

REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

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

May 19, 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 2020-173 RECEIVING BIDS AND AWARDING TO ENNIS-FLINT, INC. FOR TRAFFIC MARKING PAINT (#292), ENGINEER'S OFFICE

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, on April 21, 2020 by Resolution Number 2020-152, bids were ordered and on May 13, 2020 at 11:30 a.m., the County Engineer, on behalf of the Board of Commissioners, received bids, as follows:

	Ennis Paint, Inc.	Sherwin Williams Co.	Ozark Materials, LLC
Yellow \$/Gallon	\$ 9.00	\$ 9.90	\$ 9.28
6215 Gallons	\$ 55,935.00	\$ 61,528.50	\$ 57,675.20
White \$/Gallon	\$ 8.80	\$ 9.40	\$ 8.39
1655 Gallons	\$ 14,520.00	\$ 15,510.00	\$ 13,843.50
Total:	\$ 70,455.00	\$ 77,038.50	\$ 71,518.70
Engineer's Estimate:	\$ 95,273.75		

WHEREAS, The County Engineer has recommended that the bid for traffic marking paint be awarded to Ennis-Flint, Inc., PO Box 404, 4161 Piedmont Parkway, Suite 370, Greensboro, NC 27410 as listed above and this Board would concur with that recommendation; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the bid is awarded as outlined above.

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 2020-174 RATIFYING THE AGREEMENT BETWEEN THE ASHTABULA COUNTY SHERIFF AND THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INC., FOR CERTAIN EMPLOYEES (SHERIFF SERGEANTS), SHERIFF'S DEPARTMENT

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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 Ashtabula County Sheriff negotiated with the Fraternal Order of Police, Ohio Labor Council Inc. for representation of certain employees, (Sheriff Sergeants) of the Sheriff’s Department in collective bargaining procedures; and

WHEREAS, a union vote was taken for the ratification of a three-year bargaining agreement, said agreement being ratified by a majority vote of the union membership and an Agreement has been prepared; and

WHEREAS, the recommendation of the Ashtabula County Sheriff is that the Board of Commissioners ratify the collective bargaining agreement retroactive to January 1, 2019, and expiring on December 31, 2021; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that the agreement between Fraternal Order of Police, Ohio Labor Council, Inc. and the Ashtabula County Sheriff for union representation for Sheriff Department employees (Sheriff Sergeants), is hereby approved in accordance with a copy of said agreement 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 2020-175 ACCEPTING 5339 CAPITAL GRANT FROM THE OHIO DEPARTMENT OF TRANSPORTATION, BUS & BUS FACILITIES PROGRAM, FOR CY2020 FEDERAL TRANSIT ADMINISTRATION, ODOT CONTRACT NO. 125-BABF-20-0100

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, Ashtabula County has applied to the Ohio Department of Transportation for a transit system capital maintenance grant under the Public Transportation Grant Program to aid in the operations of a public transportation system within Ashtabula County; and

WHEREAS, the Ohio Department of Transportation has awarded a grant to Ashtabula County for CY2020, in the following amount, to-wit:

Program:
Description: Purchase Replacement Van – LTV-FS

Total Project Cost:	Federal Funds:	Local Share:
\$63,153	\$50,522	\$12,631

Term: the Subaward Period of Performance time period is May 7, 2020 to December 31, 2021

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, hereby accepts the Capital grant, Bus & Bus Facilities Program offered by the Ohio Department of Transportation for the Ashtabula County Transportation System in CY2020.

