

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

2023 MEETING

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 6/15/2023

Time: 8:00AM – 10:47AM

Present: Commissioners: Charles Schwochow – President; Scott Miller

Present: Theresa Garcia – County Administrator

Others Present: Dr. Williams, Bob Kurtz, Steve Shiets, Erie County Commissioners and Clerk via phone conference, John Willey

(*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 6/13/2023 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Charles Schwochow Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Charles Schwochow Yes – 2 (Zimmerman absent)
Review of External board / Meetings Attended by Commissioners	Commissioners Miller and Schwochow attended the Land Bank meeting yesterday. Commissioner Schwochow sat in for Commissioner Zimmerman. They are interviewing for a new Administrator this week and will hopefully be in place at the next meeting. They are also reviewing the credit card policy. Demolitions of Atlas Industries is in progress. There are other larger buildings that are scheduled to be demoed in the next month or two. The City of Clyde asked if they could assist with demolishing some buildings that do not completely comply with Land Bank Policy. The Land Bank did agree to assist with asbestos study, Clyde would be responsible to demolish and then the property would be turned over to the Land Bank.	Charles Schwochow Scott Miller		

	<p>Commissioner Miller attended the Solid Waste Policy Committee meeting yesterday. The purpose was to review and approve the five year comprehensive plan. The plan was ratified. Commissioner Frankart asked if during the five years if amendments could be approved. Solid Waste legal counsel confirmed this could be done. They talked about SB 119 regarding Solid Waste, and some of the changes that were made to the Bill.</p>	Scott Miller		
	<p>Commissioners Schwochow and Miller attended the DJFS Employee appreciation breakfast. Melanie Allen, Director, presented many service awards. She did announce they are currently fully staffed. Commissioner Schwochow thanked the group for what they do and how much they appreciate their work. The employees all seemed to appreciate the recognition and thanks. They noted Melanie celebrated 25 years with the organization.</p>	Charles Schwochow Scott Miller		
	<p>Commissioner Schwochow attended the Board of Revision meeting yesterday. They had two residents that came in with concerns. The Board will send a response within the next week. They do not have any other meetings for this year.</p>	Charles Schwochow		
Commissioners and Administrator Discussion	<p>Commissioners talked about the process of completing the lot split off of St Rt 412. The split is completed and needs to be recorded, the Quit Claim Deed is done and a time needs to be set up to close on the portion for the Industrial Park. There was discussion on how this process works.</p> <p>Commissioners discussed the interest by developers on building on St Rt 53 and the importance of getting the water supply in that area. Once the developers have a timeline for the water they may work on their projects at the same time the water line is being developed.</p>			
Coroner	<p>Dr. James Williams – Coroner. Dr. Williams came in for his regular meeting with the Commissioners. Everything is going well in the office. The overdose rate has declined. Drug Task Force is doing a good job on shutting some houses down. He thinks some of the fentanyl use has decreased because people realize it can kill you. Coroner's cases are also down. The investigators and Dr. Williams went to the Coroners association conference in April. The quarterly Coroners</p>	James Williams - Coroner		

