

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

MEETING 2022

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 10/20/2022

Time: 8:00AM

Present: Commissioners: Scott Miller - President; Charles Schwochow – Vice President; Russ Zimmerman

Present: Theresa Garcia; County Administrator; Ian Cantu, HR Specialist

Others Present: Ian Cantu, Sheriff, Steve Shiets, Barb Bristley,

(*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)	Commissioner Miller was attending a joint CEDC meeting and will join session when that is over.	Scott Miller, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 10/18/2022 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Charles Schwochow Russ Zimmerman		*Motion: Move to Approve minutes Moved by: Charles Schwochow 2nd: Russ Zimmerman Yes – 2 (Miller absent)
Review of External board / Meetings Attended by Commissioners	Commissioner Zimmerman attended the FCFC executive Committee meeting. There was discussion on Ohio RISE. Finances are looking good. GLCAP taking lead on grant writing for monies going toward Village House and other programs supporting victims of domestic violence. Short discussion on budget and budget commission.	Russ Zimmerman		
	All Commissioners attended the Community Foundation Annual presentation. Meeting was very short and efficient. Grant presentation started and after the presentation the meeting was over. \$7,000 will be granted to the Commissioners/Visitor's Bureau for the light show at the courthouse.	Scott Miller Charles Schwochow Russ Zimmerman		
	*** Commissioner Miller entered session at 9:25am	Scott Miller		

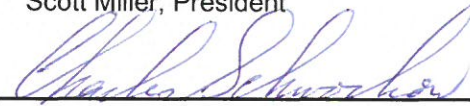
	<p>Commissioner Miller attended a CEDC meeting this morning. They did some information gathering on how people travel for work and why they are traveling. They discussed what the possibility would be to have a joint EDC with Seneca and Sandusky County. They noted there are approximately 10,000 people who travel outside of the counties to work. This group will meet every two or three months to present what they have found.</p>	Scott Miller		
Commissioners and Administrator Discussion	<p>2023 Budget notices will be sent out to the offices and departments for reductions.</p>			
Sheriff	<p><u>Chris Hilton – Sheriff.</u> Sheriff came in for his regular meeting with the Commissioners. Titles are coming to Commissioners for vehicles from Clarke county. Armored vehicle outfitted for law enforcement purposes and 12 passenger Chevy transport van. These were donated to Sandusky County. Commissioners Zimmerman discussed possibility of active shooter drill countywide and the role Sheriff Hilton would play in that drill. Sheriff has his budget submitted. The Commissioners advise him that the current submitted budgets are over the official certificate and everyone will be asked to make some reductions in their appropriations. Sheriff does have someone interested in the CWP Coordinator position. He will get an interview set up.</p>	Chris Hilton - Sheriff		
Sanitary Engineer	<p><u>Steve Shiets – Sanitary Engineer.</u> Steve came in for his regular meeting with the Commissioners. See attachment for agenda items. Wightmans Grove concerns were discussed. There have been some complaints from residents that Steve has been handling. There is also a group that has put together a meeting with several elected officials to discuss the concerns and come up with some solutions. On personnel side, they haven't had any applicants for the Engineer in Training. He pulled the posting and will put it back up in November after graduations. The storm damage issues have mostly been repaired. A petition was submitted to the Commissioners requesting sanitary sewer. Steve does not feel this is cost feasible. He will present costs to the petitioner for them to make a decision. Steve reviewed the water issues in Green Springs.</p>	Steve Shiets – Sanitary Engineer		

