

**Minutes for Thursday April 6, 2017**

Mr. Lammers moved the adoption of the following Resolution:

that to provide for the unanticipated revenues for the fiscal year ending December 31, 2017, 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 057 Airport Construction Grant

57 AO, Advance Out.....\$ 35,000.00

(Advance back to County General)

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

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
57 AO, Advance Out	A 25A, Advance In	\$ 35,000.00

(Partial Payback of advance done Feb. 2016)

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Love yes  
Comm. Jrl. 110, Page 363

Mr. Love moved the adoption of the following Resolution:

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2017, 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 006, Public Assistance

H 15, Other Expense.....to.....H 35, Transfer Out.....\$2,755.00

and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2017, 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 006, Public Assistance (H 35, Transfer Out).....to..... Fund 003, Childrens Service (SS 5D, 3<sup>rd</sup> Party Misc).....\$ 2,755.00

Mr. Schroeder                      seconded the motion

Vote: Mr. Schroeder yes              Mr. Lammers yes              Mr. Love yes  
Comm. Jrl. 110, Page 364

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

**Common Pleas** ..... Travel request for Keith Schierloh to attend the Capital Case Course in Columbus on April 5 -7, 2017 with purchase order for expenses for mileage, lodging, meals, registration, parking and other totaling \$595.80.

**HOME Funds**..... Purchase orders to JT Home Services for Allen Co Rehab -Horton for \$25,250.00 Purchase order to West Ohio Community Action Partnership -TBRA adjustment -Horton for \$4,401.00

**CDBG** ..... Purchase order to Putnam Co Council on Aging-2017 senior expo booth rental for \$30.00. Travel request for Ashley Siefker to attend the 2017 Community Development Program Training in Columbus on April 12, 2017 with purchase order for \$10 for meals.

**County**.....Purchase order to CORSA for Insurance renewal for 2017-2018 for \$159,343.00. Purchase order to Friends for 30 cases of copy paper for \$839.70.

**CSEA**..... Purchase order to Put Co Commissioners for cost allocation for \$7093.92.

**Public Assistance**..... Purchase order to Putnam County Commissioners for cost allocation for \$29,148.48.

**Title Admin**.....Travel request for Teresa Lammers & Debra Bingley to attend the Ohio Clerks Assoc. April meeting & title Seminar on April 18- 19, 2017 in Columbus with purchase order for mileage, lodging, and meals totaling \$259.80.

**EMS**..... Purchase order to Village Commercial Supply for Sawzall kit/hammer drill/six pk sequential chg /108 for \$498.99.

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

Mr. Schroeder                      seconded the motion

Vote: Mr. Schroeder yes              Mr. Lammers yes              Mr. Love yes

Exceptions: Mr. Lammers none    Mr. Love none    Mr. Schroeder none

Commissioner Love called the meeting to order at 8:30 a.m. with Commissioners Love and Schroeder.

Kurt Sahloff and Karen Lammers from Board of Elections met with Commissioners Schroeder, Love and Lammers and Jack Betscher, Administrator at 8:45 a.m. to discuss the hiring of a part-time person to replace a person that retired. The BOE would like to hire a new person to get them trained prior to the Election. There is no primary this coming May. A Democrat is needed to keep the balance in the office. Generally the pay would be under \$1,000 per year. They do not have funds to train someone new. A new person has not been hired by the Board of Elections for a few years. Kurt shared the job requirements with the Commissioners, it is a clerical position. Mr. Lammers asked about if another party wants a seat on the Board. Mr. Sahloff could not answer that. The clerk's job is not political, but a balance is needed in the office. Approx. 8,000-9,000 Republicans are registered now and 1,500 Democrats with 12,000-13,000 undeclared in Putnam County. Mr. Lammers was astounded that they can list a political requirement on a job posting. The Secretary of State makes the requirement that an R & D needs to be present when the office is open, but there is no requirement in the hiring. The BOE will check with the Prosecutor as to what can be advertised. The BOE would like to recommendation of the Commissioners on starting wages. The pay will depend on the person's qualifications and hours they will work. PERS & fringes will also be considered. The term of the training is not know at this time. When would the person be eligible for the raise, how long to probationary period would be. BOE has a meeting on Tuesday so if the Commissioners could get back to them by then with some answers. A six month probationary period is what the County uses. Kurt and Karen said that would be adequate time period. John questioned a starting pay of \$12 per hour/ The Commissioners use a year as probationary period. More funding will be needed by the BOE and the Commissioners will provide as needed. Kurt asked of there were any other guidelines that the Commissioners want them to use. Newspapers were discouraged, but advertising on the websites and at the Democratic Party meeting. It will not be a steady 20 hr. per week job, it will be an, at will at need job position.