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 2020-176 APPROVING CONTRACT WITH BUCKEYE POWER SALES CO., INC. FOR GENERATOR MAINTENANCE, EMA

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, Mike Fitchet, EMA Director, has presented a contract for the approval of the Board, to-wit:

Party: Buckeye Power Sales Co., Inc., 6850 Commerce Ct., PO Box 489, Blacklick, OH 43004-0489

Scope: agreement for maintenance on Generator

Cost: \$2,985.00

Term: Begins June 1, 2020 terminating to May 31, 2023; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the contract as noted above is approved in accordance with the copy now 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 2020-177 APPROVING HOMEOWNER-CONTRACTOR-COUNTY AGREEMENTS WITH ARLENE MACMICHAEL; JEANETTE PEASAPANEN; PETER SEMPER; KAPALIN INC; AND ASHTABULA COUNTY FOR HOUSEHOLD SEWAGE TREATMENT SYSTEM (HSTS) PROJECTS, FY 2019 WATER POLLUTION CONTROL LOAN FUND (WPCLF), COMMUNITY SERVICES & PLANNING DEPT.

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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 Community Services & Planning Dept. received 3 quotes on May 12, 2020 for 3 septic system replacement projects as follows:

Contractor	MacMichael Quote	Peaspanen Quote	Semper Quote
Kapalin Inc., Jefferson	\$10,450.00	\$16,005.00	\$14,370.00
JC Hauling & Excavating	\$14,272.00		

WHEREAS, Janice Switzer, Director of the Community Services & Planning Dept., has recommended to award the quotes and enter into agreements (after receiving OEPA approval) with Kapalin, Inc., 3605 SR 167, Jefferson, OH 44047, as follows:

HSTS Applicant	Total Contract	Homeowner Share	HSTS Share
Arlene MacMichael 1060 State RD, Rock Creek	Not to Exceed: \$10,450.00	\$37.50	\$10,412.50
Jeanette Peaspanen 2914 Chapel RD, Ashtabula	Not to Exceed: \$16,005.00	\$8,027.50	\$7,977.50
Peter Semper 161 West ST #3, Geneva	Not to Exceed: \$14,370.00	\$0.00	\$14,370.00

Terms: begin upon signing through July 13, 2020; now

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

BE IT ,FURTHER RESOLVED, Janice Switzer, as Director of the Community Services and Planning Department, is authorized to sign all documents related to these agreements.

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 2020-178 HOLDING HEARING ON THE PROPOSED VACATION OF A PORTION OF PLYMOUTH BRICK ROAD EAST IN PLYMOUTH TOWNSHIP BY TOWNSHIP TRUSTEE PETITION

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, this being the date set by resolution No. 2020-159 adopted April 28, 2020 for the public hearing on the proposed vacation of a portion of Plymouth Brick Road East in Plymouth Township; and

WHEREAS, The Clerk to summarize documents received by the Board in this matter, to-wit:

- The resolution was filed by the Board of Plymouth Township Trustees: Debbie Friedstrom, Dave Waldron and Jody Bancroft in the Board's Offices on April 20, 2020.
- Notice of time and date of public hearing was sent to abutting property owners on April 28, 2020.
- Notice of time and date of public hearing was sent to Plymouth Township Trustees on April 28, 2020.
- Legal notice has been published in Gazette Newspapers on May 6 and May 13 edition.

WHEREAS, The report of the County Engineer is as follows:

April 21, 2020

I have reviewed the letter from Plymouth Township which I would consider meets the requirements of ORC 5553.045 for the vacation and abandonment of a portion of (TH 23C) Plymouth Brick Rd (A.K.A. Sheffield Rd.) in Plymouth Township. Plymouth Brick goes from Seven Hills Rd. to State Rd. and was dead ended where SR 11 intersected. Abutting property owners are as follows:

1. Richard and Sherri Naberezny
798 Plymouth Brick East
Ashtabula, OH 44004
2. Arlene Newell
712 Seven Hills Rd.
Ashtabula, OH 44004
3. First Energy Service Company
PO Box 4747
Oakbrook, IL 60522-4747
4. State of Ohio
District 4 Planning and Administration
2088 S. Arlington Rd.
Akron, OH 44306

The description of the portion of Plymouth Brick Rd. (TH 23C, A.K.A. Sheffield Rd.) to be vacated is the entire right of way from centerline station 88+32.97 (the intersection of said centerline with the western right of way line of SR 11) to centerline station 106+89.14 as recorded in the Ashtabula County Engineer's Road Records. Also, to be vacated is a

.27 acre easement created by the State of Ohio to construct the cul-de-sac on the east side of SR 11. (copies attached)

Pursuant to ORC 5553.043, any utility that currently exists in the vacated right of way is considered to have a permanent easement to those facilities.

