

MINUTES

BOARD OF ALLEN COUNTY

COMMISSIONERS

204 N. Main Street
3rd Floor
Lima, Ohio 45801

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commissioners@allencountyohio.com

Board of Allen County Commissioners will be in session
Tuesday and Thursday and adjourn upon completion of business

DESCRIPTION	GENERAL SESSION
DATE	May 17, 2022
LOCATION	COMMISSIONER'S MEETING ROOM
	<p>** The Commissioner's office will be open for in-person meetings. Social distancing requirements shall still be maintained.</p> <p>Allen County residents may also join the meeting from a computer, tablet or smartphone.</p> <p>https://www.gotomeet.me/AllenCountyCommissioners</p> <p>You can also dial in using your phone. United States (Toll Free): <u>1 866 899 4679</u> United States: <u>+1 (571) 317-3116</u></p> <p>Access Code: 606-059-605</p>
	<p>PRESENT: Beth Seibert Cory Noonan Brian Winegardner</p>
TIME:	GENERAL SESSION - RECORDED
8:00 a.m.	<p>Julie Shellhammer—Personnel Issue</p> <p>Commissioner Winegardner moved to go into Executive Session at 8:00 a.m. pursuant to ORC 121.22(G)(1). Motion seconded by Commissioner Seibert. The roll was called and was approved unanimously.</p> <p>Kelli Singhaus and Julie Shellhammer present during Executive Session.</p> <p>The Board of Allen County Commissioners went back into general session at 8:41 a.m.</p>

	<ul style="list-style-type: none"> • During Executive Session, the Commissioners reviewed the pre-disciplinary report provided by Julie Shellhammer regarding an employee of the Allen County Dog Warden office. • The Commissioners would like to offer the option of resignation from said employee by May 18, 2022 by 3:00 p.m. • Said employee will be placed on paid Administrative Leave immediately with a chance to resign by May 18, 2022 by 3:00 p.m. Failure to do so will result in the Commissioners making a decision to consider termination. <p>Resolution #337-22. Approve paid Administrative Leave for an employee of the Allen County Dog Warden office. Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.</p>
8:49 a.m.	RECESS
9:11 a.m.	<p>Staff Update</p> <p>Kelli Singhaus—</p> <ul style="list-style-type: none"> • Provided an update on Cole Street rent-only missing this year's rent -working with the Miller's on this and correcting the payment made in error for taxes of the WORTH Department location • Invoices for Dispatch Services have been sent out to Lafayette, Harrod and Bath Township for current remaining balance due • Dispatch Service letter is ready to be sent out -Commissioner Winegardner suggested the letter be sent to all entities, with an additional mailing containing the contracts and new invoices <p>Sofia Snyder—</p> <ul style="list-style-type: none"> • Has gone to the offices in the Courthouse and Sheriff's office to introduce herself • Working on organizing her office and started looking at BWC information <p>Brittany Woods—</p> <ul style="list-style-type: none"> • Proclamations for tomorrow are prepared and ready • Discussion on rescheduling the meeting with ODRC and DAS as one of the attendees has a scheduling conflict-will reschedule • Ohio Children's Trust Fund-Carole Enneking, Family Children First Council, is currently serving her 2nd term and will need to be replaced, along with a vacant seat

-Steering Committee is working on providing recommendations

Beth Seibert—

- **Job descriptions have been updated and are ready to be signed-will place on Agenda Thursday**
-once signed, these will be placed in employee's personnel file
- **Received a call from Vicki Tarr, Child Support Enforcement Agency, regarding Health Insurance**
-she would like to absorb the 9% increase for her staff
-will further discuss with Vicki
- **Asked for an update on Gomer Pay App—this has been signed**
- **Discussion of appointing Eric Pojhola to the Port Authority Board**
-Commissioners ok with the response they received from Dave Stratton with Eric serving on both the Allen Economic Development Group Board and the Port Authority Board; all ok to proceed
-Brittany will place on Agenda next Thursday
- **Provided an update on vacancies for the Children Services Board**
-Children Services is still working on conducting interviews for those of interest and will let the Commissioner's know of recommendations
- **Discussion of Memorial Day events**
-Beth will deliver the proclamation at the VFW
-Lafayette Parade—working on scheduling
- **Discussion on Real American Strength invoice**
-Beth will follow up with Dave Stratton

