

REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

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

June 30, 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. The Clerk of the Board Lisa Hawkins was absent.

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 2020-206 APPROVING MEMORANDUM OF AGREEMENT BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY, INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS) PROGRAM MANAGEMENT OFFICE, EMA

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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 Fitchett, Director of the Emergency Management Agency has presented a Memorandum of Agreement for the approval of the Board, to-wit:

Scope: Memorandum of Agreement for the use of the Ashtabula County Board of Commissioners Interoperable Systems and IPAWS OPEN Platform for Emergency Networks

Provider: Federal Emergency Management Agency, IPAWS-OPEN System Owner Suite 5NW-0309, 500 C Street SW, Washington, DC 20472-3153

Cost: no cost

Term: remains in effect based on the life of the Authority to Operate, for a maximum of 3 years; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Memorandum of Agreement, 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 2020-207 APPROVING LEASE AGREEMENT WITH THE ASHTABULA COUNTY METROPOLITAN PARK DISTRICT BOARD OF PARK COMMISSIONERS FOR SPACE, JEFFERSON VILLAGE

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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 own the building located on the southwest corner of West Walnut and North Chestnut Streets in the Village of Jefferson, known as the Grainger Building; and

WHEREAS, There is space available in said building that may be leased by the County to other entities; and

WHEREAS, Janet Discher, County Administrator, has presented a lease agreement for the approval of the Board, to-wit:

Lessee: Ashtabula County Metropolitan Park District Board of Park Commissioners
91 N. Chestnut St., Jefferson, OH 44047

Location: 91 N. Chestnut St., Jefferson, OH 44047 960 Sq. Ft.

Lease Period: 1 year retroactive to May 1, 2020 ending April 30, 2021

Cost: \$11,040.00, per year; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Lease Agreement, as noted above, is approved in accordance with the terms and conditions contained in 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 2020-208 APPROVING SUBORDINATION AGREEMENT UNDER THE COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP), COMMUNITY DEVELOPMENT & PLANNING DEPT.

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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, Janice Switzer, Director of Planning and Community Services, has presented the following Subordination Agreement under the Home Program for the approval of the board, to-wit:

Name: Joan F. Adams aka Joan F. Johnston

Address: 1719 E. 36th St., Ashtabula, OH 44004

Loan Amount: \$40,000.00 **trying to refinance loan**

Original Loan Date: June 8, 2017

Subordinated to: Community First Credit Union, 2043 E. Prospect Rd., Ashtabula, OH 44004

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the above Subordination Agreement under the Home Program is hereby approved in accordance with a copy of said Agreement 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 2020-209 APPROVING AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SAFEbuilt OHIO, LLC FOR INSPECTION SERVICES, BUILDING DEPT.

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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 August 22, 2016 by Resolution No. 2016-222, an agreement was approved to provide building code inspection services as directed by the Ashtabula County Chief Building Inspector; and

WHEREAS, Amendment No. 3 has been presented for the approval of the Board, to-wit:

Amendment:

Consultant will cease to provide inspector/plans examiner services to the County at a forty hour per week minimum.

Consultant's qualified inspector/plans examiner will provide training to a County employee for a period of 4 to 5 weeks at a rate of \$80 per hour
 Consultant will begin to provide inspector/plans examiner to the County on an as-requested basis at the rates listed below

Beginning January 1, 2021 and annually thereafter, the hourly rates listed may be changed, refer to the amendment for further detail. The Service fee Schedule is amended beginning January 1, 2021 as follows:

Residential and Commercial Plan Review *excludes engineer review fees	\$95 per hour – 1 hour minimum
Structural Engineering Plan Review	\$150 per hour - one (1) hour minimum
Residential and Commercial Inspection Services *Building, Electrical, Plumbing, Mechanical	\$85 per hour – 3 hour minimum
Excludes travel time; time tracking starts when Consultant checks in at the County to receive inspections	

Provider: SAFEbuilt Ohio, LLC, 24850 Aurora Rd., Ste. A, Bedford Hts., Ohio 44146