Plymouth Township's resolution mentions an easement for constructing a turnaround, and our office concurs that this shall be accomplished soon after the vacation is granted.

Our records indicate the vacation of the portion of Plymouth Brick Rd. as described, would not landlock any property.

I can find no reason to prevent the vacation of this portion of Plymouth Brick Rd. as described.

Signed- Thomas Partridge, Chief Deputy Engineer

WHEREAS, there were no members of the public present and Janice Switzer was the only participant on GoToMeeting other than Janice Switzer.

WHEREAS, There being no further testimony or questions the Public Hearing is adjourned; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the hearing in the matter of the proposed vacation of a portion of Plymouth Brick Road East in the Township of Plymouth is hereby declared adjourned.

BE IT FURTHER RESOLVED, that the Board may now determine if the vacation of the portion of the road would be for the public convenience or welfare.

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 2020-179 HOLDING FIRST PUBLIC HEARING ON ASHTABULA COUNTY'S PY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATIONS TO THE OHIO DEVELOPMENT SERVICES AGENCY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, it is a requirement of the Community Development Block Grant Program to provide an opportunity for citizen participation for project selection through a series of public hearings; and

WHEREAS, the Public Hearing Notice was published in the Star Beacon on May 9, 2020 in accordance with the notification requirements of the Office of Community Development in the Ohio Development Services Agency; and

WHEREAS, Ashtabula County Department of Community Services and Planning personnel will explain the funding requested for the program:

- Public Hearing #1 May 19, 2020
- Grant Funding Opportunities through
- Ohio Development Services Agency – Office of Community Development
- Community Services Staff
- Janice Switzer – Director
- Jake Brand – Assistant Director (CDBG, Environmental Reviews, Prevailing Wage)
- Heidi Barringer – Administrative Secretary (intake, financial)
- Dawn Gates – Grant Specialist (CHIP & NIP)
- Can assist communities, organizations, individuals determine eligibility for grant funds
- Community Development Block Grant (CDBG)
- CDBG Program is authorized under Title 1 of the Housing & Community Development Act of 1974, as amended.
 - 24 CFR Part 570 contains rules for CDBG implementation

