

ERIE COUNTY COMMISSIONERS

REGULAR SESSION

WEDNESDAY, JUNE 7, 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. Shenigo, Board approves the **May 11, 2023 Erie County Commission Meeting Minutes**; Roll Call: Both Aye

**Second Public Hearing re Community Housing Impact Program Grant.**

An attendance sheet was signed by those present. Regional Planning Director Tim King gave an overview of the CHIP Grant structure for 2023 which includes: Erie County - \$300,000; City of Huron - \$300,000; City of Vermilion - \$300,000; and City of Sandusky - \$350,000; for a total of \$1.25 million in requests. Mr. King noted this has been a successful program in the past, with an average award being \$720,583.33 since 1995. The application is due to the State on June 21, 2023 and will know how much Erie County will receive by the Fall of 2023.

Bid opening re **Office Building Parking Garage Clean and Seal**; Purchasing Coordinator Doug Priestas opens same:

COMPANY	AMOUNT	BID BOND
J&P Caulking, Inc. Columbus, Ohio 43207	\$57,700.00	X
Martin Painting & Coating Co. Sandusky, Ohio 44870	\$68,700.00	X
ESTIMATE	\$62,500.00	

On motion of Mr. Old and second of Mr. Shoffner, Board receives bids regarding **Office Building Parking Garage Clean and Seal for Facilities Department** and refers same to Facilities Director and Purchasing Department for review and recommendation back to the Board; Roll Call: All Aye

Bid Opening re **Erie County Jail Exterior Sealing for Facilities Department**; Purchasing Coordinator Doug Priestas opens same:

COMPANY	AMOUNT	BID BOND
Coon Restoration & Sealants, Inc. Louisville, Ohio 44641	\$62,515.00	X

Bid Opening re **Erie County Jail Exterior Sealing** continued:

COMPANY	AMOUNT	BID BOND
<b>J &amp; P Caulking, Inc.</b> Columbus, Ohio 43207	\$47,500.00	X
<b>Martin Painting &amp; Coating Co.</b> Grove City, Ohio 43123	\$79,500.00	X
<b>ESTIMATE</b>	\$58,500.00	

On motion of Mr. Old and second of Mr. Shoffner, Board receives bids re **Erie County Jail Exterior Sealing** for **Facilities Department** and refers same to Facilities Director and Purchasing Department for review and recommendation back to the Board; Roll Call: All Aye

Bid Opening re **Services Center Painting Project** for **Facilities Department**; Purchasing Coordinator Doug Priestas opens same:

COMPANY	AMOUNT	BID BOND
<b>Martin Painting &amp; Coating Co.</b> Grove City, Ohio 43123	\$62,700.00	X
<b>ESTIMATE</b>	\$64,000.00	

On motion of Mr. Old and second of Mr. Shoffner, Board receives bids re **Services Center Painting Project** for **Facilities Department** and refers same to Facilities Director and Purchasing Department for review and recommendation back to the Board; Roll Call: All Aye

#### **County Administrator re Various Issues.**

Enterprise Zone Request - County Administrator Hank Solowiej reported that Valley Ford has revised their Enterprise Zone Abatement request. Instead of 100% for 15 years they have revised the abatement to a tiered approach as follows: 5 years at 75%, 5 years at 50% and the last five years at 25%. Basically, the net equals a 50% abatement for 15 years. Hank noted the School District and the Huron Township Trustees are not in agreement with this tax abatement. Regional Planning Director Tim King and Financial Planner Zach Rospert attended the Huron Township Trustees meeting and little discussion took place about the abatement. The School Treasurer plans to meet with the Township Trustees soon to try to get everyone in agreement. Hank noted that the Trustees have been provided with all the information about this request. This project will create 30 new jobs and will be the base of Valley Fords operations.

Hank reminded the Board that they have the authority to approve a 10 year 60% abatement without anyone else's approval.

2024 Budget Policies - Hank stated that the 2024 budget policies will be going through the meeting today. This kicks off the budget process, which will be complete by the end of the year. Hank noted that the policies for 2024 provide for a 0% increase in wage rates and no one-time bonus. Any cost of living adjustments approved by the Board will be treated as a supplemental appropriation in 2024. The health care premiums and employee deductibles/co-pays will not increase for 2024. Mr. Old noted that there will likely be wage rate increases, it is just not known at this time, how much it will be. The Board will review the General Fund forecast and financial conditions at the end of 2023 and make a decision at that time.