Commissioner Schroeder gave an update on the Fair board meeting from Wednesday evening. The County was given \$80,562 for the capital fund there is \$40,380 remaining. The pipeline project has not been paid off yet. The water taps have not been completed to the new transmission line yet and were not included in the bid. The cost of those would be \$3,000, \$1,000 each if done now while equipment is present by Hohenbrink. The Fair board decided to do the water taps with the county paying for them out of the funds they manage. Vince explained the bill paying process done by the Fair board. Jack proposed them sending the Commissioners the money to pay. The Commissioners discussed allowing the three taps. Commissioner Schroeder proposed to pay for the three taps and anything else they would have to cover. The Commissioners were disappointed that the lateral water taps were not included in with the initial project. It is was discussed and asked why these were not included in the project. The Commissioners would like to call Bockrath & Assoc. and ask why the laterals were not included. Vince suspects that it was due to the lack of funding to cover them at the time. Vince looked at the door that was repaired, he said it looked good and better then the metal door on the other end of the building. Vince made a call to Greg Bockrath to inquire on the waterline plans, Greg was not available at the time he will call back. The entertainment at the Fair was discussed also, Vince witnessed the process of how the different options are proposed.

The business agenda was held at 10:00 a.m. with Commissioners Schroeder, Love and Lammers; Jack Betscher Administrator; Cindy Landwehr, Clerk and Steve Coburn-Griffis, Putnam County Sentinel.

The Commissioners discussed the courthouse security meeting with Steve Coburn-Griffis. The feelings in the courthouse with the current security procedures are good. The Sheriff will look into having a deputy present for evening meetings. Moving the records out of the attic is wanted due to the fire hazards that are present. A resolution has been requested to have all the records removed as of a certain date. Vince recommends sorting through the information and labeling prior to removal to make more efficient research when the information is needed at a later date and destroy the information that does not need to be saved. The records storage will be off site and it is not an infinite space so the amount of information to be stored must be monitored through the Ohio Historical Society. The repair needs of the roof were also discussed, the roof leaks are very apparent in the attic. Steve asked about the BOE and their funding. The Commissioners shared that the BOE was in today requesting to hire a new part time person. Steve shared that the BOE had had an executive session meeting to discuss employee compensation and the response letter they received from the Prosecutor. The meeting went well this morning the feeling was amicable. After the review of surrounding counties Putnam County is in the top paying for Board of Elections. The Commissioners explained the remaining funds for the new hire for the BOE and the need for training. Steve believes the R & D rule only applies to the Director & Deputy Director. Steve asked if the Commissioners had any questions on any other issues that are being reported. Mike brought up the elected officials meeting and the issues of IT security. IT security is a big issue both locally and nationally. Licking County had an incident of ransomware penetrating the County's information, and the County had to pay to retrieve their information. CORSA has a limit to what they will pay regarding insurance for retrieving information. It was explained that the request could be a link or a zip file. Mike explained that the courthouse now has a "guest network" as of today that people can use instead of being allowed to use the main network. The County is implementing a training for all employees to reduce or eliminate the threats here. Steve asked what the cost on this could be, it is a multi-million dollar issue. The County did a test of County employees and 15% of them clicked on the link and failed the test. Mike also talked about a Microsoft scam that is going through right now. The cost of the guest network is small compared to the ransom that could be charged when data is violated. Encryption is more serious, it can destroyed the data so it cannot be retrieved. Education of the workforce is essential.

Vince said the Fair board had a question about starting a 501C3, John suggested an accountant or attorney.

The proposals for mowing, spraying and fertilizing of the Landfill and county properties were received as follows:

Morman's Lawn Care Inc. -\$ 4808

Croy's Mowing-\$7254

Mr. Lammers moved to approve the quote from Morman's Lawn Care.

Mr. Schroeder seconded the motion.

Vote: Schroeder yes Lammers yes Love yes

Mr. Schroeder moved to adjourn for lunch at 12:15 p.m.

Mr. Love seconded the motion.

Vote: Schroeder yes, Lammers yes Love yes

Commissioners Schroeder, Love and Lammers resumed session at 1:00 p.m.

