

REGULAR SESSION

TUESDAY

OCTOBER 4, 2016

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Tom Dunlap and Joe Hintz. Gary W. Bauer representing the Commissioners at the Extension Advisory Committee meeting in Columbus.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the September 27, 2016 meeting(s) were presented to the Board. Tom Dunlap made the motion to waive the reading of the minutes of the September 27, 2016 meeting(s) and approve as presented. Joe Hintz seconded the motion. Voting was as follows:

Absent – Gary W. Bauer

Aye – Tom Dunlap

Aye – Joe Hintz

16-247

IN THE MATTER OF CERTIFYING CLAIMS SCHEDULES TO THE HURON COUNTY

AUDITOR FOR PAYMENT

Tom Dunlap moved the adoption of the following resolution:

**WHEREAS**, as per Ohio Revised Code 305.10, a resolution must be made by the Board of Huron County Commissioners to accompany the Claims Schedule to the Huron County Auditor’s Office for payment; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners does hereby approve Claim Schedule 10/04/16 and authorizes the Huron County Auditor to make the necessary warrants; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer

Aye – Tom Dunlap

Aye – Joe Hintz

Huron County									
Claims Register for Payment Batches									
Payment Type: All	Warrant Numbers: All	Warrant Dates: 10/02/2016 to 10/05/2016	Funds: 001 to 990	Warrant Date	Client	Batch ID	PO #/Line #	Line Description	Amount
Fund: 001 - General Fund									
Department: Miscellaneous									
Account 001 002 000000 (CONTRACT SERVICES) Total:									
Department: Miscellaneous									
Account 001 002 000000 (CONTRACT SERVICES) Total:									
Department: Miscellaneous									
Account 001 002 000000 (CONTRACT SERVICES) Total:									
Department: Auditor									
Account 001 004 000000 (ADV. & PRINTING) Total:									
Department: Auditor									
Account 001 004 000000 (ADV. & PRINTING) Total:									
Department: Treasurer									
Account 001 006 000000 (CONTRACT SERVICES) Total:									
Department: Treasurer									
Account 001 006 000000 (CONTRACT SERVICES) Total:									
Department: Prosecutor									
Account 001 008 000000 (CONTRACTS REPAIRS) Total:									
Department: Prosecutor									
Account 001 008 000000 (CONTRACTS REPAIRS) Total:									
Department: Juvenile									
Account 001 013 000000 (OTHER EXPENSES) Total:									
Department: Juvenile									
Account 001 013 000000 (OTHER EXPENSES) Total:									
Department: Clerk of Courts									
Account 001 017 000000 (SUPPLIES) Total:									
Department: Clerk of Courts									
Account 001 017 000000 (SUPPLIES) Total:									
Department: Building and Grounds									
Account 001 022 000000 (REPAIRS MAINTENANCE) Total:									
Department: Building and Grounds									
Account 001 022 000000 (REPAIRS MAINTENANCE) Total:									
Department: Sheriff									
Account 001 025 000000 (SUPPLIES) Total:									
Department: Sheriff									
Account 001 025 000000 (SUPPLIES) Total:									
Department: Building and Grounds									
Account 001 025 000000 (SUPPLIES) Total:									
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Department: Sheriff									





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Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

16-249

**IN THE MATTER OF APPROPRIATING UNAPPROPRIATED FUNDS IN THE SOLID WASTE MANAGEMENT DISTRICT FUND #525**

Tom Dunlap moved the adoption of the following resolution:

**WHEREAS**, there are unappropriated funds in the Solid Waste Management District Fund #525 that need to be appropriated for expenses; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of appropriating \$40,000.00 of unappropriated funds as follows:

TO: 525-00250-525 (Recycling programs)\$40,000.00and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

16-250

**IN THE MATTER OF AUTHORIZING APPROPRIATION ADJUSTMENTS WITHIN THE GENERAL FUND #017**

Tom Dunlap moved the adoption of the following resolution:

**WHEREAS**, there is a need for appropriation adjustments; and

**WHEREAS**, the Board of Huron County Commissioners finds the request to be reasonable; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the following appropriation adjustments:

