

ERIE COUNTY COMMISSIONERS

REGULAR SESSION

THURSDAY, FEBRUARY 7, 2019

ALL PRESENT

President Shenigo called the meeting to order at 9:35 a.m. The meeting was opened with the Pledge of Allegiance and a prayer given by Envoy Kevin Knappins of The Salvation Army.

Assistant Prosecuting Attorney Gerhard Gross was also present.

Bid Opening re **Billings Road Structure G-211 Prestressed Concrete Box Beams, Groton Township** for **Engineer's Office**; Project Engineer Matt Rogers opens same:

COMPANY	AMOUNT	BID BOND
Prestress Services Industries of Ohio Columbus, Ohio 43222	\$94,600.00	X
ESTIMATE	\$91,250.00	

On motion of Mr. Old and second of Mr. Shoffner, Board receives bid re **Billings Road Structure G-211 Prestressed Concrete Box Beams** and refers same to Engineer's Office for review and recommendation back to the Board; Roll Call: All Aye

Pete Daniel re Various Issues.

Revenues Update. Pete reported that lodging tax receipts, for the period of January 2018 through January 2019, increased from \$6,300 to \$12,700. He cautioned the Commissioners not to read too much into this, since in 2017, at this same time, collections were \$9,800. He believes the difference could be in the way lodging taxes are paid to the Auditor, since they can be sent in monthly or quarterly.

Finance Department re Budget Presentation. Present were Ed Widman, Director of Finance; Melissa Tomaro, Assistant Finance Director; Public Defender Jeff Whitacre; Records Manager Jackie Yost, Human Resources Director Nancy Ostrander and Assistant Director Matt Wilson; and Rachel Malone, Director of Business Services, Board of Developmental Disabilities.

Public Defender - Jeff Whitacre noted that expenses are down since he is no longer paying rent and utilities after his move to the Office Building. He is asking for parity increases for his attorneys (\$59,217), bringing their salaries in line with attorneys in the Prosecutor's office. He noted that, although this is discussed in the Ohio Administrative Code, not the Ohio Revised Code, parity is a law in the State. He reminded the Commissioners that, for every \$1.00 spent from the General Fund, the County

gets \$.45 reimbursed from the State. Mr. Shenigo asked Melissa to get cost allocation numbers to the Commissioners. Salary information will be discussed later in closed session.

Human Resources - Nancy is requesting two office chairs and a shredder (\$1,450) for her office, sending an employee through the Leadership Erie County program (\$990), along with an additional \$1,451 in her travel line item. She explained that Amy Palsa, Wellness Coordinator and Benefits Specialist, has obtained designation as a Society for Human Resource Management (SHRM) Certified Professional, and will need CEU's to maintain that. Mr. Shenigo noted that those certifications are not required in their current jobs. Nancy agreed, and noted that, while not in the job description, the Commissioners supported and authorized Amy pursuing those. In addition, Matt is in the process of getting his Certified Labor Relations Professional Certification, and she would like to compensate him (\$2,426). Other requests include adding a part-time floater clerk for 12 hours a week (\$9,099), promoting the Administrative Assistant to HR Generalist (\$1,504), a merit increase for the Loss Control Coordinator (\$2,426), and compensation for Nancy when she completes the requirements for a Recruitment/Retention/Military Veterans Certification through SHRM (\$2,426).

Commissioner Old suggested that Nancy check other County offices for surplus chairs, and said that her personnel requests will be discussed in closed session.

Microfilm - Carolyn is asking for salary increases for this staff, bringing them within their pay grades. It was noted that the supplies line has been reduced significantly compared to last year (\$15,500 compared to \$22,458 spent in 2018). Jackie explained that the scanning process put in place last year has eliminated the need to send microfilm copies to departments, since they will now be able to work with the scanned documents. She will be using less microfilm and chemicals, as a result.

The Commissioners asked Jackie about several hundred old books that Clerk of Courts Luvada Wilson is having scanned and microfilmed by Strategic Solutions, wondering if that is something that the Microfilm Department could do for her. Jackie believes that they should be able to do the unbound books, and will contact Luvada to look at the bound books to see if it's something they can handle.

