

**Sandusky County Commissioners – 622 Croghan Street, Fremont, OH 43420**

**MEETING 2020**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 12/3/2020

Time: 8:00AM – 11:13AM

Present: Commissioners: Russ Zimmerman, V-President; Scott Miller

Present by teleconference: Kay E Reiter, President

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Stacey Gibson, Atul Chopra

Others Present: Jerri Miller

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
<b>Call to Order Pledge of Allegiance (8:00am)</b>		Kay E Reiter, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 11/24/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Kay E Reiter Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
<b>Review of External board / Meetings Attended by Commissioners</b>	Commissioner Zimmerman attended the contractor meeting for the Better Building Projects. There was a meeting for service center, building code and facility management projects. Store fronts should be in next week and they are changing the skin on the Fifth street buildings. They are finishing up lights and fixtures. The new Facility Management building should be done and they are moving between Christmas and New Year's Day. Commissioner Reiter asked about an overhead door on the Building Code office. Commissioner Zimmerman noted it is just covering the opening for the store front and will be removed when the store front is complete. Service center is almost complete with the Adult Probation offices and technology. The divider curtain was moved and that turned out good. The boiler issues have been fixed. There was an issue with the outside lights at the jail. The lights were not bright enough. The electric design engineer is correcting this.	Russ Zimmerman		

	<p>Commissioner Reiter attended the Visitors Bureau meeting yesterday. They reviewed the financials and talked about their revenue losses for this year. Peggy Courtney, Executive Director, discussed some personnel cuts to make up for the lost revenue. The Board asked Peggy to go back over the budget after the first of the year to see if they need to make any other adjustments.</p>	<p>Kay E Reiter</p>		
	<p>Commissioner Miller attended the 911 and the LEPC meetings for Commissioner Zimmerman. Both meetings were done by teleconference.</p> <p>They talked about the 911 update. Not everyone is connected to the new system. The IM responding and the CAD system needs to be live at the beginning of the year. The safe harbor doors in Clyde are working but Gibsonburg and Fremont still need work. The Levy passed and is good for another five years. MOU's with Clyde and Sheriff will be completed and signed. They do need to do some training on the new system at dispatch. They are working on a protocol on when a good time is to enter a home for an emergency and how to be prepared with the pandemic. They are trying to limit contact as much as possible. They assume everyone is infected when they go to a call in order to stay safe and be prepared.</p> <p>The LEPC meeting was short. They voted to keep the current officers in place for next year.</p>	<p>Scott Miller</p>		
	<p>All three Commissioners attended the Solid Waste meeting by ZOOM yesterday. Commissioner Miller wanted to thank Commissioner Reiter for how well she handled the meeting. She kept it moving and stayed very calm and professional. It was a long meeting as they had a regular meeting and had two interviews for the new Director. They voted for the new Director and he has accepted the position. He will start next Monday. Commissioner Reiter noted how well Jaime Wolfe, HR Specialist, handled the organization of the interviews very professionally and it made the process go very smoothly. Jaime has also handled the termination of the past Director and helped keep that professional. The Board approved the budget with some adjustments. The Board removed any increases for staff and reduced funding for the Aim to Be Green program to balance the budget to the projected revenue and not use any of the carryover funds. They did approve the new lease for the building for next year.</p>	<p>Kay E Reiter Russ Zimmerman Scott Miller</p>		

