

Warren County Commissioners Public Meeting
December 8, 2021 12:00 p.m.
Jackson Courtroom

Commissioner Tricia Durbin called the Board of Elections meeting to order with Commissioner Jeff Eggleston present, and Commissioner Benjamin Kafferlin present by phone.

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Krystal Ransom, Deputy Director of Elections Phil Gilbert, Director of Tax Claim, Kim Exley, Employee Relations Administrator, Kaylan Miller, Employee Benefits & Risk Administrator, and Attorney Nathaniel Schmidt

Citizens Present: Josh Cotton (WTO), Missy Griffin, Karen Black, Sally Eaton, Heather Cass, Ryan Steff, and Ron Weller

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

Meetings held since the last meeting: Commissioner Benjamin Kafferlin stated there have been two executive sessions since the last meeting regarding to legal matters

Correspondence: None

Public Comment: Sally Eaton stated that Warren County has the highest number of COVID positive cases in the state; this is cause for alarm. She is in hopes that our City and County governments will step up and do something.

Consent Agenda:

Minutes from the November 24, 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 \$3,547,075.00, and in the Erie Bank is \$1,244,979.00.

Human Resource Report: Kim Exley, Employee Relations Administrator gave the HR report of the new hires, separations and changes for the County during the prior month.

Proclamation(s):

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

Old Business: None

New Business:

Assistance Agreement with Lisa Rivett: Commissioner Benjamin Kafferlin stated that in light of Lisa Rivett, Director of Elections retirement at the end of the year, we are entering into an agreement with her for election support at a rate of \$32.24 per hour.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the consulting agreement with Lisa Rivett as presented. Motion carried unanimously.

Act 13 Request from Tidioute Charter Foundation: Commissioner Jeff Eggleston stated that the foundation, borough and community are taking the old hardware store that was blighted, and they are turning it into a multi-use community facility. This project falls under beautification, and therefore we can use Act 13 funds.

The Tidioute Charter School Foundation has raised \$60,000.00 and they are requesting \$15,000.00 from Act 13.

The building was gifted to the foundation by a local family and the vision is to combine this into a facility to benefit the community. It will have some functions that will generate revenue for the foundation that will help benefit the students and scholarship programs.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the Act 13 request in the amount of \$15,000.00 to the Tidioute Charter School Foundation. Motion carried unanimously.

Designation of Directors for Conservation District: Commissioner Benjamin Kafferlin stated that each year the Conservation District Board has members expiring that either need to be appointed or reappointed. This year we are appointing Robert Sleeman for a two-year term to replace a vacant seat, and reappointing Barry VanOrd as Farmer Director, Cindy Paulmeir, Public Director, and Commissioner Benjamin Kafferlin, Commissioner Director.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to approve the appointment and reappointments to the Conservation District Board as presented. Motion carried unanimously.

Award of the 2022 Tax Anticipation Note: Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to award the 2022 Tax Anticipation Note in the amount not to exceed \$4,000,000.00 to KeyBank with a fixed interest rate of 1.09%. Motion carried unanimously.

Agreement with ADP for their HR software: Lisa Hagberg, Finance Director stated that she has reviewed many programs and ADP is the best platform to combine many tasks that are using spread sheets, etc. to keep track of things. This program will steam line many tasks more efficiently. She then stated that the solicitor has vetted this agreement.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agreement with ADP for their HR platform software. Motion carried unanimously.

Resolution #3195 Updating Policies and Procedures in the GMS program: Commissioner Benjamin Kafferlin stated that there is a new policy; COM-PRO-002-PRO-00 Rev 1.0 Laserfiche use by Commissioner Office, and a revision to Policy HR-PRO-006-PRO-Rev 2.0 Filing an Insurance Claim to be approved today.

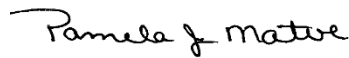
Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve Resolution #1395 as presented. Motion carried unanimously.

Commissioner Comments: Commissioner Benjamin Kafferlin reviewed the meetings he has attended, and stated that the Innovault Co-Working space is ready to open in January.

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

Meeting adjourned 12:23 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston
Warren County Commissioner