

**ERIE COUNTY COMMISSIONERS**

**REGULAR SESSION**

**MONDAY, MARCH 27, 2023**

**ALL PRESENT**

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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 1<sup>st</sup> and 8th, 2023 Commission Meetings**; Roll Call: All Aye

**County Administrator re Various Issues.**

Sales Tax - Sales collections for March, December sales, totaled \$1.77 million, which is a 4% increase from this time last year. Year-to-date, Erie County continues to be up by 3% compared to last year, or \$4.865 million. Preliminary numbers for April, January sales, show Erie County receiving \$1.3 million compared to \$1.23 million last year.

Gas Tax - March gas tax collections totaled \$286,000, down from \$296,000 received last March. Erie County is continuing to trend below normal sales for gas tax collections, as we are down 1.3% total year-to-date.

County Administrator Purchase Order Approval - Hank noted that in April, there will be not be a Commission Meeting until April 20<sup>th</sup>. He is requesting that Commissioners consider increasing the threshold of purchase orders which Hank is permitted to pay from \$5,000 to \$10,000 during this extended period of time. Updating this process will allow for bills to be processed and will also not incur late fees. The Commissioners believe that this rate hasn't been increased in many years and with the cost of inflation they agree to increase this amount indefinitely. A Resolution will be prepared for next Commission Meeting on Thursday.

Office Hours - Mr. Old has recently heard of several situations that have been brought to his attention at the Clerk of Courts office where Erie County citizens have not been satisfied. One being offices being closed during the lunch hour of 12:00 p.m. - 1:00 p.m. A message was sent to Clerk of Courts Luvada Wilson addressing this issue. Mr. Old wanted to state, for the record, that he knew that the Clerk of Courts office was closed from 11:50 a.m. - 1:00 p.m. and not 11:00 a.m. - 1:00 p.m. and if he misspoke on the time he apologizes. Mr. Old stated that he keeps hearing of these situations where the Elected Officials offices' are closed during regular business hours and this is not acceptable business practices for Erie County citizens.

Another situation was a citizen was owed \$100.00 for an overpayment made by the Clerk of Courts. This citizen went to the Clerk of Courts Office to claim the overpayment and was told that the office does not carry that much petty cash and they would need to go to the Huron County Clerk of Courts. When asked about this, Ms. Wilson stated that it is a safety and security issue with her staff, as some days, there are only one or two employees in the office at a time, and worried about having a large sum of money on hand to be robbed. Mr. Shenigo noted that if Ms. Wilson is worried about security, she should ask someone from another department to cover. Mr. Old agreed, stated that the safety of our employees is the County's top priority and no one should put themselves at risk. If the office were to be robbed, the employee should give the thief the money. The Commissioners' asked Hank to follow up with Ms. Wilson on these situations.

Citizen Mr. John Adams said from his personal experience, it is very frustrating to find a parking space downtown and walk the distance to the county building just to find out the office you needed was closed. He suggested putting signage in the Parking Garage or on Washington Row noting office closures, so citizens do not have to go through the hassle of parking and going into the building.

Love's Travel Center - Hank updated the Board that correspondence regarding the Love' Travel Center TIF has been sent to the school districts of EHOVE and Edison. Hank stated that Edisons' School Board meeting is tomorrow and it is of his opinion, that Edison will take some action on the TIF.

Travel Request Forms - Mr. Shoffner noticed numerous travel requests going through the meeting today. He noted that he is not in favor of approving requests where the seminar has already taken place or having an overnight stay.

Mr. Old stated any travel form submitted after the seminar has taken place would not be considered in compliance and he will not approve the request. Mr. Old also noted there are a great deal of travel form requests that are still requesting mileage reimbursement. Mr. Old has been very clear about county employees needing to take county vehicles, if available, and that no personal car mileage will be reimbursed. Approximately \$1,300 in gas reimbursements are being requested in this meeting alone. Mr. Old stated since COVID, most seminars are held via zoom and he would like Hank to see if these travel forms are for seminars that require continuing education.

