

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

2023 MEETING

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 8/24/2023

Time: 8:00AM – 11:50AM

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

Present: Theresa Garcia – County Administrator

Others Present: Mircea Handru, Steve Shiets, Jeff Jackson, Pat Hire

(*action items)

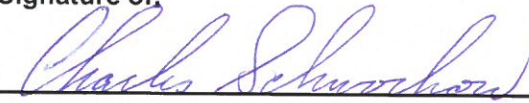
AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Charles Schwochow, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 8/22/2023 minutes were reviewed/approved 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	The Visitors Bureau meeting was cancel as they were all at the fair.	Charles Schwochow		
	Commissioners all attended the IGNITE Graduation ceremony. It is a great program and is giving inmates the tools to better themselves and allow them to move forward when released. Attorney General Yost attended and spoke highly of the program and those that participated.	Charles Schwochow Russ Zimmerman Scott Miller		
Commissioners and Administrator Discussion	Administrator Garcia reviewed the quotes received for the renovation of the Commissioner's Office. Quotes for flooring, wallpaper and painting were discussed. The price for the total project is \$113,000.00. There is some funds left in the loss revenue fund to cover the cost. Commissioner Zimmerman moved to go forward with the project. Commissioner Miller seconded the motion.			*Motion: Move to Approve renovation quote for the commissioner's office Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3

* Then /Now Documents	Two certificates were presented by the Board of Elections. No PO was in place as they didn't know mileage was going to be requested. No PO in place due to vendor not invoicing correctly. Two invoices make up these certificates. Sandra Wise - \$26.53 Visa - \$465.45	Board of Elections	\$26.53 \$465.45	*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
* Personnel	None			
* Travel Requests	None			
Mental Health Board	<u>Mircea Handru – Mental Health Board.</u> Mircea attended the IGNITE Graduation program at the jail along with the Commissioners. They provide mental health support for individuals in the program. He talked about some of the tracking they complete on those that have participated in the program. The Governor appointed an individual to be the Director for the One Ohio Program. The Mental Health Levy is on the ballot this November. This is a renewal so it will not increase taxes. He is trying to attend as many group meetings to talk about the levy.	Mircea Handru – Executive Director		
Sanitary Engineer	<u>Steve Shiets – Sanitary Engineer.</u> Steve came in for his regular meeting with the Commissioners. See attachment for agenda items. They are finishing up on some connections at Wightman's Grove. Sandusky River Company has not started any development on their parcels but is paying their monthly fee. Rice Township Water improvement project is moving forward. Steve is working on loan applications. Steve reviewed basic field operation projects that have been completed. He has filled his part-time billing clerk position. New water meters and the billing system have streamlined monthly billing. Rate increases were reviewed.	Steve Shiets – Sanitary Engineer		
EMS	<u>Jeff Jackson- EMS.</u> Jeff came in for his regular meeting with the Commissioners. See attachment for agenda items. They are down to just needing to have one squad returned from Horton and then all the new squads will be in-service. Still looking for a few more Paramedics and has three on FML. They received a grant award for employee retention from EMA ARPA funds and a grant from Ohio Ambulance Transportation too. They submitted for the BWC safety grant to report the stair	Jeff Jackson - Chief		

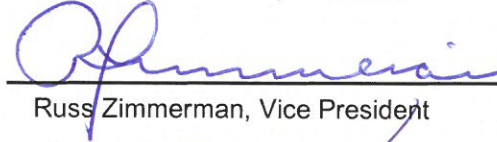
	chairs. They have been moved to the next step in the grant process and hoping they are approved. Staff went through the 911 CAD training. Jeff presented July statistics for review. It was their highest service calls ever.			
* Resolutions	2023 – 224 RE-DESIGNATING OF RURAL PUBLIC TRANSIT GRANTEE TO GREAT LAKES COMMUNITY ACTION PARTNERSHIP (GLCAP)	GLCAP		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2023 - 225 APPROVING SUPPLEMENTAL APPROPRIATION TO BOARD OF ELECTIONS CONTRACT SERVICES (\$20,000.00) FOR PRINTING NEEDED FOR MAILINGS FOR NOVEMBER ELECTION	Board of Elections	\$20,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
	2023 - 226 APPROVING FUND TRANSFER FROM SALES TAX INCOME TO GENERAL FUND (\$615,000.00) AND PI (\$25,000.00) AND SUPPLEMENTAL APPROPRIATION TO SALES TAX FEES (\$16,000.00) AND REFUNDS AND REIMBURSEMENTS (\$80,000.00)	Commissioners	\$615,000.00 \$25,000.00 \$16,000.00 \$80,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2023 – 227 APPROVING THE IV-D SERVICE CONTRACT BETWEEN THE SANDUSKY COUNTY CHILD SUPPORT ENFORCEMENT AGENCY (CSEA), A DIVISION OF SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (SCDJFS), AND THE SANDUSKY COUNTY SHERIFF'S OFFICE FOR SERVICE OF PROCESS AND SECURITY	DJFS		*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
	2023 - 228 APPROVING SUPPLEMENTAL APPROPRIATION TO COMMISSIONERS PI CAPITAL OUTLAY FOR VEHICLE PURCHASE (\$30,000.00) AND APPROPRIATION TRANSFER FROM CONTRACT SERVICES TO CAPITAL OUTLAY (\$12,000.00) FOR EQUIPMENT	Commissioners	\$30,000.00 \$12,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3

