# Minutes 2014

Thursday April 17, 2014
Boardroom of the Commissioners
622 Croghan St., Fremont, OH 43420

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Session began at 8:00a.

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Throughout the day the following occurred…….

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Commissioners reviewed numerous mailings. Several other items for other offices were signed and/or reviewed by the Commissioners. Minutes were approved from session 04.15.2014. Invoices were approved in electronic/paper fashion. Of particular note was the signing of the contract for the FOP union was has finally settled.

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County Administrator discussion: Discussion was had on the matter of the staff request from the Sheriff. An analysis of the past several year and the staffing levels at the Sheriff's Office was presented and it shows that the biggest decline in staffing levels has been in the road patrol. Commissioner Polter has had a one on one meeting with the Sheriff and the bottom line discussion was that the greatest need is in the road patrol category. Budget numbers were accessed and a determination was made that the cost can be absorbed by the current unappropriated general fund balance. Commissioner Thatcher moved to appropriate sufficient funding from the unappropriated general fund balance to cover the cost of a road patrol officer. Commissioner Schwochow added the second to the motion. Additional discussion ensued. Commissioner Schwochow moved to table the action until hard/fast numbers can be presented and the Sheriff can attend a not too distant session. Commissioner Polter seconded the motion to table. The ensuing vote was unanimous in the affirmative. This matter will be slated for additional action in approximately two weeks.

Other discussion was had on the request to assist in the funding for an additional employee for the County Engineer or the SCWD in the matter of the ditch petitions and drainage matters. Commissioners did discuss the matter with no decision being reached but will have one of their members first meet with the County Engineer to ask some pertinent questions.

The existence of the TASC program was a topic of discussion and a meeting will be requested with the Community Correction Board to assist in determining the future of the program. This action is needed to allow for a decision to be made whether or not to apply for the next SFY.

Discussion was had on the matter of the anticipated reception of a letter from the local Bar Association on its position on the matter of the possible county court consolidation. The consensus of opinion on this consolidation issue is that nothing will happen at this time and it is something that will be left for a full blown study on the matter across the county as a whole. Fremont officials are supposed to be pursuing an avenue to fund a full countywide feasibility study.

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County Administrator requested use of Permanent Improvement Funds to finalize the evidence room lock and touch pad. This matter was an issue that was uncovered during the yearly CoRSA inspection and it is recommended in order to protect staff and the county from petition loss. Motion to complete the project up to an amount of $350 was made by Commissioner Thatcher with a second to the motion offered by Commissioner Polter. Ensuing vote was unanimous in the affirmative.

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Judge Brad Smith, Mary Ann Reser and Duane Kimmet met with the Commissioners to discuss the matter of their attic storage area. The boxes are in the hallway of the attic and a recent fire inspection determined that the boxes have to be moved. Discussion was had on how to best handle the matter. Several suggestions were offered. The idea of doing the job correctly the first time was a driving point in the conversation. Kimmet indicated that the Fire Department can issue a citation if they desire to do so but if the County can present a plan to remedy this matter that they will probably allow additional time to get the project completed. Public access to the records was also a point of discussion. Kimmet noted that the racks that are available should work for the need. County Administrator suggested that the real answer to this matter would be scanning a large bulk of the material. Commissioners exited session to place eyes on the matter. No action to be taken at this time but this matter needs to remain a topic of conversation.

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Then & Now Certificates: One presented from the FCFC noting confusion over the need to open a purchase order for travel and the approval of a travel request.

Rachel Sorg - $90

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One presented from the office of the Dog Warden noting that intermittent hired staff had put in hours to assist in contacting dog owners who have not renewed licenses. Work performed prior to opening purchase order.

Linda Norts - $168

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Two presented from the Board of DD: In the first instance a purchase order was opened in 2013 for the vendor related to a family support issue no bill was received until after the voiding of the previous purchase order had occurred.

Tammie Wendt - $105.89

In the second instance a purchase order was opened for staff member being reimbursed for mileage but the matter to which the staff member was to attend was not completed until March of 2014.

Becky Holtgreven - $103.20

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One presented by the CWP noting that a purchase order was not in place for supplies as none were expected for the program. This matter created a late fee in addition to the regular credit card payment.

VISA - $293.40

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One presented from the Common Pleas Court guardian ad litem matter indicating that a lack of supporting evidence for the initial invoice in 2013 resulted in this late submission.

Kent Nord - $53.50

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One presented from the office of the County Commissioners noting that no purchase order was opened due to a clerical oversight.