OSU Extension: Ed presented additional information that the Commissioners had requested regarding their funding. The County contributes nearly \$236,000, and OSU provides a little more than \$250,000. It was noted that the County's portion goes entirely toward salaries of the educators and support staff. It was also mentioned that OSU will continue with its current level of funding, even if the County's share is reduced.

Auditor - Rick Jeffrey is requesting an additional \$3,000 for office supplies, \$1,500 for Board of Revision advertising, and \$13,500 for Harris web hosting backup and system cost increases. Rick is also asking for a \$3,500 increase in his travel expenses line, allowing him and his staff to attend the GFOA conference this year, since it will be held in

Erie County. He explained that he has not gone to this in the past, because it was in Cincinnati. Personnel requests will be discussed in closed session, addressing salary increases above budget policies, but within his allocation, that were given late last year. In addition, Rick is advising that the bed tax auditing costs will increase in 2019, but did not have a definite amount yet.

The Commissioners directed Finance to leave the office supplies amount at \$12,000, instead of the \$15,000 requested, and to keep the travel budget at \$3,000. Mr. Old said Rick is welcome to come before the Board if he needs additional funds later in the year.

Auditor - Real Estate Assessment Fund - Personnel requests for salary increases (\$22,406) will be discussed in executive session. A lengthy discussion was held again on travel expenses, as Rick is asking for \$13,000 in just this fund. He is also including approximately \$2,200 in membership dues for the realtors' Multiple Listing System, believing this could be of benefit when it comes to valuation information.

Board of Elections - an additional 2% salary increase is being requested in this budget, since raises were given last year instead of bonuses, and given again in 2019. That Board is also asking for 55 security bins for ballots (\$12,375), a module for voter registrations that communicates with the company that prints the ballots (\$7,267), training for software related to the new election equipment (\$3,400), pre-election set up (\$550), a computer upgrade (\$17,716), and ballot printers and laptops for the new system (\$10,230). The Commissioners approved the purchase of the security bins.

Recorder- Executive - Melissa noted that this budget may need to be amended if an anticipated unemployment claim is filed.

Recorder - Equipment - Recorder Barb Sessler is asking to replace seven computers that are nearing the end of warranty (\$12,000). It was suggested that IT Director Tim Jonovich look at them, and get his recommendation. Pete noted that her 2019 revenues should be \$80,000, not \$75,000, and that change will be made.

On motion of Mr. Old and second of Mr. Shoffner, Board **recesses** at 11:35 a.m.; Roll Call: All Aye

On motion of Mr. Old and second of Mr. Shoffner, Board **reconvenes** at 11:45 a.m.; Roll Call: All Aye

Solid Waste Management District - the Commissioners approved continuing the Community Grants (\$40,000), Tire Recycling Community Grants (\$16,000), teacher workshop and education materials (\$2,000), business workshops (\$2,000), recycled material purchases (\$5,000), reimbursing the Sheriff for environmental law services (\$150,000), and the District's 10% share of the electric gate at the Huron Basin (\$2,000). Debris management was discussed, with \$20,000 proposed in case of a disaster resulting in debris brought to the Landfill. The Commissioners decided against that, saying that this can be addressed if an event ever does happen.

Erie County Sewer District - the Board approved the hiring of one employee in Collection, and will hold approval of a second (\$161,020 plus \$1,626 from the Bay View Sewer Fund for both employees), \$13,149 for the remainder of the meter reading project - shared with the Bay View Sewer and Water Districts A and B Funds (but directed Pete Jackson to hold up on making that payment), two chopper pumps at Timber Lake (\$19,000), two chopper pumps at the Lucas Street pump station (\$40,000), two chopper pumps at Oakland Avenue (\$40,000), the District's 44% share of the electric lift gate at the Huron Basin (\$8,955), and 19% share of the cost for electric service at the pole barn at the Basin (\$4,950). The Board will wait on the request to replace Truck #137 (\$27,270) until a vehicle inventory is received. It may also be necessary to add another \$25,000 for a chopper pump at the Hinde Avenue lift station. The purchase of a 10-ton dump trailer, replacing Vehicle #149 (\$9,900 for the Sewer District's 99% share of the cost) was put on hold, waiting for the vehicle inventory.

Bay View Sewer - Personnel and equipment were discussed when reviewing requests in other funds, including a 1% (\$45) for the electric lift gate, 1% (\$50) for electric service at the Huron Basin pole barn. The replacement of Vehicle #149 will wait, with this fund paying 1% of the cost (\$100).

