

ERIE COUNTY COMMISSIONERS

REGULAR SESSION

MONDAY, NOVEMBER 20, 2023

ALL PRESENT

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

Bid Opening re **Job and Family Services Carpet Replacement**; Purchasing Coordinator Emily Galloway opens same:

COMPANY	AMOUNT	BID BOND
<b>National Carpet Mill Outlet dba National Design Mart</b> 2255 Medina Road Medina, Ohio 44256	\$147,750.00	X
<b>ESTIMATE</b>	\$150,000.00	

On motion of Mr. Old and second of Mr. Shoffner, Board receives bid re **Job and Family Services Carpet Replacement** and refers same to Facilities Director and Purchasing Department for review and recommendation back to the Board; Roll Call: All Aye

**Budget Work Session - Facilities Department.**

Director of Facilities Gary Weilnau was also present for this session.

County Administrator Hank Solowiej stated that the Facilities budget is per policy. Hank did note that the supplies budget is the same request as last year, but with inflation in supply costs, supplemental adjustments may need to be made next year.

Capital requests - There are \$689,000 in capital requests for 2024. The largest improvement is the Annex Building's HVAC system in the amount of \$175,000.

Facilities Director Gary Weilnau noted that the Jail capital requests include replacing the following: six showers (\$20,000), plumbing for sinks that are now obsolete (\$55,000), and a new lift (\$50,000). Gary stated the Jail lift was purchased used in 1990 and is used to replace lights in the gym and each sink will be push button and tamper proof. Gary noted that vendors are giving quotes that only last for two weeks, and wanted to make the Commissioners aware that prices will likely change once it's time to make these purchases.

Vactor Truck - Hank stated he met with Project Engineer Matt Rogers regarding the purchase of a vactor truck. Mr. Rogers reported that County Engineer Jack Farschman is not interested in internal borrowing to pay for the vactor truck that would cost approximately \$651,000.

Hank stated he will use the Engineer's budget that was presented at the November 16<sup>th</sup> Commission Meeting, which includes no allocation for a vactor truck.

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **Maximus Consulting Services, Inc.**; Roll Call: All Aye (#23-357 - providing consulting services for Finance Department through 3/31/27)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into an agreement with **Erie Blacktop, Inc.**; Roll Call: All Aye (#23-358 - Landfill Drive project for DOES - \$257,595.75)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into a Memorandum of Understanding between the Erie County Board of Commissioners/Erie County Department of **Job and Family Services and the American Federation of State, County and Municipal Employees, Local 3616**; Roll Call: All Aye (#23-359 - \$1,200 bonus)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into a Memorandum of Understanding between the Erie County Board of Commissioners/**The Meadows at Osborn Park and the American Federation of State, County and Municipal Employees, local 3358**; Roll Call: All Aye (#23-360 - \$1,200 bonus)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into a Memorandum of Understanding between the Erie County Board of Commissioners/**Erie County Department of Environmental Services, and the American Federation of State, County and Municipal Employees, Local 3081**; Roll Call: All Aye (#23-361 - \$1,200 bonus)

Board approves Revised Auditor's Certificate for **Dietrich, LLC** in an additional amount of \$145.00 re money courier services for Clerk of Courts.

Board executes **Certificate of Retirement** to **John Dahs**, Erie County Engineer's Office.

Board approves **one-time \$1,200 bonus spreadsheet** and for bargaining and non-bargaining units for employees at **The Meadows at Osborn Park**.

Board approves **3% wage increase spreadsheet** for non-bargaining employees at **The Meadows at Osborn Park** effective 12/20/23.

Board approves **3% wage increase spreadsheet** for non-bargaining employees at **Job and Family Services**.

Board approves **one-time \$1,200 bonus spreadsheet** for employees at **Job and Family Services**.

Board approves **one-time \$1,200 bonus spreadsheet** for the following Departments: Commissioners' Staff, Finance, Human Resources, Microfilm, Information Technology, Facilities, Dog Warden, FCFC, EMA and Regional Planning.

Board approves **one-time \$1,200 bonus spreadsheet** for bargaining and non-bargaining employees at **DOES**.

Board approves Travel Request Form for **Rob Yost**, DOES, traveling to visit the Hicksville Wastewater Treatment Plant in Hicksville, Ohio, on 11/21/23.

Board approves Personnel Action Forms for **DOES** re **Chris Cullen**, part-time Seasonal Worker - Water Division, end of season employment 10/27/23; **William Petrick**, Maintenance Repair I - Collection, resignation effective 12/1/23; **Riley Prosser**, Maintenance Repair I - Water, rate increase due to completion of second year of employment effective 11/15/23.

Board approves Personnel Action Forms for **ECDJFS** re **Kyara Murrell**, Social Service Worker 3, successful completion of probation effective 11/17/23; and **Rachel Taylor**, Eligibility Specialist 3, resignation effective 12/1/23.

