

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

2023 MEETING

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 1/19/2023

Time: 8:00AM – 10:55AM

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

Present: Theresa Garcia; County Administrator

Others Present: Steve Shiets, Sandy Dendinger

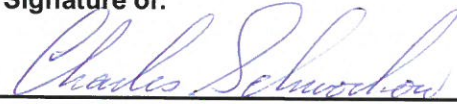
(*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Charles Schwochow, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 1/17/2023 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Charles Schwochow Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
Review of External board / Meetings Attended by Commissioners	Commissioner Zimmerman attended the FCFC Executive Committee meeting. It was a short agenda. The financial report was reviewed and discussed. The Ohio Rise Program is taking some of the clients they have in FCFC. This program is being ran by Behavioral Health group. They have clients that are eligible for both groups and who should be handling the client. They discussed the SNAP program and the funding being cut and how much that will cost Sandusky County.	Russ Zimmerman		
Commissioners and Administrator Discussion	Administrator Garcia and HR Specialist Ian Cantu met with Tim Wasserman and talked about a couple of projects he could possibly help with. There was discussion on an employment video for our web page, a policy video for orientation and some ideas for the employee page on the county web page. The Commissioners agreed these would be good projects.	Theresa Garcia		

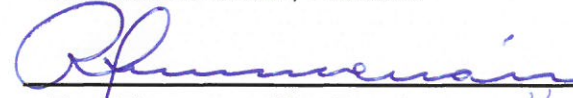
	Commissioner Schwochow listened to the Gibsonburg Council meeting, They discussed how many hits they have received from companies looking to move into the area. They have not been able to approve at least one due to the amount of water they would need to have for the business. Gibsonburg has had the most interest by new companies looking to move into the County.	Charles Schwochow		
	Commissioner Schwochow talked about the TMACOG membership. There was discussion on the advantages of the membership.	Charles Schwochow		
* Then /Now Documents	<p>One certificate was presented by Soil & Water. They didn't have a PO in place before end of 2022. Two invoices make up this certificate. Sandusky County - \$68.61 Great America Leasing - \$164.78</p> <p>One certificate was presented by Common Pleas Court. Due to a backorder on printer originally order a new one was selected, and an additional PO was needed for the difference. One invoice makes up this certificate. Perry Protech - \$101.00</p> <p>One certificate was presented by JFS. Services were started before a PO was requested. One invoice makes up this certificate. GLCAP - \$3,406.94</p>	<p>Soil & Water</p> <p>Common Pleas Court</p> <p>DJFS</p>	<p>\$68.61 \$164.78</p> <p>\$101.00</p> <p>\$3,406.94</p>	<p>*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p>
* Personnel	None			
* Travel Requests	None			
Sanitary Engineer	<p><u>Steve Shiets – Sanitary Engineer.</u> Steve came in with Sandy Dendinger, office manager, for their regular meeting with the Commissioners. See attachment for agenda items. Steve is still talking with Wightmans Grove residents that feel contractors have damaged their yard. He does not find any evidence that the contractors working there caused the damage. The Commissioners suggested Steve dump some dirt and rake it out and close the complaint. Sandusky River Company has not paid for their lateral yet. Commissioners told Steve to start billing for the work. There have been 46 connections completed at Wightmans Grove and possibly 9 more that may need to</p>	<p>Steve Shiets – Sanitary Engineer Sandy Dendinger – Office Manager</p>		

	be done. Bloom Road petition request was responded to and Steve has not had a response. Green Creek Sanitary Sewer Evaluation was completed and recommendations were sent.			
* Resolutions	2023 - 42 APPROVING APPROPRIATION TRANSFER FOR BOARD OF ELECTIONS FROM SUPPLIES TO OTHER AGENCIES (\$200.00) FOR CHANGE FUND TRANSFER	Board of Elections	\$200.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2023 - 43 APPROVING APPROPRIATION REDUCTION FOR FCFC WRAP AROUND (\$20,486.58) AND HELP ME GROW (\$17,321.00) TO BALANCE TO AMENDED CERTIFICATE	FCFC Wray Around FCFC Help Me Grow	\$20,486.58 \$17,321.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
	2023 - 44 AUTHORIZING DISTRIBUTION OF FUNDS FROM THE SENIOR CITIZENS TAX LEVY TO GREAT LAKES COMMUNITY ACTION PARTNERSHIP (GLCAP) FREMONT OHIO SENIOR SERVICES	Senior Levy		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2023 - 45 APPROVING APPROPRIATION TRANSFER FOR JANUARY 2023 MANDATED SHARE PAYMENT (\$15,221.08) AND DECEMBER 2022 PLACEMENT COSTS (\$67,254.15)	DJFS	\$15,221.08 \$67,254.15	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – none			
* Adjournment (10:55am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Russ Zimmerman