Office Hours - Last week, a motion was proposed to reduce the budgets of the Auditor, Recorder and Clerk of Courts but was not seconded and the Board continued discussion. Hank has received word that the Auditor's, Recorder's and Clerk of Courts offices have agreed to remain open from 8:00 - 4:00 p.m. Monday through Friday.

On motion of Mr. Old and second of Mr. Shoffner, Board **rescinds motion to cut 10% of the Auditor's and Recorder's budgets and remove \$75,000 in the Clerk of Courts budget;** Roll Call: All Aye

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution entering into First Amendment to the **Participation Agreement with CCAO Service Corporation regarding the Electricity Purchasing Program** and Power of Attorney and Agreement for CCAOSC Electricity Purchasing Program only; Roll Call: All Aye (#23-169)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution entering into a Professional Services Agreement with **Plante & Moran, LLP;** Roll Call: All Aye (#23-170 - providing assistance with monthly accounting on the PointClickCare System for The Meadows at Osborn Park)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution submitting the **RECLAIM Ohio/Youth Services Subsidy Grant Agreement and Funding Application** to the Ohio Department of Youth Services for the period of 7/1/23 - 6/30/25); Roll Call: All Aye (#23-171)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution declaring certain Erie County equipment surplus and ordering same to be sold by **internet auction;** Roll Call: All Aye (#23-172)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution **establishing the Budgetary Policies and Guidelines for 2024;** Roll Call: All Aye (#23-173)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution **adopting the holiday schedule for employees of the Commissioners' Department for the year 2024**; Roll Call: All Aye (#23-174)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution entering into an agreement with **Johnson Controls**; Roll Call: All Aye (#23-175 - providing testing and inspection services of the fire alarm system at The Meadows at Osborn Park from 8/1/23 - 7/31/24)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution authorizing the County Auditor to make **supplemental appropriations** re General Operating Fund: Sheriff; Workforce Innovation & Opportunity Act Fund; Foreclosure Action - Binette Fund; Adult Probation Fund; Compensated Reserve Fund; Roll Call: All Aye (#23-176)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution authorizing the County Auditor to make **interfund transfers** re General Operating Fund: Public Assistance; Public Assistance Fund; Workforce Innovation & Opportunity Act Fund; General Operating Fund: Children Services; and Children Services Fund; Roll Call: All Aye (#23-177)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution entering into a Jail Services Agreement with **T.W. Vending, Inc. dba Turnkey Corrections or Kimble's Food by Design, LLC**; Roll Call: All Aye (#23-178 - providing inmate services and commissary products to the Jail for a period of three years effective 7/1/23 - 6/30/26 with an automatically renewal for one-year terms thereafter)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution entering into a **2023/2025 Biennial Subgrant Agreement with the Ohio Department of Job and Family Services**; Roll Call: All Aye (#23-179 - providing funding to JFS for the period of 7/1/23 - 6/30/25)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution declaring certain items surplus and ordering same to be **discarded or salvaged**; Roll Call: All Aye (#23-180)

On motion of Mr. Old and second of Mr. Shoffner, Board adopts resolution entering into a Memorandum of Understanding for **Local Workforce Area 7 Workforce Development System**; Roll Call: All Aye (#23-181 - funding for the operation of the local workforce development system and the OhioMeansJobs centers, as part of the requirement of WIOA)

Recorder's Travel Request Form - Mr. Old stated, at last week's meeting, discussion ensued regarding the Recorder's Travel Form request of \$410.00 for the Recorder and her Deputy to attend a conference in Dayton, with \$104 of that being for a dinner buffet. The Commissioners were completely against approving the cost of this conference. Mr. Old noticed that the Recorder resubmitted her travel form in the amount of \$310.00.