- Primary objective is to develop viable communities
 - Decent housing
 - Suitable living environment
 - Expanded economic opportunities
- Citizen Participation
- Required for all grants must include at least two public hearings – one to discuss funding opportunities and requirements
- Second hearing is scheduled for each grant application to discuss specifics of the application.
- CDBG Grants – National Objectives
- Benefit low and moderate income persons or areas with >51% LMI population
- Aid in the elimination of slum and blight
- Meet an urgent need of the community where existing conditions pose a serious threat to health and welfare
- Current Income Guidelines
- FY 2020 Grants Available
- CDBG Set Aside Programs
 - Critical Infrastructure
- New Horizons Fair Housing Assistance
- CDBG Economic Development Grant/Loan
- Residential Public Infrastructure Program (RPIG)
- Targets of Opportunity Grant Program
- CD Competitive Set-Asides
- 2 Competitive Set-Aside Programs
 - Neighborhood Revitalization – not available this year
 - Critical Infrastructure – 3 open
- Applicants may have 3 open program awards at a time.
- Applicants may apply for up to 2 of any of the set-aside programs .
- Critical Infrastructure
- May fund high priority single-component projects such as roads, bridges, flood & drainage projects
- Max award \$500K; 10% or \$30K maximum for administration
- Counties apply for townships/villages/cities
- Benefit area must be >51% LMI
- Letter of Interest required to submit full application
- Multiple cycle beginning ~June 17, 2020
- Grant period: 9/1/20 – 8/31/22
- Competitive Grant rating: Distress (30), Leverage (10), Program Design/Sustainability (60)
- CDBG Economic Development Loan and Public Infrastructure Grant
- Open funded beginning ~July 1, 2020
- ED pre-application required
- Can be grant or loan; Max award \$500 K, County applies for townships/villages/cities
- Eligible/Ineligible activities
- Anti Job Pirating (<25 jobs not considered significant loss)
- Job Documentation > 5 jobs created/retained (51% LMI), CDBG \$/job ≤ \$25K/job (loan) and \$<10K/job (grant)
- Leverage 1:1 minimum
- Private contribution – 15%
- Competitive: Program effectiveness (60) , impact (24), distress (16)
- Grant period – 14 months
- Residential Public Infrastructure Grant Program
- Open funded beginning ~July 1, 2020, pre-application required
- Min award \$100K, Max award \$750k, \$200K for on-site improvements. 10% or \$30K maximum administration.
- Eligible applicants – County, cities & villages (County may be required to apply for villages due to admin capacity)
- Must benefit residential areas - 60% minimum residential customers
- Leverage requirement 1:1
- Readiness to proceed-Project design must be completed prior to application. OEPA approval must be submitted with the application.
- Benefit area must be >51% LMI
- Restrictions on assessments
- Competitive Rating: Benefit Impact (30), Program Impact (30), Community's Financial Capacity & Rate Structure (25), Regionalization and Shared Services (15)
- Target of Opportunity Grant

- Goal: Provide a means to fund worthwhile projects and activities that do not fit within existing program structures, and to provide supplemental resources to resolve immediate and unforeseen needs.
- Open cycle beginning ~ July 1, 2020 until funding depleted
- Submit written request for funds to appropriate OCD Supervisor – staff will review and notify if full application will be solicited.
- Grant ceiling: negotiated with 10% or \$10K for administration
- Target of Opportunity Grant – CDBG
- **Economic & Community Development**
 - Economic Development
 - Community Development
 - Downtown Targets of Opportunity Projects
 - Imminent Threat
- **Rating System**
 - Project funds are not available from any other source and/or the requested funds fill a “gap”
 - Project is eligible and meets a National Objective
 - Funds are needed to make the project financially feasible
- Target of Opportunity Grant – CDBG
- **New Horizons Fair Housing Assistance**
 - Max award - \$15K for one jurisdiction up to \$30K for consortium, \$50K statewide
 - Eligible applicants – CD Allocation grantees
 - Eligible activities – affirmatively further fair housing beyond basic FH program
 - Grant period – 14 months
 - Competitive rating: Program Design/Impact (40), Admin Capacity (30), Cost Effectiveness (20), Leverage (10)

WHEREAS, There were no members of the public present at the hearing.

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the public hearing held on the proposed grant applications to the Ohio Department of Development for PY 2020 Community Development Block Grant is adjourned.

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 2020-32FINA APPROVING FINANCIAL TRANSACTIONS FOR THE COUNTY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, it is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of Commissioners and any of its committees that resulted in such formal action, were open to the public and were in compliance with all legal requirements, including Section 121.11 of the Ohio Revised Code.

Financial Transactions and Voucher Approval Requirements

WHEREAS, The Board of Commissioners acknowledges receipt of all department financial transactions and vouchers submitted this date for approval, as follows:

DIRECT RELIEF BILLS:

Vouchers #2020-0000675 thru 2020-0000711 for Public Assistance and #2020-200078 thru 2020-200079 for Child Support Invoices

BILLS:

COUNTY FUNDS SCHEDULE 20
ENGINEERS SCHEDULE 20E; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, do hereby find that the above outlined financial transactions and vouchers are in order and sufficient funds are available to permit the execution of these transactions,

BE IT FURTHER RESOLVED, that the above transactions are approved and allowed, and furthermore, that the County Auditor is hereby authorized to issue warrants for payment of said vouchers.