* Then /Now Documents	None			
* Personnel	None			
* Travel Requests	None			
* Resolutions	None			
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – Chris Hilton, Sheriff			
	Barb Bristley came in to talk with the Commissioners. She asked about recording meetings. She has asked about where the Commissioners are with the discussion. She was informed that equipment has been ordered and once it is all in, they will get things set up and a policy in place for retention.			
Records Commission	See attached minutes for records commission			
Board of DD	Sarah Zimmerman - Board of DD. Sarah came in for her regular meeting with the Commissioners. Michelle Mong, Business Manager, came in with Sarah. See attachment for agenda items. Early intervention program is being moved from the Health Department to Board of DD. This is a good move for the program. The Youth Respite Home has a draft contract with a provider. They still have a shortage of DSP (Direct Support Professionals) providers. The State approved a recruitment and retention plan but it is being held up until the administrative requirements are finalized. The State Boards have discussed how they can help bump up the wages for this position to help recruit and retain these staff members.	Sarah Zimmerman – Superintendent Michelle Mong – Business Manager		
* Adjournment (11:34am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3

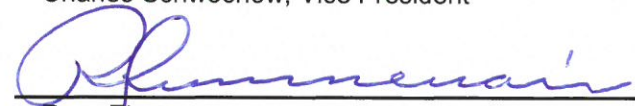
Signature of:

absent

Scott Miller, President



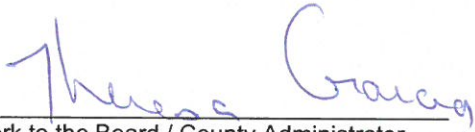
Charles Schwochow, Vice President



Russ Zimmerman

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

AGENDA
Commissioners' Meeting
July 21, 2022

1. Wightman's Grove Sanitary Sewer Collection & Treatment System
 - Contract A: Sanitary Sewer & Lift Station – Underground Utilities Inc. (UUI)
 - Construction Complaints
 - Mackulin - Ruts / Low spots in yard
 - Mackulin presented photos of UUI on her property (off of R/W)
 - UUI placed some additional seeding and mulch
 - Property Owner placed rocks over low / bare spots
 - UUI is going to return to look at additional yard restoration
 - Salem - Ruts / Low spots in yard
 - Salem is upset about tracks towards the back of her property
 - Property owner indicated she had photos of UUI on her property
 - None so far only photos of damage from a backhoe
 - County GIS show a backhoe parked on adjacent back corner
 - New ruts in the yard on October 11, 2022 investigation
 - Those ruts are definitely not from UUI
 - Frankart – Low spots in yard
 - UUI placed some additional seeding and mulching
 - Property Owner indicated they were going to redo yard next year
 - Wightman's Conservancy District – Areas along the dike & possible road issues
 - Indicated the Conservancy District should contact the Commissioners
 - Precon Videos were taken of the dike and pavement conditions
 - Sandusky River Co. – Additional Taps
 - Agreement was only to be 25 laterals for future taps
 - Nine (9) additional taps for vacant lots
 - Most have a lateral of at least 16' (Cleanouts were excluded from cost)
 - 16' x 9 = 144' of additional 6" pipe at \$94 per Linear Foot
 - \$94 per L.F. x 144' = \$13,536 (Originally offered \$10,000)
 - Amendment was sent to Sandusky River Co. on June 21, 2022
 - Sandusky River Co. should start paying on the 25 laterals on July 1, 2022
 - The amendment should not affect the original 25 laterals
 - Sandusky River Co. requested a meeting with Prosecutors
 - Sandusky River Co. proposed paying for all laterals
 - All connections would then be subject to a Connection Charge
 - Did not figure the cost to construct mainline within their property
 - Determined Sandusky River Co. mainline cost
 - Contract B: Wastewater Treatment Plant – B. Hill'z Excavating
 - Need to verify all alarm & status points on the Master Terminal Unit (Bergren Co.)
 - Wightman's Grove Connections
 - 44 permits have been obtained with 44 connections completed
 - 1 permit application processed but needs property owner to sign and pay
 - Questioned the Health Department on 12 unconnected structures
 - Need to establish a penalty once Sandusky River Co. Amendment is done
 - Suggest an increase of \$150 per month for existing structures
 - Need to establish a connection charge for new structures within collection system
 - Suggest a connection charge of \$3,500

