655 as required and to submit the FTA Management Information System (MIS) reports on or before March 15th, with a copy to Mr. Dave Gully, Warren County Administrator, 406 Justice Drive, Lebanon, Ohio, 45036. To certify compliance, the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

The contractor will likewise provide Warren County a copy of any FTA Office of Safety and Security Audits of the contractor's drug and alcohol testing program that may be conducted during the term of this Agreement.

9. AMERICANS WITH DISABILITIES (ADA) MAINTENANCE OF BUS ACCESSIBILITY FEATURES:

For all vehicles used in this Agreement, SORTA (the contractor) agrees to maintain in operative condition vehicle accessibility features such as lifts, ramps, annunciators, and securement devices, and to produce any documentation necessary to establish its compliance with ADA maintenance requirements. Furthermore, the contractor agrees to permit Warren County to inspect its maintenance and operations policies, procedures, and records to assure compliance with the ADA maintenance requirements.

10. NOTICE:

All correspondence in connection with this Agreement shall be in writing and sent to the following:

For Warren County:

Tom Grossman, President Warren County
406 Justice Drive
Lebanon, OH 45036

For SORTA:

Darryl Haley, CEO and General Manager SORTA/Metro
525 Vine Street, Suite 500
Cincinnati, OH 45202

Warren County:

Signature: 

Name: Tom Grossmann

Title: President

Date: 1/21/25

Southwest Ohio Regional Transit Authority:

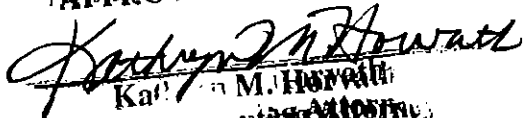
Signature: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM


Kathleen M. Horvath
(Assistant General Counsel)

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 25-0080

Adopted Date January 21, 2025

AUTHORIZING WARREN COUNTY TELECOMMUNICATIONS TO TRANSFER USED
RADIOS TO THE CITY OF CARLISLE ROAD DEPARTMENT

BE IT RESOLVED, to authorize Warren County Telecommunications to transfer the old Radio
stock as shown below to the City of Carlisle Road Department

4 XTS2500 PORTABLE RADIOS AND CHARGERS

Serial Numbers:

- 205CJR3015
- 205CKZ6295
- 205CLP2682
- 205CLP2685

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor's Office – B. Quillen
Telecom (file)
Transfer file

Resolution

Number 25-0081

Adopted Date January 21, 2025

ACKNOWLEDGING PAYMENT OF BILLS

BE IT RESOLVED, to acknowledge payment of bills from 1/14/25, 1/15/25 and 1/17/25 as attached hereto and made a part hereof.

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

Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

/kp

cc: Auditor ____

Resolution

Number 25-0082

Adopted Date January 21, 2025

APPROVING VARIOUS RECORD PLATS

BE IT RESOLVED, upon recommendation of the Warren County Regional Planning Commission, to approve the following Record Plats:

- The Reserve at Cedar Ridge Phase 2 Replat – Clearcreek Township

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Plat File
RPC

Resolution

25-0083
Number _____

January 21, 2025
Adopted Date _____

ACCEPTING AN AMENDED CERTIFICATE FOR THE ENGINEER'S OFFICE MASON MORROW MILLGROVE PIKE ST PROJECT FUND #4456

WHEREAS, in order for the Warren County Engineer's Office to be able to encumber funds for the finalization of the Mason Morrow Millgrove Pike St. Project, an amended certificate needs to be accepted.

NOW THEREFORE BE IT RESOLVED, to accept an amended certificate from the Budget Commission in the amount of \$252,580.87 for the Mason Morrow Millgrove Pike St Project.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor _____
Amended Certificate file
Engineer (file)

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

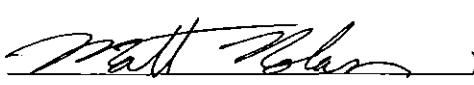
Rev. Code , Sec 5705.36

Office of Budget Commission, County of Warren, Lebanon, Ohio, January 13, 2025

To the TAXING AUTHORITY of Warren County Commissioners

The following is the amended certificate of estimated resources for the fiscal year beginning January 1st, 2025, as revised by the Budget Commission of said county, which shall govern the total of appropriations made at any time during such fiscal year.

FUND TYPE - Capital Projects	Jan. 1st, 2025	Taxes	Other Sources	Total
Mas Mor Mil Pike St Bridge - Fund 4456	\$22,355.07		(\$22,355.07)	\$0.00
TOTAL	\$22,355.07	\$0.00	(\$22,355.07)	\$0.00


 _____)
 _____)
 _____) Budget
 _____) Commission

AMEND 25 01
Fund 4456 +252,580.87

Actual revenues are 252,580.87 but are offset with a carryover cash advance of \$274,935.94 which results in a negative revenue amount of (22,355.07) leaving the certification at zero.

on certificate

Resolution

Number 25-0084

Adopted Date January 21, 2025

APPROVING OPERATIONAL TRANSFERS OF INTEREST EARNINGS FROM COMMISSIONERS FUND #11011112 INTO WATER FUNDS #5510 & #5583, AND SEWER FUNDS #5580, & 5575

WHEREAS, pursuant to Resolution #90-502, adopted May 3, 1990, and amended by Resolution #18-1854, adopted November 27, 2018, relative to the transfer of interest earned by the County on revenues earned on various funds held by the County to the benefit of the Water and Sewer system.

NOW THEREFORE BE IT RESOLVED, to approve the following operational transfers of interest earnings for the period of December 2024:

\$ 54,894.61	from #11011112 5997	(Operational Transfers)
	into #5510 44100 55103200 AAREVENUE	(Water Revenue - Interest Earnings)
\$ 4,945.80	from #11011112 5997	(Operating Transfers)
	into #5575 44100 55753300 AAREVENUE	(Sewer Construction Project - Interest Earnings)
\$ 61,191.17	from #11011112 5997	(Operational Transfers)
	into #5580 44100 55803300 AAREVENUE	(Sewer Revenue - Interest Earnings)
\$ 1,927.98	from #11011112 5997	(Operational Transfers)
	into #5583 44100 55833200 AAREVENUE	Water Construction Projects - Interest Earnings)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

JS/

cc: Auditor Water/Sewer (file)

OMB
Operational Transfer file

Resolution

Number 25-0086

Adopted Date January 21, 2025

APPROVING A SUPPLEMENTAL APPROPRIATION WITHIN COMMON PLEAS COURT
COMMUNITY CORRECTIONS MENTAL HEALTH FUND #2228

BE IT RESOLVED, to approve the following supplemental appropriation:

\$ 5,000.00	into	BUDGET-BUDGET #22281220-5102	(Regular Salaries)
\$ 6,000.00	into	BUDGET-BUDGET #22281220-5820	(Health & Life Insurance)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Supplemental Appropriation file
Common Pleas Court (file)

Resolution

Number 25-0087

Adopted Date January 21, 2025

APPROVING A SUPPLEMENTAL APPROPRIATION INTO THE TREASURER'S OFFICE
FUND #2248

BE IT RESOLVED, to approve the following supplemental appropriation:


\$10,000.00 into #22481130-5400 (Purchased Services)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

/cs

cc: Auditor
Appropriation Adj. file
Treasurer (file)

Resolution

Number 25-0088

Adopted Date January 21, 2025

APPROVING A SUPPLEMENTAL APPROPRIATION INTO COUNTY COURT FUND
#2283

BE IT RESOLVED, to approve the following supplemental appropriation:

\$1,500,000.00 into #22831280-5320 (Capital Purchases)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor _____
Supplemental App. file
County Court (file)

Resolution

Number 25-0089

Adopted Date January 21, 2025

APPROVING SUPPLEMENTAL APPROPRIATIONS INTO SHERIFF'S OFFICE FUND
#6630

BE IT RESOLVED, to approve the following supplemental appropriation into Warren County Sheriff's Office Fund #6630:

\$286,794.49	into	66302251-5991	(Reimbursement)
\$ 80,627.31	into	66302258-5991	(Reimbursement)
\$159,937.00	into	66302259-5991	(Reimbursement)
\$ 58,447.15	into	66302262-5991	(Reimbursement)
\$ 8,306.90	into	66302264-5991	(Reimbursement)
\$ 5,882.20	into	66302266-5991	(Reimbursement)

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


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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor 
Supplemental App. file
Sheriff (file)

Resolution

Number 25-0090

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION DECREASE FOR THE SEWER CONSTRUCTION PROJECT FUND #5575

WHEREAS, the Water and Sewer Department has been approved for appropriations in Sewer Construction Project Fund 5575 in the 2025 budget process; and

WHEREAS, due to anticipated change orders, some appropriations will not be necessary for the 2025 calendar year.

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

\$ 251,204.05 from #55753300-5320 (Capital Purchases)

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

Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

mbz

cc: Auditor
Appropriation Decrease file
Water/Sewer (file)
OMB

Resolution

Number 25-0091

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #11011110 INTO SHERIFF'S OFFICE FUND #11012210

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #11011110 into Sheriff's Office fund #11012210 in order to process a vacation payout for Carl Oeder, former employee of the Sheriff's Office:

\$14,624.00	from	#11011110-5882	(Genl BOCC – Vacation Leave Payout)
	into	#11012210-5882	(Shrf Det - Vacation Leave Payout)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adjustment file
Sheriff (file)
OMB

Resolution

Number 25-0092

Adopted Date January 21, 2025

APPROVING AN 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 payout for Michael Wiggins, former employee of the Emergency Services:

