

**REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS**

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

**August 18, 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 2020-247 HOLDING EXECUTIVE SESSION – CONFIDENTIAL MATTERS, 121.22(G)(5)**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> 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)(5) the Board of Ashtabula County Commissioners shall meet in executive session to discuss confidential matters which includes the Mediation with Juvenile Court; and

WHEREAS, Said Executive Session was convened at 9:28 a.m., then recessed at 9:52 a.m.; and

Motion made by Commissioner Whittington, Second by Ducro. Vote: Yeas: Kozlowski, Whittington, Ducro. Whereupon the resolution was declared passed unanimously.

WHEREAS, said Executive Session reconvened at 1:30 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 3:30 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 2020-248 ORDERING PUBLICATION AND BIDS FOR HOT MIX ASPHALT RESURFACING PROJECTS, QUOTATION NO. 293, ENGINEER'S DEPT.**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Tom Partridge, Chief Deputy Engineer, has submitted a request to this Board for the publication and solicitation of competitive bids, as follows:

**HOT MIX ASPHALT RESURFACING:**

Brown Road (CH 29 A-C)	3.298 miles
Griggs Road (CH 16 L-M)	2.699 miles

**Total Engineer's Estimate: \$872,314.57**

**Publication:** August 19, 2020

**Bid Opening:** September 2, 2020 10:00 a.m.

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio, that the bids for Hot Mix Asphalt Resurfacing Projects be ordered, with the bid opening being held at the office of the Ashtabula County Engineer at the date and time listed above. The Clerk of the Board is hereby ordered to advertise in the newspapers and post notice of said bid on the bulletin board 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 2020-249 APPROVING HARDWARE AND THIRD PARTY SOFTWARE ADDENDUM WITH COTT SYSTEMS, RECORDER'S OFFICE**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Barb Schaab, Ashtabula County Recorder, has presented an Addendum for the approval of the Board, as follows:

**Scope:** To provide two (2) Dell Latitude 3500 Laptop Workstations and 2 Dell Dual Monitors

**Provider:** Cott Systems Inc., 2800 Corporate Exchange Dr., Suite 300, Columbus, OH 43231

**Cost:** **Not to Exceed**, \$5,780.00

**Term:** begins upon signing; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Addendum as outlined above, is approved in accordance with a copy of said addendum 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 2020-250 APPROVING AMENDMENT TO HEALTH RELATED TRANSPORTATION CONTRACT WITH SUNSET TRANSPORTATION & RENTALS, LLC, CONTRACT NO. 20-3010-HRT**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job & Family Services, has presented a Contract Amendment for the approval of the Board, to-wit:

**PROVIDER: SUNSET TRANSPORTATION & RENTALS, LLC, 4519 E. Maple St., Geneva, OH 44041**

**Employment Related Transportation:**

**Original Contract Date:** October 1, 2019      **Contract No.** 20-3010-HRT

**Service:** Contract amendment to increase funding for health related transportation services.

**Amendment:** Article 4 – Availability of Funds: Increase funds for the period 10/01/19 – 9/30/20 in the amount of **\$20,000**

Total available funds increases from **\$200,000** to **\$220,000**

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Amendment to the Contract 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 2020-251 REMOVING AND APPOINTING ALTERNATE TO THE ASHTABULA COUNTY COMMUNITY ACTION AGENCY BOARD**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, by ORC 122.69, the Board of Commissioners of Ashtabula County, Ohio are appointed to positions on the Ashtabula County Community Action Agency Board; and

WHEREAS, the Ashtabula County Community Action Agency Board comprises of 15 members, 1/3 of which is the Ashtabula County Commissioners or their appointed alternates; 1/3 from the poverty sector and 1/3 from the private sector; and

WHEREAS, The meetings of the Ashtabula County Community Action Agency Board may be such that members of the Board of Commissioners are unable to attend due to conflicting obligations and alternates need to be appointed; and

