

Minutes for Tuesday, April 28, 2015

Mr. Jerwers moved the adoption of the following Resolution:

WHEREAS, Putnam County has participated in the State of Ohio's Community Housing Improvement Program (CHIP) to provide housing assistance to County residents; and,

WHEREAS, a Community Housing Improvement Program (CHIP) Policy Manual approval is now required every five years beginning in 2004 in order to continue receiving CHIP funding; and,

WHEREAS, the firm of WSOS Community Action, Inc. was retained to assist the County with the proposed changes of the Putnam County CHIP Policy Manual; and,

NOW, THEREFORE,

BE IT RESOLVED BY THE COMMISSIONERS OF PUTNAM COUNTY, OHIO, THAT:

SECTION 1: The Commissioners of Putnam County, Ohio do hereby approve the following proposed changes to the Community Housing Improvement Program (CHIP) Policy Manual in addition to the manual changes approved on February 6, 2014.

1) To add the Ownership related sections to the manual covering Private Owner Rehabilitation, Homeownership (Down Payment Assistance), and Tenant Based Rental Assistance.

2) To remove the Cumulative Loan to Value ratio cap of 150% of the homeowner's property value after proposed Rehab.

SECTION 2: WSOS Community Action is hereby authorized to submit the additions to the Putnam County CHIP Policy Manual to the Ohio Development Services Agency, Office of Community Development for review and approval.

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 107, Page 167

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

From....SS 6, Administration.....to.....SS 13, Transfer Out.....\$ 5.00

and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2015, 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 003, Children Services (SS 13, Transfer Out).....to.....Fund 006, Job & Family Services (H 11, Transfer In).....\$ 5.00

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 006, Job & Family Services

H 25, Comp. Social Serv. Employees.....\$ 5.00

(Transfer resolution on April 16, 2015 was for \$23,914.40, should have been \$23,919.40)

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 107, Page 168

Mr. Jerwers 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 001, County General
15 A 15, Transfer Out.....\$ 57,976.25
and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2015, 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 001, County General (15 A 15, Transfer Out).....to.....Fund 008, Capital Improvements (N 4, Transfer In).....\$ 57,976.25

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 107, Page 169

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 008, Capital Improvements
N 2, Advance Out.....\$ 57,976.25
(Advance back to County General)
and also

BE IT RESOLVED, That per the request of The Board of County Commissioners 0 for the purpose of the Capital Improvements Fund the following advance of funds is authorized by the Board of County Commissioners:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
N 2, Advance Out	A 25A, Advance In	\$57,976.25
(Repay County General for advance made to Fund 008, Capital Improvement)		

Mr. Jerwers seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 107, Page 170

Mr. Jerwers 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:

For E-911, Fund 100
100 SER – Contract Services.....\$10,000.00

Mr. Schroeder seconded the motion.

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

Mr. Jerwers 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 016, Ditch Maintenance
R 5, Ditch Maintenance.....\$ 10,000.00

Mr. Love seconded the motion.

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

Comm. Jrl. 107, Page 172

Now and Then Purchase Orders...

CDBG.....Purchase order 28987
County.....Purchase order 28799
Ditch Maintenance.....Purchase order 28989
E-911.....Purchase order 28700, 28701
Law Library.....Purchase order 28862
Office of Public Safety....Purchase order 2495
Sheriff.....Purchase order 28591

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

Mr. Schroeder seconded the motion

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

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

Comm. Jrl. 107, Page 173

Purchase orders and Travel Requests...

Commissioners....Travel for Jack Betscher to attend the CCAO Wellness seminar at Columbus, May 15, no cost listed;

Job & Family.....Friends Business Source, furniture, \$1,700.00; Travel for Traci Kohls to attend Victim Assistance Conference May 3-5 in Columbus, estimated cost \$435.00;

Office of Public Safety...Blanket P.O. for vehicle maintenance \$2,500.00;

Solid Waste District Disposal Fees...Travel for Jack Betscher to attend Ohio EPA & SWMD meeting in Columbus May 7, no cost listed;

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

Mr. Love seconded the motion

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

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

9:00 a.m. – 9:50 a.m.