- Connections outside of Wightman's Grove
 - Need to establish a connection charge to the lift station force main
 - Suggest a connection charge of \$5,000
 - Require an e-One grinder connection
 - This is not an ideal way to connect and will prevent gravity construction
 - County via a third party should tap the force main and bore under road
 - This cost should be paid by the property owner as well
 - Obtain an estimate from a third party to perform that portion of the work
- Project Costs / Utility Billing
 - Total Estimated \$3,549,440.63
 - 0% 30 Year OWDA Loan of \$2,329,441.20
 - Two payments of \$38,824.02 per year for \$2,329,441.20
 - Approximately \$500,000 in contingency to reduce
 - This was due to the Unsewered OWDA Grant of \$500,000
 - Finalized should be closer to \$1,829,441.20
 - Originally utilized 82 total accounts to fund loan payment to establish debt component
 - 57 Existing connections (Might be much less)
 - 25 future connections from Sandusky River Co.
 - Debt component may fluctuate once loan amount is finalized and taps completed
 - Operation & Maintenance was reduced to a minimum of \$35 per month per customer
 - Did this to keep the bill as low as possible
 - Once we get a year in, we will reevaluate this amount
 - Most likely too low based on similar plants and lift stations
- 2. District #1 Agreement – *No Changes*
 - New Agreement had three requests originally from the County
 - Switchover Date for County to take over the billing for County customers with a flat rate
 - Add an Operation & Maintenance charge to the City for pumping Pinewood Village Area
 - This would include the Autumnwoods Subdivision Area
 - Similar to how Grandview Lift Station pumps City sewage from Augusta Drive Area
 - Update the rates to the current rates for both the City and County
 - New Agreement had one request originally from the City
 - City I/I Plan was approved via Ohio EPA with the following commitments:
 - County is committing \$50,000 annually for I/I Plan over the 10 year period
 - If \$50,000 is not spent in that year, funding rolls over to the next year
 - Basically committed spending \$500,000 on I/I issues within the next 10 years
 - City requested the following items based on their review:
 - County pays for upgrades to the City's system to connect new properties
 - Removal of County unmetered customers referenced to City unmetered customers
 - City is willing to proceed with the Switchover date
 - Modification of the description of the City's charge
 - Update the County's charge
 - During the last discussion, City billing office indicated the overhead charge was \$1.88
 - Cost does not support Switchover to County performing the billing at \$6.95
 - Still don't think we are comparing apples to apples but we are closer than before
 - John Larson has updated the agreement and I have it to review
- 3. Sandusky River Trunk Sewer
 - Manhole #38 and Manhole #38A were replaced by B. Hill's
 - B. Hill's completed replacing the manholes (\$34,289) on August 1st and 2nd

4. General Water Plan (Performed by ms consultants)
 - Start with the replacement of the Distribution System
 - Gage Ohio EPA thoughts on treatment options
 - Estimate for design of a distribution system (\$208,000)
 - Selection Process of the design was forwarded to legal on September 16th
 - Checked with legal on October 14th
 - Four main factors:
 1. Time Schedule (City Connection would most likely be faster... Agreement?)
 2. Construction Costs (Report Provides – County Plant is slightly cheaper)
 3. Control of Use
 4. Funding

5. Green Creek Sanitary Sewer Evaluation – ms consultants
 - Two most likely scenarios discussed within the evaluation
 1. Replace Mid City Mobile Home Park plant with new plant
 - Emerald Estates could pump to the new plant
 2. Replace both Mobile Home Park plants with new lift stations to pump to Clyde Scenario Evaluation
 - Scenario 1 is the cheapest route for both MHPs
 - Does not necessarily need to be County owned and operated
 - Does not allow for expansion of the SR 20 corridor
 - Scenario 2 could include development of the SR 20 corridor north of the railroad
 - Estimated cost between Scenario 2 vs. Scenario 1 is \$2,839,000