WHEREAS, it is now necessary to remove Jimmie Ruth as Commissioner Kozlowski's alternate due to his inability to attend meetings for health reasons and to appoint Sarah Bogardus as alternate for Commissioner Casey Kozlowski, effective immediately; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that Sarah Bogardus be appointed as Casey Kozlowski's alternate on the Board of the Ashtabula County Community Action Agency effective immediately and for the term as such he is in 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 2020-252 DECLARING AN EMERGENCY FOR THE ASHTABULA COUNTY BOARD OF COMMISSIONERS FOR TECHNOLOGY UPGRADES DUE TO COVID-19**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, local government is deemed an essential service and must continue to operate during the times of the COVID-19 pandemic; and

WHEREAS, Janet Discher, County Administrator has informed this Board that a real and present emergency exists due to the lack of the correct technology and equipment in the Commissioners Conference Room located on the 2<sup>nd</sup> floor of the Old Courthouse and the Community Services & Planning Department Conference Room located on the 1<sup>st</sup> floor of the Old Courthouse, in order to provide the ability to hold meetings, including public hearings, agenda, and public forums for other offices, remotely due to COVID-19; and

WHEREAS, the situation has been reviewed and it is found that the Commissioners Conference Room located on the 2<sup>nd</sup> floor and the Community and Planning Department Conference Room located on the 1<sup>st</sup> floor both need to be equipped with adequate audio and visual equipment to allow for remote meetings to be hosted from these sites; and

WHEREAS, the cost of such work is anticipated to be \$76,704.78; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County that an emergency is declared to allow essential government operations to continue with the installation of audio and visual technology equipment to allow for remote meetings to be hosted from these sites, as described 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 2020-253 APPROVING AV PROPOSAL FOR THE ASHTABULA COUNTY COMMISSIONERS AND COMMUNITY SERVICES AND PLANNING DEPARTMENT**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

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

**Scope:** installation of technology and equipment in the Commissioners Conference Room located on the 2<sup>nd</sup> floor of the Old Courthouse and the Community Services & Planning Department Conference Room located on the 1<sup>st</sup> floor of the Old Courthouse, to provide the ability to hold meetings, including public hearings, agenda, and public forums for other offices, remotely due to COVID-19.

**Provider:** Grise Audio Visual, 2402 Cherry Street, Erie, PA 16502

**Cost:** **Not to Exceed**, \$76,704.78, (Commissioners equipment total: \$47,609.59; Community Services & Planning equipment total: \$13,581.19 with total labor cost for both: \$15,514.00)

**Term:** valid for 30 days; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the proposal, 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 2020-53FINA APPROVING FINANCIAL TRANSACTIONS FOR THE COUNTY**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 18<sup>th</sup> day of August, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> 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:

**PAYROLL CHANGES- ACDJFS: 8/2/20 TO 8/15/20**

<b>EMPLOYEE NAME</b>	<b>CLASS TITLE</b>	<b>HOURLY RATE</b>	<b>REASON</b>
McBride, Diane	Service Representative	18.02	Longevity Increase - 16 years of service
Reed, Deborah	Clerical Specialist 2	16.47	Longevity Increase - 16 years of service
Lacy, Janea	Case Aide	14.03	Resignation August 7, 2020

<b>Appropriations</b>	<b>Fund</b>	<b>Total</b>	<b>Personal Svcs</b>	<b>Comment</b>
CCW Fund	2058.008	\$ 15,000.00	\$ 15,000.00	additional appropriation for salaries
Economic Development	1040.001	\$ 50,000.00	\$ -	additional appropriation
Engineer	2222.007	\$ 100,000.00	\$ -	additional appropriation for road contract projects



Unclaimed Funds	7025.001	\$ 14,377.00	\$ -	additional appropriation
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**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 33 TN**

**DIRECT RELIEF BILLS:**

Vouchers #2020-0001049 thru 2020-0001061 for Public Assistance; #2020-200126 thru 2020-200128 for Child Support; and #2020-300028 thru 2020-300028 for WIA Invoices

**BILLS:**

COUNTY FUNDS            SCHEDULE 33  
ENGINEERS                SCHEDULE 33E; 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.