Tracy Warnecke, treasurer, and Teresa Lammers met with commissioners Love, Schroeder and Jerwers and administrator Jack Betscher to review investment options.

10:00 a.m.

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

10:30 a.m.

Mr. Jerwers left

10:30 a.m. –

The records commission met in the commissioners office with the following present: commissioner Love; Cathy Recker, recorder; Gary Lammers, prosecutor; Becky Hermiller and Karen Lammers of the Board of Elections; Jeremy Maag, auditor's office and Jack Betscher administrator. Mr. Lammers distributed information about a webinar. Teresa Lammers joined the meeting. John started the meeting by introducing the Board of Elections as an example of how to administer a retention plan. Karen example the RC-2 form and the approval process. The information is on the Ohio Historical Society website. The BOE uses the Secretary of State retention schedule. When the records are being destroyed they are going to be shredded and baled by the county recycling. Jeremy explained the Auditor's office retention procedures. Teresa stated that her department process involves having someone incinerate the information for security. The matter of secure disposal was discussed. Karen stated the state will return the form via email. Just wait the 15 -30 days before destroying the documents to make sure there are no issues. Bob Benroth joined the meeting 10:45 a.m. It was suggested to keep it caught up as you go. The other offices can only go annually. An RC-3 need to be completed prior to any disposal. Cathy passed out the minutes from the previous meeting. Minutes from April 17, 2015 motion to approve Gary Lammers seconded by Teresa Lammers All in favor. The commission reviewed an RC-2 from the BOE for 2014. The approval date would be today's date. A special meeting can be called to review the RC-2 forms if needed. Mr. Lammers approved the BOE RC-2 .Cathy Recker seconded. All in favor motion approved. The information needs to be shredded before the records will be disposed. Then the shredding will be baled at the county recycling center. Karen and Becky left the meeting. Commissioner's submitted a RC-2 form. And an RC-3. The commission accepted the RC-3. Commissioners RC-2 moved to approve by Bob Benroth seconded by Gary Lammers all in favor. RC-2 for Sheriff moved to approve by Cathy Recker Teresa Lammers seconded. All in favor. Teresa passed out a hand out to help offices set up a retention schedule. Teresa asked who was responsible if records are not handled properly, Gary said by office. Teresa asked if every office has policy posted? The Ohio Historical website has all info online that is needed to implement a procedure. Cathy has list of non-active records procedures, Coroner is one has nothing on file. The transition of the official can be a problem. Are the nursing home records still present, John said yes they are locked up at the nursing home. These records will need to be taken care of. It is unknown who will be doing it at this time. John said they are all organized. The Treasurer is in the process of setting up procedures. MR/DD last report filed from 1996, Mike will be out having surgery soon. The boards

and department were reviewed for their last filed reports. The commission is requesting each board and department review their lists and update the retention schedules. An educational session will be set up for departments to come and learn to set up a process and learn where the forms are found how to fill them out and submit them. A disposal/shredding process will be discussed also. This whole process will help to determine what kind of storage space will be needed. For the session a minimum of two people from each department or office would be required to attend. Maybe have an Ohio Historical Society person come present the session. It was also recommended to keep it informal and more "personal" for Putnam County. Gary suggested a plan of training including the sunshine law rules. Give a deadline of showing progress or completion to implementing an individual office/department plan. This will all help with future storage and compliance with rules. A letter will go out to all departments from the Records Commission to announce the education session. The time frame for the session could be 1 ½ hours. Next meeting of the Commission will be May 26. Bob Benroth brought up the old boxes that were retrieved from Bowling Green storage facility. Most of the boxes were court records. Cathy is reviewing the information and recording some of the information. Most of the information cannot be destroyed. Cathy asked about the building across the street where the recorder has storage. John said there is interest from someone to buy. The moving of offices Veteran, Probation was discussed. Cathy said the information that is stored in the areas changing hands will need to be kept somewhere close. The scanned historical info is still kept for verification. John reviewed another county's storage facility. Space requirements are an important factor. The current Job & Family building may be possible storage. The timeframe would be after the offices are moved into their new buildings possibly fall. The tentative date to start with the records will be spring of 2016. Teresa asked if the attic would be cleaned out, that would be the ultimate goal to have all the records in a climate/moisture controlled place. Gary Lammers Moved to adjourn the meeting. Teresa Lammers seconded . All in favor. Meeting adjourned