Water Districts A and B - Districts A and B will both contribute a portion for items related to the electric for the pole barn (78%/2% - \$19,400/\$600) and electric gate (44%/1% - \$8,730/\$270) at the Huron Basin plant that were approved with requests submitted for the Erie County and Bay View Sewer Funds. They will also share costs for the meter reading project remainder (54%/8% - \$19,723/\$2,992) and agree to the THM project at the River Road tower (\$60,000); THM pump at the Route 250 tower (97%/3% - \$14,550/\$450). Ed was directed to reduce the cost estimates for the International tandem-axle dump truck (97%/3%) from \$145,500/\$4,500 to \$75,000/\$2,250 for the two funds.

Landfill - Pete noted that he believes overtime costs are set too high. Mr. Shenigo asked for a list of employees who work at the Landfill. Finance was directed to reduce the estimate for a replacement of the used roll-off truck from \$50,000 to \$30,000, with approval held until the inventory list can be reviewed. The purchase of a Ford Bronco (\$30,000), small service truck with accessories (\$75,000), and a high top van (\$30,000) were also held. The Commissioners approved the purchase of a snowbox for \$5,000. Additional information was requested about the need for dollars budgeted for engineering services (rephase cells - \$30,000; Statistical Plan Updates - \$7,500; the abandonment of seven groundwater wells - \$32,600; and Phase 1 of the Wetlands Determinations - \$7,760).

On motion of Mr. Shoffner and second of Mr. Old, Board appoints Rob Quinn to the **Mental Health and Recovery Board**, completing the unexpired term of Tim Betton, through 6/30/19; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board schedules a special meeting on Tuesday, February 26, at 6:30 p.m. re **Emerson Creek Wind Farm Project**; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board awards bid re **Billings Road Structure G-211 Prestressed Concrete Box Beams to Prestress Services Industries of Ohio, LLC**, Columbus, Ohio, in the amount of \$94,600.00, as the lowest and best bid which meets all specifications and upon the recommendation of the County Engineer; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board **rejects** bids re **Solid Waste Transportation/Hauling Services rebid** for the **Erie County Landfill** (project will not be rebid); Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board **determines not to place levy on tax duplicate for ditch maintenance assessments for the tax year 2019**, per O.R.C. Section 6131.52; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **authorizing payment to Matthew Bender & Company** for supplies provided to the Common Pleas Court - Judge Tone; Roll Call: All Aye (#19-72)

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 (#19-73)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **appointing members to the Erie County Local Emergency Planning Committee**; Roll Call: All Aye (#19-74 - Stephen Shoffner as Commissioners' representative and Troy Baumgartner, BAS Broadcasting, as media representative)

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 (#19-75)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **authorizing temporary appropriations for the year 2019**, until a permanent appropriation resolution for Erie County, Ohio for 2019 is adopted; Roll Call: All Aye (#19-76)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **authorizing payment to Accurate Business Machines** for services provided to the Probate Court; Roll Call: All Aye (#19-77)

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 (#19-78)

Board authorizes revised expenses for **Rick Jeffrey**, Auditor, attending a meeting with State Auditor Faber and Executive/Legislative Committee meeting in Westerville, Ohio, on 2/13 and 2/14/19, adding expenses in an estimated amount of \$249.50.

Board authorizes expenses for **Bob Biglin** and **Brian Stimmel**, DOES, traveling to get a Vactor Truck repaired at Jack Doheny in Twinsburg, Ohio, in an estimated amount of \$25.00.

Board approves Travel Request Form for **Belinda Sibert Biemler**, or **Ruth Marenberg** or **Rebecca Diekman**, ECDJFS, attending OCDA Attorney Networking meeting in Findlay, Ohio, on 2/21/19 at no cost.

Board approves Travel Request Form for **Belinda Sibert Biemler**, or **Ruth Marenberg** or **Rebecca Diekman**, ECDJFS, attending OCDA Toledo District meeting in Findlay, Ohio, on 3/01/19 at no cost.