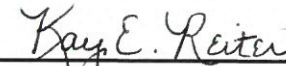
<b>Commissioners and Administrator Discussion</b>	Administrator Garcia brought up the email from Steve Shiets, Sanitary Engineer, regarding the Wightmans Grove Project. Steve wanted approval to move forward with the easements and the Developer's Agreement for Sandusky River Company. The Commissioners agreed he should move forward to keep things moving and felt Steve should request 25 connections upfront be contracted.	Theresa Garcia		
	Mel Allen evaluation was sent to Commissioners. Administrator Garcia asked to have it completed by the end of the year. She also recommended that 2% of the current PERS pickup be converted to wages to keep her moving along with the contract. All agreed. A payroll notice will be presented for approval.	Theresa Garcia		
<b>* Then /Now Documents</b>	<p>One certificate was presented from the Prosecutors Office. Court proceeding for foreclosure cost had no PO in place. One invoice makes up this certificate. Sandusky County Clerk of Courts - \$1,773.06</p> <p>Five certificates were presented by the JJC. Recent resignation of clerk has created a backlog of invoices with no PO's. Nine invoices make up these certificates.  Perry Protech – 2 @ \$58.00  Croghan Colonial - \$321.54  Bob Barker Co. Inc. - \$42.38 \$109.52, \$412.54  Verizon - \$115.84, \$136.50, \$152.48</p>	<p>Prosecutor</p> <p>JJC</p>	<p>\$1,773.06</p> <p>\$58.00  \$58.00  \$321.54  \$42.3  \$109.52  \$412.54  \$115.84  \$136.50  \$152.48</p>	<p>*Motion: Move to Approve certificates  Moved by: Scott Miller  2nd: Russ Zimmerman  Yes – 3</p>
<b>* Personnel</b>	<p>Payroll notices were presented for Commissioners review for departments under the Commissioners for 2021 wage adjustments,</p> <p>Sick leave conversion was signed for Tim Grabenstetter.</p>			<p>*Motion: Move to Approve payroll notice  Moved by: Scott Miller  2nd: Russ Zimmerman  Yes – 3</p>
<b>* Travel Requests</b>	None			
<b>FCFC</b>	<b>Stacey Gibson – FCFC.</b> Stacy joined by teleconference to talk to the Commissioners about the Administrative Agreement with FCFC and changes that were made to the current agreement. The changes in the MOU were reviewed with the Commissioners. Most was clean up language from the original MOU.	Stacey Gibson - Director		<p>Motion: Move to approve MOU  Moved by: Scott Miller  2nd: Russ Zimmerman  Yes – 3</p>
<b>IT</b>	<b>Atul Chopra – IT.</b> Atul joined by teleconference for his regular meeting with the Commissioners. See attachment A for agenda items. Commissioner Reiter thanked Atul for the work him and his team did to get the	Atul Chopra - Supervisor		

	Solid Waste conference room up and ready for the Board meeting. Atul reviewed the need for additional bandwidth and is working on quotes for that. They are updating servers and computers for many offices. Atul reviewed the additional agenda items.			
<b>Auditor</b>	<b>Jerri Miller – Auditor.</b> Jerri came in for her regular meeting with the Commissioners. Jerri reviewed the monthly reports. Sales tax is coming in good and over budget. Hopefully November comes in good. Commissioner Reiter thanked Jerri and her staff for the great job on getting the budget done. Jerri asked when the budget will be finalized. The only budgets not done are for departments with separate certificates. This being said, the budget can be finalized next week. This will help, since the first payroll of the 2021 year is next payroll. The State Audit is completed with no notes. They asked if we needed to have an exit interview. Jerri did not feel it was necessary since there are no citations. The Commissioners agreed it was not necessary.	Jerri Miller - Auditor		
<b>* Resolutions</b>	2020 – 391 APPROVING SUPPLEMENTAL APPROPRIATION FOR BOARD OF DD TO CONTRACT SERVICES (\$35,000.00) FOR CHILDCARE COVID-19 RELIEF PROGRAM APPROVED BY DD BOARD	Board of DD	\$35,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 392 AUTHORIZING THE SANDUSKY COUNTY AUDITOR TO ALLOCATE FUNDS TO THE CITY OF FREMONT FROM THE COUNTY MOTOR VEHICLE LICENSE TAX FUND	City of Fremont	\$78,710.56	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 393 APPROVING APPROPRIATION TRANSFER IN BOE GRANT FUND FROM SUPPLIES AND CONTRACT SERVICES TO WAGES (\$12,021.35) AND BENEFITS (\$2,578.88) AND SUPPLEMENTAL APPROPRIATION TO WAGES (\$124.92)	Board of Elections	\$12,021.35 \$2,578.88 \$124.92	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 394 APPROVING APPROPRIATION TRANSFER FROM 1979 SALES TAX TO GENERAL FUND (\$523,000.00)	1979 Sales Tax	\$523,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3