6. Office Operations
 - Personnel
 - Engineer In Training position was posted on April 18, 2022
 - No applications have been received so it was pulled down for now
 - Causing delays on response times for field items along with plan updates
 - Staff is stretched to its limits with certain items
 - Update for Shorewood Water Contingency Plan for 2022
 - Completed tabletop and live exercises as required by OEPA
 - Need to update the Water Metrics for Shorewood Village by November 15, 2022
 - Power Surge on July 1, 2022
 - Took out the SCADA Base Radio and Charger
 - Radio was repaired and charger was replaced
 - Power Surge on July 24, 2022
 - Took out the SCADA Base Radio and Charger again
 - Base Radio was still not repaired from July 1st power surge
 - Pulled Radio from Adams Acres (Backup to the Backup)
 - Rewired Adams Acres with smaller radio
 - Took out SCADA Laser Printer and damaged the SCADA Board
 - SCADA Board (LC3000) stopped working on August 7, 2022
 - Bergren Co. utilized their emergency LC3000 to get it back up and running
 - LC3000 was finally replaced on October 13, 2022
 - Still no invoice from Bergren Co. (Estimate of \$3,571)
 - Office Standby Generator (EMS / Sanitary Engineers / Fuel Depot) was also damaged
 - Buckeye Power Sales replaced speed sensor (initial fault) for \$1,761.11
 - That fault went away but the Generator was not responding internally
 - Buckeye Power Sales replaced generator computer board for \$2,454.61
 - Generator works but the alarm system needs a new circuit board
 - Buckeye Power Sales still needs to send alarm board for \$504.54
 - Once received, we will install it

- Update for Rules & Regulations and Licensed Contractor's Handbook
 - Include rules on force main connections (Wightman's Grove Force Main)
 - Couple property owners are requesting connections
 - Only allow where gravity sewers don't make sense in the future
 - Specify e--One grinders owned and maintained by the property owner
- Sanitary Sewer Petition for Bloom Road (Attachment #11)
 - Three County Residents with Septic Systems signed the petition
 - Fourth County Customer (BDI) is already sending sewage to the City of Fremont
 - Fifth County Customer is connected to the City's Lift Station (which is on their property)
 - Bloom Lift Station was originally County owned and operated
 - Bloom Lift Station was turned over to City as 99% of the flow was City
 - Costs are probably not going to be feasible (\$40,000 per property?)
 - Engineer's Estimate will be completed along with a response to each property
 - Need to respond within 60 days of September 30, 2022
- 2023 Budgets were completed and advanced

7. Field Operations

- Shorewood Water System – Cellular read water meters from Badger are ordered
 - Covid Cares Act funding - \$53,747.18
- Water meter replacements to be forthcoming (Delayed from July to November)
- Muskellunge Lift Station – Control Panel Replacement & Guide Rail Brackets
 - Replaced rusted control panel via Burketts (most site preparation performed in-house)
 - Guide rail brackets are broken and no longer can be purchased
 - Buckeye Pumps will be replacing guide rails and pump brackets on October 26th
 - Darr's Cleaning are scheduled to provide flow maintenance
- Enchanted Acres Lift Station (Sandusky Township Sewer District)
 - Discharge pipe leaking on Pump #2 (Repair sleeve to be installed in-house)
 - Attempted to install repair sleeve but pipes are completely deteriorated.
 - Discharge pipes are going to be replaced with plastic on both pumps on October 25th
 - This will be done in-house (Original quote from B. Hill'z was for \$12,560)
- Sandusky Township Sewer District provided a \$1,000 Safety Grant
 - Replaced the harness (Fall Protection)
 - Replaced the Gas Monitor (Confined Space)
 - Purchased new cones for field staff vehicles (Traffic Control)
 - Purchased gloves and safety glasses (Personal Protection)
- Replacement of the Harness & Gas Monitor were purchased for Enchanted Acres repairs
- Green Springs Technical Services (Wastewater)
 - Mayor contacted us on October 14, 2022 that they would have no staff on October 17th.
 - Two employees had resigned and a third on 30 day medical leave
- Still not doing anything on the wastewater side so we met on October 14, 2022
 - Lagoon Lift Station (2 of 3 pumps do not work)
 - Screen apparatus is down (Utilizing a manual bar screen)
 - Generator does not work
 - Force main to Lagoon may be blocked
 - Some valving appears to be ceased up
 - Lift Station (1 of 2 pumps doesn't work)
 - Interior ventilation is down and no alarm system in place
 - Lift Station near Camp Quilter (Did not investigate)
- Overall equipment is in really bad shape and possibly in disrepair
 - Brink of a complete failure at what we investigated
 - Next week we will train a couple Village individuals for weekend and holidays
- Green Springs Technical Services (Water)