Equipment Outlay Form - Mr. Shoffner asked about the equipment request for a \$400,000 truck for DOES. Hank stated this is a box van with a larger camera in order to be able to clean and inspect larger pipes. This item has been on their purchase list for some time now and is part of the Consent Decree with Ohio EPA to fix the leaking pipes. DOES is purchasing this van through State purchasing and it was budgeted.

On motion of Mr. Shoffner and second of Mr. Old, Board re-appoints Rob Quinn to another three-year term to the **Erie Ottawa International Airport Authority Board** effective 1/1/23 - 12/31/25; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board re-appoints Hank Solowiej, Gary Lickfelt and Tim King to the **Tax Incentive Review Council (T.I.R.C.)** effective February 24, 2023; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board authorizes County Administrator Hank Solowiej to sign documents related to the **cost-sharing proposal for the third appraiser** for the Galloway Road building; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board awards bid re **Bardshar Road Improvements** to **D2 Excavating**, Vickery, Ohio, in the amount of \$687,833.73, 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 adopts resolution confirming an agreement between the **Erie County Sheriff and Groton Township Board of Trustees**; Roll Call: All Aye (#23-91 - providing emergency dispatch services to the Groton Township Fire Department)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution confirming an agreement between **the Erie County Sheriff and Margareta Township Board of Trustees**; Roll Call: All Aye (#23-92 - providing emergency dispatch services to the Margareta Township Fire Department)

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: Auditor, Probate Court, and Veterans Services; Public Assistance Fund; Child Support Enforcement Agency Fund; Foreclosure Action - Binette Fund; Strong Families Grant Fund; Adult Probation Fund; and Compensated Reserve Fund; Roll Call: All Aye (#23-93)

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: Public Assistance; Public Assistance Fund: General Operating Fund: Children Services; Children Services Fund; Workforce Innovation & Opportunity Act Fund; Children Services Fund; Child Support Enforcement Agency Fund; Public Assistance Fund; Donations - Sheriff Fund; and K-9 Donation Fund Start 2023 Fund; Roll Call: All Aye (#23-94)

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 (#23-95)

Board approves the following **Revised Auditor's Certificates**:

- **Azavar Technologies Corporation** in an additional amount of \$25,000 re providing software and technical support related to the administration for Erie County lodging tax by Erie County Auditor.
- **Rea & Associates** in an additional amount of \$125,052.00 re providing professional services regarding the State Audit for Erie County Auditor.
- **FP Mailing Solutions** in an additional amount of \$412.50 re providing a rental on a PostBase 65 postage meter for Commissioners' Office.
- **Republic Services of Sandusky/Allied Waste** in an additional amount of \$26,700.00 re providing trash hauling services for Erie County Facilities Department.
- **Corso's Flower & Garden Center** in an additional amount of \$9,750.00 re snow and ice removal services at seven County sites for Facilities Department.
- **Superior Dental Care, Inc.** in additional amounts of \$306,750.00 and \$21,750.00 re administering dental insurance coverage for Erie County employees for Human Resources Department.
- **UIS Insurance & Investments** in an additional amount of \$27,000 re providing consulting services for Erie County's health care benefits for Human Resources Department.
- **Voya Financial - Reliastar Life Insurance Company** in an additional amount of \$52,500.00 re providing life insurance coverage to Erie County employees for Human Resources Department.
- **Northwest Group Services Agency, Inc.** in an additional amount of \$6,000.00 re on-line open enrollment and Flexible Spending Account and COBRA administration for the Erie County employees' health insurance program for Human Resources Department.
- **D&D Rides, LLC** in an additional amount of \$125,000.00 re providing transportation services to clients at JFS.
- **Blue Technologies, Inc.** in an additional amount of \$2,000.00 re providing a service agreement on a Konica Minolta C550i color/printer/scanner and Konica Minolta 360i copier/printer/scanner for The Meadows at Osborn Park.
- **American Health Association (AHA)** in an additional amount of \$5,000.00 re providing clinical lab services for patients at The Meadows at Osborn Park.
- **ICP, Inc. dba Institutional Care Pharmacy** in an additional amount of \$175,000 re providing pharmaceuticals to The Meadows at Osborn Park.
- **CHS Therapy, LLC (now Select Rehab)** in an additional amount of \$175,000.00 re providing rehabilitation services for residents at The Meadows at Osborn Park.

