

REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

Old Courthouse 25 West Jefferson St., 2nd Floor Jefferson, OH 44047

April 28, 2020

The Board of Ashtabula County Commissioners met in session; the Board President called the meeting to order and the Pledge of Allegiance was said.

Members Present: President Casey R. Kozlowski, Vice-President Kathryn L. Whittington and Commissioner J. P. Ducro IV. **Absent:** None **Board Staff Present:** County Administrator Janet Discher and Clerk of the Board Lisa Hawkins.

Motion To Approve Minutes Of Previous Session(s), Waiver Of The Reading Of Same and Motion To Approve Today's Agenda:

MOTION: Whittington moved the adoption, Ducro seconded. **DISCUSSION:** None

VOTE: Yeas: Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** none
Whereupon the minutes were declared approved unanimously.

THE BOARD PRESIDENT INTRODUCED AND ENTERTAINED MOTIONS FOR THE FOLLOWING RESOLUTIONS: RESOLUTION NUMBER 2020-155 HOLDING EXECUTIVE SESSION- PERSONNEL- EMPLOYMENT: 121.22(G)(1)

The Board of County Commissioners of Ashtabula County, Ohio, met on the 28th day of April, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Pursuant to the Ohio Revised Code Section 121.22(G)(1) the Board of Ashtabula County Commissioners shall meet in executive session to discuss Personnel- Employment; and

WHEREAS, Said Executive Session was convened at 1:10 p.m.; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the above executive session was held. Said session adjourning at 2:12 p.m.

MOTION: Ducro moved the adoption, Whittington seconded. **DISCUSSION:** None

VOTE: Yeas: Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** None
Whereupon the resolution was declared passed unanimously.

RESOLUTION NUMBER 2020-156 AUTHORIZING AMENDMENT TO THE GRANT WITH THE OHIO DEPARTMENT OF YOUTH SERVICES (ODYS) FOR THE FY 2020 YOUTH SERVICES GRANT FOR JUVENILE COURT

The Board of County Commissioners of Ashtabula County, Ohio, met on the 28th day of April, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Andrew Misiak, Court Administrator, Ashtabula County Juvenile Court, has submitted an amendment to the FY2020 Ohio Department of Youth Services (ODYS) grant for Juvenile Court, for the approval of the Board, to-wit:

Purpose: Grant amendment to include the Wi-Fi project at the Ashtabula County Resource Center and realignment of funds

WHEREAS, the amendment has been reviewed and it is found that such an amendment would be desirable and is necessary; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio that an amendment be made for the FY2020 Youth Services Grant, in accordance with a copy of said amendment on file in this office.

MOTION: Ducro moved the adoption, Whittington seconded. **DISCUSSION:** None

VOTE: Yeas: Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** None
Whereupon the resolution was declared passed unanimously.

RESOLUTION NUMBER 2020-157 APPROVING DELINQUENT DEBT COLLECTION AGREEMENT BETWEEN THE OHIO ATTORNEY GENERAL AND THE ASHTABULA COUNTY COURT-EASTERN AREA ON BEHALF OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

The Board of County Commissioners of Ashtabula County, Ohio, met on the 28th day of April, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Harold Specht, Eastern County Court Judge, has presented an agreement for the approval of the Board, to-wit:

Scope: Collection by the Ohio Attorney General's Office of outstanding debt owed to Ashtabula County Court –Eastern Area

Provider: Ohio Attorney General, Collections Enforcement, 150 E. Gay St., 21st Floor, Columbus, OH 43215

Cost: No cost to the county

Term: Effective upon signing, either party may terminate with 45 days written notice; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the agreement as noted above, is approved in accordance with the copy now on file in this office.

MOTION: Whittington moved the adoption, Ducro seconded. **DISCUSSION:** None

VOTE: Yeas: Kozlowski, Whittington, Ducro Nays: None Abstained: None Absent: None
Whereupon the resolution was declared passed unanimously.