8. Office Remodel – No Changes
- Met with Porter Architects on walk through of the buildings
 - Awaiting contract and price
 - Coordination with the EMS renovation of their building on E. State Street will be crucial
 - Planning for Sanitary Engineers to take over EMS portion of building and cold storage building
 - Sanitary Engineers will be looking at the following:
 - Mini space study for current and future needs
 - Building renovation and expansion including site improvements
 - Key areas of focus for the work ([Attachment #12](#))
 - Meeting / Training Areas for both public and staff meetings
 - Customer Drive Through with Drop Box
 - Updating the Lab for Water & Wastewater Testing
 - Updating Parking Lot and Yard Lot for better flow of vehicles
 - Asphalt the majority of the Yard Lot
 - Increasing Maintenance Area for Pump Repairs
 - Increasing Garage area for vehicles along with wash & maintenance bays
 - Increasing Storage Building area for equipment storage
 - Provide individual offices for Supervisor positions
 - Separate areas for I.T. equipment, radio equipment, and housekeeping
 - Separate area from work area for employee lunch breaks
 - Sanitary Engineer Renovation & Expansion can utilize OWDA loan for project funding
 - Need to move as fast as possible due to interest rates increasing
 - Hopefully get EMS section of the building going ASAP
 - Fund requests from the Commissioners
 - Customer Parking Lot ([Attachment #13](#))
 - Change of the Parking Lot for safety concerns
 - Better flow for pedestrians crossing the street (most don't realize it is a street)
 - Also will allow for a larger parking lot for future County Office structure
 - Separate Electrical Service for Fuel Depot
 - Utilize old EMS Electrical Service or Sanitary Engineer Electrical Service
 - Sanitary Engineer's electric is maxed out in Storage Building from Fuel Depot
 - Fuel Depot electric has been paid by the Sanitary Engineers since installation
 - EMS old transfer switch will be utilized for Fuel Depot



SCBDD

Sandusky County Commissioners Report

October 20, 2022

Early Intervention

SCBDD, in collaboration with the Family and Children First Council (FCFC) and the Sandusky County Board of Public Health, agreed to change the Early Intervention Service Coordination (EISC) sub-contractor recipient to SCBDD effective November 1, 2022. Several years ago, the EISC service moved from Ohio's Department of Health to DD, however FCFCs could continue to sub-contract with any agency willing and able to provide the EISC service. SCBDD has long valued EI services and has financially supported these initiatives as the best opportunity to make a long-lasting impact to a child's development. As such, SCBDD has provided the EI service provider piece for decades. Embracing this change allows SCBDD to coordinate both the service coordination and the service provider roles as one team. SCBDD has hired the Public Health Board's employee who was previously fulfilling one of the EISC positions. The second position is open and posted by SCBDD for immediate hire. EI referral and caseload numbers remain consistently very high and continue to be monitored. SCBDD will contract with the SCBPH for one year for the home visiting supervision and transition services, which is provided by the certified employee transitioning to SCBDD.

Youth Respite Home

SCBDD has a draft service contract ready for the board's consideration. The interested provider is Hand N Hand Provider Agency in Fremont, Ohio. SCBDD is having a difficult time finding the right candidate for the Family Engagement Coordinator who will be assisting with the board's portion of this service coordination. The home is complete and ready for services and will continue to move forward with hopes services can begin prior to the end of 2022.

