

## Minutes for Thursday, December 31, 2015

Mr. Love moved the adoption of the following Resolution:

**WHEREAS**, The Clerk for the Board of County Commissioners, Elizabeth "Betty" Schroeder will retire today, December 31, 2015.

and

**WHEREAS**, To keep the continuity of office operations in the Putnam County Commissioners department, it is necessary to temporarily fill the position of clerk of the Board of County Commissioners until the commissioners appoint a successor on Monday, January 11, 2016. At 1:00 p.m.

and

**WHEREAS**, Cindy Lanwehr has worked in the Board of County Commissioners office since July 11, 2009, and is qualified to assume the duties of clerk. now therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby appoint Cindy Landwehr to the temporary position of clerk of the Putnam County Commissioners effective January 1, 2016.

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

Comm. Jrl. 108, Page 436

Mr. Schroeder moved that to provide for the current expenses and other expenditures of said county, during the fiscal year ending December 31, 2016, the following sums be and the same are hereby set aside and appropriated for the purposes for which expenditures are to be made for and during the fiscal year as follows:

That the following are to be appropriated from the following funds:

See Attached List

Mr. Love seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

Comm. Jrl. 108, Page 437

Mr. Love moved that the following appropriation modification be made for the year ending December 31, 2014:

From.....39 AD, Adult.....to...39 TO, Transfer Out.....\$ 3,380.97

From.....39 DISWO, Dislocated Workers.....to...39 TO, Transfer Out.....\$ 4,000.00

and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2014, the following sums be and the same are hereby transferred, set aside and appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

From.....Fund 039, Workforce Investment Act (39 TO, Transfer Out).....to.....Fund 006, Job & Family Services (H 11, Transfer In).....\$ 7,380.97

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes  
Comm. Jrl. 108, Page 438

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

**Minus appropriation.....**

**For Job and Family**

**H 5, Relief Allowance.....\$65,000.00**

**H 1, Salaries.....\$ 4,000.00**

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

Comm. Jrl. 108, Page 439

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

**Fund 055, Indigent Guardianship**

**55 SER, Services.....\$ 2,000.00**

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

Comm. Jrl. 108, Page 440

Mr. Schroeder moved that the following appropriation modification be made for the year ending December 31, 2015.

**For Commissioners**

**From.....4 B 17D, Fuel, lights, water.....to...15 A 17A, Contingencies.....\$20,000.00**

**For Airport**

**From...5 A 10E, Utilities.....to...5 A 3, Supplies.....\$ 100.00**

**For Solid Waste Dist. Disposal Fees**

**From...35 REP, Repairs.....to.....35 FU, Fuel.....\$ 774.12**

**For Sewer District No. 1**

**From...P 1, Salaries.....to....P 7, Contracts/service.....\$ 13.57**

Mr. Love seconded the motion

Vote: Mr. Jerwers      Mr. Schroeder      Mr. Love

Comm. Jrl. 108, Page 441

**Now and Then Purchase Orders.....**

**CSEA.....Purchase order 70034**

**Commissioners.....Purchase order 30634, 30635, 30637,30638**

30650, 30651, 30653-30657, 30659  
**Common Pleas**.....Purchase order 30754-30760,30767,30769,30773  
**Dog & Kennel**.....Purchase order 30643  
**E-911**.....Purchase order 30300  
**Indigent Guardianship**.....Purchase order 29774  
**Jail**.....Purchase order 30401-30406  
**Job & Family Services**.....Purchase order 60081, 60095  
**Juvenile**.....Purchase order 29775  
**Sheriff**.....Purchase order 30394,30396  
**Sewer District No. 1**.....Purchase order 30636  
**Solid Waste Dist. Disp. Fees**.....Purchase order 30652,30658  
**Veterans Service Commission**.....Purchase order 30703  
**WIA**.....Purchase order 90026

Mr. Love moved to approve the now and then purchase orders

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes

Exceptions: Mr. Jerwers n/a Mr. Schroeder none Mr. Love none

Comm. Jrl. 108, Page 442

**Purchase orders and Travel Requests**.....

**Airport**.....Genesis Lamp, runway lights, \$225.00;

**Commissioners**....Knowink, 28 poll pads for Board of Elections \$

Mr. Love moved to approve the purchase orders and travel requests.

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Loveyes

Exceptions: Mr. Jerwers n/a Mr. Schroeder none Mr. Love none

**Minutes for Thursday, December 31, 2015**

**2015 business...1:45 p.m.**

Mr. Love moved to approve the holiday time off policy for the Putnam County EMS.