Hank clarified that this conference provides continuing education credits, per the Ohio Revised Code, and there is not an online option available. Mr. Old continues to not understand how the Recorder can leave the office for three days when her office is struggling to stay open during regular business hours. Mr. Shenigo stated that there should be no reason why two employees are going to this conference. Mr. Shenigo added the rule has always been for one person to attend meetings and conferences, and then bring back information to share with the other employees. Human Resources Director Matt Wilson was present. He confirmed that it is noted in the Personnel Policy Manual to make every attempt to have one person from the office attend meetings and conferences. The Commissioners agreed to approve the Travel Form for only the Recorder and not including the \$100 for dinners.

Adult Probation Vehicle - Mr. Shoffner asked about the funding for the vehicle request from the Adult Probation Department. Hank stated that JRIG grant funds will be used to pay for a portion of this vehicle, with the rest coming from Adult Probation Funds. Mr. Shoffner noted that JRIG funds could be used toward drug testing in the courts.

Board approves **approval and authorization for cash disbursement forms** for Human Resources, Commissioners' Department, Finance Department, Facilities Department, Emergency Management, Coroner's Office, Family and Children First Council, Regional Planning, and Dog Pound.

Board approves **One-time Children Services Workforce Funding Grant bonus** in the amount of \$1,555.69 for paycheck 6/23/23 for Children Services workers at ECDJFS.

Board approves Equipment Outlay and Request form for **Sheriff's Office** re Intox DMT machine in the amount of \$11,767.50.

Board approves Equipment Outlay and Request Form for **Adult Probation** re 2022 Ford Explorer XLT in the amount of \$24,000.

Board approves Travel Request Form for **Caryn Roeser**, Human Resources, attending HR Star Conference in Independence, Ohio on 8/2/23 at no cost.

Board authorizes expenses for **Trudy Riddle** and **Neil Yingling**, ECDJFS, attending Multi-Generational Leadership conference in Fremont, Ohio, on 6/12/23 in an estimated amount of \$36.68. (only if no county vehicle is available)

Board authorizes expenses for **Ellen Olsen**, Recorder, attending Ohio Records Association Summer Conference in Dayton, Ohio on 6/11 - 6/14/23 in an estimated amount of \$310.00.

Board approves Travel Request Form for **Kevin Cannon** and **Tim King**, Regional Planning, attending FEMA Workshop - Substantial Improvement/Substantial Damage in Elyria, Ohio, on 7/12/23 at no cost.

Board approves Personnel Action Forms for **The Meadows at Osborn Park** re **Alli Andre**, from part-time STNA to full-time STNA effective 6/11/23; **Brianna Horsley**, full-time STNA, resignation effective 5/26/23; **Elizabeth Jones**, from part-time STNA to full-time STNA effective 6/11/23; and **Brittany Mischler**, returning a full-time LPN effective 6/5/23.

Board approves Job Description for **DOES** re **Chief Equipment Operator III**.

Board executes letter to The Honorable Sherrod Brown, United States Senate, 713 Hart Senate Office Building, Washington, DC 20002, re **interest in obtaining space force jobs to Ohio and Erie County**.

Received letter from Alyssa Heater, Finance Manager, **requesting separation pay from the Compensated Reserve Fund in the amount of \$9,265.35** for John Baum who retired from Erie County Facilities Department effective 5/31/23. Board approves request.

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 the month of July 2023, per O.R.C. 301.27.

Received cover letter and copy of **Annual Ditch Maintenance Report** from Engineer Jack Farschman and Ditch Maintenance Supervisor Joe Weilnau, per Ohio Revised Code Sections 6137.03, 6137.06, 6137.07.

Received **Monthly Financial Report** for the month ending May 31, 2023 from the Auditor, per O.R.C. 319.05.

Received copies of 9/1/22, 12/21/22, 1/26/23 and 3/30/23 **Greater Sandusky Partnership** meeting minutes and agendas.

On motion of Mr. Old and second of Mr. Shoffner, Board **recesses** into **Executive Session**, per O.R.C. 121.22 (G)(1), to consider the **compensation** of public employees of The Meadows at Osborn Park; Roll Call: All Aye

On motion of Mr. Old and second of Mr. Shoffner, Board **reconvenes**; Roll Call: All Aye

On motion of Mr. Old and second of Mr. Shoffner, Board **adjourns** at 10:50 a.m.; Roll Call: All Aye

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