

Minutes for Tuesday, May 17, 2016

Mr. Love moved the adoption of the following Resolution:

WHEREAS, A letter of resignation was received from John Phillips, a member of the Mental Health, Alcohol & Drug Addiction Recovery Board of Putnam County.
and

WHEREAS, The Board of County Commissioners has received a letter of recommendation from Jennifer Horstman, Executive Director of the Mental Health, Alcohol & Drug Addiction Recovery Board of Putnam County recommending to appoint Todd Schroeder to the position left vacant by Mr. Williams and Nicholas Gilgenbach to the other open position on said board.
and

now therefore, be it

RESOLVED, The following is a complete list of members of the Putnam County Mental Health Alcohol & Drug Addiction Recovery Board:

Name	Appointed by	Term
Jill Marie Askins 150 Cedarbrook Dr.,Ottawa	Commissioners	7-1-2012 to 6-30-2016
Joseph Uphaus 8645 Rd. 11, Ottawa	OMHAS	7-1-2014 to 6-30-2018
Mary Jo Williams 440 E. Fourth St.,Ottawa	OMHAS	7-1-2014 to 6-30-2018
Todd Schroeder 232 Chippewa, Ottawa	Commissioners	5-17-2016 to 6-30-2018
Dr. Jacinta Eickholt P.O. Box 221,Ottoville	OMHAS	7-1-2014 to 6-30-2018
Kenny Kruse 15077 Old St. Rt. 65 Ottawa, Ohio	Commissioners	2-4-2014 to 2-4-2018
Jon Thorbahn P.O. Box 191,Ottoville	Commissioners	7-1-2014 to 6-30-2018
Susan L. Schlumbohm 200 Ohio Ave.,Pandora	OMHAS	8-1-2014 to 7-1-2018

Michelle A. Hermiller 10982 S.R.613,Ottawa	Commissioners	10-1-2014 to 9-30-2018
Nancy Frankart 8376 Rd. B, Leipsic	OMHAS	7-1-2015 to 6-30-2019
Jo Roth 11642 Road 16,Ottawa	OMHAS	8-3-2015 to 6-30-2019
Denise Phillips 106 Knotty Pine,Ottawa	Commissioners	7-1 -2015 to 6-30-2019
Teresa K. Lanwehr 339 Crescent Dr.,Ottawa	Commissioners	7-1-2015 to 6-30-2019
Nicholas Gilgenbach 10866 SR 12, Columbus Grove	Commissioners	5-12-2016 to 5-12-2020

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 203-204

Mr. Love moved the adoption of the following Resolution:

WHEREAS, The Board has received requests from the various departments of Job and Family Services for approval of travel expenses.

now therefore,

BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF PUTNAM COUNTY, OHIO, hereby approve payment of the expenses per the attached list in accordance with Section 325.20 of the Ohio Revised Code and authorizes the Auditor to issue warrants per attached list upon receipt of invoices and be if further

RESOLVED, That the Auditor is hereby authorized and directed to issue any advanced warrants as necessary.

Mr. Schroeder seconded the motion

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

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2016, 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 085, CDBG

T 7B, CHIP Administration Costs.....\$9,963.01

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 207

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, Bids for the purpose of obtaining operating leases of two vehicles for the Department of Job & Family Services were opened and tabled on the 3rd day of May, 2016.
and

WHEREAS, The following bids were received:

<u>Bidder:</u>	<u>Term:</u>	<u>Amount:</u>	<u>Bond:</u>	<u>Vehicle:</u>
Knippen	36 mo	\$291.20	cashier ck	Grand Caravan
	48 mo	\$255.60		
H & K	36 mo	\$476.36	letter of credit	Traverse
	48 mo	\$443.35		
Acme Auto Leasing	36 mo	\$435.00	cashier ck	Grand Caravan
	48 mo	\$485.00		

now therefore, be it

RESOLVED, After a review of the bids by Steve Ford, director of the Putnam County Job & Family Services, and upon his recommendation, the Board of County Commissioners, does hereby approve of the director entering into a 48-month lease with Knippen, 800 W. Fifth St., Delphos, Ohio, for two new Dodge Caravans SE with the 29E package.

Per Vehicle:

48 month lease; lease total=\$12,268.80; monthly payment =\$255.60;
Purchase price: \$21,181.00; 90% of purchase price=\$19,062.90
No lease deposit; 15,000 miles per year allowance

Vehicle met all requested specifications
Mr. Love seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 208

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, That per the request of The Board of County Commissioners for the purpose of the Airport Operations Fund the following advance of funds is authorized by the Board of County Commissioners:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
110 AO, Advance Out (Payment to County General for advance made in November'13)	A 25A, Advance In	\$ 1,000.00

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 209

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam County, Ohio, that the following appropriation modification be made for the year ending December 31, 2016.