Mr. Schroeder seconded the motion  
Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes  
Comm. Jrl. 108, Pages 246-247

Mr. Schroeder moved that the following appropriation modification be made for the year ending December 31, 2015.  
For Auditor...  
From.....1 B 3, Supplies.....to....1 B 9D, Other Expenses.....\$1,500.00

For Recorder....  
From....6 B 2, Comp. of Employees...to...6 B 2H, Employee Fringes....\$ 77.73

For Commissioners...  
From....4 B 19, Complex.....to....4 B 12, Equipment.....\$ 120.00  
From....4 B 19, Complex.....to....4 A 5, Construction.....\$720.00

Mr. Love seconded the motion  
Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes  
Comm. Jrl. 108, Page 243

**Now and Then Purchase Orders.....**

**Commissioners**.....Purchase order 30886-30889, 30891-30894  
**Emergency Medical Services Gr**.....Purchase order 2588, 2589  
**Engineer**.....Purchase order 30127-30130,30132-30137,  
30138,30140,30141  
**General Ditch**.....Purchase order 30896  
**Juvenile**.....Purchase order 29776, 30938  
**Office of Public Safety**.....Purchase order 2587  
**Putnam Acres Care Center**.....Purchase order 30890  
**Veterans Service Commission**.....Purchase order 30712

Mr. Love moved to approve the now and then purchase orders  
Mr. Schroeder seconded the motion  
Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes  
Exceptions: Mr. Jerwers n/a      Mr. Schroeder none      Mr. Love none  
Comm. Jrl. 108, Page 244

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby minus appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

**Minus Appropriation**  
**Fund 060, Water District No. 1**  
**Q 46, Village of Ottawa.....\$ 11,371.76**

**Fund 018, General Ditch**  
**Q 27, Contracts/Service.....\$111,141.25**

Mr. Schroeder seconded the motion  
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes  
Comm. Jrl. 108, Page 245

**Purchase orders and Travel Requests.....**

**Commissioners.....**Alt's Seamless Spouting, spouting on back side rabbit building,  
\$720.00;

Mr. Love moved to approve the purchase orders and travel requests.

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes

Exceptions: Mr. Jerwers n/a Mr. Schroeder none Mr. Love none

**Agenda for Thursday, December 31, 2015**  
**2016 business ..1:45 p.m.**

**Yearly purchase orders**

**COMMISSIONERS.**

CCAO, membership dues,\$5,520.00;Maximus cost allocation,\$7,300.00;  
P.C. Family & Children First, membership dues.\$1,500.00; Recall (microfilm),\$2,000.00;  
Mail Finance Inc..postage lease,\$3,264.00;Neopost, meter rental. \$1,451.72;  
Northwestern Ohio Security, fire service monitor fee and inspection \$850.00;  
Miller Textile Services, \$2,000.00; County Electric, maint. agreement Glandorf  
generator\$ 615.00; M & M Hauling, court house & Glandorf Complex, \$1,500.00;  
Lima Security, Complex,\$ 300.00;Safety Council meetings,\$ 300.00;  
Putnam Co. Historical Society, co. share, \$9,000.00; Putnam Co. Dept. of Human  
Services, mandated share, \$62,000.00; County Share to Emergency Management  
Agency, \$24,000.00;Putnam Soil and Water...Co share to Soil Conservation,  
\$144,000.00; Putnam Co. Children services, \$75,000.00; Crime Victim Services, county  
share, \$6,300.00; Multi Area Drug Task Force \$25,000.00; Putnam County  
Commissioners, co. share recycling, \$25,000.00; P.C. Auditor, county share, GIS,  
\$6,300.00;P.C. Commissioners, co. share landfill closure, \$10,000.00;  
Treasurer, State of Ohio, Dept. of Health, crippled children, \$70,000.00;  
Putnam Co. Agricultural Society, allowance, \$3,300.00; O.S.U. Extension, \$164,600.00;  
Allen County Auditor...co. share 3<sup>rd</sup> dist. Ct. of Appeals, \$9,500.00;

**SOLID WASTE DIST. DISPOSAL FEES**

Van Wert Solid Waste Management District, \$ 2,400.00; Ottoville Boy Scouts,\$ 600.00;

American Electric Power, service, Kalida, \$400.00; Paulding-Putnam Elec. Service, transfer station, \$1,440.00; OSWDO, district membership fee, \$200.00;

**WATER DIST. #1**

Village of Ottawa, testing, reading, \$1,800.00; Alloway, testing, \$300.00;

**S.D. #1, LOAN**

OWDA, \$16,806.42;

**SEWER DISTRICT NO. 2**

American Electric Power, \$500.00;

**PUTNAM ACRES CARE CENTER**

Misc. Repairs, supplies, maint., etc, \$2,000.00; Northwestern Ohio Security, \$750.00; County Electric, Maint. on pump station generator, \$615.00; Dominion East Ohio, fuel for generator pump station \$360.00; American Electric Power, electricity for garage \$480.00;