\$1,351.00	from	#11011110-5882	(Genl BOCC – Vacation Leave Payout)
	into	#11012850-5882	(Emergency Services - Vacation Leave Payout)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

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

Resolution

Number 25-0093

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT WITHIN CHILDREN SERVICES
FUND #2273

BE IT RESOLVED, to approve the following appropriation adjustment to process vacation leave payout for former employee of Children Services, Lisa Benton:

\$600.00 from #22735100-5881 (Sick Leave Payout)
 into #22735100-5882 (Vacation Leave Payout)

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

Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea


Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

jc/

cc: Auditor 
Appropriation Adj. file
Children Services (file)
OMB

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 25-0094

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT WITHIN COMMON PLEAS COURT
FUND #11011220

BE IT RESOLVED, to approve the following appropriation adjustment:

\$ 500.00 from #11011220-5811 (PERS)
 into #11011220-5855 (Clothing/Personal Equipment)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adjustment file
Common Pleas Court (file)

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

Resolution

Number 25-0095

Adopted Date January 21, 2025

.APPROVING AN APPROPRIATION ADJUSTMENT WITHIN COMMON PLEAS COURT
FUND #11011223

BE IT RESOLVED, to approve the following appropriation adjustment:

\$18,000.00	from	11011223-5820	(Health & Life Insurance)
	into	11011223-5370	(Software Non Data Board)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adjustment file
Common Pleas Court (file)

Resolution

Number 25-0096

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT WITHIN FACILITIES
MANAGEMENT FUNDS #11011600

BE IT RESOLVED, to approve the following appropriation adjustment:

\$12,000.00 from #11011600-5210 (Material & Supplies)
into #11011600-5855 (Clothing/Personal Equipment)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation adjustment file
Facilities Management (file)

Resolution

Number 25-0097

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT WITHIN FACILITIES MANAGEMENT
FUND #11011600

BE IT RESOLVED, to approve the following appropriation adjustment:

\$50,000.00 from #11011600-5210 (Material & Supplies)
into #11011600-5430 (Utilities)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adjustment file
Facilities Management (file)

Resolution

Number 25-0098

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT WITHIN COUNTY COURT FUND
#2283

BE IT RESOLVED, to approve the following appropriation adjustment within County Court
Fund 2283:

\$145,000.00 from #22831280-5400 (Purchased Services)
into #22831280-5320 (Capital Purchase)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adjustment file
County Court (file)

Resolution

Number 25-0099

Adopted Date January 21, 2025

APPROVING AN APPROPRIATION ADJUSTMENT WITHIN SHERIFF'S OFFICE FUND
#6630

BE IT RESOLVED, to approve the following appropriation adjustment within Warren County
Sheriff's Office Fund #6630:

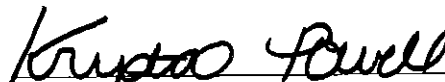
\$6,009.41	from	#66302251-5114	(Overtime Pay)
	into	#66302251-5882	(Vacation Payout)

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Auditor
Appropriation Adjustment file
Sheriff's Office (file)
OMB

Resolution

Number 25-0100

Adopted Date January 21, 2025

APPROVING REQUISITIONS AND AUTHORIZING THE COUNTY ADMINISTRATOR
TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize
Martin Russell, County Administrator, to sign on behalf of this Board of County Commissioners.

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

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

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

/kp

cc:

Commissioners' file

PO CHANGE ORDERS

Department	Vendor Name	Description	Amount
FAC	PROLINE DEVELOPMENT	FAC ENTRPRS SURVLLCE CAMERS SYSTEM	\$ 7,980.00 *increase

Approved 1/21/25 by:



Martin Russell, County Administrator

Resolution

Number 25-0101

Adopted Date January 21, 2025

MODIFYING SECTION 9.11 (3) OF THE RULES AND REGULATIONS OF THE WARREN COUNTY WATER AND SEWER DEPARTMENT

WHEREAS, it is necessary to modify Section 9.11 (3) of the Rules and Regulations of the Water and Sewer Department.

NOW THEREFORE BE IT RESOLVED that section 9.11 (3) of the Rules and Regulation of the Water and Sewer Department is hereby amended to read as follows:

3. POLK RUN AREA

In accordance with the Section 10 of the 2013 Agreement with Hamilton County (Resolution 13-1232), a System Capacity Fee (aka Connection Fee) shall be collected and paid monthly to Cincinnati MSD as follows:

40% of MSD Tap-in-Fee Rate

2025 MSD Tap-in-Fee Rate = \$5,420.00

$\$5,420.00 * 40\% = \$2,168.00$

The System Capacity Fee for structures other than single-family residences shall be based on Ohio EPA's "Suggested Sewage Flow Guide", with an estimated sanitary sewage flow of 400 gpd for a single-family residence.

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

Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS



Krystal Powell, Clerk

cc: Water/Sewer (file)