For Board of Elections.....

From...3 A 9M, Miscellaneous.....to...3 A 6, Service Agreement....\$ 37.00

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 210

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2016, 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 005, Dog and Kennel

B 10, Equipment..... \$570.00

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 211

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2016, 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 001, County General ..Sheriff

6 A 11, Furtherance of Justice-Allowance.....\$1,273.00

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 212

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2016, 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 159, VAWA Grant

159 AO, Advance Out\$ 1,813.47

and be it further

RESOLVED, that per the request of the Putnam County Commissioners for the purpose of the Violence Against Women Grant Fund the following advance of funds is authorized by the Board of County Commissioners:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
159, AO, Advance Out	A 25A, Advance In	\$ 1,813.47

(Repay Co. General for advances made to Fund 159, Violence Against Women March 2016 \$1,400.00 & April 2016 \$413.47)

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 213

Mr. Love moved the adoption of the following Resolution:

WHEREAS, The Board of County Commissioners have received a letter from the Putnam County Board of Elections requesting a separate line item for the payment of dues and registration fees.

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby request the Putnam County Auditor to add the following appropriation lines to Fund 001, County General:

3 A 12 –Dues & Registration Fees

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 214

Mr. Love moved the adoption of the following:

WHEREAS, Putnam County is a member of the Western Ohio Regional Treatment and Habilitation Center (W.O.R.T.H), a community based corrections facility located at 243 Bluelick Road, Lima. Ohio: and

WHEREAS, as a member County it is incumbent on this Board to act in conjunction with the other Member Boards of Commissioners to reappoint the Commissioners appointment to the Facilities Governing Board; and

WHEREAS, Kimberly Switzer, was appointed by the Boards of County Commissioners to serve an initial three (3) year term, beginning October 12, 2006 and expiring on October 12, 2009; was reappointed for another three (3) year term beginning October 12, 2009 and expiring on October 12, 2012; and was reappointed for another

three (3) year term beginning October 12, 2015 and expiring October 12, 2015; and was reappointed for another three (3) year term beginning October 12, 2015 and ending October 12, 2018.

WHEREAS, Kimberly Switzer, has submitted her resignation to the Facilities Governing Board effective Monday, May 16, 2016.

WHEREAS, pursuant to Section 2301.51 of the Revised Code, this Board, in conjunction with the other Member Boards of W.O.R.T.H., wish to appoint Drew A. Wortman to fill the vacancy of Kimberly Switzer, who shall hold office for the remainder of the unexpired term of Kimberly Switzer, which shall expire on October 12, 2018. Now therefore, be it

RESOLVED, that the Board, as a member County, and with the collective Boards of County Commissioners , hereby appoints Drew A. Wortman to the Facilities Governing Board of W.O.R.T.H. to fill the vacancy of Kimberly Switzer , for the remainder of the unexpired term of Kimberly Switzer, which shall expire of October 12, 2018. Be it further

RESOLVED, that Clerk of the Board certify a copy of this Resolution to the Facilities Governing Board of the W.O.R.T.H. Center, which Resolution will be included with the resolutions of the other eight (8) member Counties, which Resolutions collectively shall constitute the appointment of said member.

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 215

Mr. Schroeder moved to approve signing the contract for professional services for the FY 2016 Formula Community Blank Development Grant program between the Putnam County Commissioners and WSOS Community Action Commission covering the period of January 1, 2016 to February 28 ,2018 for a total cost not to exceed \$5,940.00. Mr. Love seconded the motion.

- Now and Then Purchase Orders.....**
- County.....**purchase order 31682
- Sheriff.....**purchase order 31530, 31531, 31533
- Concealed Handgun..**purchase order 31532
- EMA.....**purchase order 2709
- Landfill Clos/Mnt...**purchase order 31687

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

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

Exceptions: Mr. Jerwers Mr. Schroeder none Mr. Love none
Comm. Jrl. 109, Page 216

Purchase orders and Travel Requests.....

Commissioners.....purchase order to State of Ohio UST Fund for certificate of coverage on 2 underground storage tanks for \$1200.00. Purchase order to D & R Lock & Key for re-key courthouse locks and new keys plus a service call for \$325.00. Travel request for Cindy Landwehr to attend the CLCCA summer meeting in Dayton on June 24, 2016 no expenses listed. Purchase order to Staples for 20 cases of 8 ½ x 11 copy paper for \$579.80.

IT.....Travel request for Joe Burkhart to attend the Emergitech Conference in Columbus May 9-12 \$100.00 for meals.

