

## Minutes for Tuesday, May 26, 2015

Mr. Jerwers moved to approve the WIOA Area Designation of Area 7 County Commissioners form.

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 107, Page 247

Mr. Jerwers moved to approve the memorandum of understanding between Job & Family Services and the Putnam Board of Developmental Disabilities. The MOU outlines the cost sharing considerations for a client shared in common by both agencies.

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 107, Page 248

Mr. Jerwers moved to commit the sum of \$10,803.00 from its HOME program income fund to Putnam County Habitat for Humanity. These funds will be used to purchase a lift system for the new home being built in Kalida. The lift is needed to move someone from the bedroom to the bathroom to give him the ability to bathe and take a shower.

Mr. Love seconded the motion.

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

Comm. Jrl. 107, Page 249

Mr. Jerwers the adoption of the following Resolution:

**WHEREAS**, Terrence Recker has resigned as Putnam County Engineer and his replacement Michael L. Lenhart has agreed to be a member of the Putnam County Planning Commission.

now therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby appoint Michael L. Lenhart, as a member of the Putnam County Planning Commission for the unexpired term of Terrence Recker of July 26, 2017.

and be it further

**RESOLVED**, The following, in addition to the three county commissioners, are members of the Putnam County Planning Commission:

Term Expires July 31, 2015

Mr. David Wieging, 465 South Water Street, Ft. Jennings, Ohio 45844

Telephone 286-2774

Term Expires February 25, 2016

Mr. Brad Brubaker, % Sheriff's Office, 1035 Heritage Trail, Ottawa, Ohio 45875

Telephone 659-5919 home; 523-3208 business

Mr. Steve Leopold, 11226 St. Rt. 15, Ottawa, Ohio 45875

Telephone 523-4124

Term Expires March 30, 2016

Mr. Roger Kruse, 10695 St. Rt. 12, Columbus Grove, Ohio 45830

Telephone 419-659-2722

Term Expires May 23, 2016

Mr. Brandi Schrader, % Putnam Co. Health Dept., 256 Williamstown Rd., P.O.  
P.O. Box 330, Ottawa, OH 45875 Telephone 523-5608 business

Term Expires July 26, 2017

Mr. Michael L. Lenhart. 104 W. Laura Lane, Ottawa, Ohio 45875  
Telephone 523-6931 business

Ms. Jeff Giesige 8703 Road 2, Leipsic, Ohio 45856  
Telephone 523-5159 business

Term Expires March 17, 2018

Mr. Steven Odenweller, 210 Chestnut Street, Ottawa, Ohio  
Telephone 523-4097-home

Mr. Schroeder seconded the motion.

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

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Mr. Schroeder moved the adoption of the following Resolution:

**WHEREAS**, The Board of County Commissioners is the owner of a four-bay garage located at the closed Putnam Acres Care Center, 10170 Twp. Rd. 5-H, Ottawa, Ohio.

and

**WHEREAS**, Mormans Lawn Care, Inc. is desirous of leasing two (2) bays at the garage.

now therefore, be it

**RESOLVED**, That the Board of County Commissioners does hereby agree to lease to Mormans Lawn Care, Inc., 11183 Ottawa Drive, Ottawa, Ohio two (2) bays at the garage for a cost of \$150.00 per month.

Mr. Love seconded the motion.

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

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

**E-911**.....Purchase order 28710

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

Mr. Jerwers seconded the motion

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

Exceptions: Mr. Jerwers none Mr. Schroeder none Mr. Love none

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

**CDBG**.....Sever Water Well Drilling, home repair, \$6,810.00;

**EMA**.....SYNCB/Amazon, TV for EOC, \$400.00;

**Home Funds.....**PC Habitat for Humanity, lift station for family home \$10,803.00;

**Office of Public Safety...**Black Swamp Automotive, replace injector driver module, Unit 71, \$900.00;

**Recorder.....**Travel for Cathy Recker to attend continuing education in Toledo, June 7-9 with P.O. for \$290.00;

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

Mr. Jerwers seconded the motion

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

Exceptions: Mr. Jerwers none Mr. Schroeder none Mr. Love none

**8:30 a.m.**

Mr. Love moved to begin the business session

Mr. Schroeder seconded the motion

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

**8:30 a.m. – 9:00 a.m.**

Kim Diamond, Job & Family Services, met with commissioners Love, Schroeder and Jerwers regarding a child who is at Flat Rock Residential for developmental disabled children. The memorandum of understanding will be on today's agenda.

**10:00 a.m.**

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

**10:30 a.m. – 11:35 a.m.**

The records commission met in the commissioners office with the following present: commissioner Love; Cathy Recker, recorder; Teresa Lammers, Clerk of Courts, and Bob Benroth, auditor. Minutes from the last meeting (April 28, 2015) were read with a motion to approve by Mr. Benroth seconded by Ms. Lammers. All voted yes.

Cathy received call from home health asking about the procedures, they were confused.

Cathy explained we will have a training session. Teresa felt that we should do the training, and said we should state our expectations. Mr. Love said like the way it is set-up. Cathy said like the idea of two people going to the training in case when someone leaves. Cathy said you talked about the 240 E. Main Street building, we have to move our items out. John said we are going to work out a deal that we will have storage until we have a spot. Mr. Benroth asked about a temporary spot at Ag Complex. None available. Mr. Love said after fair we have all kinds of buildings, not heated and air conditioned, but under lock and key until we find a permanent location. Mr. Love said and we will have another building when Job & Family Services moves. John said we have the shelves from the Law Library.

Reviewed the papers that will be sent to elected officials and department heads. Set the date of the training for Tuesday, June 30 at 9:00 a.m. – 10:30 a.m. and 1:30 to 3 p.m. in the assembly room. Resources and forms, according to ORC said Teresa. Will have a list of resource people to go to as Karen and Becky at Board of Elections seems informed. Mr. Love said we need to get people started. We will provide copies of latest retention schedule for each department. Cathy said the medias need to be specified. Cathy said we used to have tape, back-up, e-mails, the electronic records needs to be part of records retention schedule. If destroy would have to list each media. Teresa said now paper, microfilm, scan on computers-which would be backed-up. Cathy said they are still microfilming. Teresa said they are caught up. She said the microfilms will go to Iron Mountain. Cathy said they left Iron Mountain, they go to Business Records. Teresa wondering if departments have manpower to microfilm, because there are places out there that will do it. Cathy said the sheriff's department said they did not have the manpower to do come over here and microfilm. Teresa said and the health department and I don't believe prosecutor's office ever did anything either. Cathy said we can get this started. Cathy said we need to revise a section. Teresa said could get letter out this week. Next records commission meeting will be June 18.

**11:20 a.m.**

Mr. Jerwers left for the day

**12:20**

Mr. Love moved to adjourn for lunch

Mr. Schroeder seconded the motion

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

**1:15 p.m.**

Mr. Love returned from lunch

**1:45 p.m. 4:00 p.m.**

Mr. Schroeder returned from lunch and went along with Mr. Love and the administrator to the closed nursing home, nursing home garage, Road 7 lawn excavation, the Ag Complex and the test plot across from the landfill.

**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. Jerwers moved that the minutes/discussion notes be approved as read.

Mr. Schroeder seconded the motion and the roll being called upon its adoption, the vote resulted as follows: Mr. Jerwers yes      Mr. Schroeder yes      Mr. Love yes