

ERIE COUNTY COMMISSIONERS

REGULAR SESSION

THURSDAY, APRIL 20, 2023

ALL PRESENT

President Shenigo called the meeting to order at 9:30 a.m. and opened with the Pledge of Allegiance.

On motion of Mr. Shoffner and second of Mr. Old, Board approves the **minutes of the March 27th and 30th, 2023 Commission Meetings**; Roll Call: All Aye

County Administrator re Various Issues.

Sales Tax. April sales tax collections, January sales, totaled \$1.3 million, which is 6 ½% higher than last year at the same time. Total year-to-date, Erie County collections are between 3-4% higher than last year as well.

Gas Tax. April gas tax collections totaled \$279,000, compared to \$265,000 last year. Year-to-date Erie County remains flat compared to last year. Hank noted that usually the earlier part of the year is slower for collections, but if this trend continues, we will end the year lower than what we collected last year.

Travel Request Form Process. Hank spoke to the Prosecutor's Office and HR to get a grasp on who needs to submit Travel Request Forms through the Commissioners' Office. The law states that only the Judges, their staff, and Board of Elections are not required to submit forms for approval to the Commissioners. Clerk of the Board Erin Paolano and I will draft and send an email to all county employees stressing the need for employees to use a county vehicle and the Commissioners will not reimburse for mileage. Mr. Shenigo stated it should also be encouraged to attend seminars virtually.

Mr. Old noted that county employees traveling for conferences are permitted to stay in hotels that are not directly attached or next to the conferences. Mr. Old mentioned that the Commissioners need to remain conscientious of the citizens of Erie County and if a less expensive hotel option is across the street or down the road that is what hotel should be chosen.

Enterprise Zone Agreement. Regional Planning Director Tim King explained that Pegasus Vans and Trailers, Inc. is requesting an Enterprise Zone for a new 30,000 square foot building to expand their business at their current location. The business is asking for 10 year 60% forgiveness on the improvement value associated with this addition. Financial Planner Zach Rospert added this expansion would create approximately five new manufacturing jobs, three the first year and two the second year.

Statutorily, the schools are not required to be involved with this abatement request, but Zach noted that the schools can be contacted. The Commissioners stated there is no objection on this project, but they would like the School Board to be notified of this project.

Metropolitan Planning Organization Expansion. Mr. King said the State notified him that during the 2020 Census, it was discovered that a new urbanized area has been identified for our area.

15,000 people in Ottawa County were added to the urbanized area, which would bring Erie County's total urbanized area up to 65,000 people. According to ODOT, any area 50,000 and over are required to be recognized as and Metropolitan Planning Organization (MPO). Mr. King noted that he and Senior Transportation Engineer Kevin Cannon were discussing bringing in former Regional Planning Director Steve Poggiali to help brainstorm on how to structure the new MPO to ensure funding is equally distributed. Mr. Cannon noted that a Governor's Agreement will be needed and the plan needs to be in place by July of 2025. It is unknown how much money will be generated with this new MPO.