Board of Elections....travel requests for Board of Elections-Karen Lammers, Becky Hermiller, Mary Sybert, Kurt Sahloff, Carla Tooman, Kathy Miller and Tony Schoreder to attend the Secretary of State's summer conference in Cleveland June 21 through 23, 2016 with expenses for mileage, lodging, meals, registration and parking for\$4678.00.

EMS.....Blanket purchase order for employment tests for \$500.00.Blanket purchase order for insurance and patient refunds for \$2500.00. Purchase order to Penn Care Public Safety for 3rd qtr MES charts service for \$1251.00. Purchase order to Village of Ottawa for County Portion of housing ambulance #311 for \$1800.00

Emergency Medical Services Grant.....Blanket purchase order for EMT refreshers for \$750.00.

Dog & Kennel.....purchase order to L 3 Mobile Vision for a body camera for \$561.08.

Sheriff.....Travel request for Lisa Schroeder to attend the Safe Service Manager's Training in Ottawa on August 16, 2016 with purchase order for registration for \$150.00. Travel request for Scott Meyer to attend Blue Courage Training IN London, OH June 5 through 9, 2016 with purchase order for registration, lodging and meals for \$1095.00. Travel requesto for Mike Schroth to attend CPT Training in Napoleon May 24-25, 2016 with purchase order for registration and meals for \$105.00.

VAWA Grant.....Purchase order to Crime Victim Services for their share of VAWA Grant for \$10,679.86.

CDBG.....purchase order to Treasurer, State of Ohio for repayment of overdraft of #2 Fair Housing B-F-14-1CL-1 for \$12.00.

Recorder.....Travel request for Cathy Recker to attend continuing education in Geneva on the Laker, Ohio June 19 through 21, 2016 with purchase order for lodging, meals and other for \$388.00.

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

Mr. Schroeder seconded the motion

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

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

8:20 a.m.

Commissioner Schroeder and Love arrived at the office.

8:30 a.m.

Commissioners Schroeder and Love met with Ashley Siefker and Alaina Siefker to discuss the drivers for the recycling program and some maintenance needed for the recycling truck.

8:45 a.m.

Kim Rieman and Brandi Schrader from the Health Dept. met with Commissioners Schroeder and Love and Jack Betscher. Brandi presented the Commissioners with some information regarding the types of Sewage Treatment Systems. HSTS- Household Sewage Treatment System. Systems under 1000 gallons a day. A sewage treatment system will not be installed where a sanitary sewer service is available. A sewer line has 10-20 feet of right of way depending on the design. Similar to a utility easement. In reviewing the administrative codes regarding the sewer lines, 200 feet is in the 6117 code from foundation wall to right of way. 6119 code does not have a rule yet, the Health Board will not make a decision until there is a district formed. Depending on the design of the system/pipe would determine the tap in. People along the way should be allowed to tap to help lower the user costs for everyone. But that may not be the case because if the system cannot handle more tap in and more flow then only the community designated to serve can tap in. Glandorf's systems was discussed. The Health Dept. may have to come up with some rules to quiet some of the complaints. Jack asked the opinion of the Health Dept., Kim said they are nervous since they are levy funded. The Health Board will have to come out with a position. Nuisances will be investigated. The opinion have been formed and it will be difficult to change minds. John said the Health Board should at least start thinking about it. Brandi said Gary Lammers advised them not to make any decision yet. The thoughts are to stay with the limits of the 6117 of 200 ft. Vince's opinion about the 6119 board and trying to keep the costs for the users low, so thus forcing of the homes along the way to tap in to the line. Brandi said there is more grant funding being sought. An operation and maintenance plan is included in the ORC and administrative code that needs to be in place. \$ 15 per year is a permit fee or \$75 every five year, a site visit will be done, no testing will be done. The private systems mostly daylight (hit the ditch) over 48 hours. Vince said his is 3000 ft. The permit fee will allow to operate the system until a nuisance is found. The Health Dept. is trying to get the word out about the operating permits. If a ditch has no contaminants could that rule out any houses that discharge into that ditch? Over 5000 properties in the County will have to file for the permits. This will be a 10- 20 year plan. The State did not like the 30 year option. The 6117 rule states the 200 ft from the line and right of way. If a system is not a nuisance nor is it what is the ruling. The accessibility needs to be determined by the Health Dept. The line needs to be able to handle the capacity of the added users. There are no other options right now as far as requirements to tap in. It is not determined where the sewer lines will be run yet. Can only discharge surface water, no affluent. Brandi explained that there should be at least