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- **DeLage Landen Financial Services, Inc.** in an additional amount of \$4,000.00 re leasing Konica Minolta C550i color/printer/scanner and Konica Minolta 360i copier/printer/scanner to The Meadows at Osborn Park.
  - **Direct Supply, Inc.** in an additional amount of \$1,000.00 re providing maintenance services for a TELS web-based system at The Meadows at Osborn Park.
  - **Firelands Corporate Health** in an additional amount of \$7,000.00 re providing DOT testing and pre-employment physical testing services for The Meadows at Osborn Park.
  - **Health Agree, LLC** in an additional amount of \$10,000.00 re
  - **Carlos Lowell, D.O., LLC** in an additional amount of \$10,800.00 re providing mental health services to the residents of The Meadows at Osborn Park.
  - **Robert J. Vaschak D.O.** in an additional amount of \$45,000.00 re providing medical director services at The Meadows at Osborn Park.
  - **Wescom Solutions - Point Click Care** in an additional amount of \$20,000.00 re providing a subscription and service agreement for the PointClickCare application at The Meadows at Osborn Park.
  - **CHS Erie Management** in an additional amount of \$105,000.00 re providing management services necessary for the efficient administration and operation of The Meadows at Osborn Park.
  - **Ohio Telecom** in an additional amount of \$3,000.00 re telephone service at The Meadows at Osborn Park.
  - **US Bank Equipment Finance** in an additional amount of \$104.50 re providing a copier lease for Probate Court.
  - **US Bank Equipment Finance** in an additional amount of \$3,525.00 re providing a lease for Xerox VersaLink C7030t2 copier for Public Defender.
  - **DeLage Landen** in an additional amount of \$1,470.00 re leasing a Konica Minolta bizhub 458e printer/copier/scanner for Recorder's Office.
  - **US Bank Equipment Finance** in an additional amount of \$7,125.00 re providing a lease for Ricoh IM C4500 color copier and Ricoh MP CW2201SP wide format color system for Regional Planning.
  - **Doug H. Kilbride** in an additional amount of \$12,000.00 re radio tower rental for Sheriff's Office.
  - **Accurate Business Machines** in an additional amount of \$713.00 providing support services on the dispatch machine at the Sheriff's Office.
  - **Erie County General Health District** in an additional amount of \$3,750.00 re of providing general dentistry services to inmates housed at the Erie County Jail.

Board disapproves expenses for **Aaron Pearson, Monica Manasco, Don Bilger, Christina Kaman, and Keith Williams**, Adult Probation, attending 2023 Line Officers Training Conference in Worthington, Ohio, on 6/8 and 6/9/23 in the amount of \$494.55 each. Includes hotel accommodations for the night before the conference and Commissioners will only approve one night.

Board disapproves expenses for Rick Jeffrey, Auditor's Office, attending ISSG User Group meeting in Zanesville, Ohio, on 3/14/23 in the amount of \$329.11. Includes hotel accommodations for one night when this is a one-day conference and mileage reimbursement.

Board disapproves expenses for **Toni Fritz**, Auditor's Office, attending ISSG User Group meeting in Zanesville, Ohio, on 3/14/23 in the amount of \$158.81. Includes hotel accommodations for one night when this is a one-day conference.

Board disapproves expenses for **Rick Jeffrey**, Auditor's Office, attending Northwest District Meeting in Carey, Ohio, on 3/24/23 in an estimated amount of \$93.36. Includes mileage reimbursement instead of using a county vehicle.