Board authorizes expenses for **Sharareh Feizkhah**, **Ryan Codeluppi**, **Ashley Gilbert**, **Katherine Smith**, and **Rachel Green**, ECDJFS, attending CW8: Separation, Placement, and Reunification in Family Centered Child Protective Services workshop in Toledo, Ohio, on 3/4 - 3/6/19 in an estimated amount of \$45.00.

Board authorizes expenses for **Penny Nixon** and **Emmie Clyburn**, ECDJFS, attending SC3: Leading Change and Managing Conflict workshop in Toledo, Ohio, on 3/5 and 3/6/19 in an estimated amount of \$10.00.

Board approves Travel Request Form for **Julie Kyer**, ECDJFS, attending Core: Case Planning workshop in Oak Harbor, Ohio, on 3/12/19 at no cost.

Board authorizes expenses for **Jodi Moen**, ECDJFS, attending Screening and Intervention for Substance Use Disorders workshop in Toledo, Ohio, on 3/13/19 in an estimated amount of \$7.50.

Board approves Travel Request Form for **Tina Krueger**, **AJ Lill** and **Tevon Oehling**, ECDJFS, attending CFF Foundations #3 training in Elyria, Ohio, on 3/14/19 at no cost.

Board approves Travel Request Form for **Belinda Sibert Biemler** or **AJ Lill** or **Karen Balconi Ghezzi** or **Victoria Bayer**, or **Deb Haer**, ECDJFS, attending Northwest JFS Directors meeting in Findlay, Ohio, on 3/21/19 at no cost.

Board approves Travel Request Form for **AJ Lill**, ECDJFS, attending Family First Prevention Services Act Leadership Committee meeting in Columbus, Ohio, on 3/28/19 at no cost.

Board approves Travel Request Form for **Belinda Sibert Biemler**, or **Amber Hohler**, or **Sherri Routsong**, or **Victoria Bayer**, or **Casey Nead**, or **Brian Bixler**, or **Tina Krueger**, or **Rebecca Diekman**, ECDJFS, attending 2019 OCATS meeting in Columbus, Ohio, on 3/29/19 at no cost.

Board authorizes expenses for **Andrea McKillips** and **Jodee Davis**, The Meadows at Osborn Park, attending ICD-10-CM for Long Term Care training in Perrysburg, Ohio, on 3/26/19 in an estimated amount of \$135.00.

Board authorizes expenses for **Steve Poggiali** and **Carrie Whitaker**, Regional Planning, attending 2020 Census Participant Statistical Areas Program (PSAP) meeting with MPO ED's in Cleveland, Ohio, on 2/14/19 in an estimated amount of \$50.00.

Board approves Travel Request Form for **Nickolas Mazur**, Sheriff's Office, attending 2019 Weight Enforcement Conference in London, Ohio, on 2/20/19 at no cost.

Board approves Personnel Action Forms for **DOES** re **Troy Hansen**, Maintenance Repair III - Water, salary increase per union contract, due to Water Distribution Class I and II Backflow Prevention license, effective 1/1/19; **Anthony Schaefer**, Maintenance Repair III - Collection, salary increase, per union contract, due to Wastewater Collection Operator License, effective 1/27/19; and **Scott VanBarg**, Plant Operator II - Treatment, annual salary increase effective 1/1/19, per union contract.

Received copy of Notice of the Debtors' Entry into a Restructuring Support Agreement and of the Record Date for Equity Elections under the Debtors' Plan of Reorganization in regard to **FirstEnergy Solutions Corp., et al.**, United States Bankruptcy Court, Northern District of Ohio, Eastern Division, Case No. 18-50757.

Received memo from Ohio Development Services Agency re **draft Program Year 2019 Ohio Consolidated Plan Annual Action Plan, Executive Summary, and National Housing Trust Fund Allocation Plan Availability; Notice of Public Hearing and 30-Day Public Comment period** re Community Development Block Grant.

Received copy of **2018 Erie County Engineer's Office Annual Report**.

Received copy of **2018 Erie County Sheriff's Office Annual Report**.

Received letter from Sheriff Sigsworth re estimate of \$250.00 to be charged to **gasoline credit cards** for the month of March 2019, per O.R.C. 301.27.

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

Received copy of 1/22/19 **Veterans Service Commission** meeting minutes.

On motion of Mr. Old and second of Mr. Shoffner, Board **adjourns** at 12:25 p.m.; Roll Call: All Aye

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