**LANDFILL CLOSURE/MAINTENANCE**

Putnam Co. Health Dept., exp. gas monitoring, \$5,000.00; Misc. repairs, pump fuel, etc, \$1,000.00;

**AIRPORT**

Prime Air LLC, manager services, \$26,000.04; M & M Hauling, \$480.00;

Putnam County Commissioners, water \$525.00;

**AIRPORT OPERATIONS**

Culligan..water/cups, \$300.00

**Every 3 months**

**Jan.- March**

**Commissioners...**

Supplies.....	\$ 800.00
Repair of motor vehicles.....	\$ 800.00
Travel.....	\$2,000.00
Advertising.....	\$ 700.00
Legal Consultant s.....	\$ 800.00
Janitor Supplies.....	\$8,000.00
Great Lakes Computer Corp..	\$2,250.00
P.C. Engineer, fuel, maint....	\$1,800.00
Misc., shipping, postage.....	\$ 600.00
Equipment repair.....	\$ 2,500.00
Contracts/service.....	\$1,000.00
Ottawa Water Works.....	\$ 3,000.00
Verizon.....	\$ 300.00
Century Link.....	\$ 4,000.00
Dominion East Ohio.....	\$6,000.00
Am. Elec. Power.....	\$22,000.00
Glandorf Telephone.....	\$ 510.00
Village of Glandorf.....	\$ 200.00
Am. Elec. Power, Complex,	\$10,500.00
Century Link, Complex.....	\$ 400.00
Ottawa Water Works, Complex..	\$1,500.00

Dom. East Ohio Gas, Complex..\$ 7,000.00  
Misc., supplies, complex....\$ 3,000.00  
IT supplies.....\$ 5,000.00

**Airport.....**

Supplies.....\$ 400.00  
Century Link.....\$ 500.00  
Am. Electric Power.....\$ 2,400.0  
Cherry's Propane.....\$1,000.00

**General Ditch....**

Adv. Ditch Notices.....\$ 500.00

**Sewer District No. 1...**

Am. Electric Power....\$ 800.00  
Ottawa Water Works..\$29,000.00

**Ditch Maintenance....**

Projects.....\$ 2,000.00

**PutCo Water/Sewer..**

Ottawa Water Works...\$ 3,498.30

**Water District No. 1...**

Ottawa Water Works....\$ 12,000.00

**Solid Waste Dist. Disp. Fees**

Putnam Co. Engineer, fuel....\$ 4,000.00  
Ottawa Oil Co.....\$ 500.00  
Cherry's Propane.....\$ 250.00  
Misc., expenses.....\$2,500.00  
Blanket Repairs.....\$ 2,000.00

**Sewer District No. 2...**

Ottawa Water Works.....\$13,000.00

**Board of Elections...**

Election Systems & Software, absentee ballots & election envelopes \$11,000.00; NGP Printing Professionals, election ballots \$12,000.00; Lease Equipment, \$3,011.00; Supplies, \$5,000.00; Travel expenses, \$3,000.00; Part time election support, \$1,000.00; Election support \$5,000.00; Comp. of Election Workers, \$13,000.00; Service Agreement Triad Government Systems, \$20,000.00;

**HAVA Grant...**Precinct elections official training, \$training for March 15 primary election, \$2,000.00

**Dog & Kennel....**Vet Services, \$500.00; Putnam Co. Engineer, fuel, \$750.00; blanket P.O. for supplies, utilities, cellphone \$2,000.00;

**Recorder Equipment.....**Perry ProTech, quarterly managed print & service contract, \$150.00; Verizon, data services, \$250.00; Pioneer Technology Group, computer software services, \$4,000.00; Recorder supplies, \$600.00;

**Community Corrections....**Transportation, \$800.00; Drug tests/supplies, \$1,200.00; UPI House Arrest, scam and remote breath costs \$1,500.00;

**Probate Supervision...**Office Supplies, \$200.00; blanket P.O. for cell phone and postage \$350.00;

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**Landfill Closure/Maint....**Eagon & Assoc., services in 2016, \$29,927.00; Geochemical Testing, testing at landfill \$5,803.00;

**Commissioners....**Postmaster, Ottawa, first class presort, \$225.00; Putnam Co. Engineer, repair parking lot (ATM-Huntington Bank);

**Solid Waste District Disposal Fees...**MCDaniels Trophies, 1 plaque science fair, \$14.50

**8:30 a.m.**

Commissioner Love moved to open the business session.

Commissioner Schroeder seconded the motion.