	2020 - 395 APPROVING SUPPLEMENTAL APPROPRIATIONS IN COMMISSIONERS STATE AUDIT FUND FOR AUDIT FEES (\$6,200.00)	State Audit	\$6,200..00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 396 AUTHORIZING THE COUNTY ENGINEER TO PROCEED BY FORCE ACCOUNT IN THE MATTER OF ROUTINE MAINTENANCE OF ROADS AND BRIDGES AND HIGHWAY DRAINAGE; BRIDGE AND CULVERT REPAIR OR REPLACEMENT; THE UPKEEP AND MAINTENANCE OF EQUIPMENT AND YARD FACILITIES; NEEDED EMERGENCY WORK AND CLOSING OF ROADS; THE ADDRESSING OF MATTERS THAT INVOLVE THE DRIFTING OF SNOW; OTHER EMERGENCY WORK AS MAY BE NECESSARY DURING THE CALENDAR YEAR 2021, ALL PURSUANT TO RELATED SECTIONS 5543 OF THE OHIO REVISED CODE (ORC)	Engineer		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 397 AUTHORIZING CHANGE FUND ACCOUNT BE ESTABLISHED FOR THE SANDUSKY COUNTY RECORDER FOR 2021	Recorder	\$200.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 398 APPROVING APPROPRIATION TRANSFER FROM COUNTYWIDE CONTRACT SERVICES TO PUBLIC DEFENDER (\$12,000.00) FOR END OF YEAR INVOICES AND SUPPLEMENTAL APPROPRIATION TO GROUP MEDICAL (\$145,000..00) FOR FINAL INSURANCED INVOICE	Various	\$12,000.00 \$145,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
<b>Sheriff</b>	<b>Chris Hilton – Sheriff.</b> Sheriff joined by teleconference for his regular meeting with the Commissioners. Sheriff talked about the offer made by Ballville Township to assist with any needs with their Cares Act money. Sheriff did have a project for his CCW office and putting a window in to keep it a contactless visit. The trustees voted last night and approved the grant. The Sheriff talked about the jail better building project. Sheriff is asking to have the construction stop for four to five weeks in order to keep the jail inmates safe and healthy. Sheriff has requested the Commissioners approve personal time/ hazard pay for his road deputies since they are out working with the pandemic hands on.	Chris Hilton - Sheriff		

	He also gave a heads up that a grievance may be filed because some employees were paid for the day after Thanksgiving and the union staff did not.			
<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – Tim Fullen, Eagle 99 Elected Officials – Jerri Miller, Auditor. Chris Hilton, Sheriff			
<b>* Adjournment (11:13am)</b>	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Kay E Reiter 2nd: Scott Miller Yes - 3

Signature of:



Kay E Reiter, President

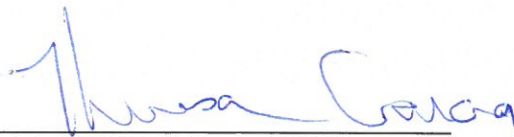


Russ Zimmerman, Vice President



Scott Miller

**Board of County Commissioners, Sandusky County Ohio**

Attest:   
Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in its Journal.

\_\_\_\_\_  
Clerk, Board of County Commissioners, Sandusky County, Ohio

Attachment A

Sandusky County IT 12/3/2020

Immediate concerns:

- Bandwidth – with increased remote work, we are looking to upgrade our current bandwidth at Courthouse & Jail. We have 36 month pricing from Spectrum (at courthouse - \$975/month) and Everstream (at jail - \$950/month).

Current / Ongoing Projects:

- Executime – Lee informed us it is not possible to securely put Executime external to allow web access
- Virtual servers – auditor's servers and 4 jail servers left to migrate. Setting up new mail server.
- Common Pleas – streamlining zoom meetings, replacing workstations due to age
- Email filter/archive – working with ProofPoint to migrate filtering and archiving
- Clyde court – Henschen equipment installed, waiting for vendor to install their software
- SC Engineer – migrated to new server, backups setup and operational. Working on network infrastructure equipment migration
- Backups – Setting up backups for new virtual servers. Working on restructuring some backups.
- Antivirus – additional licenses purchased, renewal due before end of this month. Implementing device control
- Antiphishing – working with KnowBe4 to streamline the employee notification and training process
- BOE – USB whitelisting implemented.
- Server migrations – juvenile and mainserver migrated.
- SCSCO – Working with jail on new inmate visitation system
  - 911 phone system – Clyde & SCSCO migrated to new VESTA system.
  - 911 CAD/RMS/JMS – conversion to be completed by end of November. Go-live after Jan 1.
  - Aiphone – Gibsonburg PD installed, waiting for network components and connection to finish. Requested door station quote for Dispatch
- Parks – connected main office to Courthouse for access to Auditor apps
- Woodville PD – safe harbor system complete, waiting to confirm dispatch can lock door remotely
- EMS/Sanitary Eng – WIFI and video security project equipment ordered.
- Woodville Court – network equipment delivered, ordering video surveillance and video conferencing equipment
- OSS – video conferencing equipment installed and configured. Scheduling installation of network equipment. Setup new director
- City of Fremont – will be working with City Admin on network hardware changes for secure remote access and increased security. Migrating accounting system from on premise to cloud, setting up new WAPs
  - Fremont Police – Working on video surveillance system issues
  - Prosecutor – replacing all workstations due to age
  - Backups – implementing same backup system as county
  - Email filtering/archive – moving city to their own separately managed filtering/archiving system
  - Antivirus – migrating all endpoints to Carbon Black to allow for better control and notifications
  - Working with North Coast to install new access control systems