	meeting is tomorrow with law enforcement.			
* Then /Now Documents	none			
* Personnel	Sick leave conversion form was signed for employee retiring in Juvenile Court.	Juvenile Court	\$29.77	
* Travel Requests	None			
Building Code Department	Bob Kurtz – Building Code. Bob came in for his regular meeting with the Commissioners. He has talked to a contractor who is ready to put a building up in the new Industrial Park. There is also a new building going up in Bark Creek Industrial Park. He has also been working on some complaints on a homeless shelter in Bellevue. He was working with the Fire Chief in Bellevue on the conditions. He is also the Chief Inspector for Seneca County with SafeBuilt.	Bob Kurtz – Chief Inspector		
Sanitary Engineer	Steve Shiets – Sanitary Engineer. Steve came in for his regular meeting with the Commissioners. See attachment for agenda items. Wightmans Grove only need nine more connections and they are working on getting those connections completed. They are getting the numbers together on the first utility bill and OWDA loan payment for Wightmans Grove. The District #1 agreement is still not completed. The City of Fremont has the new billing system in place that helps manage the accounts. Commissioners would like to see Steve get this agreement completed. He will reach out to the Prosecutors office for assistance. There was a shortage for the OWDA loan payment. Now that they are collecting from more clients the original shortage is lower. Once they balance after the last loan payment he will let us know how much that was. The Commissioners agreed to help cover that shortage. He continues to work on the Rice Township St. Rt. 53 water improvements. Construction cost is estimated at \$8.2 million. The expansion on St. Rt. 53 cannot be paid for by the residence in the area. There are multiple businesses interested in when the water will be available. Commissioners committed to assisting with this project to keep it moving forward and getting a timeline together. Church & Dwight reached out again about connecting to Tiffin Road. He needs something from Tiffin and Seneca County stating they cannot help before we can move on an agreement.	Steve Shiets – Sanitary Engineer		

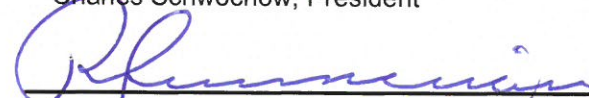
* Resolutions	2023 - 169 AUTHORIZING THAT THE PROPOSED MAINTENANCE WORK FOR 2023 FOR THE SYLVESTER BRENNER JOINT COUNTY DITCH NO. 662; B.W. KARBLER JOINT COUNTY DITCH NO. 666 AND WAHL JOINT COUNTY DITCH NO. 984 IN SANDUSKY/ERIE COUNTIES, BE APPROVED AS SUBMITTED BY THE DITCH MAINTENANCE SUPERVISOR	Joint Ditch – Erie County Commissioners Schwochow Commissioner Miller Commissioner Shenigo Commissioner Shoffner Commissioner Old		*Motion: Move to Approve resolution Moved by: Patrick Shenigo 2nd: Scott Miller Yes – 5 (Zimmerman absent)
	2023 - 170 APPROVING THE 2023 DITCH MAINTENANCE PROGRAM AS SUBMITTED BY THE COUNTY ENGINEER DRAINAGE COORDINATOR	Ditch Maintenance		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 2 (Zimmerman absent)
	2023 – 171 APPROVE AND ADOPT THE SFY 2024/2025 BIENNIAL SUB-GRANT AGREEMENT BETWEEN SANDUSKY COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND THE OHIO DEPARTMENT OF JOB AND FAMILY SERVICES AND THE OHIO DEPARTMENT OF MEDICAID	DJFS		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 2 (Zimmerman absent)
	2023 - 172 APPROVING SUPPLEMENTAL APPROPRIATION TO 911 WAGES (\$60,000.00) FOR 2023 EXPENSES	911	\$60,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 2 (Zimmerman absent)
	2023 - 173 APPROVING APPROPRIATION TRANSFER FOR DTF FROM UTILITIES TO SUPPLIES (\$4,000.00) FOR EQUIPMENT AND SUPPLY PURCHASES	DTF	\$4,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 2 (Zimmerman absent)
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – none			

<p>Regional Planning</p>	<p>John Willey – Regional Planning. John came in for his regular meeting with the Commissioners. See attachment for agenda items. There has been some discussion on procedures for lot splits with the Health Department. They are requiring soil samples for splits. He met with Health Department and the Prosecutor and will update these plans in his procedures. Approximately eight of the nine zoned townships have adopted or are adopting updated solar energy regulations. He would like to see a county wide group discuss GIS mapping for the County. The Commissioners have already discussed meeting with the Engineer and the Auditor to discuss what can be done. Having one map that can be shared would be a great idea and worked before. He is working with the City of Clyde and the Health Department on the Complete Street Policy. The Health Department takes the leads on this program. This allows a municipality to make sure all forms of street transportation works for all users and all needs at the beginning of street projects rather than after it is completed. John discussed different mappings that are available and the information that they provide.</p>	<p>John Willey – Director</p>		
<p>* Adjournment (10:47am)</p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to adjourn Moved by: Scott Miller 2nd: Charles Schwochow</p>