6 inches between the bottom of the system to the top of the seasonal water table. Artificial drainage of the water table can be used. Sand can be used between them. Brandi showed some different types of systems-mound system 20-24 inches above the ground. Vince said these are similar to the sand mounds that were used. Brandi explained in detail the working of the system. 6117 D is the ruling that will be applied. Vince asked if they knew what other counties like Henry have done when switching to a 6119 from a 6117. Most county's have used the 200 ft rule. A new set of rules will have to be adopted. Brandi also showed pictures of a chamber system. The specifications were discussed. The county's soil is mostly clay or silt. A system cannot be put into Paulding soils because it will not drain so artificial pre-treatment drainage need to be done. The Belmore system will have a series of filters. Belmore has received principle forgiveness from the due to low median income. Dupont did not qualify for principle forgiveness they qualified for a loan. Cloverdale would not need a full time operator for the system they have proposed. Belmore is in the process of getting the easements. Brandi showed another system featuring Irish Peat this systems would last 15-20 years. And just replace the peat. A registered contractor would need to change the peat. This system would work in the soil in Putnam County. The costs vary greatly across the county due to the types of soil. The costs of the different systems were discussed. Contractor costs also determine the total cost of the system. Lot size was also discussed, since some people struggle with putting a system on a 2 acre lot. So there are some options for different kinds of systems based on the design. There is always new technology coming up to determine the changes in requirements. Land sizing restrictions also determine the system that can be installed.

10:00 a.m.

Business agenda was held with Commissioners Schroeder and Love; Jack Betscher, Administrator; and Cindy Landwehr, Clerk.

10:45 a.m.

Commissioners Schroeder and Love met with Cathy Recker to discuss the County's records storage with Recall. We had been with Underground Archive who was bought out by Recall, nothing has changed with our records. Since Cathy is going to a conference within range of the facility if she could go and look at things and verify our records that they are keeping. And make sure the Clerk of Courts records are separate from the Recorder's. Cathy may need to stay overnight, and she wanted to make sure the Commissioners would be ok with that. Cathy will have to put in another travel request.

Cathy talked to the Engineer regarding the Retention Schedule they submitted, which was passed by the Records Commission at a previous meeting. There was some odd information found in the Engineer's office and a new retention schedule was made up. The equipment needed to read the zip drives may no longer be in the office. The information needs to be confirmed and backed up on a server.

11:00 a.m.

Commissioners Schroeder and Love met to discuss the decision to appeal or not to the decision made in the case of Patrick Bros. vs Putnam County Commissioners. In attendance were Matt Cunningham, Bob Patrick, Tom Patrick, Steve Coburn-Griffin with Putnam County Sentinel and Greg Sowinski with the Lima News.

Vince started the meeting to discuss, John made a statement from the minutes that the full board should be present. And that John did not have a chance to talk to legal counsel. Since Travis is not present today the full board is not present. Matt stated that a 45 minute executive session Mr. Jerwers rescheduled the meeting for today and now he is not here today. The Commissioners would like to have a chance to talk to their legal counsel. Matt said "you are just kicking the can down the road". John would like to have a chance to talk to Frank prior to making the decision, since he was not present for the meeting last week. A request was made to Frost Brown Todd but no response as of this time. Matt is curious as to what the Commissioners need to discuss yet. Vince said they would like to get things clarified and discussions need to be held. Vince said it is an option to have it in executive session. Matt asked if it was discussed last week during the executive session. Nothing was discussed out of executive session. Unfortunately a decision cannot be made today. Vince said it is a difficult decision. Mr. Patrick said they are only going into the fourth year, not a problem. The normal procedure will be followed to announce the next meeting and executive session if needed. It was asked why Mr. Jerwers rescheduled this meeting today when he knew he would not be here.

12:20 p.m.

Commissioners Schroeder and Love left for lunch.

1:25 p.m.

Commissioners Schroeder and Love returned from lunch and

1:40 p.m.

The discussion of the recycle drivers was resumed. It was suggested to extend the extra hours to a current driver or to open it up to a new person. It was also discussed if the hours extended to a full time position what would be the costs for fringes. Duke would be a good person to deal with the recycling center and the Commissioner's office. Jack brought up a concern of an older employee and higher health costs. The recycling program is not a money maker. The idea of taking three part-time and creating one full time was presented. A rough dollar figure is needed. The Commissioners do not want to jeopardize anyone's retirement. Hours could be taken from Mike Schroth also. Some other part-time people would be needed for weekends and holidays. Would we need to advertise for part-time help? It was decided to advertise for a weekend part-time driver with CDL. Resume will be due Friday June 3.

Mr. Schroeder moved to approve the minutes from Tuesday, May 17, 2016.

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes

Mr. Love yes

Mr. Schroeder yes