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 2020-33SEWA APPROVING SEWER AND WATER BUILDERS LICENSE FOR KLINGENSMITH ENTERPRISES, INC., ACDES

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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, In accordance with the Ashtabula County Sewer and Water regulations, the following Sewer and Water Builders' License has been presented to the Board for approval, to-wit:

Purpose: Constructing all sanitary sewer mains and appurtenances, sanitary laterals, water mains and appurtenances and water services thereto in the Ashtabula County Sewer and Water District.

Bond: \$10,000.00

Bond Term: April 24, 2020 thru December 31, 2020

Contractor: Klingensmith Enterprises, Inc., PO Box 5135, Conneaut Lake, OH 16316

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Sewer and Water Builders License, 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 2020-34SEWA HOLDING EXECUTIVE SESSION – PERSONNEL, EMPLOYMENT 121.22(G)(1)

The Board of County Commissioners of Ashtabula County, Ohio, met on the 19th day of May, 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 a Personnel-Employment matter; and

WHEREAS, Said Executive Session was convened at ; 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 _____.

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:

May 19, 2020 11:00 a.m. Topic: Water/Sewer

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Janet Discher, Mark Winchell, Janice Switzer, Kyle Butcher, Barb Ellsworth Lesley Gordon via telephone at 11:10a.m.

Department Administration

1. **Harpersfield Valve Replacement**, Janice can put together specifications to replace valves, need an estimate. The valves were purchased, need installed. Waiting for quotes for time and materials, would be a bid specification for a lump sum. If the total is over \$50,000 it has to be bid. Ed has 3 quotes, UIC under contract so have contract and hourly wages. Need written quotes, time and material not to exceed amount, without a change order. They need completed by June 30. This water is the only feed for the Harpersfield tank, so needs to be shut down for a limited time. Could use one contractor, with subcontractors. Need to get a contract together. It is in the budget, and can get reimbursed by OPWC. The funding will be gone by June 30. Once this cost is determined, will know how many meters can be purchased. 50% from OPWC, 50% from DES.
2. **Kingsville Sewers**
 - a. Kingsville TWP trustees want 50,000 GPD/ our plant is 80,000 GPD, AVG flow now is 30GPD during rain
 - b. If the schools open back up we are about 20 to 30 GPD/ Benz study from 2001 is a proposed Kingsville TWP, North Kingsville, and Ashtabula TWP tie in with a new plant with alternates
 - c. Outfall goes to ditch, EPA may not approve expansion of plant
 - d. Would have to extend the plant, after EPA approval and expansion and upgrade class
 - e. All residents that the main sewer line passes would need to tie in so GPD would be greater than estimated 50GPD from industries and business
3. **Water Meters**
 - a. Meter replacement program
 - b. Working on getting a list for replacing meters older than 20 yrs old
4. **Project:** EMC committed to having information by a certain date, make sure it is clear. There was a directive from Board of Commissioners to stop any further action, until they know what financial contribution will be. Clay Street bid recommendation has been submitted and approved at the Agenda meeting held on Tuesday. SR 20 and Saybrook both advertised yesterday. Ron Kister and a 2nd property owners – CT prepared 2 easement descriptions. She is waiting for stamp from surveyor, should wrap up everything unless EPA has comments. Coffee Creek- working different options for grit removal- drop out tank and clean out manually, will be a very large tank, concern with space requirement. Worried about the screenings,
5. **Carlson-** Harpersfield condos- \$450 capital fee/ \$150 meter charge. Fees are based upon each unit located in the building having their own meter. The fees were waived from 2012 to 2015 in a downturn economy. January 1, 2016, picked back up. The cap fees used to be \$500, lowered to \$450. In 2012 to 2015- lost \$100,464 in revenue during that 4 year period. It is a cost of doing business. If Aqua does the tap \$2500 fee the cap fee and meter charge are rolled in/ he does his own so it is cheaper.
6. **Plant C**

Waiting on quotes from UIC for motor coverings, meet with Vector to go over cameras needing installed. The Port Authority is interested in placing a fence around the perimeter, hired Vector Security, cameras first, work on fencing project over the next year. They are working on the other items on the list. Insurance submitted for damaged pumps.

