



COUNTY OF
LORAIN

BOARD OF COUNTY COMMISSIONERS

FRED M. RITENAUER

LUDWIG M. PINCURA

JERESMO J. KERON

ADDRESS ALL COMMUNICATIONS TO THE CLERK OF THE BOARD

GEORGE P. VERBAN

328-332 BROAD STREET

ELYRIA, OHIO 44035

TELEPHONE 323-5778

May 6, 1969

Mr. Lewis Hall
Tax Map Department

Dear Mr. Hall,

We are forwarding with this letter, a copy of Resolution No. 69-302 adopted by the Board of Commissioners on April 28, 1969, creating the office of County Administrator and appointing Dominick A. Dellisanti to this position. Along with this is a copy of laws as taken from the Ohio Revised Code, being Sections 305.29 and 305.30, pertaining to this office.

We kindly ask that you study this information regarding this newly created post, and that the personnel in your department be so advised.

Yours very truly,

George P. Verban, Clerk

MLW/sk

Enclosure

RESOLUTION No, 69-302

In the matter of creating the office of)
County Administrator, and appointing)
Dominick Dellisanti to said office, effec-) April 28, 1969
tive May 4, 1969.)

WHEREAS, it is the opinion of this Board that the administrative functions of the county government entrusted to the Board under law can be performed with a maximum of service to the public, and a minimum of delays required by the archaic practice of performing such functions directly by the Board only through sensible and economical administrative practices supervised by an Administrator of professional stature, experience, judgement and training;

NOW, THEREFORE, BE IT RESOLVED, that under the authority of Revised Code 305.29 the Office of County Administrator is created; that Dominick A. Dellisanti, of Lorain, Ohio is appointed to such office effective May 4, 1969 at a compensation of \$443.00 bi-weekly; and that during any leave of absence granted or whenever the Administrator shall be absent from the county or from his office for the reasons enumerated in the statute, the President of this Board, or in his absence, the Vice-President of this Board shall act as County Administrator and perform all the duties of such office; and

BE IT FURTHER RESOLVED, that in addition to the duties enjoined upon him by Revised Code Section 305.30 the County Administrator as well as his successors or alternates, under the authority of said section, is assigned the following duties of the Board to be performed under the supervision, control and direction of the Board in its names, as its agent, and on its behalf, except as such duties may from time to time be assigned to another officer under the statutes:

(A) to execute or approve or both all contracts for the purchase of materials, work, labor or services, within the scope of an appropriation by the Board or pursuant to resolution granting specific authority or to a resolution to proceed with an improvement; to administer such contracts and to see that they are faithfully performed.

(B) to accept personalty given and real estate and improvements dedicated to the county; to approve road names; to supervise the administration of rules and regulations of the Board under which improvements are made for dedication to the county; to acquire real estate and improvements thereon and thereon by purchase within the scope of an appropriation for that purpose; and to grant rights to use county property.

(C) to settle, compromise, adjust and allow claims against the county or the Board, including but not limited to burial claims, memorial day claims, and animal claims and to authorize warrants, all within the scope of an appropriation.

(D) to act as office manager; grant leaves of absence, sick leaves, vacations, and step-ups within an established grade, to accept resignations and retirements and enforce suspensions as to all personnel under the jurisdiction of the Board, the Board reserving to itself authority to make original appointments, grant promotions and enforce abolishments, reclassifications, transfers and discharges; and

(E) in the exercise of the foregoing duties, to have and to execute all of the administrative authority and duty of this Board as granted by the following specific sections

of the Ohio Revised Code: 153.21 to 153.47; 153.50 to 153.60; 305.07; 305.12; 305.15 to 305.20; 305.26; 307.01 to 307.04; 307.06 to 307.08; 307.12; 307.14 to 307.19; 307.24; 307.41 to 307.44; 307.55 to 307.66; 307.73 to 307.75; 311.20; 311.29; 319.16; 341.19; 345.18; Chapter 955; 4115.04 to 4115.06; 4931.03; 5543.17 to 5543.19; Chapter 5547; 5549.01; 5549.03; 5549.04; 5553.31; 5555.61 to 5555.72; 5555.94; 5557.06; 5559.12 to 5559.16; 6103.01 to 6103.10; 6103.25; 6117.01; 6117.27; 6117.39; 6117.47; and

BE IT FURTHER RESOLVED that the County Administrator may use a facsimile signature, and that a copy of such facsimile signature and a copy of this Resolution and of the text of Revised Code Section 305.29 and 305.30 be furnished to all departments and agencies of the county government.

BE IT FURTHER RESOLVED that a copy of this Resolution be certified to the Department of Personnel, Public Employes Retirement System and Dominick Dellisanti.

The foregoing resolution was introduced upon a motion by Commissioner L. M. Pincura, seconded by Commissioner J. J. Keron, and the vote taken thereon resulted as follows: L. M. Pincura, "aye"; J. J. Keron, "aye"; Fred M. Ritenauer, "aye".

Motion carried.

I, George P. Verban, Clerk of the Board of Commissioners of Lorain County, Ohio, do hereby certify that this is a true copy of Resolution No. 69-302 as it appears in Journal No. 67 on date of April 28, 1969 on pages 53 and 54.

George P. Verban

BOARD OF COUNTY COMMISSIONERS

LORAIN COUNTY, OHIO

305.29 COUNTY ADMINISTRATOR

The board of county commissioners may appoint a county administrator, who shall be the administrative head of the county under the direction and supervision of the board and who shall hold office at the pleasure of the board.

In the event that the county administrator is absent from his office by reason of illness, death, vacation, resignation, or removal, the chairman of the board or a qualified person designated by him with the approval of the board shall act as county administrator and perform all duties of such office, until such time as the county administrator returns to his duties or the board appoints a new county administrator to fill the vacancy.

The board shall fix the salary of the county administrator and cause the same to be paid.

305.30 Powers and Duties

The county administrator shall, under the direction of the board of county commissioners:

(A) Assist in the administration, enforcement and execution of the policies and resolutions of the board;

(B) Supervise and direct the activities of the affairs of the divisions of county government under the control or jurisdiction of the board;

(C) Attend all meetings of the board at which his attendance is required by that body;

(D) Recommend measures for adoption to the board.

(E) Prepare and submit to the board such reports as are required by that body, or as he deems advisable;

(F) Keep the board fully advised on the financial condition of the county, preparing and submitting a budget for the next fiscal year;

(G) Perform such additional duties as the board may determine by resolution.

The board of county commissioners may assign to such county administrator any office, position or duties under its control, such office position, and duties to be performed under the direction and supervision of the board and to be in addition to those set forth in this section.