

Warren County Commissioners Public Meeting
July 28, 2021 12:00 p.m.
Jackson Courtroom

Commissioner Benjamin Kafferlin called the meeting of the Warren County Commissioners to order with Commissioner Jeff Eggleston present.

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Attorney Nathaniel Schmidt, Phil Gilbert, Director of Tax Claim, and Meredith Ketcham, Children & Youth Administrator

Citizens Present: Josh Cotton (WTO), and Andy Close (Titusville Herald)

Announcements: Commissioner Benjamin Kafferlin stated that that the meeting is being recorded.

Meetings held since the last meeting: Commissioner Benjamin Kafferlin stated that there was one executive session with Attorney Nathaniel Schmidt regarding open legal matters.

Correspondence: None

Public Comment:

Consent Agenda:

Minutes from the July 14, 2021 Public Meeting: No corrections or additions to be made.

Finance Report: Lisa Hagberg, Finance Director gave the financial report stating that after all expenses paid, to which she reviewed the balance in the general fund is \$1,560,912.00, and in the Erie Bank is \$744,899.00.

Proclamation(s):

Relay for Life

Stephen Johnson Syndrome Awareness Month

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve the consent agenda as presented. Motion carried unanimously.

Old Business:

New Business:

Approval of the Children & youth Narrative for the Needs Based Plan and the Child Welfare Information System Data Agreement: Meredith Ketcham, Children & Youth Administrator reviewed the needs-based plan narrative along with giving highlights of the past year. She then stated that the initiatives will stay the same for the 2021/2022 year.

Meredith went on to state that the Child Welfare Information System Agreement is a renewal of a current agreement.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve both the Needs-based Plan Narrative and the Agreement for the Child Welfare Information System Data. Motion carried unanimously.

Resolution #3185 Tax Claim Bureau Fee Schedule: Commissioner Benjamin Kafferlin stated that the fee schedule now includes the \$15.00 registration charge for those that want to bid at the various sales by the Tax Claim Office.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve Resolution #3185 Tax Claim Bureau Fee Schedule as presented. Motion carried unanimously.

Award of the Bike/Hike Trail Repair Project: Commissioner Benjamin Kafferlin stated that bids were opened on Monday and there was one bid received from IA Construction in the amount of \$90,992.05. He then stated that Dan Glotz, Director of Planning & Zoning talked with the engineer and was told that this was a good price, and we most likely did not get any other bids as the companies are booked out to the end of the season.

Commissioner Benjamin Kafferlin stated that we were able to secure a grant for \$6,000.00 and the remaining amount will come from Act 13 funds.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to award the Bike/Hike Trail Repair Project to IA Construction in the amount of \$90,992.05. Motion carried unanimously.

Approval of Policies and Procedures: Commissioner Benjamin Kafferlin stated that there has been a lot of work into the policies and procedures and today we are presenting the first. The Vehicle Use Policy, the sub policy, for the Defensive Drivers Training, and the vehicle mileage form.

He went on to highlight areas of the policy such as, no smoking or vaping in county vehicles, reporting vehicle incidents such as accidents and reporting to HR if you get a citation.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to adopt the Vehicle Use Policy, SYS-POL-009-CP-00-Rev. 1.0, Defensive Drivers Training Policy, SYS-POL-009-CP-01-Rev. 1.0, and the Vehicle Use Mileage Log, SYS-POL-009-FR-01-Rev. 1 as presented. Motion carried unanimously.

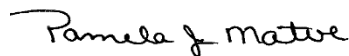
Commissioner Comments:

Commissioner Benjamin Kafferlin announced that our next work session will be held on August 9, 2021 but the location has been moved to the Warren County Fair Grounds, and the time has been moved to 12:30pm.

Adjournment: Motion was made Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:20 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston
Warren County Commissioner