On motion of Mr. Shoffner and second of Mr. Old, Board appoints Senior Transportation Engineer Kevin Cannon as an alternate to the **SCIP/LTIP District #5 Public Works Integrating Committee** effective 4/20/23 - 3/28/24; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into a Biennial Agreement with the **State of Ohio, Department of Transportation for State Fiscal Years 2024-2025**; Roll Call: All Aye (#23-102 - designating a Metropolitan Planning Organization for Erie County)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution declaring certain Erie County equipment surplus and ordering same to be sold by **internet auction**; Roll Call: All Aye (#23-103)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution declaring certain items surplus and ordering same to be **discarded or salvaged**; Roll Call: All Aye (#23-104)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution confirming an agreement between **Erie County Court of Common Pleas, Juvenile Division and Huron County Court of Common Pleas, Probate and Juvenile Divisions**; Roll Call: All Aye (#23-105 - providing detention services for Huron County male and female juveniles which currently cannot be provided by Huron County)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **authorizing payment for services and supplies** provided to Nanette A. Lamb, Protegis Fire and Safety, and Kimmell Cleaners, Inc.; Roll Call: All Aye (#23-106)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **West Roofing Systems**; Roll Call: All Aye (#23-107 - making repairs to the roof at the Courthouse)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **Burning River Lifts and Elevators, LLC**; Roll Call: All Aye (#23-108 - Courthouse Wheelchair Lifts Replacement Project)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **Coon Restoration & Sealants, Inc.**; Roll Call: All Aye (#23-109 - Courthouse Staining Project)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **D2 Excavating, LLC** and an Intergovernmental Agreement with the **City of Sandusky**; Roll Call: All Aye (#23-110 - Bardshar Road Improvements Project)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **iVideo Technologies**; Roll Call: All Aye (#23-111 - providing maintenance service on the audio/video equipment in the Services Center Commission Chamber)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution authorizing the County Auditor to make a **supplemental appropriation and budget modifications** re Erie County Sewer Fund; Roll Call: All Aye (#23-112)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution authorizing the County Auditor to make **interfund transfers** re General Operating Fund: Planning Department; Metropolitan Planning Organization Fund; General Operating Fund: Soil & Water Conservation; Soil & Water Conservation Fund; Workforce Innovation & Opportunity Act Fund; Children Services Fund; Child Support Enforcement Agency Fund; and Public Assistance Fund; Roll Call: All Aye (#23-113)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution authorizing the County Auditor to make **budget modifications and supplemental appropriations** re General Operating Fund: Commissioners - Admin, Facilities, Facilities - Sheriff's, and General - Judge Binette; Workforce Innovation & Opportunity Act Fund; Felony Delinquent Care/Custody Fund; Drug Court - SOR Grant Fund; ISP-CCA 407 20221-23 Grant Fund; FY 21 Operation Stonegarden - NBI Fund; Maui Sands TIF Fund; Capital Improvements Fund; Employee Self-Insurance Fund; and General OPS - FCFC Fund; Roll Call: All Aye (#23-114)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution authorizing the County Auditor to make an **interfund transfer** re Erie County Sewer Fund; and Bay View Sewer Rev Bond Payment Fund; Roll Call: All Aye (#23-115)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into a grant agreement between the **Ohio Department of Medicaid and Erie County Family and Children First Council**, through its fiscal agent Erie County Board of Commissioners; Roll Call: All Aye (#23-116 - offering technical and financial assistance to children, youth and families with complex and multi-system needs for the period of 7/1/23 - 6/30/25)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution executing payment of **Then and Now Certification** presented by the County Auditor pursuant to O.R.C. 5705.41(d)1, and authorizing the drawing of warrant(s) in payment of amounts due upon contract or order; Roll Call: All Aye (#23-117)

Board approves Revised Auditor's Certificate for **Bonded Chemicals** transfer \$7,680.00 from one account to another re providing treatment chemicals (Sodium Hypochlorite Solution and Sodium Bisulfite) for the Erie County Department of Environmental Services - Wastewater Treatment Division.

Board approves Revised Auditor's Certificate for **Ohio Telecom** in an additional amount of \$2,250.00 re telephone service fees for DOES.

Board approves Revised Auditor's Certificate for **Ohio Telecom** in an additional amount of \$2,450.78 re telephone service fees for Facilities Department.

Board approves Revised Auditor's Certificate for **Erie County Board of Developmental Disabilities** in an additional amount of \$19,218.56 re implementing the Help Me Grow: Ohio's Birth to Three System/ Part C Component for the Erie County Family and Children First Council.

Board approves Revised Auditor's Certificate for **Majestic Transportation, Inc.** in an additional amount of \$120,000.00 re transportation services to clients at ECDJFS.

Board approves two Revised Auditor's Certificate for **Frontline Staffing** in additional amounts of \$50,000.00 and \$120,000 re providing staffing services for healthcare professionals at The Meadows at Osborn Park.

Board approves **Engineer's Preliminary Estimate of Cost** in the amount of \$1,042,500.00 re 2023 Erie County Microsurfacing Program.

Board approves Equipment Outlay and Request Form for **The Meadows at Osborn Park** re one DS smart monthly subscription and four DS smart mounting kit, for Welch spot monitors rolling stands in the amount of \$3,599.87.

