

ERIE COUNTY COMMISSIONERS

REGULAR SESSION

THURSDAY, SEPTEMBER 19, 2024

ALL PRESENT

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

On motion of Mr. Shoffner and second of Mr. Old, Board **approves the August 21, 2024, September 4th and September 11, 2024 Commission meeting minutes**; Roll Call: All Aye

Budget Work Session. County Administrator Hank Solowiej presented the following budgets:

Recorder Executive - This budget is per policy.

Recorder Equipment Fund - The Recorder has requested \$70,000 to purchase a new software program from a different company than what is currently provided. Mr. Solowiej contacted the current company about the customer service complaints that Ms. Olsen had discussed with him. The current contract with Tyler Technologies expires at the end of this year, but a 60-day notice is required to cancel the contract. Hank mentioned that the upcoming 60-day notice is at the end of October to be able to give a cancellation notice. Hank added that, as of right now, he has not included these funds in the budget for 2025. Hank stated that the vendor has agreed to try to work through the complaints with Ms. Olsen.

Mr. Old noted revenues have dropped significantly over the last five years and he attributes this decline to the Recorder closing her offices on Friday's. Since there are no real state transfers taking place on Friday's, Mr. Old believes this may be the cause of the loss of revenue. Mr. Old would like to see a print out of the month-to-month revenue detail to see the trend of revenues in that office. No action taken.

Board of Elections - Hank noted that the salaries and benefits line will decrease slightly due to the discontinuation of one of the Board members' health insurance coverage.

Mr. Shenigo asked if the 2023 actuals show a normal election. Hank stated no, the 2023 budget did not include the cost of the City of Sandusky's Special Election in February, the May Primary for Edison Local School District and Perkins Local School District. The costs were not known at the time of the 2023 budget season, but a supplemental appropriation was completed when the election costs were certified.

Veteran Services Board - Hank stated the Veterans Service Office receives .5 mills of the 2.3 mills property taxes, which equals \$1,663,043 and will be placed in their Contingency Fund. A request has been received to replace two of the Veterans' vans with handicap accessible vans. Hank mentioned that their current vans are not wheelchair accessible.

The Veterans' Office is requesting to purchase one van now in 2024 and then purchase another one in 2025. The old vehicles will be sold on GovDeals. Mr. Shenigo asked the age of their current vehicles, with Hank stating 2017, 2018 and 2019 with one having over 100,000 miles on it. Hank stated his recommendation would be to purchase both vehicles now, since it may take some time to get them delivered. The Board agreed with Hank's recommendation to purchase two vans in 2024.

Hank noted that, every year, the Veterans Office returns some of these unused allocated funds to the General Fund. The Veterans' Service office is requesting that a portion of the allocated funds be set aside in a separate line item in their budget to establish a grant for Veterans' Memorial Parks in Erie County. This grant would be on a request basis, whereas any Township, City, and Village would be able to apply for funding to assist with beautifying their Memorial Park.

Prosecutor, Furtherance of Justice, and Law Library budgets are all per policy.

Hank noted that next week he will possibly be presenting the Treasurer, Clerk of Courts, Coroner, and the Dog Warden budgets.

Mr. Old stated he received a call from a gentleman who wanted to have a meeting with the Auditor's Office regarding his property taxes. The Auditor's Office told him that all meetings were filled and if he wanted to sit in the hallway and wait, he was welcome to do that. Mr. Old does not understand why, with having 15 employees working in the Auditor's Office, that there is no time to speak with a citizen. Mr. Old stated that the Auditor's Office needs to be accessible to the public and is curious as to what Mr. Jeffrey is requesting in his budget for 2025.