FROM: Dept. Account Fund Amount

017 00475 001 \$1,000.00

Other

017 00275 001 \$ 500.00

Contract repairs

TO: Dept. Account Fund Amount

017 00175 001 \$1,500.00

Supplies

and further

**BE IT RESOLVED**, that the Huron County Auditor is authorized and instructed to record said appropriation adjustment as approved; and further

**BE IT RESOLVED**, that the Clerk of the Board is instructed to certify a copy of this resolution to the Huron County Auditor and the department requesting said adjustment; and further

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**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

16-251

**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURES OF OVER \$1,000.00  
SUBMITTED TO THE BOARD OCTOBER 4, 2016**

Tom Dunlap moved the adoption of the following resolution:

**WHEREAS**, requests for expenditures of over \$1,000.00 have been submitted for approval by the Board of Huron County Commissioners as follows:

**Clerk of Courts**

US Postal Service (CMRS-FP)	postage	up to \$12,000.00	now therefore
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**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the requests for expenditure of over \$1,000.00 as listed above; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

16-252

**IN THE MATTER OF APPROVING THE ELECTRONIC TRANSACTION POLICY AND  
ELECTRONIC TRANSACTION SECURITY PROCEDURES**

Tom Dunlap moved the adoption of the following resolution:

**WHEREAS**, the Huron County Auditor's Office is moving to a greater reliance upon the electronic management of records in order to improve the efficiency of operations and reduce costs. In conjunction with that effort, the Huron County Auditor's Office and other Huron County departments may wish to perform accounting and payroll operations through means of electronic transactions that rely on electronic signature technologies; and

**WHEREAS**, Under Ohio Revised Code 304.02, prior to a county office using electronic records and electronic signatures, a county office shall adopt, in writing, a security procedure to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record; and

**WHEREAS**, it is the desire of the Board of Huron County Commissioners to adopt the Electronic Transaction Policy and Electronic Transactions Security Procedure prepared by the Huron County Auditor's Office for the accounting and payroll operations; now therefore

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**BE IT RESOLVED**, that the Board of Huron County Commissioners does hereby adopt the Electronic Transaction Policy and Electronic Transactions Security Procedure as attached hereto and incorporated herein: and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

\*Policy on file

**IN THE MATTER OF TRAVEL**

Tom Dunlap moved to approve the following travel request this day. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

Kathleen Schaffer, Treasurer to Dublin, Ohio on November 15, 2016 – November 17, 2016 for the County Treasurer's Association Fall Conference.

Roland Tkach, Auditor, to Dublin, Ohio on October 5, 2016 for the CAAO Executive Meeting.

Peter Welch and Pam Hansberger, SWMD to Columbus, Ohio on October 26, 2016 for the OEPA Grants Meeting.

Peter Welch and Pam Hansberger, SWMD to Cleveland, Ohio on November 1, 2016 for the SWMD State Update.

**IN THE MATTER OF REQUEST FOR LEAVE**

**Gary Ousley**/Dog Warden/Vacation/8:00 a.m. – 4:30 p.m. September 30, 2016.

**Warren Brown**/Commissioners/Sick/12:00 p.m. – 4:30 p.m. September 29, 2016.

**Larry Burdue**/Building & Grounds/Sick/8:30 a.m. – 2:00 p.m. September 27, 2016.

**Ronald Ackerman**/Building & Grounds/Vacation/4:30 a.m. – 1:00 p.m. October 5, 2016/Vacation/4:30 a.m. – 1:00 p.m. October 12, 2016/Sick/4:30 a.m. – 1:00 p.m. October 19, 2016.

**Darwin Pesnell**/Building & Grounds/Vacation/8:00 a.m. – 4:30 p.m. October 11, 2016.

**Peter Welch**/Commissioners/Personal Time/7:30 a.m. - 3:30 p.m. September 30, 2016/Vacation/7:30 a.m. – 3:30 p.m. October 7, 2016.

**Tim Bettac**/HVAC/Vacation/8:00 a.m. – 4:00 p.m. October 11, 2016.

**Doris Peterson**/Building & Grounds/Sick/2:00 p.m. September 20, 2016 – 10:30 p.m. September 21, 2016/Vacation/2:00 p.m. – 10:30 p.m. October 31, 2016.