Providers and DSP Shortage

- Our board has renewed the previous provider support program set to expire in September and extended it to the end of December.
- Ohio's recent state and federally approved **DSP Recruitment and Retention** plan is still tangled in state administrative requirements to finalize. This plan, which pays 6.5% of all billed services to providers, is funded by 88 county boards of DD and allows for federal match thus extending the board's financial contribution and developing a statewide approach. The providers must opt into the program and in turn develop an approved recruitment and retention plan directing funds to the DSP and recruitment efforts. This plan was retroactively approved to April 1, 2022, when it was originally sent to CMS for federal consideration and approved. SCBDD was recently billed \$123,671.67 for FY23's Q1 and Q2 estimated invoices. This will be a board expense for the foreseeable future while the state's waiver service and billing redesign work continues.

- As a collective system, county boards and the department are continually evaluating what if any additional financial resource commitment boards can contribute long-term for additional waiver service rate changes. This is an ongoing consideration.

Federal Update

The Public Health Emergency was extended again through mid-January 2023. This additional 90-day extension continues the enhanced FMAP (eFMAP) rate which temporarily reduces the Medicaid waiver local match amounts and administration fees while temporarily enhancing TCM reimbursement rates. This is temporary, pandemic related federal fiscal relief. This continues to be a significant and unknown budget variable.

Awareness Campaigns



DSP Recognition Week/Month – September



National Disability Employment Awareness – October

SANDUSKY COUNTY RECORDS COMMISSION
AGENDA
REGULAR MEETING

LOCATION: 622 Croghan Street, Fremont, Ohio 43420

DAY/TIME: Thursday, October 20, 2022 – 10:30am

PURPOSE: Regular meeting to consider the following business:

1. Call to order by: Scott Miller
2. Minutes from the July 14, 2022 meeting were sent to the Board after the meeting. The minutes were reviewed. Jerri Miller moved to approve the minutes. Christie Schneider seconded the motion. Motion carried.
3. New Business
 - a) RC 2 – JJC presented an RC-2. The board was unsure what template was being used, if any, to adopt retention time periods. Jerri Miller had looked at several templates on the Historical Society web page and could not find a template that could be used for the items presented on the schedule. There were also items on the schedule they felt needed more of a description and others they felt should be split in to more than one record title. (For instance, are the employment applications from those submitted, submitted and interviewed, hired.... On personnel items, retention times for medical documents and evaluation, attendance, discipline documents should have different retention periods). A suggestion was to possibly reach out to DYS for their schedule to be used as a template. At this time the board did not approve the RC-2 as presented.
 - b) RC-3 presented by the Engineers. Colleen Carmack asked if the documents that needed to be audited prior to destruction were audited, she saw no issues. Jerri Miller confirmed the audits had been done. Colleen Carmack made a motion to approve as presented. Christie Schneider seconded the motion. Motion carried.
 - c) RC-3 presented by the Treasurer. One item destruction date needs to be changed to January 1, 2023. There was discussion regarding the changes in the necessity of submitting an RC-3 when an RC-2 was approved after September 29, 2011. After reading clarification from the Historical Society it was agreed the only items that required an RC-3 presented to local commission were those noted on the RC-2. Colleen Carmack moved to accept the RC-3 with the one noted change. Beth Tischler seconded the motion. Motion carried.
 - d) RC-2 was presented by the airport authority. There was a discussion on who should approve the airport retention documents. It was agreed the Airport Board should approve their RC-2 and not the local commission. Once approved at their board level they can submit documents directly to the Historical Society.
4. Jerri Miller noted the State Auditor sent out a memo recommending retention schedules for the commissioners to include AARPA category.
5. Next meeting: Date: 1/19/22 @ 11:00am place: Commissioners Office
6. Adjournment: Motion: Colleen Second: Beth

10/20/2022

Name	Signature	Contact Information
Colleen Carnack	Colleen Carnack	