Cory Noonan—

- **Discussion on language to use the \$10 Million undesignated ARPA funds**
-Working with Bricker & Eckler and Kelli will check with other Clerks to see if any county has resolution language
-need justification language as well to be able to pay Bricker & Eckler for their services
- **Discussion of stipulation agreement with Birch Solar**
- **Requested update on Building and Grounds personnel matter—has been taken care of**
- **General discussion on water quality and Stormwater and Sediment Controls Regulations**
-need to look into minimum requirements of regulations
- **General discussion on personnel policy**
- **Requests office staff to keep the Commissioners informed on any requests from the State Auditor's office**

	<p>Brian Winegardner—</p> <ul style="list-style-type: none"> • General discussion on upcoming ARPA Meeting on Monday -Noted this will be the first public discussion on the ARPA funds <p>Cory Noonan—</p> <ul style="list-style-type: none"> • Museum Wall update -working with Jason Patchet on getting updated quotes for wall replacement
10:23 a.m.	RECESS
11:00 a.m.	<p>Joint Board Meeting—Auglaize County</p> <p>** See Joint County Board minutes for Davis Joint County Ditch Project and Bridge Replacement Project</p>
	RECESS
1:01 p.m.	<p>Update—Steve Kayatin</p> <ul style="list-style-type: none"> • Drafting letter to EPA-asking to be able to do blending -Original letter was August 5, 2019 • Discussion on Federal Infrastructure Bill-\$303 Million -attended webinar with State of Ohio -request for Wastewater Plant • Working with the City of Lima on a Bio-Solid contract • Provided an update on Maste Estates -will be setting up another meeting • Provided an update on Fronfelder Low Pressure Project • Discussion on Hamlet of Hume -have received funds from the state for design -will be applying for federal infrastructure funds as well • Provided an update on Sunkist Development-Mook/Herman -will have to cross railroad tracks-\$12,000.00 -trying to work with CSX on fee • Provided an update on the Gomer Project • Discussion on Elida consolidation -presented proposal and provided a general update • Discussion on 9 year plan -waiting on ARPA funds decision • Currently in progress of updating Safety Manual • Provided an update on personnel -filled two lift station positions -need to hire three maintenance positions -Wastewater Treatment is down two operators- currently trying to get two back that had left previously -Need two support operators and 1 administrative position filled

- Discussion on Personnel Manual
-working on an update with Tammi Ammon
- Discussion on Assignment Assumption Agreement
-working to inventory all county waterline
- Discussion on Senate Bill 193-have submitted letter to committee
- Review of Finance Report/Budget
-Board of Commissioners signed

RECESS

2:00 p.m.

ODRC and DAS re: Baughman Drainage Project/H2Ohio Wetland Project—CANCELLED

**Will be rescheduled at a later date

1:58 p.m.