Signature of:



Charles Schwochow, 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

AGENDA
Commissioners' Meeting
January 19, 2023

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
 - UUI is going to return to look at additional yard restoration
 - Salem - Ruts / Low spots in yard
 - Still receiving photos via email
 - None so far show a backhoe tire treads
 - Most recent submitted photo
 - Line of sight shows Excavator not on property
 - Fuel tanker trailer does look like it is on her property
 - Fuel tanker trailer is not where damage is and regular tires
 - 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.)
 - Mack addressed piping in Aeration Tank
 - Caused a blockage this fall
 - Piping was not installed per plan
 - Pipe forced sewage up an adverse slope
 - Mack moved piping in Aeration Tank from a tank outlet to a tank inlet
 - Wightman's Grove Connections
 - 46 permits have been obtained with 46 connections completed
 - Questioned the Health Department on 12 unconnected structures
 - Health Department identified 9 unconnected structures
 - 2 are obtaining the GLCAP for connection
 - Letters from Health Department are going out to the rest of them
 - 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
 - Need to update Rules & Regulations and Contractor's Handbook
 - Project Costs / Utility Billing
 - Total Estimated \$3,549,440.63
 - 0% 30 Year OWDA Loan of \$2,329,441.20
 - Two payments of \$38,824.01 per year for \$2,329,441.20
 - Approximately \$545,132 in contingency to reduce
 - This was partially due to the Unsewered OWDA Grant of \$500,000
 - Finalized should be closer to \$1,784,308.52
 - Originally utilized 82 total accounts to fund loan payment to establish debt component
 - 55 Existing connections determined via Health Department
 - 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
 - First OWDA payment was for \$38,824.01
 - 2023 Total Debt collected was \$14,678.96
 - Treatment Debt was \$9,646.14
 - Lift Station Debt was \$5,032.82
 - Uncollected funds of \$24,145.05
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 and update 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. Bloom Road Sanitary Sewer Petition
 - Three (3) existing properties (possibly 4 due to a vacant lot)
 - Total project cost of \$210,000 or \$52,500 per 4 connections
 - Options provided to petitioners
 - Septic system replacement
 - Grinder connection to City sanitary sewer (similar to Bearing Distributor)
 - Grinder connection to City sanitary sewer via County (Added costs)
 - Annexation to the City

4. Green Creek Sanitary Sewer Evaluation – ms consultants (Finalized Study)
 - 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 Mobile Home Parks have a couple options
 - Choose to repair / upgrade existing plants to Ohio EPA codes
 - Scenario 1 is the cheapest route for both MHPs if new treatment is desired
 - Does not necessarily need to be County owned and operated
 - Does not allow for expansion of the SR 20 corridor

5. General Water Plan (Performed by ms consultants) (Finalized)
 - 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 and response on October 27th
 - Request for Qualifications (RFQs) are in process

6. Office Operations
 - Power Surge on July 24, 2022
 - Office Standby Generator (EMS / Sanitary Engineers / Fuel Depot) repairs completed
 - Buckeye Power Sales sent alarm board for \$504.54
 - We installed it but it still doesn't signal the alarm light
 - Generator functions normally other than the "add-on" light
 - Buckeye Power Sales indicated they would look at it when serviced in 2023
 - Costs split 3 ways for repairs (EMS, Facility Management & Sanitary Eng.)
 - Two security cameras are still not working (I.T.)
 - Updated the Water Metrics for Shorewood Village by November 15, 2022 • Personnel
 - Engineer In Training position was reposted on December 20, 2022
 - No applications have been received as of today
 - Causing delays on response times for field items along with plan updates
 - Staff is stretched to its limits with certain items
 - Completed Personnel Evaluations with new form for performing the reviews
 - Submitted to Human Resources for inclusion in employee files
 - 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

7. Field Operations

- Shorewood Water System – Cellular read water meters from Badger were received in November
- Covid Cares Act funding - \$53,747.18
- Water meter replacements are ongoing (147 meters between January and July 2023)
 - 3 done in December 2022
 - 25 done in January 2023 so far
- 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 replaced guide rails and pump brackets
 - Darr's Cleaning provided flow maintenance
 - Fence and stone will be done this spring
- Enchanted Acres Lift Station (Sandusky Township Sewer District)
 - Discharge pipes are going to be replaced with plastic on both pumps
 - This will be done in-house (Original quote from B. Hill'z was for \$12,560)
- Snowstorm (Level 3) on December 23, 2022
 - Low temperature alarm at Leewood Lift Station (7:17 a.m.)
 - Alarm is to prevent freezing inside of the piping (no issues)
 - Power outage at Center Ejector Station (7:41 a.m.)
 - Power returned at 12:13 p.m. (no issues)
 - Power outage at Ireland Lift Station (7:41 a.m.)
 - Generator failed to start
 - Average flow is 525,000 gpd (or 365 gallons per minute)
 - Wetwell holds about 2,000 gallons prior to surcharging the system
 - Field staff troubleshoot generator to get running to prevent a serious backup
 - Repaired generator at 11:42 a.m. to start the pumps on backup power
 - Power was restored at 1:09 p.m.