On motion of Mr. Shoffner and second of Mr. Old, Board appoints Caleb Stidham to the **Erie County Port Authority**, replacing Mary Jane Hill, expiring August 31, 2028; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board reappoints James Miller for another four-year term on the **Erie County Port Authority**, expiring August 31, 2028; Roll Call: All Aye

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **approving a transfer of funds** re PA/CSEA; Roll Call: All Aye (#24-320)

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 (#24-321)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into a Revolving Loan Fund Administration Agreement with the **State of Ohio, Development Services Agency**; Roll Call: All Aye (#24-322 - providing administration services for CDBG grant through Regional Planning Department effective 1/1/24-12/31/26)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution entering into the Second Amendment to the Jail Services Agreement with **T.W. Vending, Inc. dba Turnkey Corrections or Kimble's Food by Design, LLC**; Roll Call: All Aye (#24-323 - allowing inmates at the Jail to access Fastcase, Inc., a legal research tool)

On motion of Mr. Shoffner and second of Mr. Old, Board adopts resolution **revising the rate structure per diem rate for certified foster parents through the Erie County Department of Job and Family Services**; Roll Call: All Aye (#24-324)

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 (#24-325)

Board approves Revised Auditor's Certificate for **Frontline Healthcare Staffing, LLC** in an additional amount of \$5,000 re providing staffing services for healthcare professionals at The Meadows at Osborn Park.

Board approves payment of Pay Estimate No. 8 to **American Structurepoint Inc.** in the amount of \$47,694.50 re professional services for the Mason Road Bridge Mi-212 for the County Engineer's Office.

Board approves Change Order No. 1 in an additional amount of \$9,469.00 to **Wadsworth Solutions Northwest** re JFS HVAC Controls replacement.

Board approves Change Order No. 2 in an additional amount of \$10,355.00 to **Best Commercial Energy Services, Inc.** re JFS HVAC Screen Wall Renovations.

Board executes **Proclamation** declaring October 6 - 12, 2024 as Fire Prevention Week.

Board approves **Request to Carry Over Vacation** for Kelly Green, DOES - Billing.

Board authorizes expenses for **Kevin Cannon**, Regional Planning, attending Title VI Course with Federal Highway Administration in Delaware, Ohio, on 9/24 and 9/25/24 in an estimated amount of \$32.00.

Board authorizes expenses for **Brian Bixler and Diane Lehner**, ECDJFS, attending 2024 CFIS User Conference in Lewis Center, Ohio, on 10/7 and 10/8/24 in an estimated amount of \$494.00.

Board approves Travel Request Form for **Chasity Page**, Clerk of Courts, attending Ohio Clerk of Courts Association Legal Seminar in Lewis Center, Ohio, on 9/19/24 at no cost.

Board approves Personnel Action Forms for **DOES** re **Christopher Martin**, Maintenance Repair I - Collection, rate increase due to completion of third year of employment effective 9/15/24; and **Michael Simon**, Maintenance Repair I - Collection, rate increase due to third year of employment effective 9/23/24.

Board approves Personnel Action Forms for **ECDJFS** re **Mariam Glass**, from Youth Career Coach Specialist to Eligibility Specialist 3 effective 9/30/24; **Bri Pickens** from Social Service Aide 1 to Social Service Worker 1 effective 9/5/24; and **Camme Sharkey**, from Eligibility Specialist Aide 3 to Eligibility Specialist 3 effective 9/30/24.

Board approves Personnel action Forms for **The Meadows at Osborn Park** re **Shannon Alley**, part-time STNA, employment effective 9/19/24; **Peyton Jordan**, from part-time LPN to full-time LPN effective 9/15/24; and **Theresa Woodburn**, full-time STNA, retirement effective 9/26/24.

Board approves Request for Recruitment re **Youth Career Coach Specialist** for **ECDJFS**.

Received letter from Dickinson Wright, PLLC re **Second Amendment Application to Emerson Creek Wind Farm**.

Received letter from Safe Harbour Domestic Violence Shelter re **marriage license and divorce filing fees for 2025** and requesting the release of the funds collected to be used for funding domestic violence shelters, per O.R.C. 2303.21. Board approves request and Clerk will prepare legislation.

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