	2023 - 229 APPROVING SUPPLEMENTAL APPROPRIATION TO BUILDING CODE FEES (\$3,000.00) AND CONTRACT SERVICES (\$70,000.00) FOR 2023 EXPENSES	Building Code	\$3,000.00 \$70,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2023 - 230 APPROVING SUPPLEMENTAL APPROPRIATION FOR LAW LIBRARY BENEFITS (\$4,965.00) FOR 2023 INSURANCE EXPENSE	Law Library	\$4,965.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
	2023 - 231 APPROVING SATISFACTION OF MORTGAGE BY DANIEL LYONS AND FAYETTE LYONS, 502 NORTH STONE STREET, FREMONT, OHIO 43420	Housing Program	\$13,158.00	*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			
Clemans Nelson	Pat Hire – Clemans Nelson. Pat came in to meet with the Commissioners and present information from fact finding regarding the EMS Union Contract. Administrator Garcia asked to move into Executive session to review collective bargaining strategy. At 10:39AM Commissioners entered executive session. At 11:49AM the Commissioners exited executive session. Commissioner Schwochow asked for a motion to accept the information presented regarding the fact finding report and tentative agreement.			*Motion: Move to enter executive session to discuss collective bargaining strategy Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3 *Motion: Move to exit executive session Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
* Adjournment (11:50am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Russ Zimmerman 2nd: Scott Miller

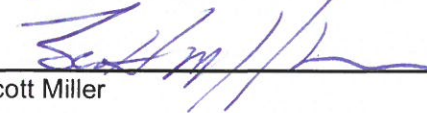
Signature of:



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
August 24, 2023

1. Wightman's Grove Connections
 - 47 connections completed and one permit outstanding
 - 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
 - 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
 - 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
 - Second OWDA payment was for \$38,824.01
 - 2023 Total Debt collected was \$14,678.96
 - Annual Treatment Debt Collection was \$27,218.13 (Half was \$9,646.14)
 - Lift Station Debt was \$14,201.51 (Half was \$5,032.82)
 - Uncollected funds of \$36,228.38 needs reimbursed from General Fund
 - First OWDA payment was short \$24,145.05
 - Second OWDA payment was short \$12,083.33
 - Also trying to finalize the construction loan
 - OWDA Notification is complete
 - OEPA Notification is done but not submitted
 - OEPA Project Performance Criteria & Certification of Performance
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. is contracted for preliminary design costs of \$340,970
 - DEFA Preliminary Design Application is for \$345,573.00
 - First invoice from ms consultants for \$6,518.53
 - Based on General Water District Revenue of \$45,000 a year
 - 5 year loan repayment is going to be difficult
- Letters were sent out to all water and sewer customers in Rice Township
 - We have had a few calls concerned with rate increases due to the project

6. Field Operations

- Water Meter Replacement has been completed
 - Only had to shut one service off to get the meter replaced
- Shorewood Lift Station Generator Repairs has been completed
 - Generac Standby Generator (Parts are obsolete)
 - W.W. Williams out of Perrysburg retrofit the controls for \$13,345.04
- Riverfront Lift Station Control replacement has been completed
 - Control issues –converted to a Flygt Rod via Buckeye Pumps (\$4,634.53)
 - Switched similar Leewood lift station to Flygt Rod a couple years ago
 - Switch was done in-house saving \$7,683.28 for Buckeye to install
- Sanitary Sewer Backup at 233 St. Paul Drive on August 8, 2023 at 8:43 P.M.
 - Darr's Cleaning removed the blockage around 11:00 P.M.
 - OSHA 301 Report was filed and submitted to insurance
- Misty Meadows / Campfire is requesting an Operator to check wastewater plant
 - Need to verify all alarm & status points on the Master Terminal Unit (Bergren Co.)