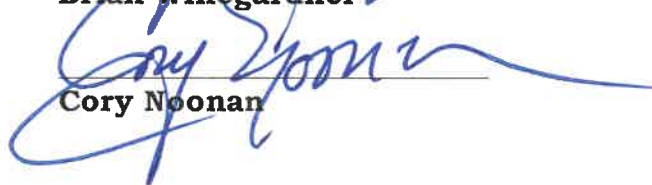
ADJOURN

Submitted by: 
Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners


Beth Seibert


Brian Winegardner


Cory Noonan

**COMMISSIONERS MEETING
GENERAL UPDATE
May 17, 2022**

**SANITARY ENGINEERING DEPARTMENT
SANITARY SEWER ITEMS:**

1. OEPA Director's Findings and Orders Compliance (SECAP Compliance) - We met with OEPA on 3/21/19 to discuss extending our deadline from 12/31/2020 to 12/31/2022 and to get approval to accept chemically enhanced primary treatment as an acceptable WWTP operational strategy. Waiting on response OEPA response to our August 5, 2019 letter. **We are drafting another letter to OEPA initiating conversation regarding this issue.**
2. Phase 2 SECAP Collection System – 90% design complete. Project is on hold due to delay of WWTP improvements.
3. Phase 2 SECAP WWTP – 60% complete drawings was issued on 1/27/22. Brad has more info on EDA funding. EDA is unsure about funding a project using CMAR. We may need to switch to a traditional bidding to obtain their funding.
4. American & Shawnee Trunk Sewer Relining – The department needs to rehabilitate trunk sewers in these two sewer sub-districts reducing peak flows to the WWTPs. Cost estimate to complete Relining - \$2 million. These projects are made part of the 10-Year CIP Report. Funding assistance would help to lower proposed rates as outlined in the draft report.
5. Federal Infrastructure Bill – April 27th a webinar was held in regards to the funding of water and wastewater projects. \$303,000 for wastewater Principal Forgiveness and \$90 million for water through the State SRLF program. Call for nomination of projects 8/2022.
6. Department I/I Remediation Program: No change since last update as in house activities are not being conducted due to COVID.
 - Findlay Rd Sewer Sub-district house-to-house inspections – Only a few remain. Next step is to send a letter from the Prosecutor.
 - 432 of the 600 house-to-house inspections in the Yoakam Sub-basin are complete. Door Hangers will be distributed in December for a third time and we will then follow up with a letter from the Prosecutor.
 - We plan to reline the older Meadowview Subdivision laterals.
 - Reed Rd. and Sandy Ln. house-to-house inspections are nearly complete – Four remain and a letter from the Prosecutor will be sent at along with the Findlay Rd and Yoakam properties.
7. **Bio-solids Management** – The department will need to construct treatment and storage facilities before transport to the City of Lima WWTP for disposal of the bio-solids. Project is estimated to be \$1.5 to \$2 million. This project has been made part of the 10-Year CIP Report. Funding assistance would help to lower proposed rates as outlined in the draft report. **We have addressed comments from City of Lima and they are currently reviewing the modified version and we hope to have approval soon.**
8. **Miscellaneous Sanitary Sewer Extension Projects:**

Mast Estates WWTP - This sub-district has its own package WWTP and collection system handling approximately 21 homes. We need to abandon the WWTP thereby eliminating an NPDES permit. Options are being reviewed to connect to Bluffton's collection system. Brad met with the Village

December 7th. Not much was accomplished do to absences by key Village staff. **Another meeting is to be scheduled.**

Adgate Rd Low Pressure Sewer – Public meeting to be scheduled at a date TBD. Health Department is evaluating home septic systems for non-compliance.

Sweger-Fraunfelter Rds Low Pressure Sewer – Complete.

Hamlet of Hume – A plan for service with funding will be developed and shared with property owners at a time TBD. We have been awarded \$217,500 design grant funds from HB 168 to design the project. **BOCC has approved design contract.**

Sunkist Development (S. Dixie) – The Health Department has had some issues with septic systems in this area located on Mook, Herman and Garford along S. Dixie in Shawnee Township. Health Department would like to have sewer brought to 2987 Garford. We are working on a low pressure collection system plan through Core Consulting to provide access to some of the residents of the area. **Working on getting approval from RR. Fees for RR are extremely high-\$12,000.**

D&D Trucking/Landeck Sewer – A plan to serve D&D Trucking and the Landeck area continues through the combined efforts of Delphos, AWD and our office to complete a Master Water and Sewer Plan around the southeast quadrant of Delphos to include parts of Marion Township. A proposal to complete the master planning is being developed by Prime AE for review by all involved. Funding assistance would help to make this project a reality providing public service to Landeck and allow for business expansion for D&D Trucking and others.

Gomer Sewer Improvement – We are finishing up land acquisition documents to be sent to USDA for approval to bid. We have one pump station site and two easements to purchase. **Delays with pipe fittings and pump stations, contractor hopes to start the end of this month.**

Bluelick/Slabtown Roads Sewer Improvement Area – The project has been recommended by a Health Dept. Resolution. Public meeting to be scheduled at a date TBD. A low pressure collection system is being proposed to serve the area of approximately 14 homes. Revised estimate is being drafted. A resolution amending the service area will be presented to the Commissioners in the near future.

Kemp Road – The Health Dept. has requested our office to review service to an area along Kemp Road near SR 309.

9. **Village of Elida Consolidation Proposal – Attended Village Council Meeting 5-10-22 and presented the draft proposal discussed with the BOCC.**
10. City of Delphos Master Water and Sewer Plan – Delphos administration will be approaching the Mayor and Council to consider doing some master planning with the County along perimeter of Delphos municipal limits. City of Delphos approved working with County on master water and sewer plan. We have an engineering proposal from Prime AE to complete a Master Water and Sewer Plan of an area on the southeast quadrant of Delphos in parts of Marion Township. The study would be the combined efforts of the County, AWD and Delphos. The cost of study is \$68,276. We will be meeting with Delphos to discuss proposal.
11. **Draft 9-Year Capital Plan – Waiting on ARPA funding decisions to finalize plan.**
12. Lima Army Tank Plant – The plant is replacing their water tank submerging test facilities and has asked if they were able to connect the facility into the sanitary sewer. We have given approval and are

reviewing their plans. We have reviewed and approved their plan.