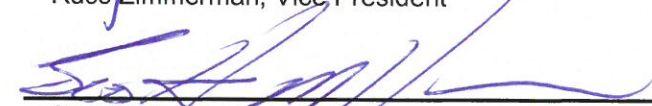
Signature of:



Charles Schwochow, President



Russ Zimmerman, Vice President



Scott Miller

Board of County Commissioners, Sandusky County Ohio

Attest: Thomas Gray
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
June 15, 2023

1. Wightman's Grove Connections
 - 46 connections completed (same as last time)
 - Health Department is in enforcement process on up to 9 unconnected structures
 - Can establish a penalty once Sandusky River Co. Amendment is done
 - Typically this compounds the enforcement process so we may want to hold off
 - Suggest an increase of \$150 per month for existing structures if needed
 - 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 (would prefer to have Health Enforcement completed)
 - 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
2. Wightman's Grove Utility Bill and OWDA Loan Payment
 - 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 needs reimbursed from General Fund
 - Second OWDA payment was for \$38,824.01
 - Total Debt collected will be forthcoming
3. 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
 - Need to get back with Prosecutor's office to get this finalized

4. 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

5. Rice Township Water Improvements

- Project construction is estimated at \$8.2 million
- Design is typically around 10% of construction costs
- Utilize a 3 Phase Approach
 1. Replacement of the Shorewood Water Plant
 2. Replacement of the Shorewood Distribution System
 3. Expansion of the Distribution System along State Route 53 corridor
- ms consultants, inc. submitted preliminary design costs of \$340,970
 - Agreement is forthcoming
 - Prosecutors is reviewing it
 - Commissioners will need to determine to either move forward or not
 - Total Project Cost of \$9 million is not affordable for the 147 Shorewood residences
 - Total design is going to at least add \$15 per bill for Shorewood residences
 - Total construction is going to at least add \$155 per bill for Shorewood residences
 - Debt portion for existing customers is \$170 per month without outside connections
 - Needs to be a source of other guaranteed funding to make this feasible
- Connection to Fremont was slightly higher, project costs with 20 year master meter calculated
 - Project Cost was \$4.1 million without Elevated Tank (with design costs of \$410,000)
 - Elevated Tank would be approximately \$2.2 million in additional costs
 - Total Project costs would be \$7.5 million with City Master Meter Costs
 - Master Meter is \$173,600 annually (20 year Present Worth of \$4.2 million)

6. Church & Dwight – Seneca County

- Church & Dwight's consultant requested connection information on Tiffin Road
- Investigated connection approximately a year ago
 - Legal opinion was Seneca County had to indicate not being able to serve entity
 - Never received anything from Seneca County
- Forwarded request to Prosecutor's for opinion

7. Office Operations

- Power Surge on July 24, 2022
 - Two to three security cameras are still not working (Cameras are backordered I.T.)
- Personnel
 - Operator II (Full Time) position was filled on June 5, 2023
 - Adding new employee as Operator of Records, Delegation, etc. for Ohio EPA
 - Engineer In Training position was pulled down to reevaluate at end of 2023
 - Only one application since December of 2022
- Submitted Contract Facility Operator List for Sandusky County to Ohio EPA
 - Green Springs, Lindsey and Misty Meadows
- Finishing up the Consumer Confidence Report for Shorewood (Ohio EPA)
 - Needs to be sent out prior to July 1, 2023
- Annual Report is in the works
- 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
- Meter Switch-out within Utility Billing Software
 - Transition between the old meter and new meter has been cumbersome
 - Bills will not show both old meter readings and new meter readings
 - Generating some customers to belief they are being billed incorrectly
 - Did have one bill slip through due to having to upload the bills twice
 - Bill was changed the first time and missed in the second upload
 - Customer's bill was fixed to correct amount
 - Once transitioned to the new meters this will not be a problem
 - New meters have an app that can be downloaded by the customer
 - Allows for access to meter information for that customer
 - Usage bar charts down to the minute of water being used
 - Alerts for unusual usage (i.e. continuous flow for more than 24 hours, etc.)
 - Roll this information out once all meters are installed