Cost: \$5,000.00

WHEREAS, this Board would agree to the Amendment; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the amendment to 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 2020-210 AUTHORIZING THE CREATION OF THE ReSTART ASHTABULA COUNTY SMALL BUSINESS ASSISTANCE COVID-19 RELIEF GRANT PROGRAM

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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, Coronavirus Disease 2019 (COVID-19) is a fast-spreading respiratory virus, which has caused a global pandemic and catastrophic illness and death for thousands of people around the world and in the United States of America; and

WHEREAS, the Coronavirus Aid, Relief and Economic Security (CARES) Act was passed by Congress and signed into law by the President of the United States on March 27, 2020, providing funding and aid for businesses to be administered by state and county officials, and

WHEREAS, Ashtabula County received CARES Act funds; and

WHEREAS, the COVID-19 pandemic has been detrimental for many local small businesses and workers, and the Ashtabula County Board of Commissioners are desirous of creating ReSTART ASHTABULA COUNTY Small Business Assistance COVID-19 Relief Grant Program to lessen the economic damage caused by the pandemic; and

WHEREAS, the ReSTART ASHTABULA COUNTY Small Business Assistance COVID-19 Relief Grant Program will award up to \$10,000 in grant funding to each qualifying small business that has been directly, negatively impacted by the COVID-19 pandemic.

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the creation of the ReSTART ASHTABULA COUNTY Small Business Assistance COVID-19 Relief Grant Program be and is hereby approved and applications for grant funding will be available on the county website www.ashtabulacounty.us starting July 1, 2020.

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 2020-42FINA APPROVING FINANCIAL TRANSACTIONS FOR THE COUNTY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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:

EXECUTING PAYMENT OF THEN AND NOW CERTIFICATION PRESENTED BY THE COUNTY AUDITOR PURSUANT TO ORC 5705.41(D)1 AND AUTHORIZING THE DRAWING OF WARRANT(S) IN PAYMENT OF AMOUNTS DUE UPON CONTRACT OR ORDER- SEE SCHEDULE 26 TN

QUARTERLY USE OF COUNTY CREDIT CARD:

July/Aug/Sept Qtr. Sheriff xxxx xxxx xxxx 1007 and 0751

DIRECT RELIEF BILLS:

Vouchers #2020-0000857 thru 2020-0000875 for Public Assistance; #2020-200098 thru 2020-200099 for Child Support; and #2020-30026 thru 2020-30026 for WIA Invoices

BILLS:

COUNTY FUNDS SCHEDULE 26
ENGINEERS SCHEDULE 26E; 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: 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 2020-8ACNH APPROVING NURSING FACILITIES AGREEMENT WITH TRIDIA HOSPICE CARE, INC, DBA BELLA CARE HOSPICE; THE ASHTABULA COUNTY NURSING AND REHABILITATION CENTER AND ASHTABULA COUNTY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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, Connie Eyman, ACNRC Administrator, has presented an agreement for the approval of the Board, to-wit:

Scope: Hospice care services

Parties: Tridia Hospice Care, Inc., dba Bella Care Hospice, 1933 SR 45, Austingburg, OH 44010
Ash. Co. Nursing & Rehabilitation Center, 5740 Dibble Rd., Ashtabula, OH 44004
Ashtabula County, 25 W. Jefferson St., Jefferson, OH 44047

Term: effective upon signing, with automatic renewals

Cost: None to the county; 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: 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 2020-43SEWA APPROVING AGREEMENT BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS, DEPARTMENT OF ENVIRONMENTAL SERVICES AND THE ASHTABULA COUNTY AUDITOR'S OFFICE RELATING TO MAPPING OF THE ACDES SYSTEM

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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, an agreement has been presented for the approval of the Board, to-wit:

Scope: Agreement for services related to Mapping of the ACDES system in Ashtabula County

Parties: Ashtabula County Commissioners, Department of Environmental Services, Jefferson, Ohio
Ashtabula County Auditor, Jefferson, Ohio

Cost: Not to Exceed, \$10,800.00

Term: beginning July 1, 2020 and ending June 30, 2021; 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 2020-44SEWA APPROVING UTILITY EASEMENT FOR PURPOSES OF SANITARY SEWER INFRASTRUCTURE OPERATIONS THROUGH LANDS OF PATRIOT STORAGE, LLC TO THE COUNTY OF ASHTABULA, OHIO, ACDES

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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 permanent Utility Easement has been presented for the approval of the Board for the purposes of Sanitary Sewer Infrastructure Operations through Lands of Patriot Storage, LLC to the County of Ashtabula for Property Parcel No. 48-008-00-015-02; and

WHEREAS, All terms and conditions are outlined in the Utility Easement and are in full force and effect; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Utility Easement is hereby approved by this Board in accordance with the copy of the easement now on file.