13. American-Bath WWTP Controls Replacement, Upgrade & Concrete Repair – The department is proposing a replacement and upgrade to the SCADA and controls for the WWTP. The replacement and upgrade will allow more remote monitoring and plant control. Project is estimated to be \$755,000.

This project has been made part of the 10-Year CIP Report. Funding assistance would help to lower proposed rates as outlined in the draft report. Twenty-five year old Oxidation ditches need concrete rehabilitation.

14. **Safety Manual – In progress of review and updating.**

PERSONNEL:

1. **Personnel Staffing:**

Wastewater Maintenance - We have filled the two vacant Lift Station Operator positions. We will be in need of one additional Lift Station Operator with the completion of the Gomer project. We are in need of the three people to fill vacancies in operations of camera unit, combination unit and repairs.

Wastewater Treatment – We are down two Chief Operators (waiting on decisions by Wes and Tracy for rehire). We are also down two support operators.

Administration – We are down a Wastewater Maintenance Supervisor vacated by Jim Hunsaker.

2. **I plan to submit our updated Personnel Policy and Procedures manual for BOCC consideration. We used the recent adopted BOCC manual to add and modify the department’s manual. Next, we plan to finish our Operational Policy and Procedures manual for BOCC consideration.**

WATER ITEMS:

1. East Regional Waterline Improvement – Routine updates are provided through BOCC appointment update meetings.
2. Rudolph Foods/Westminster Water Tank – Routine updates are provided through BOCC appointment update meetings.
3. Gomer Water Study – Routine updates are provided through BOCC appointment update meetings.
4. Master Water Plan – Routine updates are provided through BOCC appointment update meetings.
5. CIP - AWD is working on a list of immediate projects needing funds for completion of waterline looping. AWD will also be developing a long-range CIP for the district. List is complete.
6. Indianbrook (old) Waterline Upgrade – Routine updates are provided through BOCC appointment update meetings.
7. ARPA Funding - AWD will be making a request to the BOCC with its top 3 projects that will benefit the overall County water network.
8. **County Waterline Inventory – We are working on developing a complete inventory list of County owned waterlines to be provided to the AWD. Development of the list has been a difficult task for**

waterlines that have no drawings or do not show up on the GIS.

9. **SB 193 Property Liens for Delinquent Water Billings – I prepared written opposition letter that Adam Schweibert of CCAO is going to enter as written testimony for the Tuesday’s Committee Meeting in Columbus.**

BUDGET/FINANCE ITEMS:

1. **Income Statement and Cash Balance Reports are attached through April 2022.**
2. **Maumee Watershed TMDL – Letter from attorney on update and request for additional funding. I submitted comment to group in regards to OEPA 4-28-2022 presentation.**

OTHER ITEMS:

1. I will be submitting an updated Rules, Regulations and Specifications to Commissioners for adoption. Additions and changes will be noted. We will then be working on splitting our Rules, Regulations and Specifications handbook into separate handbooks, one being Rules & Regulations and other being Specifications for design and construction. We are also working on a Department Administrative Operations Handbook.

NEW-ONGOING COMMERCIAL/SUBDIVISION DEVELOPMENT REPORT:

Development	Location	Contact/Number	Status
Lost Creek CC No. 1			Development Plan
Autumn Ridge Subdv	Bath Twp		Development Plan
Breese Rd RV Park	Shawnee Twp		Complete
Hawthorne Hills Development			Planning
Country Aire 5C Subdv	American Twp		Constr Dwg App
Camden Ridge No 2	Shawnee Twp		Overall Dev Plan
Old Steak & Shake to Starbucks	American Twp		Construction
Frickers (Allentown Road)	American Twp		Planning/Bid
Kenyon Heights #2	American Twp.		Development Plan

