

**MINUTES OF NOVEMBER 30, 2011**  
**AGENDA MEETING**

Commissioner Reiff opened the meeting at 9:08 a.m. on the 30th day of November, 2011 with the following members present: Commissioner W. Dan Reiff, Commissioner Sam Bassitt and Clerk of the Board Kelli Singhaus.

Jim Link led the Pledge of Allegiance.

**Action Items:**

**Resolution #757-11. *Approve travel expenses.***

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #758-11. *Approval of intradepartmental transfers.***

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #759-11. *Authorize a warrant of transfer from the Sanitary Engineering Surplus Fund 5035 to the Zurmehly Subdivision Sewer Improvement Fund 4535.***

Jodi Wells, Fiscal Specialist, requested a warrant of transfer in the amount of \$10,000.00. This transfer is being made to cover unbudgeted expenses related to the preliminary engineering for said project.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #760-11. *Supplemental appropriation to the Solid Waste District Fund 8044.***

Dennis Baker, Executive Director, requested an increase to the appropriation in the amount of \$5,000.00 for a new appropriation in the amount of \$205,000.00. This was necessary to meet year end expenses.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #761-11. *Supplemental appropriation to the MVGT Fund 2002.***

Laura Clark, Account Clerk, requested an increase to the appropriation in the amount of \$76,897.50 for a new appropriation in the amount of \$1,179,285.46. This is necessary for the payment of loans and invoices.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #762-11. *Supplemental appropriation to the Zurmehly Subdivision Sewer Fund 4535.***

Jodi Wells, Fiscal Specialist, requested a new appropriation in the amount of \$30,000.00 for a new project.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #763-11.** *Authorize the Allen County Dog Warden's Office to renew license with the Ohio State Board of Pharmacy.*

The license for the license renewal is in the amount of \$150.00. Said license shall be valid January 1, 2012 through December 31, 2012.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #764-11.** *Authorize the re-appointment of Chris Provaznik and Richard Meredith to the Allen County Children Services Board.*

Communication was received from Jennifer Hughes, Board Chairman, requesting reappointment of the two individuals. Their terms shall commence January 1, 2012 and expire December 31, 2015.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #765-11.** *Resolution for termination of UCC with the Ohio Secretary of State's Office as it relates to the loan with Precision Thermoplastic Components, Inc. through the Allen County Community Development Block Grant Revolving Loan Program.*

The loan in the amount of \$425,000.00 has been satisfied, which was secured by a first lien position on the project by a UCC filing with the Ohio Secretary of State's Office.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

**Resolution #766-11.** *Enter into a Revolving Loan Fund Administration Agreement with the State of Ohio, Department of Development.*

Said agreement commences January 1, 2012 and expires December 31, 2014.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**Discussion Items:**

A. **Julie Shellhammer, Allen County Dog Warden,** presented the following:

1. Request to adopt **Resolution #767-11**, authorize the purchase of a 2007 Chevy Uplander and authorize the trade-in of a 2003 Crown Victoria and declare same unsuitable for county use. Shellhammer stated that the department is in need of another van and wishes to trade the 2003 Crown Victoria for a 2007 Chevy Uplander. Said purchase is in the amount of \$10,185.00 less a trade-in value of \$500.00 and a donation in the amount of \$1,385.00 for a net purchase price of \$8,300.00.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

2. Request to adopt **Resolution #768-11**, declare various personal property obsolete, unit for public use and of no value and authorize disposal of same. Shellhammer stated she had hard drives, monitors, lockers, hand held radio's, etc. that she requested to be disposed of as junk or for salvage.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**B. Brenda Kidd, Allen County Children Services**, presented the following:

1. Request to adopt **Resolution #769-11**, authorize the purchase of a 2012 Dodge Grand Caravan, authorize the trade-in of a 2008 Chevrolet Uplander and declare same unsuitable for county use. Request for proposals were received with Tom Ahl Family of Dealerships being the lowest and best bid. Said cost is in the amount of \$20,533.00 less a trade-in value of \$7,750.00 for a net purchase price of \$12,783.00.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

**C. Jim Link, Data Board**, presented the following:

1. Request to adopt **Resolution #770-11**, authorize a contract with Document Technology Systems for the purchase of a document management system through the State of Ohio Cooperative Purchasing Program. Link stated that the BOC met with the Microfilm Board approximately a year ago, in which it was determined that the Microfilm processes were obsolete and a better system was needed to retain data. At that time, approximately \$67,000.00 in expenses was needed annually in the Microfilm Department and an additional \$100,000 to upgrade equipment. It was decided to spend the money on an antiquated system was not the way to go but to move into current technology. They had charged to eliminate the Microfilm Board and eventually merge the board with the Data Board. A Document Management Commission was formed in December 2010 and several options were investigated to replace the microfilm and processes. They met with three (3) vendors, thoroughly reviewed all options and costs. The Data Board unanimously chose On-Base for the document management system. They were the only vendor that successfully integrated with Courtview and other major applications the county has in place. To convert Courtview to the On-Base system, the cost will be \$35,000 and will be paid by Clerk of Courts, Domestic Relations and Probate Court. No monies will be paid from the general fund. It is also anticipated no microfilm will be done as of December 31, 2011 – only imaging. The imaging portion will be at a cost of \$90,000.00. This cost will be paid from the capital improvement fund and the following departments are utilizing their computer fund to pay the remaining portion: Clerk of Courts, Auditor, Recorder, Prosecutor, Juvenile Court, Probate Court and Sheriff's Office. The county is working towards going paperless. Conversion of Courtview and document imaging/training is expected to be complete by the end of February, 2012.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

**Announcements, Proclamations, Recognition and Commendations: None**

Tony Iriti, Director of Findlay/Hancock County Economic Development, spoke about the Foreign Trade Zone 151 in Findlay/Hancock County. Foreign Trade Zone 151 under the old formulas were set up that you had to declare a physical area where a Foreign Trade Zone activity could take place. A couple of years ago, they changed to the alternative site formulation, which basically says as a Foreign Trade Zone 151, you can re-organize under this alternative site formulation. Under this formulation, you are not bound to a designated area but are bound to a county-wide area. In order to be part of the Foreign Trade Zone 151, counties that do not have a Foreign Trade Zone of their own can submit a letter stating they want to be included within the service area of the Foreign Trade Zone 151.

With no further business to come before the Board, Commissioner Reiff moved to adjourn. Commissioner Bassitt seconded the motion. Meeting was adjourned.

Submitted by:

Approved by:

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Kelli A. Singhaus  
Clerk of the Board

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Greg Sneary

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W. Dan Reiff

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Sam Bassitt