11:30 a.m.

Mr. Jerwers returned

11:45 a.m. – 12:30

Kim Nordhaus and Bob Benroth came in to discuss a payroll issue regarding Mr. Plescher with Commissioners Love, Schroeder and Jerwers and administrator Jack Betscher and Prosecutor Gary Lammers. Taking vacation prior to 26 pays. A finding for recovery will be filed against Mr. Plescher. Mr. Plescher's 26th pay will be May 1st. He has taken vacation hours prior to his 26th pay. The Commissioners thought when the vacation request was submitted he had received 26 pays. Vince said there must 26 pay periods not pays Kim stated it is the same thing. Mr. Plescher has 25 pays currently. He would not be able to use vacation hours until next week. Mr. Plescher is currently on vacation this week. The question comes up since Mr. Plescher was employed part-time initially. April 18 2014 was first pay for to Mr. Plescher his pay record was reviewed to confirm 26 pays. A pay in October 2014 was missed. The commissioners based their approval on his service for a year not necessarily the hours. The policy was reviewed.

Kim said the 1,000 hours does not apply to this situation. The State Auditor is doing the interpretation so a finding of \$600 would be filed against Gary Plescher. Vince argued the 1,000 hour rule does apply for the year. Gary Plescher's anniversary date was April 4. Brian Lackey joined the meeting Gary Lammers explained to Brian the current discussion, where the Commissioners viewed it that Mr. Plescher was initially a part time employee who completed his 1,000 required hours. The question of Mr. Plescher's employment status discussed. Full time was determined to be over 30 hours. Vince stated Mr. Plescher was over the 1,000 hours. Is the finding taking that into account? Current status is full time. He working over 1,000 hours but was not full time for a whole year yet. Which rule does he fall under? Completing the 1000 hours of work for a year or having received 26 pays. If he made the 1,000 hours how much vacation did he accrue? It will be reviewed as to how many hours Mr. Plescher actually has accrued. Bob is ruling with the State Auditor's opinion and Bob does not want his name on a finding. Brian suggested adding a segment in the policy book to cover changes in employment status to avoid any future issues. The 26th pay rule applies to full time employees. Gary Lammers stated the end date of part time status the vacation balance is wiped out. The vacation accrual starts over again when full time employment starts. So any change in employment status the vacation balance is restarted. Brian said the State Auditor's will give until the end of year audit to correct this situation.

12:30

Mr. Jerwers left

12:40

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. Jerwers returned

1:30 p.m.

Mr. Love moved to resume the business session

Mr. Schroeder seconded the motion

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

2:15 p.m.

Mr. Love left to attend the Ottawa Community Development meeting

4:00 p.m. – 5:15 p.m.

Jim and Sherri Webb met with commissioners Love, Schroeder and Jerwers and administrator Jack Betscher and Curt Croy, CIC director, regarding Putnam Acres Care Center. Curt Croy said first looking at grants, etc. from state for acquisition of the building. He said they can get some later on. And they are aware of this. Sherri said they are still interested and Jim said at a lower price. Shower in every room. They are full AL certified in the Cloverdale building. She said a couple of months only looking at

two people in the building. She said will only get 42 people. Would license as an assisted living facility.