ALLEN COUNTY SANITARY SEWER DISTRICT

Income Statement

DESCRIPTION	2021 Actual 12/31	2022 Budget	2022 4/30/2022	Variance	%
Revenue					
Inspections and Tap Fees	46,784	50,000	13,400	(36,600)	27%
Service - Sewer	7,893,017	8,010,000	2,221,172	(5,788,828)	28%
Other Receipts	172,774	153,000	37,926	(115,074)	25%
Transfers & Advances					
Total Revenue	8,112,495	8,213,000	2,272,498	(5,940,502)	28%
Expenditures					
Salary & Benefits					
Salaries	1,756,539	1,979,000	609,539	(1,369,461)	31%
Benefits	575,286	672,000	174,220	(497,780)	26%
Salary & Benefits	2,331,825	2,651,000	783,759	(1,867,241)	30%
Operating Expenses					
Supplies	288,779	231,000	56,099	(174,901)	24%
Gas & Oil	48,889	79,000	17,843	(61,157)	23%
Sundry - Other Expense	125,706	158,500	24,364	(134,136)	15%
Cost Allocation	120,293	110,000	-	(110,000)	0%
Contract-Service & Utilities	915,852	1,029,400	336,884	(692,596)	33%
Village of Gaidersville Services-Sewage	89,922	90,000	22,646	(67,355)	25%
Findlay Rd Services-Sewage	260,681	260,000	87,168	(172,832)	34%
City/County Low Pressure	-	10,000	-		
Contract-Repairs	92,084	105,000	22,405	(82,595)	21%
Equipment	72,662	103,000	15,519	(87,481)	15%
Total Other Operating Expenses	1,934,788	2,175,900	582,847	(1,583,053)	27%
Total Operating Expenses	4,266,533	4,826,900	1,366,606	(3,460,294)	28%
Revenue Less Operating Expenses	3,845,962	3,386,100	905,892	(2,480,208)	27%
Transfers for Capital Projects	3,600,000	3,800,000	1,400,000	(2,400,000)	37%
Net Revenue Less Transfers	245,962	(413,900)	(494,108)	(80,208)	119%

CASH SUMMARY	2021 12/31/2021	2022 4/30/2022
Operating Fund Balance		
Beginning Operating Balance	1,357,516	1,603,478
Net Revenue Less Transfers	245,962	(494,108)
Ending Balance - Operating Fund	1,603,478	1,109,370
Ending Balances - Capital & Reserve		
Reserve Surplus Balance	3,688,984	4,083,930
R & I Balance	52,857	220,823
Capital Debt Balance	19,179	719,179
Capital Projects Balance	357,173	241,441
Total Capital & Reserve Funds	4,038,193	5,265,382
Total Sanitary Sewer District Balance	5,641,671	6,374,752

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Commissioner Signature:

**ALLEN COUNTY
SANITARY SEWER DISTRICT CASH BALANCES**

FUND	PROJECT/PURPOSE	ENDING BALANCE 12/31/2017	ENDING BALANCE 12/31/2018	ENDING BALANCE 12/31/2019	ENDING BALANCE 12/31/2020	ENDING BALANCE 12/31/2021	ENDING BALANCE 4/30/2022
5034	SEWER DISTRICT FUND	\$ 873,934	\$ 706,185	\$ 922,284	\$ 1,357,516	\$ 1,603,478	\$ 1,109,371
	DEBT SERVICE						
5308	CAPITAL DEBT FUND	\$ 513,984	\$ 509,323	\$ 210,727	\$ 219,953	\$ 19,179	\$ 719,179
5303	SEWER REV BOND	\$ 3,789	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	SUB TOTAL	\$ 517,754	\$ 509,323	\$ 210,727	\$ 219,953	\$ 19,179	\$ 719,179
	CAPITAL ACCOUNTS						
5435	R & I IMPROVEMENTS	\$ 42,804	\$ 50,350	\$ 99,303	\$ 16,592	\$ 52,857	\$ 220,823
5035	MAJOR CAPITAL RESERVE - SURPLUS	\$ 2,166,338	\$ 2,372,764	\$ 2,011,767	\$ 3,077,968	\$ 3,008,984	\$ 4,083,930
5401	WASTEWATER TREATMENT SHAWNEE CIP	\$ 854	\$ 856	\$ 2,186	\$ 4,488	\$ 150,939	\$ 149,468
5402	WASTEWATER TREATMENT AM BATH CIP	\$ 719	\$ 21	\$ 21	\$ 358	\$ 358	\$ 358
5405	WASTEWATER COLLECTION FUNDS CIP	\$ 29,795	\$ 46,658	\$ 65,382	\$ 122,942	\$ 146,143	\$ 38,748
5406	AMERICAN #2 WWTP CIP	\$ 281	\$ 282	\$ 283	\$ 283	\$ 283	\$ 283
5407	PLANNING	\$ 3,316	\$ 766	\$ 8,056	\$ 5,559	\$ 5,559	\$ 4,304
5408	SHAWNEE I & I INVESTIGATIONS	\$ 55,348	\$ 1,100	\$ 39,008	\$ 80,981	\$ 53,854	\$ 50,244
5409	S E ADMIN FACILITIES	\$ 1	\$ 7,038	\$ 37,947	\$ 34,942	\$ 59	\$ 59
	SUBTOTAL	\$ 2,299,435	\$ 2,479,815	\$ 2,863,933	\$ 3,343,750	\$ 4,019,014	\$ 4,546,204
	TOTAL	\$ 3,691,123	\$ 3,695,323	\$ 3,996,944	\$ 4,921,219	\$ 5,641,672	\$ 6,374,753
	CHANGE IN BALANCE	\$ 743,712	\$ 4,200	\$ 301,622	\$ 924,275	\$ 720,452	\$ 733,082