7. Office Operations

- Sent out the Consumer Confidence Report for Shorewood (Ohio EPA) prior to July 1, 2023
- Personnel
 - Mary Sorg resigned as the Utility Billing Clerk (Part Time) on July 7, 2023
 - We had 41 resumes come through Indeed with a total of 12 applications
 - Carrie Sondergaard will be starting the part time position on August 30, 2023
- Water Meter Change-out in the Utility Billing Software has been completed
 - July was the first month utilizing cellular reads from all the meters
 - Still discussing customer features that can be utilized
 - 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.)
- InvoiceCloud - New billing opportunities via this service
 - One stop shop which would allow Credit / Debit Cards, Paypal, Venmo, etc.
 - Allows for one-time online payment without setting up a password and user name
 - Sends out e-billing notices to remind customers for payments
 - Also intercepts electronic bank checks prior to mailing and credits accounts digitally
 - Would replace our ACH payment process via ACI Worldwide
 - Currently negotiating pricing (approximately \$200 per month for the County)
 - Most fees are equal or less than our current fees for the customer
 - Stumbling block for us is the ACH charge of \$2.50 per transaction per customer
 - Currently free for ACH customers via ACI Worldwide
 - Afraid this might discourage ACH payments
 - Perfect world is all customers on e-Billing and ACH payments
- Annual Report is about 99% complete
- Shorewood Water Contingency Plan Update is about 95% complete
 - Need to complete Tabletop exercises for 2023
 - Live exercise for Loss of Pressure will be completed in September of 2023
- Power Surge on July 24, 2022
 - Two to three security cameras are still not working (Cameras are backordered I.T.)
- 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

8. Rate Increases

Delayed increasing rates during Covid to lesson impact on customers along with increased expenses coming out of Covid are causing the need to increase some of our rates, charges and fees.

Sewer Rates	Current	Change	Proposed	Effective
State Route 6 (Fleming)	\$96.28	\$3.00 Inc.	\$99.28	September 1, 2023*
State Route 53 (Commercial)	\$91.59	\$6.58 Dec.	\$85.01	January 1, 2024
Shorewood & Sunny Acres	\$85.01	None	\$85.01	January 1, 2024
Wightman's Grove	\$105.00	\$3.00 Inc.	\$108.00	January 1, 2024
Sewer District #1	\$85.49	\$3.00 Inc.	\$88.49	January 1, 2024**

Connection Charges	Current	Change	Proposed	Effective
Rice Lift Station	\$3,000.00	\$500.00	\$3,500.00	January 1, 2024
Fleming Lift Station	\$3,000.00	\$500.00	\$3,500.00	January 1, 2024
Sewer District #1	\$3,163.62	\$336.38	\$3,500.00	January 1, 2024

Various Fees	Current	Change	Proposed	Effective
Application Fee	\$10.00	\$10.00 Inc.	\$20.00	January 1, 2024
Water Service Turn On Fee	\$40.00	\$10.00 Inc.	\$50.00	January 1, 2024
Water Meter Installation	\$75.00	\$75.00 Inc.	\$150.00	January 1, 2024
Water Tap Fee	\$2,000.00	\$1,000 Inc.	\$3,000.00	January 1, 2024
Sewer Tap Fee	N/A	N/A	\$3,000.00	January 1, 2024
Permit Fee	\$71.90	\$28.10 Inc.	\$100.00	January 1, 2024
Inspection Fee	\$215.68	\$84.32 Inc.	\$300.00	January 1, 2024
Electrical Inspection Fee	\$50.00	\$50.00 Inc.	\$100.00	January 1, 2024

*Need passed prior to September 1, 2023

**Need passed prior to September 1, 2023 to notify City of Fremont of the rate increase three (3) months prior to any increases per Sewer District #1 Agreement

9. Office Remodel

- Porter Architects - 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
 - Bond would be more likely in order to not jeopardize loan funding for projects
- 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 old 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



SANDUSKY COUNTY EMERGENCY MEDICAL SERVICES



Jeffery J. Jackson
E.M.S. Chief

2100 Countryside Place
Fremont, Ohio 43420

419-332-7313
Fax 419-334-6511

EMS Agenda August 24, 2023

- EMS Vehicles

We are down to just one squad to return from Horton, then all new squads will be in-service.

The bariatric equipment from the GM ambulance to one of the Freightliner ambulances is still in progress as we have been experiencing some maintenance issues with the Freightliner.

All EMS vehicles have been detailed this week to get them back to "like new" appearances.

- Personnel

We are still looking for a few more candidates for Paramedic positions.

We have 3 paramedics off on FMLA, return-to-work dates are unknown at this time.

- General discussion

SCEMS received an award for retention of employees that were hired before June 22, 2022. This grant comes from the EMA ARPA grant submitted in mid 2022.

Also received a \$20,000 grant from Ohio Ambulance Transportation program for personnel retention.

Submitted a grant through Ohio Bureau of Workers Comp to replace the manual stair chairs to power stair chairs. It has been sent up to the committee for review.

Continue meeting with Thomas Porter Architect on the drawings for the buildings. We also held a meeting to start picking out flooring and wall colors and started looking at furniture.

Employees have been through the 911 CAD training

Personnel will be out at the Sandusky County Fair this week.

8/24/2023

Name	Signature	Contact Information
Pat Aline	<i>Pat Aline</i>	
Maddie Helms	<i>Maddie Helms</i>	