Joe Hohlbein met with Commissioners Schroeder, Love and Lammers along with Jackson Betscher and Alaina Siefker to discuss the recycling program for Ottoville & Ft Jennings. Joe said Ft Jennings is the 1<sup>st</sup> Saturday of every month and Ottoville is the 3<sup>rd</sup> Saturday of every month, rain or snow, they never cancel it. Joe said when he worked at Van Wert Solid Waste, he donated his time for Ottoville but now that he isn't there they probably do have to pay someone. At both locations, the Scouts take all the paper, they have for years before we started the recycling over there and we will continue to let them have that. The rest of the items collected at both places are pure cardboard, metal/tin, glass & plastic. The only difference will be that we will want ours separated and they are used to throwing it all together since Van Wert comingled. Will take a few months for people to get used to that but it can be done. Vince asked if we can locate the big bins that have partitions. Maintenance had told Vince that there is a partition behind the metal building. Joe had mentioned that they have a cross magnet on Van Wert's conveyor and it would be a cheap and easy fix on pulling those items out of the recycling and throw it in a gaylord. Joe said he could make it work to get it out of the way when cardboard is being done. Vince asked Joe to look into price for getting one put on ours and what it would cost to put in. Jack mentioned there are some recycling bins sitting out by the building that don't seem to be used. Vince asked Alaina to check with Duke if they are being used and if so, what for. It was decided by all that we would like to have this up and running for us to do Ottoville & Ft Jennings by May. Joe will take care of getting the bins there. Will pick them up on Friday evenings. He will need a 40 cu yard open top for the cardboard. He will also need 3 other regular bins or 2 others if they have the dividers. Alaina will check with Duke on what is available for sure. Joe also mentioned that Van Wert's old baler is sitting around. Might be worth contacting Van Wert to see if they want to sell it. Later on down the road we may be able to get some bins off of them too but will just have to keep an eye on it. A good price would be paying \$6-7,000. It would be a good idea to have an extra. Could do paper products/clean, cardboard, a product don't use a lot of so it doesn't hold up other baler. Joe says no reason both balers couldn't be ran at same time. Vince said he doesn't think that would happen with the crew that is currently out there. The guys said they should take Joe out to the complex sometime for some ideas on improvements and where they would put the extra one if we were able to get it.

Tammy Baumunk, Crime Victim Services met with Commissioners Schroeder, Love and Lammers to discuss the process changes with the new Prosecutors and some proposed renovations for Crime Victim Services, putting in a conference area. Tammy gave the Commissioners estimates for new carpet. Tammy submitted some prices for other furniture and items that are needed. The funds will come from Ohio Criminal Justice Service. The layout and plans for the renovations was reviewed also. John asked how soon this would be happening, Tammy said it is hoped to be completed within a few months. The ground level door is handicap accessible. Tammy explained the floorplan and the furniture placement with the renovations. Vince asked about quarters for people to stay Tammy explained that we do not have a shelter in our County we use surrounding county's shelter accommodations. The Commissioners are in agreement to move forward with the renovations.

An investment meeting was held at 2:30 p.m. with Commissioners Schroeder, Love and Lammers; Tracy Warnecke, Treasurer; Teresa Lammers, Clerk of Courts and Bob Benroth, Auditor.

Bob stayed and discussed the requirement from Judge Basinger to get all the records out of the attic.

Leo Morman stopped in to talk to Commissioners Schroeder, Love and Lammers regarding a ditch notice he received in the mail proposing a drain to be constructed along SR 65. Mr. Morman told the Commissioners about his outlet. Mr. Morman explained to the Commissioners the outlet path that was there. Mr. Morman's outlet was put in in 65 it is cement and does have dirt in it. Leo said Charlie Meyer tapped in to the outlet tile that goes through Leo's property. The outlet tile has been walked but the actual outlet was not found. Ryan Moran joined the meeting. Leo explained to Ryan the direction of the outlet tile. Ryan explained that they have not found the outlet. Ryan explained some of the options that could be looked at. A new outlet would be constructed not hooking into an existing outlet. There are utilities in the area also gas line and sewer line.

Mr. Love moved to adjourn for the day.

Mr. Lammers seconded the motion.

Vote: Schroeder yes Lammers yes Love yes

Mr. Schroeder moved to approve the minutes as read from Thursday, April 6, 2017.

Mr. Lammers seconded the motion.

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes