

REGULAR SESSION

THURSDAY

NOVEMBER 1, 2018

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Terry Boose and Joe Hintz. Bruce Wilde absent.

At 9:05 a.m. Public comment -No Comment

SIGNINGS

Joe Hintz moved to approve signing a letter for the Ohio District 5 Area Agency on Aging in support of their grant application to Ohio Department of Development for a Housing Assistance Grant. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose

Aye – Joe Hintz

Absent – Bruce Wilde

November 1, 2018

Mr. Michael Hiler
Office of Housing & Community Partnerships
Ohio Department of Development
77 South High Street, 24th Floor
Columbus, Ohio 43215

Dear Mr. Hiler:

This letter is in support of the proposal submitted by Ohio District 5 Area Agency on Aging, (AAA) to Ohio Department of Development for a Housing Assistance Grant for Emergency Home Repair/Handicapped Accessibility Modifications for the 60 plus population in the 9 counties served, (Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca and Wyandot).

A few points that we would like to address in regards to Huron County are as follows:

- 1) Home repair coordination is done through the local senior centers of Senior Enrichment Services in the county. They, in turn, refer clients to the District 5 office and make follow-up calls for the clients, when necessary.
- 2) Many organizations provide specialized services to senior county residents. However, Senior Enrichment Services is the county focal point for senior services and was designated the county organization to provide assistance to the 60+ residents.
- 3) Many seniors residing in the larger homes that were built over 100 years ago cannot afford to repair their homes on an on-going basis, especially living on limited budgets. As expenses continue to rise for everyday living, assistance for repair money increases. With a rising population of elderly citizens, the requests for home repair assistance continue to outweigh the dollars available.

Given the success of past programs we whole heartedly support the grant proposal submitted by District 5 AAA.

Sincerely,

HURON COUNTY BOARD COMMISSIONERS
Terry Boose, Joe Hintz, Bruce Wilde (absent)

Commissioner Hintz report

Mr. Hintz stated things are going well out at the Dog Warden.

Mr. Boose stated that they spoke about the Veterans on Tuesday, and they would like a written plan regarding the move to DJFS.

At 9:10 a.m. Pete Welch, Director of Operations, elevator quote update. Mr. Welch stated that they did

REGULAR SESSION

THURSDAY

NOVEMBER 1, 2018

get 2 quotes just waiting on a third quote. Mr. Welch stated that they have prepared a letter to send to the third elevator company they spoke to, Mr. Boose stated there is only one thing in the letter he would like to change is having the estimate to us by November 15, 2018, he would like them back by November 9, 2018.

Mr. Welch stated that Erie County contacted him they have received their pricing back and would like Mr. Welch to go over the bids with them. Mr. Boose stated he doesn't want to change any numbers that we had. Mr. Welch doesn't think they are, he thinks they just want to make sure from an operational point of view that it will work. Mr. Boose stated that if they cannot get to the numbers we need to provide the service we are asking it will not be acceptable. Mr. Boose stated we want acceptable service, this is not going to be where you settle on numbers then give crappy service.

Mr. Boose stated that on Tuesday they spoke they were not going to put a base down on the parking lot up town, well there is a base down. Mr. Welch stated that they did it Tuesday night. Mr. Boose asked if they looked at it before they put it down, Mr. Welch stated Mr. Armstrong looked at it after they put it down. They could not do that last strip because it was too wet. Mr. Welch stated they have equipment on it today because the crane is up there for the jail. Mr. Boose stated that we need to document when they put that down it was very wet. He is a little concerned about this because the ground was pretty wet that morning, however he is not sure how wet it was later that night. Mr. Boose is concerned about the drainage on the roof, Mr. Welch stated that there is a ½' slope to the outside wall to the gutter.

Joe Hintz moved to approve signing a letter to Schindler Elevator Corporation requesting a quote on the Huron County Courthouse. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose

Aye – Joe Hintz

Absent – Bruce Wilde

November 1, 2018

Mr. Bradley Figgins
Schindler Elevator Corporation
1530 Timber Wolfe Drive
Holland, Ohio 43528

RE: Huron County, Ohio
Courthouse Elevator

Dear Mr. Figgins:

We would like to express our appreciation for assessing our elevator located at the Huron County Courthouse. As you are aware, the courthouse is vital to the operations of the county and providing access to the second and third floor is essential. It is a high priority for us to modernize and to return the elevator back to service as soon as possible. With that in mind, we would appreciate having a cost estimate to us by November 9, 2018.

Should you have any questions, please feel free to contact Peter Welch at 419.668.3092 Ext 1907. Thank you in advance for your time and consideration on this project.

Sincerely,

HURON COUNTY BOARD COMMISSIONERS
Terry Boose, Joe Hintz, Bruce Wilde (absent)

At 9:20 a.m. Jan Tkach, Recorder, records retention report.

HURON COUNTY RECORDER
Jan M. Tkach
 12 E Main Street Suite 100, Norwalk, OH 44857
 419.668.1916

November 1, 2018

TO: THE HURON COUNTY COMMISSIONERS
 RE: HURON COUNTY RECORDS COMMISSION REPORT

The Huron County Records Commission met October 25, 2018. The board approved the updated RC - 2 schedules for Huron County Board of Elections and Huron County Clerk of Courts. The board also approved an amendment to the Huron County Common Pleas Court Juvenile Division's current RC - 2 schedule.

The board discussed county records storage. The county has a lot of records and it appears that the basement of the antique mall may not have enough room. The basement area is composed of three rooms. Currently, Room 1 is full of the prosecutor's records. These records need to be carefully reviewed to determine whether they will be shelved in the storage space or destroyed per their RC - 2 schedule. The prosecutor has more records to move to the new storage space once it is determined how much space is still available.

Juvenile Court needs to have their records in a secured space. The new storage area does not have that level of security so the scanned records from SC Strategic Solutions have been returned to the Old Jail for the present time. There are 130 boxes of records that are still waiting to be scanned as part of the Old Jail project. The estimated cost to scan the remaining records is \$25,000.

The records at Shady Lane still need to be reviewed before they are moved to the new storage area. These records will be put in Room 3 once the room is ready for storage. The room needs sprinklers and shelving. Any mold and water issues will need to be addressed before the records are moved to the new location.

Susan Hazel, Huron County Clerk of Courts, reported that she is in need of more shelving in her current storage area.

In the process of asking Probate Court about the number of boxes left to be scanned in the Old Jail, I was reminded about two additional areas where there are probate records that need to be scanned.

- 1) Probate Vault. These records are frequently requested by those doing historical research. They consist of accordion files in metal boxes. They are stored in rows up to the ceiling. Access to the files is achieved by a pole to snag a box and bring it down to the counter. These records only exist in their current paper format. These would need to be prepped by a volunteer before they are scanned. It is estimated that there are 583 regular size banker boxes worth of files to be scanned. (Estimated cost to scan is \$170/box. Total estimated cost is \$99,110.)
- 2) Rolling files. This record series ends in 2015 when the court began scanning records into their court system. These records are flat folded and will be done in house through the Recorder's Microfilm department. The records will be uploaded into the SC View program.

Disaster Recovery

I will meet with TekRX on November 19, to discuss moving forward with their firm to provide IT services for the Recorder's Office. There is enough money in my 2018 Technology budget to make the move before the end of the year. It will provide improved monitoring and maintenance of my current network at a cost savings to the county. This will take the Recorder's office another step closer to completing our disaster recovery goals.

Respectfully,



Jan M. Tkach

Ms. Tkach stated that Probate Court has some files in the vault that are historical records and they are the only copies, and Probate had those scanned. Ms. Tkach asked for an estimated number of records that would be and they estimated around 583 boxes. Ms. Tkach got a quote for each box and it will be \$170.00 per box, this project will be just short of \$100,000.00. Ms. Tkach is asking the Commissioners once they are finished with the old jail continuing the process going through these files. Mr. Boose asked what are we going to do with the documents once we are done, are we putting them back? Ms. Tkach stated yes they will go back into the vault. Ms. Tkach stated that these records must stay with us forever.

Ms. Tkach stated that the rolling files are most recent files and the recorder staff can begin scanning those.

Mr. Boose would like the records at Shady Lane tackled next year. Mr. Boose stated they need to go in at once and get it all done.

Mr. Boose discussed the Sheriff's records, a lot were Aramark's records. Sheriff had Aramark come and get their records, the Sheriff then went through his and got rid of what he didn't need. The remaining is stored on top floor of the Dog Warden's building. Mr. Boose stated that they can start weather permitting moving records to the basement under the old antique building. Mr. Boose stated he had a discussion with CORSA regarding moving these records and they stated the problem with a space that has a sidewalk above it is even if it is dry today, if someone drills in the wrong place can cause a disaster.

Ms. Tkach discussed the parking lot, she stated that Juvenile Court and Common Pleas Court is thrilled, however the Public Defender is not happy they did not get a space. Mr. Boose liked the layout and letter. Feels it was very clear. Mr. Boose stated what would be nice is to know who is assigned in each space. Ms. Tkach stated that the Prosecutor has 2 spots and 1 for Victims Assistance. Susan Hazel has offered her space if they have a medical emergency in recorder's office that is in need for a closer space. They will work it out between the two of them. Mr. Boose stated medical emergencies can also use the handicap spots. They can put something in the window indicated that. Mr. Boose stated the key is to make sure the plan is followed from the beginning and people are parking where they are designated to. Ms. Tkach stated that the drive thru door is occasionally left unlocked and is a security issue. Mr. Boose will speak with Mr. Welch.

At 10:02 a.m. Joe Hintz moved to adjourn. Terry Boose seconded the motion. The meeting stood

REGULAR SESSION
adjourned.

THURSDAY

NOVEMBER 1, 2018

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 November 1, 2018.

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 10:02 a. m.

Terry Boose

Joe Hintz

Absent
Bruce Wilde

ATTEST

Clerk to the Board