RESOLUTION NUMBER 2020-158 ACCEPTING FOR FILING THE PETITION FOR THE VACATION OF A PORTION OF PLYMOUTH BRICK ROAD EAST IN PLYMOUTH TOWNSHIP BY PLYMOUTH TOWNSHIP TRUSTEE PETITION

The Board of County Commissioners of Ashtabula County, Ohio, met on the 28th day of April, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, A petition for the vacation of a portion of Plymouth Brick Road East, which is located between State Route 11 and just west of the driveway at 798 Plymouth Brick Road East. The distance from 798 Plymouth Brick Road East to the dead-end is approximately 1,600 feet, in Plymouth Township has been filed by the Plymouth Township Board of Trustees; and

WHEREAS, The Board of Commissioners will follow procedures in accordance with Portion 5553.045 of the Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the petition of the Plymouth Township Board of Trustees for the vacation of a portion of Plymouth Brick Road East in Plymouth Township is hereby accepted for filing.

MOTION: Ducro moved the adoption, Whittington seconded. **DISCUSSION:** None

VOTE: Yeas: Kozlowski, Whittington, Ducro Nays: None Abstained: None Absent: None
Whereupon the resolution was declared passed unanimously.

RESOLUTION NUMBER 2020-159 SETTING THE DATE OF THE PUBLIC HEARING ON THE VACATION OF A PORTION OF PLYMOUTH BRICK ROAD EAST IN PLYMOUTH TOWNSHIP BY PLYMOUTH TOWNSHIP TRUSTEE PETITION

The Board of County Commissioners of Ashtabula County, Ohio, met on the 28th day of April, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, the Board of Commissioners has accepted for filing the petition for the proposed vacation of a portion of Plymouth Brick Road East which is located between State Route 11 and just west of the driveway at 798 Plymouth Brick Road East. The distance from 798 Plymouth Brick Road East to the dead-end is approximately 1,600 feet, in Plymouth Township; and

WHEREAS, In accordance with Section 5553.045 of the Ohio Revised Code, the Board of Commissioners shall set the date and time of a public hearing in said matter; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that said Board has set the date and time of the public hearing on said vacation as May 19, 2020, at 1:30 p.m. in the Conference Room of the Board of County Commissioners, 2nd Floor, Old Courthouse Building, 25 West Jefferson Street, Jefferson, Ohio.

MOTION: Whittington moved the adoption, Ducro seconded. **DISCUSSION:** The public hearing will be held via GoToMeeting and the public will be notified.

VOTE: **Yeas:** Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** None
Whereupon the resolution was declared passed unanimously.

RESOLUTION NUMBER 2020-29FINA TRANSFERRING FUNDS FROM THE CERTIFICATE OF TITLE ADMINISTRATION FUND TO COUNTY GENERAL FUND

The Board of County Commissioners of Ashtabula County, Ohio, met on the 28th day of April, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Ohio Revised Code Section 325.33 outlines how fees collected by the clerk of Courts are to be deposited in a fund known as the Certificate of Title Administration Fund; and

WHEREAS, Revenue from such fees has been deposited to the credit of the Certificate of Title Administration Fund for the payment of costs incurred by the processing of titles; and

WHEREAS, The Clerk of Courts and the County Commissioners may agree to transfer excess funds from the Certificate of Title Administration Fund to the County General Fund; and

WHEREAS, The Clerk of Courts has informed the Board of Commissioners that the amount of \$34,585.00 is available for transfer from Certificate of Title Fund #2130 to the General Fund; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the amount of \$34,585.00 is hereby ordered transferred from the Certificate of Title Administration Fund to the County General Fund as provided by O.R.C. 325.33. Said transfer shall be permanent.

MOTION: Whittington moved the adoption, Ducro seconded. **DISCUSSION:** None

VOTE: **Yeas:** Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** None

Whereupon the resolution was declared passed unanimously.