**SIGNINGS**

October 4, 2016

Huron County Budget Commission Members  
Auditor, Roland Tkach  
Treasurer, Kathleen Schaffer  
Prosecutor, Daivia Kasper  
Huron County Office Building  
12 & 16 East Main Street  
Norwalk, Ohio 44857

Dear Budget Commission Members:

This letter serves as a request for funding of \$57,552.21 for the Huron County Commissioners for the purchase of a new phone system for the offices located in 2 East Main Street, 12 East Main Street

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(excluding the Prosecutor’s Office), 16 East Main Street, and 180 Milan Avenue. The total project cost is \$157,320.49.

It is not completely within our budget to purchase and install the phone system at this time. However, we understand that this may be the type of expense where funds from the Budget Commission could be utilized. As such, we are requesting consideration from the Budget Commission to assist partial funding for this project.

Sincerely,

THE BOARD OF HURON COUNTY COMMISSIONERS  
Gary W. Bauer, Tom Dunlap, Joe Hintz

pc: file

**At 9:20 a.m.** *Joe Hintz moved to enter in Executive Session ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz*

**At 9:26 a.m.** *Joe Hintz moved to end Executive Session ORC 121.22 (G)(1). Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Absent – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz*

\*No action taken.

**At 9:30 a.m.** Public comment - No Comment

**At 9:32 a.m.** Jan Tkach presented her Technology Fund budget.  
Ms. Tkach stated that with the past consistency they will easily see 7000 documents to scan, Ms. Tkach is currently asking for \$7.00 per document be placed in her Technology Fund Budget. This will give her a revenue estimate of \$49,000.00. This will roll over, and what she doesn’t use could be used to update the software, server etc. and she will not have to come to the Commissioners for the money.  
Mr. Hintz stated Mrs. Tkach has done a great job. Mr. Dunlap asked if they need a motion or second on this, Ms. Tkach stated that it is a resolution which is done at the beginning of the year.

# HURON COUNTY RECORDER

Jan M. Tkach

12 E Main Street Suite 100, Norwalk, OH 44857

419.668.1916

October 1, 2016

TO: HURON COUNTY COMMISSIONERS  
RE: 2017 TECHNOLOGY FUND BUDGET

## IT Support

Server Monitoring	\$200
Network maintenance	950
Security Software	600
Addl. Support @\$105/hr	2520
Website	<u>360</u>

\$4630

Document Recording (DTS) 7000 x \$2.25/doc

\$15,750

## Equipment

2 Public Computers/Monitors	\$2460
Second Microfilm Workstation	1810
Second Scanner for Microfilm Dept	<u>8500</u>

\$12,770

We recorded 7,535 documents in 2014 and 7,666 documents in 2015. There was a slight improvement in the number of documents filed during the first nine months of this year in comparison to the same time last year. As of September 29, 2016 we recorded 5,729 documents. This is up from 5,622 from last year at this time.

Based on this past consistency I estimate that our office will see 7,000 documents recorded in 2017. I am again requesting that \$7.00 per document be put into my Technology Fund. This would give me an estimated revenue of \$49,000 for the technology fund. The following is the 2017 estimated budget for this fund.

Because of the money set aside in this fund I have been able to make much needed technology improvements not only to the Recorder's Office but also to the Microfilm Department. In addition to this I have money set aside that I am able to use to pay for the portion of the new county phone system that benefits the Recorder's Office. Below is the estimated budget from this fund.

## CE

Recorder Association Dues	\$2214
CE Expenses	<u>1491</u>

\$3705

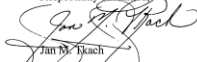
\$49,000.

## Regular Monthly Costs (x 12)

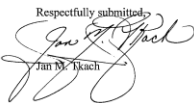
Copier lease agreements (3)	\$8425
Copier maintenance	1200
Microfilm creation	1200
Paper	1200
Labels	<u>120</u>

\$12,145

Respectfully submitted,



Jan M. Tkach

Respectfully submitted,  
  
Jan M. Tkach

At 9:34 a.m. the board recessed.

At 9:54 a.m. the board resumed regular session.  
**Roxanne Sandles, Transit semi-annual report.**



Huron County Commissioners Report  
October 4, 2016

Huron County Transit continues to provide transportation services to residents of Huron County. HCT provides transportation outside of the county for medical services.