Commissioner Signature:

ALLEN COUNTY SANITARY SEWER DISTRICT



Income Statement

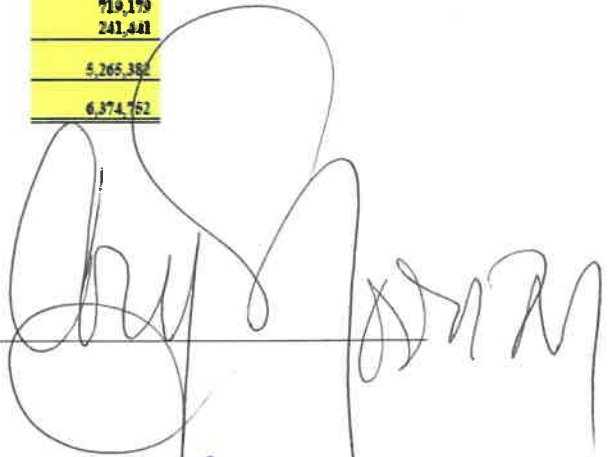
<u>DESCRIPTION</u>	<u>2021 Actual 12/31</u>	<u>2022 Budget</u>	<u>2022 4/30/2022</u>	<u>Variance</u>	<u>%</u>
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Capital Debt Balance	19,179	719,179
Capital Projects Balance	357,173	241,441
Total Capital & Reserve Funds	4,038,193	5,265,382
Total Sanitary Sewer District Balance	5,641,671	6,374,752

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Commissioner Signature:


 5/17/2022

**ALLEN COUNTY
SANITARY SEWER DISTRICT CASH BALANCES**

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5401	WASTEWATER TREATMENT SHAWNEE CIP	\$ 854	\$ 856	\$ 2,188	\$ 4,488	\$ 150,939	\$ 149,488
5402	WASTEWATER TREATMENT AM BATH CIP	\$ 719	\$ 21	\$ 21	\$ 356	\$ 356	\$ 356
5405	WASTEWATER COLLECTION FUNDS CIP	\$ 29,795	\$ 46,658	\$ 65,382	\$ 122,942	\$ 146,143	\$ 36,746
5406	AMERICAN #2 WWTP CIP	\$ 261	\$ 262	\$ 263	\$ 263	\$ 263	\$ 263
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5408	SHAWNEE I & J INVESTIGATIONS	\$ 55,348	\$ 1,100	\$ 39,006	\$ 80,961	\$ 53,854	\$ 50,244
5409	S E ADMIN FACILITIES	\$ 1	\$ 7,038	\$ 37,947	\$ 34,842	\$ 59	\$ 59
	SUBTOTAL	\$ 2,259,435	\$ 2,479,815	\$ 2,863,933	\$ 3,343,750	\$ 4,019,014	\$ 4,546,204
	TOTAL	\$ 3,691,123	\$ 3,695,323	\$ 3,996,944	\$ 4,921,219	\$ 5,641,672	\$ 6,374,753
	CHANGE IN BALANCE	\$ 743,712	\$ 4,200	\$ 301,622	\$ 924,275	\$ 720,452	\$ 733,082

Commissioner Signature: _____