Board approves expenses for **Christina Kaman**, Adult Probation, attending Ohio Community Corrections Association Training in Columbus, Ohio, on 5/16/23 in an estimated amount of \$129.00.

Board approves expenses for **Christina Kaman**, Adult Probation, attending 2023 Ohio Community Corrections Association Annual Conference in Dublin, Ohio, on 4/27 and 4/28/23 in an estimated amount of \$495.00.

Board approves expenses for **Brooke Hankins**, Adult Probation, attending 2023 Ohio Community Corrections Association Annual Conference in Dublin, Ohio, on 4/27 and 4/28/23 in an estimated amount of \$495.00.

Board approves expenses for **Monica Manasco**, Adult Probation, attending 2023 Ohio Community Corrections Association Annual Conference in Dublin, Ohio, on 4/27 and 4/28/23 in an estimated amount of \$495.00.

Board approves Travel Request form for **Barb Knapp**, Dog Warden, attending Northwest Dog Wardens Association Meeting in Kalida, Ohio, on 4/12/23 at no cost.

Board approves Travel Request Form for **Melissa Bayer Smith**, Family and Children First Council, attending Strong Families, Safe Communities - Sustainability Planning Meeting in Findlay, Ohio, on 4/13/23 at no cost.

Board approves Travel Request Form for **Clark Garris** and **Matt Wilson**, Human Resources, attending County Loss Control Coordinators Association Meeting in Port Clinton, Ohio, on 4/21/23 at no cost.

Board authorizes expenses for **Amber Bruno** and **Belinda Sibert Biemler**, ECDJFS, attending Spring 2023 UX Information Sessions in Toledo, Ohio, on 5/2/23 in an estimated amount of \$14.00.

Board authorizes expenses for **Amber Jenkins** and **Trudy Riddle**, ECDJFS, attending Ohio Job and Family Services Directors' Association Training Conference in Columbus, Ohio, on 5/17 and 5/18/23 in an estimated amount of \$203.28.

Board authorizes expenses for **Neil Yingling**, ECDJFS, attending 2023 Ohio Job and Family Services Directors' Association Annual Training Conference in Columbus, Ohio, on 5/17 and 5/18/23 in an estimated amount of \$503.28.

Board authorizes expenses for **AJ Lill**, ECDJFS, **Judge DeLamatre**, Juvenile Court, **Betty Burley**, Prosecutor's Office, and **Kelli Jellinger**, Public Defender's Office, attending Summit on Children 2023 in Columbus, Ohio, on 3/16 and 3/17/23 in an estimated amount of \$175.48.

Board authorizes expenses for **Marie Woodruff**, Prosecutor's Office/Victim's Advocate, attending Two Days in May Seminar in Columbus, Ohio, on 5/8 and 5/9/23 in an estimated amount of \$409.21.

Board authorizes expenses for **Ellen Olsen** and **Teresa Robison**, Recorder's Office, attending 2023 Ohio Recorders Association Spring Continuing Education Meeting in Columbus, Ohio, on 4/20/23 in an estimated amount of \$34.00.

Board authorizes expenses for **Caleb Stidham**, Treasurer, attending 2023 CTAO Spring Conference in Dayton, Ohio, on 4/25 - 4/27/23 in an estimated amount of \$550.00.

Board authorizes expenses for **Ellen Schirg** and **Caleb Stidham**, Treasurer's Office, attending 2023 Ohio County Treasurer's Association Spring Conference in Columbus, Ohio, on 4/27/23 in an estimated amount of \$70.00.

Board approves Personnel Action Form for **Facilities Department** re **John Schaefer**, Maintenance III - General, employment effective 4/24/23.

Board approves Personnel Action Forms for **ECDJFS** re **Alison Minnich**, RESEA Workforce Specialist, part-time Grant Funded, resignation effective 4/14/23.

Board approves Personnel Action Forms for **Family and Children First Council** re **Tiffanee Beard**, from Parent Advocate to full-time Service Coordinator effective 4/17/23; **Jessica Songer**, Wraparound Facilitator, resignation effective 4/13/23; and **Tiffany Burdge**, Service Coordinator, resignation effective 4/14/23.