Vote: Mr. Jerwers absent    Mr. Schroeder yes    Mr. Love yes

**8:40 a.m.**

Tim Schnipke stopped in and commissioners Love and Schroeder and the administrator accompanied him to the Glandorf Complex to look where the sign will be located.

**9:40 a.m.**

Greg Luersman stopped in to discuss a plat request with no road frontage with Commissioners Love and Schroeder. An easement is being requested for access. Greg gave the Commissioners the variance rules to review. They discussed the possible future splits for the parcel in question. Vince suggested the Planning Commission make the decision on the request. Mike Lenhart joined the meeting and explained different scenarios he had experience with in Defiance County. He also explained ODOT using Access Management and the limiting of accesses, which may come into question since the lot is located along SR 15.

**10:00 a.m.**

Agenda. Present were commissioners Love and Schroeder; administrator Jack Betscher and clerk Betty Schroeder.

One of the items on the agenda was a purchase order for 32 poll pads. According to the agreement the county will have the entire year of 2016 to order more poll pads if necessary. It was agreed to order 28 poll pads instead of 32. A telephone call was made to the Board of Elections to inform them.

**11:15 a.m.**

Mike Klear, Office of Public Safety, met with commissioners Love and Schroeder and the administrator regarding the holiday time-off pay for employees of EMS.

**12:15 p.m.**

Mr. Love moved to adjourn for lunch

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love

**1:15 p.m.**

Mr. Love moved to resume the business session

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love

**1:45 p.m.**

Agenda. Present were commissioners Love and Schroeder; administrator Jack Betscher and clerk Betty Schroeder.

**2:00 p.m.**

Steve Ford met with commissioners Love, Schroeder and administrator Jack Betscher  
Mr. Love moved to go into executive session with Steve Ford regarding wages and personnel.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

Mr. Love moved to come out of executive session.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

**3:00 p.m.**

Mr. Love moved to follow the compensation plan and authorize the director to move forward with 2016 compensation package as proposed.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers absent      Mr. Schroeder yes      Mr. Love yes

**3:10 p.m.**

Tim and Phyllis Macke met with Commissioners Schroeder and Love to discuss their rental space at the Ag Complex, the conditions of the space and the lease rates. Commissioners Schroeder and Love discussed the lease rates and have decided to keep the rate at \$800, in the future it may be raised to \$1100. Tim asked about the roof over the truck dock doors. Tim Schnipke called John and said that area of the roof will

be addressed in 2016. Tim was concerned about the areas that still leak and create puddles in the interior. The breaker controlling their access door has been turned off with the lights which cuts off their power and limits their access to the building. Aaron is very good about getting back to him with answers and remedies. Vince said hopefully by next year the building should have a vinyl roof. Phyllis agreed to \$1,000 so there is money to fix. Vince said the rate will be \$1,000 so there is money to fix the roof.

Since Tim was here John asked him about the changing of the county to industrial customer rather than residential water customer. The council decided that because the village purchases in bulk. There is a flat rate negotiated. The village does not have any way of penalizing anyone that does not pay their bill. Vince explained the bill to Tim. Vince said the bill was 4 times higher than the normal bill. There was a pump problem earlier in the year. Vince compared the county readings to the village's readings which are not done on the same day. The county goes by kilowatts the pump runs the village uses minutes run. The pump could have been plugged, a check valve could have been open, or something could have been stuck in the line. It does not look like an accurate reading. Tim suggested taking to council to show there was a bill discrepancy. Vince called Doug and Doug reported it to be working he did a draw down. Putnam Acres meter was discussed which the county did not shut off. The new meter out there is not working because no readings are coming from it. Maintenance reported that the reader was not installed. There was a pump repair done there about a year ago. If there are large amounts being pumped shouldn't it have shown up at the village level? The village block bills other industrial customers. Tim said the change in billing status was related to Bluffton issues. Tim explained the ordinance and the residential 10% penalty instead of shutting off water. The contract with Bluffton is being looked at. Tim will suggest adding some explanation to their changes in billing. Tim will take copies of the bill and talk to the other council members.

Tim also brought up the test plots at the Landfill. The paying for the crops coming off is not being done in a timely manner to cover the cost of the equipment. Can the Blanchard River Watershed become the pass through entity to cover the costs to make it more timely rather than going through OSU? A memorandum of understanding will need to be done with the Commissioners since the land is owned by the County.

**4:30 p.m.**

Mr. Love moved to adjourn

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent    Mr. Schroeder yes                      Mr. Love yes

Mr. Schroeder moved to approve the minutes from Thursday, December 31, 2015.

Mr. Love seconded the motion.

Vote: Mr. Jerwers n/a              Mr. Schroeder yes              Mr. Love yes