WSOS CAC - $960

After reviewing the certificates Commissioner Polter moved to care for all that were presented with a second to the motion offered by Commissioner Thatcher. The ensuing vote was unanimous in the affirmative.

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Jim Seaman, CWP Director, met with the Commissioners to discuss the funding for the program next year. Commissioners have been made aware that only 15% of the CDBG funds made available to the county can be used for a public service entity. CWP is considered a public service entity. At this point the budget from CDBG cares for almost the entire budget. The upcoming budget season may provide for CDBG funding at $11,200 from the City of Fremont and $15,600 from County. The funding from the entities for which he performs service generally accounts for approximately $15K. The issue of having other entities support the program and asking them for an exact amount of funding is something that may be difficult to accomplish. Seaman will be sending new letters to these entities to engage them and let them know increased funding is needed. There was much discussion about how this program can be funded without the matter of grant funding. This matter will continue to be a topic of discussion over the next several months as budget season approaches.

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Ongoing discussion was had dealing with the Commissioners regarding the future of CWP. Discussion centered on a possible replacement for Seaman as he has accepted a new position and will need to be replaced. County Administrator will work with Seaman and the office of the County Auditor to figure the budget needs for this action.

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Personnel Action(s) approved: none

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Travel requests approved: none

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Public forum portion of session proceeded.

Citizen attendees: none

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Media attendees: Tom Fullen – Eagle 99 radio, Daniel Carson – News Messenger

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**RESOLUTIONS CONSIDERED ON THIS DATE**

***** RESOLUTIONS *****

**none**

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County Sanitary Engineer, Steve Shiets and Zach Mulder, Deputy, met with the Commissioners. The following were topics of discussion:

County Projects –

a. Grandview Lift Station Replacement – OPWC Grant $275,000
    - OWDA Final Pay Request was completed.
    - Everything is completed except tweaking a few items on the SCADA Interface.
    - One of the original trees is now dying.
    - Yard restoration at some locations is still under review.
b. Ireland Force Main Replacement – OPWC 0% Loan $170,000
    - Contract with Helms & Sons for $296,644 with Zach inspecting.
    - Project started on January 23, 2014 and have installed the 16” force main.
    - Pump #1 has been replaced and Pump #2 & #3 should be onsite shortly.
        - Change Order #1 ($740 for OPWC Sign)

- Change Order #2 ($50,000 for Pumps #2 & #3)
  - Pump evaluation on both pumps was worse than expected.
- Rock levels have been much higher than anticipated (contingency should cover).
- Traffic Control issues due to signing issues.

c. Hayes Avenue Sanitary Sewers – OPWC Grant $275,000
- Met with ms consultants to get this set of plans ready for bid in June.
- Ohio EPA Permit To Install (PTI) should be sent in shortly.

- Anticipate ready to award at the beginning of July once OPWC sends contract.
  - Rock levels in the water project are higher than anticipated.
- Connection Charges per Equivalent Single Family Unit.
  - We have discussed to reduce connection charges to $3,163.62 per ESFU.
  - No construction charges added to the District #1 Connection Charges.
  - Standard Technology Connection Charge would be taken out of Jobs Ohio Grant.
  - Since the grant was strictly obtained because of their proposed expansion.
  - Up to $50,000 Jobs Ohio Grant will be utilized to reduce charges.
  - Standard Technology expansion was estimated 16 ESFU at $50,617.92.
  - All other businesses/houses would be subject to the $3,163.62 per ESFU.
- $100,000 of debt will be paid per ESFU in the Hayes area (22 ESFU).

d. Wightmans Grove – Design & Construction Loan with Principal Forgiveness 2012
- Need County General Plan to continue with Wightman's General Plan.
- County General Plan should be completed by the end of this year.
- Anticipate plant and collection system construction in 2016.
- 0% Planning Loan for $20,000 is also available.

e. E. State Street (Phase 2 – Timpe Road) - $275,000 OPWC Loan
- Anticipate collection system construction in 2015.

f. W. Hayes Avenue (Phase 2 – Residential)
- Anticipate collection system construction in 2015-2016.

2. County Comprehensive Water & Sanitary Sewer General Plan
- LGI Grant submitted for an additional $50,000 above the $43,500 (Wightman's Grove Design).
- Performing a review of what Poggemeyer Design Group gave us at the end of February.

3. District #1 Agreement
- Kickoff Meeting will be May 5, 2014 at 2:00 p.m. in the Conference Room
- DRAFT District #1 Agreement will be sent out shortly.
- County negotiation team: Commissioner, County Administrator, Ballville & Sandusky Trustees
- Agreement streamlines existing old agreement.
  - Eventually switches County sewer customers billing to the County.
  - Joint use of Ireland Lift Station for Pinewood Village Area (similar to Grandview).
  - Updates the current rates for both the City of Fremont & the County.