Board approves Personnel Action Forms for **DOES** re **Daniel Rickenbaugh**, from Equipment Operator III - Landfill to Foreman - Landfill effective 4/3/23; and **Chris Cullen**, part-time Seasonal Worker - Water Division, employment effective 4/3/23.

Board approves Personnel Action Forms for **The Meadows at Osborn Park** re **Sharon Tipton**, full-time STNA, employment effective 4/18/23; **Shelly Snyder**, full-time Patient Care Assistant, employment effective 4/18/23; **Inari Treen**, from part-time Patient Care Assistant to part-time STNA effective 4/9/23; **Courtney Davis**, part-time Patient Care Assistant, employment effective 4/18/23;

Board approves Personnel Action Forms for **The Meadows at Osborn Park** re **Keysha Thomas**, full-time Patient Care Assistant, employment effective 5/2/23; **Kiszar Peterson**, full-time Patient Care Assistant, employment effective 4/18/23; **Brittany Moore**, full-time Patient Care Assistant, employment effective 4/18/23; **Briana Moore**, part-time LPN, change in hours per pay period effective 4/3/23; **Francily Ramirez**, from full-time Patient Care Assistant to full-time STNA effective 4/3/23; **Lauren Orshoski**, from full-time Patient Care Assistant to full-time STNA effective 4/3/23; **Delaney Thomas**, from part-time Patient Care Assistant to part-time STNA effective 4/3/23; **Nykyta Young**, RN Supervisor, rate increase due to completion of probation effective 3/3/23; **Jewel Lewis**, part-time STNA, employment effective 3/28/23; **Jewel Lewis**, part-time STNA, resignation effective 4/4/23; **Dorlissa Hearvey**, from full-time Patient Care Assistant to full-time STNA effective 4/3/23; **Brianna Horsley**, from full-time Patient Care Assistant to full-time STNA effective 4/3/23; **Elyssa Sherer**, Activities Director, rate increase due to five years of service effective 4/2/23; **Jessica Parker**, full-time STNA, resignation effective 4/3/23; **Katlin Gearheart**, full-time STNA, resignation effective 4/1/23; **Katlin Gearheart**, from full-time STNA to part-time STNA effective 4/3/23; **Katie Lewis**, new hire for full-time RN Supervisor has decided to be part-time RN Supervisor effective 1/27/23; **Natasha Robinson**, from full-time STNA to part-time STNA effective 4/3/23; and **Alli Andre**, from full-time STNA to part-time STNA effective 4/2/23.

Board approves Request for Recruitment for **Engineer's Office** re **summer seasonal positions** (four open positions).

Board approves Request for Recruitment for **ECDJFS** re **part-time Grant funded Workforce Specialist**. (RESEA grant)

Received letter from Safe Harbour Domestic Violence Shelter re **first quarter statistics for 2023**.

Received cover letter and copy of **Jail Meal and Turn Key Report** for March 2023 from Sheriff Sigsworth, per O.R.C. 311.20.

Received letter from Sheriff Sigsworth re **Transportation of Prisoners Report**, per O.R.C. 325.07.

Received letter from Sheriff Sigsworth re estimate of \$250.00 to be charged on **gasoline credit cards** for May 2023, per O.R.C. 301.27.

Received copy of memo to Erie County Budget Commission Members from Alyssa Heater, Finance Manager, re **2023 Revised Estimated Resources**.

Received copy of **Monthly Financial Report** for the month ending March 31, 2023 from the Erie County Auditor, per O.R.C. 319.15.

Received copy of **estimate of construction, reconstruction, resurfacing or improvements on public roads, bridges and culverts** within each Township for the calendar year 2023 from the Erie County Engineer, per O.R.C. 5543.02.

Received copy of **2022 Annual Report for Alcohol, Drug Addiction, and Mental Health Services Board of Erie County.**

Received copy of 2/14/23 **Erie County Economic Development Corporation** meeting minutes, 4/11/23 meeting agenda, financials as of March 31, 2023, and Executive Director's Report for March 2023.

On motion of Mr. Old and second of Mr. Shoffner, Board **adjourns** at 10:06 a.m.; Roll Call: All Aye

Emp
Meet23-14