8. 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)
 - 123 installed as of today
- Logsdon Lift Station (Sandusky Township Sewer District)
 - Buckeye Pump was to replace Pump #1(Ebara to Flygt conversion)
 - Approved by Sandusky Township Sewer District for \$14,940
 - Pump #1 failed prior to the install date
 - Buckeye provided parts to install spare in-house
 - Buckeye provided new spare pump
- Shorewood Lift Station
 - Generac Standby Generator (Parts are obsolete)
 - W.W. Williams out of Perrysburg is looking into a retrofit for controls
 - New controls will be installed for \$13,345.04
 - Scheduled to come in June 19th and take a couple days
- Riverfront Lift Station
 - Control issues – looking to convert it to a Flygt Rod via Buckeye Pumps
 - Switched similar Leewood lift station to Flygt Rod a couple years ago
- Need to verify all alarm & status points on the Master Terminal Unit (Bergren Co.)

9. Village of Green Springs

- Green Springs Technical Services (Water)
 - 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) indicated everything can be monitored via the web
 - Working on getting access to both the County and Village
 - Pump #1 (Taco Pump) was repaired by third party
 - 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
 - Green Springs Technical Services (Wastewater)
 - Ohio EPA inspected the Wastewater site (Lagoon) on December 19, 2022
 - 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)
 - Received report on January 23, 2023 with multiple violations
 - Village has been very responsive to addressing the violations
 - Lagoon Wastewater Site
 - Lagoon Lift Station
 - Pump #2 needs reworked to remove vibration (similar to Pump #3)
 - Pump #1 was evaluated and needs replaced as well
 - Roof on Pump Room & Exterior Doors needs repaired or replaced
 - Bergren Co. was authorized to replace the following:
 - Level sensor on the Imhof Tank that measures overflow to the creek
 - Level sensor on the EQ Basin that measures wastewater level
 - Pinch valve that controls release of the EQ Basin needs replaced
 - Screen apparatus is down (Utilizing a manual bar screen)
 - Apparatus is being repaired in-house
 - Parts for the apparatus have been received
 - New basket and Control Panel were ordered (waiting on items)
 - Standby Generator
 - Standby Generator needs new controls
 - W.W. Williams will be replacing controls here (similar to Shorewood)
 - Need to manually start and stop the generator during a power outage
 - Old transfer switch is working but new transfer switch was received
 - Unilliance will install new transfer switch
- Don-EI Lift Station
 - Village is looking at converting lift station to submersible via Buckeye Pumps

10. 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

Regional Planning Update
15-June-2023

1. Lot Splits
 - a. Health Department requires soil samples
 - i. This is required by State Law
 - ii. This applies to any new building lot or any split that reduces a lot with an existing system
 1. This hasn't changed
 - b. We have always required Health approval for these splits
 - c. Met with Bethany Brown, Nina Johansson, Beth Tischler to review details
 - i. Nina and I are rewriting some of the procedures from 2019
 - ii. We will also work to educate realtors, etc, about this process
 - d. On track for normal number of splits for the year
2. Zoning Updates
 - a. 8(?) of 9 zoned townships have adopted or are adopting updated solar energy regulations
 - i. Still trying to reach out to Scott Township
 - b. Following the progress of the PSB/PUCO approved project in Groton Township
 - c. LUC Regional Planning has a model we may also look at as we see how are regulations work
 - d. This is a moving target, we should expect to revisit this issue in the near future
3. GIS Maps
 - a. We need to convene a working group to develop a plan for the management and maintenance of GIS data for the entire County
4. Floodplain Conference
 - a. In August – I may attend, schedule permitting
 - b. Assisted Seneca County recently with some questions about a LOMR-F
5. Complete Streets
 - a. Working with Health Department in Clyde