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 2020-45SEWA APPROVING UTILITY EASEMENT FOR PURPOSES OF SANITARY SEWER INFRASTRUCTURE OPERATIONS THROUGH LANDS OF RONALD R. KISTER, TRUSTEE TO THE COUNTY OF ASHTABULA, OHIO, ACDES

The Board of County Commissioners of Ashtabula County, Ohio, met on the 30th day of June, 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 permanent Utility Easement has been presented for the approval of the Board for the purposes of Sanitary Sewer Infrastructure Operations through Lands of Ronald R. Kister, Trustee to the County of Ashtabula for Property Parcel No. 48-008-00-015-00; and

WHEREAS, All terms and conditions are outlined in the Utility Easement and are in full force and effect; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Utility Easement is hereby approved by this Board in accordance with the copy of the easement now on file.

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:

June 30, 2020 9:00 a.m. Topic: General Matters/Agenda Items

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

- ❖ **Building Dept** Petmin plans should be coming in soon; SPIRE submitted 6 dorms housing 20 kids each; church addition, smaller projects. Discussed with surveyor at SPIRE for new hotel – anticipates those plans coming in. We are 60 permits behind last year. Met with CityForce about their on-line platform for plan submittal. Going to do some demos with them. Need to be able to accept credit cards in order for this to work – then we can tie it all together in short order. No cost from CityForce to update to this module. CK mentioned maybe using COVID funds for equipment needs due to this helping to lessen the amount of people coming in to the office. KW mentioned the amendment with SafeBuilt.
- ❖ **Jake Brand – Land Use Plan RFP Committee** - RFP is currently out and is due back July 7th. The 3rd week of July it's slated for a decision on a firm so we need a panel to review the RFP. Panel will include Jake, Janice and 4 more individuals. Jake made suggestions to the Board. CK wants a planning commission member. Jake suggested Eddy Eckert from Land Bank, rep from GP, Nate Paskey from Soil/Water; member that worked on last land use plan. Board is giving Jake permission to establish the committee using some of the names he mentioned – based on availability of individuals in this short time frame.
- ❖ **ReSTART ASHTABULA COUNTY** – Okay to put resolution on today's agenda. Janice will be creating page on website for the grant program.
- ❖ **Dawn Gates- Subordination Agreement for today's agenda** – CHIP grantee had a garage torn down on property because it wasn't salvageable. She wants to refi her loan to add a shed. Janice recommends. Board is okay with this.
- ❖ **Jamie Ortiz- Unemployment mail** – The Auditor's office is requesting all unemployment paperwork go to their office first before going to other elected officials/offices.
- ❖ **Miscellaneous**
Maintenance Assessments for Drainage Districts – Janice is recommending waiting a week based on input from the Prosecutor's office. She needs time to review what the Prosecutor's office sent over.
Andover Village Letter – CK read letter from Andover Village that the board was copied on. Issue revolves around annexation issue affecting the school. Letter was sent as information only.
Need UH letter for Andover. Discuss with Lisa when she gets back.
- ❖ **New/Old Business**
Outstanding Board Appointments- CFA, CSB – discuss with Lisa to see if she put out a press release seeking candidates for Board appointments
Dog Warden reports viewed
Ashtabula CIC update- ongoing
Community Corrections/Jail Project- ongoing
Pierpont Sewers – JP is waiting for an opinion from the Prosecutor to see if now that he is no longer a property owner if he can participate in the discussions concerning this project in Pierpont.
Financial Transaction payments –committee members reviewing

ADJOURNMENT:

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the June 30, 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