8. Village of Green Springs

- Green Springs Technical Services (Water)
 - Going to attempt to start biweekly meetings with the Village
 - Village staff is learning on the fly and doing good
 - Coordination is crucial at this point moving forward
 - First meeting was on January 13, 2023
 - Lead & Copper samples were evidently falsified by past Village Administrator
 - 7 of 10 were redid in December 2022 per Ohio EPA Requirement
 - Water Tower
 - Staffing must be at least a Class I Licensed Water Operator
 - Minimum 3 visits per week at 30 minutes per visit
 - Bergren (SCADA) investigated water tower where Master Terminal Unit is located
 - Most alarms (water and wastewater) were disabled
 - Wastewater site was not communicating and needed reset
 - Bergren indicated everything can be monitored via the web
 - Working on getting access to both the County and Village
 - Also eliminating any access from past employees and companies
 - Motor on Pump #1 was not working (Spare motor is onsite)
 - Pump #3 (Fire Flow Pump) hasn't been run in quite a while
 - Believe it can be throttled down and put into operation
 - Valve needs stagnant water cleaned out prior to operation
 - If fire occurs and additional pressure needed, the valve can be un-throttled
 - Standby Generator is working now
 - Got the generator to run and not shut off the other day
 - BPS changed a setting which was monitoring voltage on Transfer Switch

- Green Springs Technical Services (Wastewater)
 - Ohio EPA inspected the Wastewater site (Lagoon) on December 19, 2022
 - Waiting on the report
 - OEPA did clarify staffing to the site as 3 visits per week with no time duration
 - Staffing must be at least a Class I Licensed Wastewater Operator
 - Any portion of the wastewater system counts (i.e. Don-EI lift station)
 - Ohio EPA Delegation of Authority was completed for Ryan but not Tom (Operators)
 - Ohio EPA Operator of Records for Ryan and Tom are also pending for Treatment Lagoon Wastewater Site
 - Lagoon Lift Station
 - Pump #2 and Pump #3 were replaced by Unilliance
 - Adkins cleaned the wetwell & Imhoff Tank due to new pumps
 - Pump #1 is still down and hopefully utilize old pumps to rebuild it
 - Roof on Pump Room & Exterior Doors needs repaired or replaced
 - Bergren checked all controls at site
 - Pinch valve that controls release of the lagoon is broken
 - Pinch valve allows release during low flows (typically early AM)
 - Village was doing this manually during work hours
 - Small amount of rainfall forces utilization of the lagoon
 - Lagoon (Equalization Basin - Primary Overflow Tank)
 - Current level is around 3' (should hold 9')
 - Imhoff Tank (Secondary Overflow Tank)
 - Bergren is getting a quote to replace the level sensor
 - Level sensor measures overflow to the creek
 - Most likely Ohio EPA Priority #1 for wastewater
 - Screen apparatus is down (Utilizing a manual bar screen)
 - Third party going to look into the apparatus to see if repairable
 - Discussion on removing Generator and adding Screen for Unilliance
 - Unilliance appears to be okay with any change
 - Funding would need verified for any change
 - Standby Generator
 - New Standby Generator – Diesel, but Natural Gas is being discussed
 - Could take 12 to 18 months before receiving from order date
 - Got the old one running and too transfer during power outage
 - Need to manually start and stop the generator during a power outage
 - Old transfer switch is working but new transfer switch was received
 - Unilliance is going to look at getting generator in working condition
 - Don-EI Lift Station
 - Valve #1, Valve #2 and 3-way Plug Valve repaired
 - Pump #2 was repaired with new pump assembly
 - Motor and flap valve for Pump #1 was purchased to replace
 - During winterstorm, door opened in the wind and Pump #1 froze
 - Village does not lock doors and no alarm system in place
 - Cracked the pump casing and attempted repair
 - Fine cracking at the base and beyond repair
 - New pump quote was approximately \$7,200
 - The pump assembly can be utilized on Pump #1 now
- Quilter Lift Station near Abraham Forest
 - Electrical issue was found during initial check
 - Electrical issue was repaired by Village electrician
 - Float was replaced and station appears to be working
 - Abraham Forest – Camp Quilter Demo of structures by Soil & 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
 - 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
 - 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