Work sessions:

April 28, 2020 10:00 a.m. Topic: General Matters/Agenda Items

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Janet Discher

- ❖ COVID-19 and County Departments (masks-public? Dept. Head Mtg.? Public open?). CCAO recap shows local government falls into the General Office Category. There are mandatory items listed that include masks, 6 foot distance, employees must perform daily health assessments at home such as taking temp with thermometer, and other guidelines outlined in the attachment. Send guidance to department heads, then ask for feedback. Discussion ensued regarding paying for masks, for public or just employees. We have already provided masks to Commissioner departments, that can be washed. Discussed what consequences there might be if someone refuses to wear a mask. There is a \$750 fine and is a 2nd degree misdemeanor. Disciplinary action could happen, then be reported to the Health Dept. Decision: there will be a Department Head meeting today at 3:00p.m. to get input from the Commissioner departments.
- ❖ Juvenile Youth Services Grant Amendment- decision: ok for today's agenda.
- ❖ Miscellaneous
 - ACDES Hogan easement language- Austinburg Twp.- revise the language, Casey will reach out.
 - Road Vacation- public mtg. or GoToMeeting. Set up a GoToMeeting.
 - Letter from GOTL- have received another letter. Put on next week for review.
 - Ec. Recovery Task Force- Leadership/Kelli Jones. She has asked to be a part of the committee. Add her to the list.
 - APL Contract- propose a contract be prepared from July, 2019 thru March 31, 2020, so the outstanding amount can be paid to the APL.
 - Budget- we have Juvenile/Probate and the Sheriff's Dept. budgets have not been adjusted yet. There needs to be a meeting on how it will look. Janet to set up meeting with Kathryn and Sheriff.
- ❖ Schedules:
 - Bryce Heinbaugh- requesting a meeting, where 5-6 attending mtg. in person. Decision: Set up virtual meeting or wait until Governor's orders are lifted.
- ❖ New/Old Business
 - Dog Warden reports viewed
 - Ashtabula CIC update- ongoing
 - Community Corrections/Jail Project- ongoing
 - Pierpont Sewers
 - Financial Transaction payments – extended proposal date to May 29, 2020

April 28, 2020 11:00 a.m. Topic: Water/Sewer, Plant C

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Janet Discher, Kyle Butcher

The Board discussed safety measures when ACDES workers are at Plant C, which is owned by the Ashtabula County Port Authority. The ACDES employees will check in with their Supervisor, when they are there and how long they expect to be there. It was suggested to have cameras installed. The Port Authority needs to be involved with this discussion. In order for ACDES to continue working at Plant C, standards have to be met. A meeting will be held with the Port Authority on Thursday, 4/30 at 2:30 p.m. via GoToMeeting. Lisa to set up. Kyle to attend the Port Authority meetings in the future.

April 28, 2020 3:00 p.m. Topic: Department Head Meeting

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Janet Discher, Janice Switzer, Dennis Bowman, Kyle Butcher, Jake Brand, Lori Larson

Discussion was held regarding the Governor's Order and setting up responsible protocol for County government operations under the Board of Commissioners. The COVID-19 Responsible Protocols for Getting Ohio Back to Work was reviewed and discussed with each department present at the meeting. There are 5 protocols for all businesses:

1. Recommend face coverings for employees and clients/customers
2. Conduct daily health assessments by employers and employees (self-evaluation) to determine if "fit for duty".
3. Maintain good hygiene at all times – hand washing and social distancing.
4. Clean and sanitize workplaces throughout workday and at the close of business or between shifts.
5. Limit capacity to meet social distancing guidelines. Establish maximum capacity at 50% of fire code and use appointment setting where possible to limit congestion.

The Board would like a written policy. Any public interaction requires a face covering, which includes any common areas. Mask inventory was discussed. Departments that are under the Board of Commissioners are: EMA, Community Services & Planning, Building, Environmental Services, Maintenance, Eastern and Western County Courts. Janet and Lauren will draft something for the Board to review before May 4, 2020.

ADJOURNMENT:

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the April 28, 2020 session. All deliberations concerning official business and formal actions by this Board of Ashtabula County Commissioners were conducted in an open public meeting.

CERTIFIED:

ATTESTED:

PRESIDENT

CLERK

COMMISSIONERS

OF

ASHTABULA COUNTY