Board disapproves expenses for Janice Baum, Holly Printy and Shannon Gale, Auditor's Office, attending Open Window User Group 2023 Meeting in Youngstown, Ohio, on 5/11/23 in an estimated amount of \$190.30. Includes mileage reimbursement instead of using a county vehicle.

Board approves Travel Request Form for **Caryn Roeser**, Human Resources, attending Compass Learning Event: Let's Talk about Mental Health and Millennials in Port Clinton, Ohio, on 3/30/23 at no cost.

Board approves Travel Request Form for **Sarah Clemons, Tracie McVeigh, and Adam Konik**, ECDJFS, attending 2023 Public Health Symposium/Human Trafficking in Bowling Green, Ohio, on 4/6/23 at no cost.

Board authorizes expenses for **Hayden Service**, Sheriff's Office, attending the RAIDER Program in Eastlake, Ohio, on 7/17 - 7/21/23 in an estimated amount of \$955.00 for registration fees.

Board approves Personnel Action Forms of **DOES** re **Dawson Koelsch**, Maintenance Repair I - Water Division, employment effective 3/20/23; **Tiffini McNeely**, part-time Solid Waste Coordinator, longevity effective 3/8/23 for five years of service; and **David Newman**, union progression from Maintenance Repair I - Collection to Maintenance Repair II - Collection effective 1/22/23.

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Board approves Personnel Action Form for **Facilities Department** re **Kenneth Bloxson**, Maintenance III - General, accepted a different job.

Board approves Personnel Action Form for **ECDJFS** re **Brihanna Pickens**, Social Service Aide 1, successful completion of probation effective 3/25/23.

Board approves Personnel Action Forms for **The Meadows at Osborn Park** re **Maggie D'Amico**, part-time Dietician, longevity effective 3/8/23 for five years of service; **Gabriella Garza**, full-time Patient Care Assistant, employment effective 3/28/23; and **Francine Smith**, full-time LPN, employment effective 3/30/23.

Board approves Equipment Outlay and Request Form for **DOES - Wastewater Collection** re camera truck with lateral launch in the amount of \$400,000.

Board approves Equipment Outlay and Request Forms for **Engineer's Office** re 2500 Erie County fold out maps in the amount of \$6,291; two Dell Precision 5820 computers in the amount of \$6,550.00; and subscription for MasterMind MasterSuite Sign Inventory Software in the amount of \$1,400.00.

Commissioners Old and Shoffner approve Equipment Outlay and Request Form for **Engineer's Office** re eight Subscriptions for Civil 3D, AutoCAD LT in the amount of \$9,700.00.

Board approves Request for Recruitment for **DOES - Landfill Division** re **Foreman** (internal posting).

Board approves Request for Recruitment for **Erie County Juvenile Court** re **Intermittent Juvenile Corrections Officer - Erie County Detention Center**.

Board approves Job Description for **Foreman - Landfill Division** re **DOES**.

Commissioners have no objection to issuing a liquor license to Lea Spirits, LLC dba **Lea Spirits The Caliber Club**, Milan Township.

Received email from Clerk of Courts Luvada Wilson re **office hours and security measures**.

Received cover letter and copy of **2022 Annual Report from Safe Harbour Domestic Violence Shelter**.

Received letter from Health Department re **Erie County Landfill Quarterly Inspection**.

Received letter from Deputy Engineer Tim Lloyd re **topsoil repairs and reseeding of Bogart Road Widening Project**.

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

Received letter from Sheriff Sigsworth **requesting Employee Separation pay from the Compensated Special Reserve Fund** in the amount of \$13,913.66 for Ronald Schnittker who is retiring effective 4/28/23. Board approves request.

Received letter from Richland Engineering, Ltd. re **State Route 60 study of flooding**. (from Darrow Road to Mason Road)

Received copy of 2/22/23 **Erie-Ottawa International Airport Authority** meeting minutes, 3/22/23 agenda and financial information as of February 28, 2022 and 2023.

On motion of Mr. Shenigo and second of Mr. Old, Board **adjourns** at 10:16 a.m.; Roll Call: All Aye

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Meet23-12