

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

**2023 MEETING**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 10/19/2023

Time: 8:00AM – 10:18AM

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

Present: Theresa Garcia – County Administrator

Others Present: Jeff Jackson, Ian Cantu, Anthony Ortman Ortman, John Chapman, Austin Schade, Steve Shiets

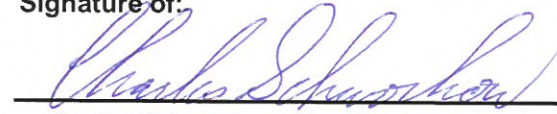
(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Charles Schwochow, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, in-coming Mail Review &amp; External Meeting Notices</b>	The 10/17/2023 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Charles Schwochow Russ Zimmerman Scott Miller		<b>*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</b>
<b>Review of External board / Meetings Attended by Commissioners</b>	Commissioner Zimmerman attended the FCFC Executive Committee meeting yesterday. There is just over \$14,000.00 in help me grow fund that has been there for ten years. The group agreed to move it over to the FCFC fund. Strong Family and Safe Communities program was discussed. This is a parenting program. They talked a lot about the early intervention programs. There aren't many in the program but thousands that should be. They are not sure how to get these individuals in the program. DJFS Director talked about many family situations that could use the program. The schools are sometimes aware of these issues and try to fix them on their own rather than reaching out for help.	Russ Zimmerman		
	Commissioner Miller stopped in at the Ballville Township Trustee meeting. He sat in for a portion of the meeting. Interesting meeting but nothing major on their agenda.	Scott Miller		

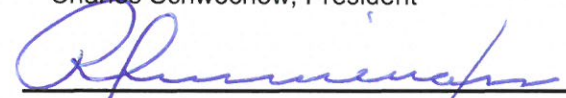
* Then /Now Documents	None			
* Personnel	None			
* Travel Requests	None			
EMS	<p><b>Jeff Jackson – EMS.</b> Jeff came in with staff to talk with the Commissioners about Union negotiations. He asked for a motion to enter executive session to review collective bargaining strategy and union contracts. At 8:33am Commissioner Miller moved to enter executive session to review collective bargaining strategy. Commissioner Schwochow invited all in the room to enter executive session.</p> <p>At 8:50am Commissioners exited executive session.</p>	<p>Jeff Jackson – Chief Anthony Ortman – Medic John Chapman – Medic Austin Schade – Medic Ian Cantu – HR Specialist</p>		<p>*Motion: Move to enter executive session Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p> <p>*Motion: Move to exit executive session Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p>
Sanitary Engineer	<p><b>Steve Shiets – Sanitary Engineer.</b> Steve came in for his regular meeting with the Commissioners. See attachment for agenda items. Wightmans Grove connections are up to 49 completed. Steve received a copy of the letter sent by a citizen to the health department stating he does not live in the “subdivision” and would like to be excluded from the connections. There was discussion on whether or not there are definite boundaries for Wightmans Grove. He is still waiting on Sandusky River Company on an agreement for their taps. District #1 agreement is in the same spot it was last month. Rice Township water improvements were discussed. Field operations and office operations updates were given. Steve asked about closing out the equipment fund since the 1993 back hoe has depreciated and the fund is no longer needed. Waiting on the EMS building project to start on his building upgrade.</p>	<p>Steve Shiets – Sanitary Engineer</p>		
* Resolutions	<p>2023 – 283 APPROVING THE SUBGRANT AGREEMENT BETWEEN THE WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, AND THE CHILD WELFARE FELLOWSHIP PROJECT CONSORTIUM</p>	<p>DJFS</p>		<p>*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p>

	(HANCOCK, OTTAWA, SANDUSKY, WILLIAMS, SENECA, ALLEN, AUGLAIZE, ASHLAND, CRAWFORD, MORROW, SCIOTO, HURON, PUTNAM, PREBLE, HENRY, WARREN, ATHENS, FAIRFIELD AND MARION COUNTY DEPARTMENT OF JOB AND FAMILY SERVICE AGENCIES) FOR PARTICIPATION IN A PILOT PROGRAM TO PREPARE COLLEGE STUDENTS FOR CHILD WELFARE WORK UPON GRADUATION			
	2023 - 284 APPROVING SUPPLEMENTAL APPROPRIATIONS TO COUNTYWIDE BENEFITS (\$290,000.00), CHILD WELFARE (\$123,000.00), SHERIFF WAGES (\$700,000.00) AND FACILITY MANAGEMENT SUPPLIES (\$100,000.00) FOR 2023 END OF YEAR EXPENSES	Various	\$290,000.00 \$123,000.00 \$700,000.00 \$100,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3
	2023 - 285 APPROVING SUPPLEMENTAL APPROPRIATION TO COMMISSIONERS TRANSFER OUT AND FUND TRANSFER FROM COMMISSIONERS TO SANITARY ENGINEER SEWER FUND (\$36,228.38) FOR 2023 DEBT PAYMENTS	Sanitary Engineer	\$36,228.38	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – none Elected Officials – none			
<b>* Adjournment (10:18am)</b>	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Russ Zimmerman

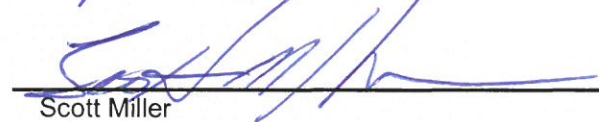
Signature of:

  
\_\_\_\_\_

Charles Schwochow, President

  
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Russ Zimmerman, Vice President

  
\_\_\_\_\_

Scott Miller

Attest: Theresa Garcia  
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**  
October 19, 2023

1. Wightman's Grove Connections
  - 49 connections completed
  - Health Department is in enforcement process on up to 6 unconnected structures
    - Three (3) are in the Prosecutor's office for legal action
    - Three (3) are pending being sent to the Prosecutor's office
    - Letter from Thomas Vollmar at 2102 County Road 259
      - Requesting exclusion from the connection
      - ORC mandates structures connect within 200' regardless of location
      - If excluded, the structure would be subject an outside connection charge
    - 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
      - Asset Management Plan
      - Fiscal Sustainability Plan

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
    - Second invoice from ms consultants for \$7,693.05

6. Field Operations

- Sewer Tap Repair at 2119 N. Fifth Street
  - B. Hill'z is scheduled for the repair
  - Submitted ODOT permit & Maintenance of Traffic plan
- Need to verify all alarm & status points on the Master Terminal Unit (Bergren Co.)
- Still assisting Green Springs on operation and maintenance issues
- Misty Meadows / Campfire is requesting an Operator to check wastewater plant
- \$1,000 Safety Grant via Sandusky Township Sewer District
  - Calibrate Gas Monitor
  - Canopy for weather related items (rain/sun) when working on field items
  - Latex Gloves
  - Vehicle Emergency Strobe
  - Safety Jacket (Rain and Cold weather)

7. Office Operations

- InvoiceCloud – Notified them we wouldn't be utilizing them at this time
  - ACI – Current provider is essentially free
  - "Free" although it is not as accommodating as InvoiceCloud
- Annual Report is complete
- Shorewood Water Contingency Plan Update is complete
- 2024 Budgets were submitted
  - Sanitary Sewer Budget - \$2,594,200
  - Water Budget - \$76,000
  - Equipment Budget – 1983 Backhoe & Trailer
    - Equipment Budget was established due to multiple entities sharing equipment
    - Sanitary Engineers is the only entity using it in 8 years
  - Sanitary Engineers sold trailer in 2012
- Water Metrics need submitted to the Ohio EPA by November 15, 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. Resolutions for future consideration

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
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

## 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



