

## Minutes for Tuesday, March 24, 2020

Mr. Schlumbohm moved to approve the amendment to the 1992 Memorandum of Agreement between the Juvenile Divisions of the Courts of Common Pleas through Wood (lead County), Defiance, Fulton, Hancock, Henry, Ottawa, Paulding, Putnam, Van Wert and Williams Counties. In which the agreement defines the relationships and service to properly regulate the operation of the Juvenile Residential Center of Northwest Ohio.

Mr. Lammers seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115      , Page 57-58

Mr. Schroeder moved the adoption of the following Resolution:

**WHEREAS**, the Putnam County Engineer (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the road salt contract; and

d. The Political Subdivision’s electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract’s effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24 **by 12:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a

Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

**NOW, THEREFORE**, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

Mr. Schlumbohm seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115      , Page 59

Mr. Schlumbohm moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2020, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 001, County General  
14 D 1, Various settlements.....\$30,522.72

Fund 068, Mental Health  
AA 11, Other expense.....\$10,320.18

Fund 100, E-911 System  
100 MS, Miscellaneous.....\$17,863.83

Fund 022, Brookhill Center School  
8 E 7, Miscellaneous expenses..... \$36,508.51

Fund 063, Health  
E 12, Other expense.....\$ 5,682.11

Fund 120, PCEMS  
120 OTH, Other.....\$ 6,491.64

Mr. Schroeder seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
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Mr. Schlumbohm moved to approve a teleworking policy for employees and supervisors to sign allowing employees to work from home during a COVID-19 State of Emergency.

Mr. Schroeder seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes

**Now and Then Purchase orders**

**EMA.....**purchase order 3568

**Landfill Closure/Mnt.....**purchase order 40781

**Solid Waste Dist Disp Fees.....**Purchase order 40653

Mr. Schlumbohm moved to approve the then and now purchase orders.

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Exceptions: Mr. Schroeder none      Mr. Lammers none      Mr. Schlumbohm none  
Comm. Jrl. 115 , Page 63

**Purchase orders and travel requests**

**HAVA Grant.....**Purchase order to GovConnection for HP Ljet printer for \$ 199.00.

**Board of Elections.....**Blanket purchase order for supplies for \$ 3000.00. Blanket purchase order from travel for \$ 500.00. Blanket purchase order to dues & registration for \$2000.00.

**County General.....**Purchase order to All Spray Ltd. Industrial Sweeper partial for \$ 1200.00. Purchase order to Kahle Supply & Feed for round up and fertilizer for all county properties for \$ 1723.00.

**Solid Waste Dist Disp .....**Purchase order to All Spray Ltd. for Industrial Sweeper partial for \$ 4655.00. Purchase order to OALPRP for 2020 membership fee for \$ 100.00. Purchase order to the Sign Shack for recycling sign for \$ 144.00.

Mr. Schlumbohm moved to approve the purchase orders and travel requests.

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes

Exceptions: Mr. Schroeder none      Mr. Schlumbohm none      Mr. Lammers none

**Minutes March 23, 2020**

Commissioners Schroeder, Schlumbohm and Lammers, Bob Benroth, Auditor; Kim Rieman, Health Commissioner and Mike Klear, Director of Public Safety met in an emergency session at

1:00 p.m. to discuss operational issues regarding the ODH directive issued over the weekend. Martin Verni from Putnam County Sentinel joined via conference call. The Commissioners are looking to limit the public traffic within the courthouse. The Commissioners asked Bob his thoughts on limiting traffic Bob said the tax settlement will be done this week along with payroll, most of the real estate transactions can be done through the mail, he will go to essential personnel only within the office to still process pay-ins and any mail transactions. Limiting staff and personnel and public traffic is the goal. The Commissioners will still be coming in on Tuesday and Thursday to conduct the agendas and other meetings as needed. The Auditor could also work those days. If special circumstances come up that more immediate issues arise then they will be addressed. A notice from the Courts was read: Defendant, Victim and Victim Advocate will be the only people allowed within the court room. The Recorder has had increased traffic the past few days and the room is not big enough to accommodate the 6 ft. distance between people. Each department must be in charge of their own personnel. In the Recorders office, the older records within the Recorders office are not online yet so the in house research is needed. The 2 week limited access will meet the current order issued by ODH. The Health Department has closed their building to the public starting tomorrow March 24. Phone service will be done for anything that can be. Only essential personnel will be reporting to work. Mike Klear updated that his office is closed to essential personnel also they are taking inventory of supplies and working with the local fire departments and EMS. Gary Lammers, Prosecutor joined the meeting. There is an order of PPE to come in hopefully within the next week. Since we are a smaller county we are getting a smaller order. Representatives McColley and Hoops called the Commissioners regarding new legislation to allow public meetings to be held via conference call. Is more cooperation needed from the legislators? No confirmed cases within the County at this time. The health department must give permission for testing. There is information available to the public on symptoms, care and contact. First contact your physician by phone if you feel you have symptoms. A statement will be released to notify the public of the limited access.