Below is a comparison between the 3<sup>rd</sup> Quarters of 2015 and 2016:

	Passengers	Trips	No Show Clients	Miles
2015	3,324	3,226	136	46,441
2016	3,090	2,953	85	43,971
Decrease	234	263	51*	2,470
%	7%	8%	38%	5%
Growth/reduction	428	401	233*	13,948
From 1 <sup>st</sup> Quarter 2016	13%	13%	274%	32%

There has been quite a marked reduction in “no shows\*”. This is attributed to the reduction in the amount of clients we are transporting for Huron County Job & Family Services. We will be continuing the ticket system with JFS in the spirit of cooperation.

However, there is tremendous growth in the number of passengers, trips and miles. We are looking to hire 2 – 3 more drivers to meet this need.

We are working with Christie Lane Industries, LLC to transport their folks to community employment. This contract will be a great source of revenue for HCT.

HCT sold 2 older buses (received under \$5000) with the sales going toward our required 20% ODOT match. ODOT paid for 2 new buses and one year of maintenance with runs until December 32, 2016.

Annual bus inspections were done completed in the spring by the Ohio State Patrol with no findings.

At 10:02 a.m. the board recessed.

At 10:03 a.m. the board resumed regular session with **Warren Brown, Human Resources**. Mr. Brown came before the board to discuss the new rate proposals for the renewed health insurance. Mr. Brown explained that he was giving the authority to remain with the same plan design. He submitted two proposals. Mr. Brown stated he doesn’t know of anyone in the General Fund having the HSA Plan. Mr. Dunlap questioned when this needs to be done, Mr. Brown would like to roll with this by the end of the week. It was brought to the table regarding using the trust fund. The board will review everything and get back with Mr. Brown when they can.

## OCTOBER 4, 2016

POSSIBLE SHARE %			
PPO - 89.4/10.6 HSA - 95/5			
	<b>CURRENT '16 RATES</b>		
<b>PPO</b>		<b>CNTY SHARE</b>	<b>EE SHARE</b>
EE	\$660.57	\$587.91	\$72.66
ESP	\$1,455.23	\$1,295.15	\$160.08
ECH	\$1,187.05	\$1,056.47	\$130.58
FAM	\$1,981.71	\$1,763.72	\$217.99
	<b>PROPOSED '17 RATES</b>		
<b>PPO</b>		<b>CNTY SHARE</b>	<b>EE SHARE</b>
EE	\$700.87	\$626.76	\$74.11
ESP	\$1,544.00	\$1,380.72	\$163.28
ECH	\$1,259.46	\$1,126.27	\$133.19
FAM	\$2,102.59	\$1,880.24	\$222.35
*****	*****	*****	*****
	<b>CURRENT '16 RATES</b>		
<b>HSA</b>		<b>CNTY SHARE</b>	<b>EE SHARE</b>
EE	\$565.04	\$536.79	\$28.25
ESP	\$1,244.78	\$1,182.54	\$62.24
ECH	\$1,015.38	\$964.61	\$50.77
FAM	\$1,695.12	\$1,610.36	\$84.76
	<b>PROPOSED '17 RATES</b>		
<b>HSA</b>		<b>CNTY SHARE</b>	<b>EE SHARE</b>
EE	\$599.50	\$569.53	\$29.97
ESP	\$1,320.72	\$1,254.68	\$66.04
ECH	\$1,077.32	\$1,023.45	\$53.87
FAM	\$1,798.52	\$1,708.59	\$89.93

*Absent – Gary W. Bauer*

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*Aye – Tom Dunlap*  
*Aye – Joe Hintz*

*\*No action taken.*

At 10:39 a.m. Tom Dunlap moved to adjourn. Joe Hintz seconded the motion. The meeting stood adjourned.

**IN THE MATTER OF CERTIFICATION**

The Clerk to the Board does hereby attest that the foregoing is a true and correct record of all actions taken by the Board of Huron County Commissioners on October 4, 2016.

**IN THE MATTER OF ADJOURNING**

The meeting was called to order at 9:00 a.m. With no further business to come before the Board, the meeting was adjourned at 10:39 a. m.

_____	_____
	Gary W. Bauer
_____	_____
	Tom Dunlap
_____	_____
	Joe Hintz

**ATTEST**

\_\_\_\_\_  
Clerk to the Board