## **Work sessions:**

*August 17, 2020 10:30 a.m. Topic: Drainage Districts*

*In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Catherine Colgan, Cecilia Cooper, Jake Brand, Tom Partridge*

The purpose of the meeting was to discuss the process of Drainage Districts outlined in ORC 6131.63. The Engineer's office performs maintenance tasks for the drainage districts and is reimbursed by the assessments. The Board receives a request form the County Engineer for assessments for Subdivision. There are several agreements in place with different entities. In order to do assessments, a drainage district is through the petition process or by agreements. The agreement is referenced on the subdivision and do show assessments. There is a process, the Engineer's office makes a projection of the reasonable amount to cover maintenance cost over a 3 year period of time. In the past, it was \$2,000, which is not statutory. The maintenance is mowing and removal of cat tails, etc. Decision: \$2,000 for everything except for Century Bay which would be \$3,000 this year, \$2,000 each year thereafter. Tom Partridge has the cost details for work performed by the Engineer's office. Moving forward, the planned amount of maintenance should be assessed on an ongoing basis, after the \$2,000 is spent. The numbers to be assessed will be the current funds, outlined by the Engineer's office. The assessments for maintenance are what the planned costs will be. For the first year, need to be assessed twice. We will get a revised memo from Tom Partridge. To address Avenberry Subdivision, the Board of Commissioners would have to initiate the assessments with a court hearing.

*August 18, 2020 8:30 a.m. Topic: General Matters/Agenda Items*

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

- ❖ **ReStart Grant-** emails went out yesterday to the grant recipients and those not funded. Janet has received one grant back to date and one email was returned. A person reached out to Commissioner Ducro that they thought they didn't have an exception and should have been funded. Out of 77 received applications around 45 were funded.
  - ❖ **Schedules:**
    - Lodge Work Session/Safe Communities conflict- move work session to Jefferson and change time to 10:45a.m.
    - ACDES- CT, Kyle, Ed Spoor set up for next week
  - ❖ **Miscellaneous**
    - Lodge at Gotl Pool Deck Expansion Project bid opening had 3 firms bid on the project, all over the 10% limit. The budget was \$500,000 to \$600,000. The bids came in over \$1,000,000. Thrasher will do a spreadsheet so we can compare the 3 bids.
    - John Morrison resignation from Airport eff. October 31, 2020 or as soon as an appointment can be made. Lisa to get applications currently on file.
    - Tony Collette resignation/retirement- send an application to Moises Cirilo. Steve Sargent recommended him for this position.
    - Direct Service Professionals Week- email from Toni Skarupa 9/13-19 is DSP week. Lisa to do proclamation and work with Toni to set up.
    - Terri Tisch Proclamation-give to Judge Harris.
    - Bond Refinance update-Janet is fine tuning the slide presentation. The meetings are scheduled.
  - ❖ **Cares Act Funding**
    - Fairboard- thermometers \$300; Auditor-computers with software/docking stations/scanner \$32,116.00; Sheriffs- email licenses for staff for online trg. \$1,329.00; EMA-computers \$30,478.00; Western County Court- scanners \$6,540.03; AV Project Equipment \$8,567; Back ordered: Common Pleas Hand Sanitizer \$447.10 and Face Covers \$325.72. Decision: all expenses are approved. OSU Ext. Local Foods- handwashing station/signage cost TBD will be brought up at next week's meeting. To date, appropriated approximately \$500,000 out of the fund. Janet will report next week with a cost analysis.
  - ❖ **New/Old Business**
    - Maintenance Assessments for Drainage Districts- we discussed at a previous work session. Engineers will submit a letter, then sent to Lisa for processing.
    - Letter of Intent- CCAOSC- waiting for Prosecutor. Lisa to check.
    - Outstanding Board Appointments- ongoing. Get an updated board list.
    - Dog Warden reports viewed
    - Ashtabula CIC update- ongoing call someone.
    - Community Corrections/Jail Project- begin to work on the timeline for the primary ballot in 2021. Lisa to analyze for dates.
    - Pierpont Sewers
    - Financial Transaction payments – the committee has met and will be scheduling a GoToMeeting with 4 firms, then making a recommendation to award to the Board.
- Committee Reports:**

JP Ducro had a citizen reach out to him regarding erosion at GOTL. Suggest all lake front communities put a joint letter together asking for funding or resources, to see what is available for shoreline properties, including public, private, commercial. Decision: JP will reach out to Mark Winchell to speak with Lake County to see what efforts they have they made and will check with John Patterson. There may be OPWC funding available.

**ADJOURNMENT:**

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the August 18, 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