- City wants to add surcharges for excess County flow to meet their OEPA requirements
    - Really don't know how this can be done fairly since many areas cross connect.
        - City flows to County then back to City for Treatment.
        - Pinewood Village, Smith Road Area, Augusta Drive, Riviera Mobile Home Park.

4. Adams Acres – I/I Study
    - Currently on hold inspecting each house's downspouts and sump pumps.
    - Completed twenty-six (26) of fifty-seven (57) house inspections.
    - Found six sump pumps that were connected (four sump pumps were removed).
    - Found three downspouts (all have been removed).
    - Found yard drain (grate removed and capped) and broken cleanout (repaired by LST Services).
    - Purchased and installed flow dishes for all manholes.
    - Televised circumferential crack still needs repaired by Darr's.
    - Plan to contact Spectrashield for lining the raw wet well which has several leaks ($5,000).

5. Township Sewer District Items
    - Fangboner Road Drainage Improvements for County Engineers.
        - Assisting them on three grinder discharge lines.
    - Clarion Inn – Current balance: $61,316.03.
        - Assessed amount on the property: $88,678.79.
        - Prosecutor's office is handling the case in Bankruptcy Court.
        - Appears that it will be sold in the near future.
        - Township Sewer District will turn off the service for delinquency if necessary.

6. Hoty Development on Sean Drive (Township Sewer District)
    - Manhole chimney seals were installed by Willis & Sons.
    - Township Sewer District approved conditional acceptance.
    - Permits have been issued.
    - Township Sewer District determine flat billing charges based on Fremont Animal Hospital.
    - $10.87 per ESFU (Dentist is 4 ESFU with the rest being 0.5 ESFU rounded up to 1 ESFU)
    - Restaurant is in operation without paying Township Connection Charge.

7. Park District Projects (Creekbend Farm & White Star Park)
    - Met with the Ohio EPA to discuss onsite mound system versus Village connection.
    - Operation by Sanitary Engineers (Grinders and possibly mound system if approved).

    A. Creekbend Farm
        - Provided the OEPA with cost comparisons of onsite versus connection.
        - Parks is addressing OEPA requirements for onsite mound system.
        - Funding by Parks funds.
        - Appears that this was approved by the OEPA.

    B. White Star Park
        - Met with the USDA for funding whatever direction.
        - Parks is updating their plan for USDA Funding via Sanitary Engineers/Commissioners.

8. Miscellaneous

- Personnel Items
  - Maintenance Technician (Full Time)
    - Maintenance Technician position being advertised at $10.48.
    - Six (6) applicants so far and currently being reviewed.
    - Interviews will be conducted shortly & hopefully the position filled by May 15, 2014.

  - Office Clerk (Part Time)
    - Considering a part time office clerk with Eric Hoch's passing.
    - 20 hours a week (4 hours per day - Monday through Friday).
    - 10:00 a.m. to 2:00 p.m. to cover lunch period.
    - Potential to go full time if County ends up doing District #1 Billing.
- Cubic Utility Billing Program
    - Adding e-billing which could eliminate a physical bill.
        - Post Office has been ripping and returning our bills recently.
    - Adding credit card payments with online payments.
        - Add a link to the website for online payments.
- Key issue with the Cleaning Service
    - Facilities Management supplied them with a Master Key for entire building.
    - Cleaning supervisors have been caught in EMS office at least twice now.
    - Should be a Key that opens just Front door and Furnace Room and not entire building.
    - Both EMS and Sanitary Engineer have classified information (i.e. Social Security Numbers, Bank Accounts for Direct Billing, etc. that is our job to protect).
    - Master Key allows access to all vehicles and equipment in garage and storage building.
    - Still need to get with Duane on this issue.
- Active Shooter Preparation
    - One entrance / one exit issue with the office.
    - Counter area allows the office to be open to the public.
    - Obtained one quote so far for $32,428 (included bulletproof glass & drywall).
    - Asked for another quote without bulletproof items.

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At 12:40p and with business being completed for the day Commissioner Polter moved for adjournment. Commissioner Thatcher added the second to the motion. The ensuing vote was unanimous in the affirmative.

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Board of County Commissioners, Sandusky County, Ohio

Attest: _____
Clerk to the Board

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing Is a true and correct copy from the official record of said? Board of County Commissioners as recorded in its Journal.

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Clerk, Board of County Commissioners, Sandusky County, Ohio