7. **Meadowwood- wait for discussion with Janet**
 - a. Does ACDES buy top soil/straw/ grass seed and fix yards
 - b. Fosters mail box?
 - c. 3750 Oak Lane/ cracked driveway, crack was there in pre-con video, but much worse now/ homeowner stats Easton parked their heavy equipment on the drive
8. **Roaming Shores**
 - a. Contract needs to be hourly for wastewater plant/ we will not be there every day, we are a back-up operator and a retainer needed since we will be on call basis. The rates need to be updated to reflect.
 - b. Water Distribution contract can be a set rate if need be, but I suggest hourly rate since we will be doing it on OT. Lisa to call Prosecutor regarding the need for 2 contracts.

Commissioner Ducro left the meeting at 12:22 p.m. so the Board could discuss the Pierpont Memorandum of Understanding. The MOU is drafted for payment of the \$15,000 for Engineering services that had taken place. There may be 2 MOU's. Decision: Set up an Executive Session regarding Pierpont Sewers, invite Kyle Butcher, Cecilia Cooper.

May 15, 2020 11:34 a.m. Topic: ACNRC

In Attendance via GoToMeeting: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Connie Eyeman, Phil Coury

No COVID patients to-date. Following established protocols. This week focused on procedure for CMS requirements, ODH and CDC. There are COVID focus surveys to learn as much as possible to be prepared. They have not received the PPE shipment from FEMA, short on gowns. They do have what was provided by the county. Goodwill wants to donate 200 cloth gowns to the nursing home. The community has been very helpful. In honor of Nursing Home Week, passed out t-shirts yesterday and a banner is in the parking lot. Interviews have still been held via Zoom, although yesterday nursing did face to face interviews. Family visitation through windows and video calls. Mandates CDC is requiring National Health Care Safety Network, they are reporting weekly. Approach is see what goes on in the coming weeks, thinking in June, may get guidance as to what happens to open up to visitation. Contractor has been in contact regarding resuming renovations, told definitely not in May, will see what happens with visitation.

May 19, 2020 10:00 a.m. Topic: General Matters/Agenda Items

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

- ❖ **Building Dept. – Dennis Bowman-** 30 to 40 new homes, just a little lower than 2019’s numbers. Denny will keep track of Covid expenses.

- ❖ **Schedules:**
Agenda and water/sewer next week. Change from Thursday to Wednesday.

- ❖ Planner Position- wait until official letter for the retirement of Janice Switzer.

- ❖ **Miscellaneous**
Metropolitan Park Lease- IT cost and rate for Dispatch Services. Develop the language and determine a cost.
Proclamation Tony’s Deli- JP will take to them. Get information and do one for Dominos.
EMA- Generator maintenance agreement- decision: ok for today’s agenda.
Briteview Health- introduction to their business- call and see how long the meeting would be, ask if she is comfortable in person, or go to
Auditor’s land sale- 10 person limit, set up a meeting with the Health Department regarding the rules, David and 3 Comrs. GotoMeeting.
Legislative Alert- SB 310- be aware, several bills out there. These are proposed for Covid-19 related expenses.
Cintas agreement- Aramark- send cancellation letter to Cintas. The Aramark contract is a third of the cost.
Video for Lakeside Graduates- Commissioners creating a video to Class of 2020 and send out to school district.
Meadowood- repair and replacement, Janet will check with Kyle regarding a phone call.
StepMobile- Kelly Butcher, need to have her present to discuss.

- ❖ **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

ADJOURNMENT:

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the May 19, 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

COMMISSIONERS

OF

CLERK

ASHTABULA COUNTY