Board approves Personnel Action Forms for **The Meadows at Osborn Park** re **Latoya Aaron**, part-time LPN, resignation effective 11/29/23; **Emma Barrett**, full-time STNA, employment effective 11/15/23; **Alexis Brown**, Director of Admissions/Social Service Worker, resignation effective 11/15/23; **Kathryn Brown**, full-time LPN, employment effective 11/13/23; **Ashanti Cousins**, full-time STNA, employment effective 11/27/23; **Rachel Fedele**, full-time LPN, employment effective 12/5/23; **Khalil Holt**, part-time STNA, employment effective 11/19/23; **Rachel Malone**, full-time STNA, employment effective 11/20/23; **Charles Martin**, full-time Maintenance Aide 1, rate increase due to completion of probation effective 11/12/23; **Cierra Musselwhite**, full-time STNA, employment effective 11/20/23; and **Jessica Shinski**, full-time LPN, employment effective 12/5/23.

Board approves the following Personnel Action Forms re **3% base rate increase effective 12/10/23**:

- **Dog Warden:** Barb Knapp, Humane Agent; Barb Knapp, Dog Warden; Timothy Errett, part-time Deputy Dog Warden; Shelly Graves, Chief Deputy Dog Warden; and Stephanie Burkhart Stanley, Deputy Dog Warden.
- **EMA/IT:** Timothy Jonovich, Director; Kim Johnson, EMA Assistant Planner/Administrative Assistant; Gary Wobser, EMA/911 Communications Coordinator; Dan Baum, Systems Analyst; Caleb Goodwin, Network System Administrator; Devra Jensen, Computer Tech II.
- **Family and Children First Council:** Melissa Bayer Smith, Executive Director; Richard Alexander, part-time Family Mentor; Tiffanee Beard, Service Coordinator; Cynthia O'Farrell, Wraparound Coordinator; Alyssa Puckrin, part-time Respite Coordinator; Tira Serrano, part-time Program Assistant.

- **Regional Planning:** Tim King, Director; Kevin Cannon, Transportation Planner; Zachary Rospert, Financial Planner.
- **Human Resources:** Matthew Wilson, Director; Caryn Brown, HR Specialist; Clark Garris, Loss Control Coordinator.
- **Facilities Department:** Gary Weilnau, Director; Roger Stanley, Fleet Manager; Dominick Muratore, Mechanic; Mark Benko, Jr., Maintenance IV - Electrician; Brad Budd, Custodian I; Kenneth Killingsworth, Maintenance IV - HVAC/Plumber; Timothy Kenneley, Mail/Supplies Courier; Kevin Marenburg, Senior Facilities Tech; Robert Rosswurm, Maintenance III - Lead; Susan Schippel, Custodian I.
- **Commissioners' Department:** Hank Solowiej, Administrator;
- Erin Paolano, Clerk of the Board; Alicia Stefano, Administrative Assistant.
- **Records Center:** Michelle Stevens, Records Specialist; Lori Yancy, Records Specialist; Jacalyn Yost, Archivist/Records Administrator.
- **Finance Department:** Alyssa Heater, Finance Manager; Emily Galloway, Purchasing Coordinator.
- **Department of Environmental Services:** John Rufo, Director;
- Zachary Basting, Engineering Tech II; Robert Blevins, Equipment Operator III - Water; Keith Bovard, Assistant Superintendent - Treatment; Sandra Ehrhardt, Accountant/Billing Manager; Anthony Fitzthum, Maintenance Repair II - Collection; William Fleck, Environmental Specialist; Kevin Gerber, Maintenance Repair II - Collection; Kelly Green, Account Clerk II - Billing; Troy Hansen, Maintenance Repair III - Water; Edward Hartley, Plant Operator III - Treatment; Troy Herchler, Equipment Operator III - Landfill;
- Cheryl Holbrook, Account Clerk II - Billing; Howard Holzhauser, Superintendent - Treatment; Dennis Hormell, Equipment Operator III - Water; Peter Jackson, Fiscal Officer; Phillip Jesberger, Foreman - Treatment; Eric Johnson, Equipment Operator III - Landfill; Dawson Koelsch, Maintenance Repair I - Water; John Kromer, Maintenance Repair I - Water; Christopher Martin, Maintenance Repair I - Collection; Tiffini McNeely, part-time Solid Waste Coordinator; Tobin Meyer, Equipment Repair Operator III - Treatment; Timothy Miller, Equipment Operator I - Landfill; David Newman, Maintenance Repair II - Collection; Harry Proctor, Chief Equipment Repair III - Landfill; Riley Prosser, Maintenance Repair I - Water; Daniel Rickenbaugh, Foreman - Landfill; Anthony Schaefer, Chief Equipment Operator/Repair III - EME; Jackson Schaefer, Assistant Superintendent - Water; Andrew Schoewe, Foreman - Water; Austin Sharp, Laborer - Landfill; Michael Simon, Plant Operator I - Treatment; Brian Stimmel, Foreman - Collection; Julie Stoll, Administrative Assistant; Tanner Thompson, Equipment Operator III - Landfill; Stephanie Williams, Account Clerk II - Billing; and Robert Yost, Chief Equipment Repair III - Treatment.

Board approves Request for Recruitment for **DOES - Wastewater Collection re Maintenance Repair I.**

On motion of Mr. Old and second of Mr. Shoffner, Board **adjourns** at 9:50 a.m.; Roll Call: All Aye

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