

**Warren County Commissioners Public Meeting**  
**October 13, 2021 12:04 p.m.**  
**Jackson Courtroom**

Commissioner Benjamin Kafferlin called the meeting of the Warren County Commissioners to order with Commissioner Tricia Durbin and present by phone was Commissioner Jeff Eggleston

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Attorney Nathaniel Schmidt, Lorri Dunlap, Grants Administrator, Lisa Rivett, Director of Elections, Krystal Ransom, Deputy Director of Elections, Warden Jon Collins, Deputy Warden Rusty Barr, Lt. Ryan Tipton, Laura Mc Dunn, Sheriff Deputy Randy Ickert, and Sheriff Brian Zeybel

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

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

**Meetings held since the last meeting:** Commissioner Benjamin Kafferlin stated that all three commissioners attended the NW County Commissioner Association meeting, but no decisions were made. There were also several executive sessions regarding personnel and public health

**Correspondence:** Commissioner Benjamin Kafferlin stated that a letter was received from the Governors office regarding the fact that Warren County can become a seventh-class county if we choose to. He then gave the letter to Attorney Nathaniel Schmidt as he must file this in the Register and Records office. Commissioner Benjamin Kafferlin then asked that he come back to the commissioners with the effect on the county if we were to make the move.

Secondly there is a letter of support for SB 698 for the creation of Public Safety Authorities; this has also been agreed to by the Council of Government. He asked that this be moved to the Consent agenda for approval.

**Public Comment:**

**Consent Agenda:**

**Minutes from the September 22, 2021 Public Meeting and Public Hearing:** 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 \$2,342,279.00, and in the Erie Bank is \$744,941.00.

Lisa Hagberg, Finance Director stated that the tax monies are starting to come in and we will pay down the TAN and pay back the savings account within the next two weeks.

**Human Resource Report:** Kim Exley, Employee Relations Administrator gave the report of the personnel changes for the prior month.

**Proclamation(s):** None

**Letter of Support:** supporting SB698 the creation of Public Safety Authorities

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

**Presentation:**

Commissioner Benjamin Kafferlin presented Laura Mc Dunn a plaque in lieu of her retirement for all the hard work she has put in at the jail as counselor for the past 35 years.

**Old Business:**

**Vaccine Awareness Plan:** Commissioner Jeff Eggleston stated that he has nothing to add since the last public meeting as far as what the plan would look like, and as stated before, he is willing to take any suggestions.

Motion was made by Commissioner Jeff Eggleston to utilize ARPA funds to do a vaccine awareness plan from the county.

Commissioner Tricia Durbin stated that she has received comments from both sides, those that are against the vaccine and those that are for it. She has also had comments from our local medical professionals, but she strongly feels that this is not the county's duty to do a plan such as this and she does not support this plan. She stated that the news papers and local radio stations want to reach out to the medical professionals to get the word out.

Commissioner Benjamin Kafferlin stated that without a second, the motion dies, and an individual vote will be taken.

The vote is; should we use ARPA funds to do a vaccine awareness plan? Commissioner Jeff Eggleston, Yea, Commissioner Benjamin Kafferlin, Nay, and Commissioner Tricia Durbin, Nay.

With a two to one vote this subject does not move forward.

#### **New Business:**

**Resolution #3192 Establishing a C-Pace Program:** Commissioner Benjamin Kafferlin and Attorney Nathaniel Schmidt explained the program that will be in place for commercial property owners, and that Assessment will do the paperwork needed.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve Resolution #3192 for the establishment of a C-Pace program. Motion carried unanimously.

**Resolution #3193 Authorization of the CDBG 2021 funds intended use:** Commissioner Benjamin Kafferlin stated that this resolution is in conjunction with the public hearing held earlier giving the intended use of the 2021 CDBG funds.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve Resolution #3193 for the CDBG funds for FY 2021 as presented. Motion carried unanimously.

**Resolution #3194 Approval of Policies and Procedures:** Commissioner Benjamin Kafferlin stated that this resolution will approve policies and procedures, along with giving authorization to our Chief to make edits to the forms and work instruction that go along with these policies and procedures.

Commissioner Benjamin Kafferlin state that the policies and procedures to be approved were emailed out to everyone for ample time to review.

#### SYS-PRO-11-PRO-00 Rev 1.0 - Processing Outgoing Mail

Motion was made by Commissioner Benjamin Kafferlin to approve Resolution #3194 as presented for approving policies and procedures.

**ARPA Fund Requests:** Commissioner Benjamin Kafferlin stated that at Monday's work session the inhouse requests for purchases was discussed. Some of these purchases include contactless items such as soap dispensers, paper towel dispensers, and water bottle filling stations, along with others listed.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the in house ARPA funds purchases as presented. Motion carried unanimously.

**Emergency MOU with AFSCME union:** Commissioner Benjamin Kafferlin state that this MOU is an addendum to the AFSME union contract for any union member that has to have direct contact with COVID positive inmates, this includes Corrections Officer, Sheriff Deputies etc. This will allow a \$5.00 per hour increase in pay while on duty effective from October 1 through October 21, 2021.

Commissioner Jeff Eggleston stated that he appreciates everything the jail staff has done to mitigate COVID in the jail.

Commissioner Benjamin Kafferlin stated that there is a correction to be made, the MOU that was signed excludes School Resource Officers, this will be corrected to include them should they be needed to work in direct contact with COVID positive inmates.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Jeff Eggleston to approve the MOU with the correction as presented. Motion carried unanimously.

**Appointment to the Redevelopment Authority:** Commissioner Benjamin Kafferlin stated that the Redevelopment Authority has a vacancy with the resignation of Joe Scully; they are asking that Pam Matve be appointed to complete this term that expires December 31, 2021.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the appointment of Pamela Matve to the Redevelopment Authority for the term that expires December 31, 2021. Motion carried unanimously.

**Commissioner Comments:**

Commissioner Tricia Durbin took a moment to thank everyone that has supported the jail as they deal with a shortage of staff during this pandemic.

Commissioner Benjamin Kafferlin stated that a meeting will be set up with Jill Foys and the Commissioners to discuss Broad Band.

He then stated that he will not be attending the CCAP fall conference, and in lieu of this he is requested \$200 to help cover the space rental for the Economic Development Forum to be held October 21, 2021. To which Commissioner Tricia Durbin nor Commissioner Jeff Eggleston agreed.

Deputy Randy Ickert asked for a copy of the corrected MOU.

**Adjournment:** Motion was made Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:30 p.m.

Respectfully submitted,

*Pamela J. Matve*

Pamela J. Matve  
Chief Clerk



Approved:

*Jeff Eggleston*

Jeff Eggleston  
Warren County Commissioner