Kim had some calls from officials regarding employees returning to work after time off spent out of state. Employees are recommended to be off for 2 weeks self-quarantine. If a fever is present the employee should follow the instructions listed on the Health Department as to the timeframe to return to work.

Bob brought up the issue of paid time off. Administrative leave is listed within the Ohio Revised Code 124.388. The leave is set for two weeks dictated by the Ohio Director of Health, Amy Acton. Administrative leave must be recorded when payroll is submitted. That way if it is reimbursable it could be tracked. Administrative leave would not go against the employee's vacation or sick time.

The legislation for the public meetings to be held via conference call was discussed. An amendment may be introduced. Another introduced legislation was presented about keeping public access open for recorders, auditors, and other offices.

Mike Klear said they are documenting and logging employee temperatures.

The resources for a testing site was discussed Kim said it would come from a hospital as public health is not equipped.

The Commissioners will be conducting a conference call with all departments to convey the recommendation to limit public access to the courthouse. The Commissioners will be considering declaring a state of emergency for the county also.

Bob shared the monthly sales tax figures with Commissioners Schroeder, Schlumbohm and Lammers. The casinos have been closed and no sales tax is paid on take-out food or groceries (food items) so the future months sales tax figures are expected to be lower.

The Commissioners held a conference call with all Elected officials and Department heads to discuss the limited access and exposure for the courthouse staff and the public. A press release will be issued from a compilation of input from all offices. All offices are going down to essential staff only and rotating personnel to reduce exposure. Commissioner Schroeder recommended employees reporting to work, to take temperatures daily and monitor themselves for symptoms.

Jennifer Peryam stopped in to get updates on the current state of affairs and operation. The Commissioners will be sending out a press release.

Mr. Schlumbohm moved to adjourn for the day.

Mr. Lammers seconded the motion.

Vote Schroeder yes Lammers yes Schlumbohm yes

### **Minutes Tuesday March 24, 2020**

Judge Scheirloh, Judge Niese, Kim Redman and Judge Borer met with Commissioners Schroeder, Schlumbohm and Lammers to share some guidance that was received from the Chief court system. Limited hours and call ahead appointment and drop boxes are all recommended means of operations. Dealer only titles are being processed by the Title office. The court hours would be 9-11 a.m. Cases are being rescheduled if needed and limiting interaction with staff. To clarify any public is not allowed within the courthouse unless they are here for a court case. The Commissioners were under the understanding that that is the state we are in now. The Commissioners reviewed the release that will go out today to confirm that minimum staff will be available and added that only people will be allowed in to the departments by prearranged appointment. The press would have access but they would also have to call in and ask for admittance. It was confirmed that the employees are not off on vacation they are all on call and will need to come in if needed.

Judge Niese called in to confirm some additional information for the press release.

Kim Rieman called in to share her input for the press release also.

Joe Hohlbein stopped in to show the Commissioners photos of the mobile ramp that can be purchased for recycling. The Commissioners are in favor of the purchase and a purchase order will be prepared.

The business agenda was held with Commissioners Schroeder, Schlumbohm and Lammers, Cindy Landwehr, Clerk.

The minutes from Thursday March 19, 2020 were reviewed and approved.

Mr. Schlumbohm moved to adjourn for the day.

Mr. Schroeder seconded the motion.

Vote: Schroeder yes Lammers yes Schlumbohm yes

Mr. Lammers moved to approve the minutes as read from Tuesday, March 24, 2020.

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Schlumbohm yes