Goal is to have all the rooms AL certified (have to have a shower in each room). They don't have skilled care, we can though she said. She said the market is there. John said as far as equipment, is there anything you don't want? If you don't want it is still county property. Jim said we will take as is. Jim said they have 20 people on payroll at Cloverdale for the 40 people there. Jim said what is your lowest price, we don't want the garage. John said need road to go to airport. Mr. Love squared off the property. John said over 100 acres (old county farm) surrounding the nursing home. Regarding sewer, Vince said the fact that it is there does increase the value. Jim asked about price. Mr. Love said where are we and what are we including. Sherri said how we do the value of the building. Jim asked about taxes. Owner would pay.

On property record card is 1.5 million, which includes the building and the land. Jim curious how many acres. Vince and John said 3.5 acres. Discussed heating/air conditioning, mainly boiler system (15). Replace individual units as needed, Trilogy had replaced 3. Sherri said they are working on energy efficient lighting at the Cloverdale building. John said one thing for government to do it another thing for private to do it. John asked where are we? Jim said last time I asked what would you sell it for and Jim said I don't want to insult it and don't want to give outrageous price. John said 1.5 million as is. John said starting point. As far as area, John said you will not absorb the bond on the 30 years. City water and sewer, own generator system, ready to turn key.

Jim said also consider what Payne facility sold for \$455,000 not equipped. Jim said equipment goes cheap. John said fully operational kitchen. New keys Jim said understand that. He said you were open and now we are re-opening. He said have to see if some things are legal. He said the building is good for what we are going to use it for. Jim said we don't have money that nursing homes would have. John said bank will look at value and Jim said and how much you make on it. John said if in a public building you have to test your water/sewer and Sheri said she pays Jim Cutlip. John asked about a lease agreement and Jim said way too high. John said we said \$25,000 full occupancy. You are talking 40 people single occupancy.

Jim said would rather buy it. John said trying to give you a way in too. Sheri said perhaps lease and then later buy. Triple net is you do utilities, testing, reasonable care of our building. John said you are not going to fill it up overnight. John said don't have numbers yet. Realize you will use less of building first on. She will need laundry, kitchen, administration rooms and regular rooms. John meant shingles on side of building. Jim said would much rather buy at \$455,000.00 as is. No income tax there. Jim and Sheri live in Oakwood. Jim said why don't you think about it. And John said think about a lease. Triple net, usual expenses, you do inside and you pay utilities, we take care of all the exterior issues. Vince said would invest some in the building too. John said would do air conditioner on roof first and then do individual rooms as you need them. John said the owner pays the taxes. John said I am familiar with the building.

Mr. Croy said have an idea may I talk private with commissioners. Went in administrator's office.

Mr. Jerwers moved to go into executive session

Mr. Schroeder seconded the motion

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

Mr. Jerwers moved to close the executive session

Mr. Schroeder seconded the motion

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

After coming out of executive session with Mr. Croy

Mr. Jerwers moved to sell the property with everything for \$750,000.00, upon the approval of the prosecutor.

Mr. Love seconded the motion

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

Curt Croy said if you go through the CIC, will sell for

\$750,000 includes everything, sale of property. Vince said we do have to put it out for bids. There is a way: If you agree to this price. Could transfer to CIC, then transfer to them. Without public bid. Curt said this is the number they have to do. If don't do you take risk if you get the bid or not.

Curt talked about the road to the nursing home and the airport. John said access to basement of the nursing home. Curt said the road is in good shape now, talking about 15 years from now. Vince said perhaps in agreement shared maintenance.

Curt said they cut the price in half, see what you can do, talk. Sherri said we will have to see if that is what we can do. Jim said how about next Thursday, May 7 at 4 p.m. John said will have the GIS person re-draw the location.

5:15 p.m.

Mr. Love moved to adjourn

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers yes 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