

ELK COUNTY BOARD OF COMMISSIONERS

Approved Minutes
September 8, 2025

If you would like to attend the meeting via zoom, go to:

<https://us02web.zoom.us/j/82347807162?pwd=Rc6gbpFC6XTnabODv0AqIfpKCrbLli.1>

select join meeting and enter meeting ID: 823 4780 7162 Password: 603538

1:00 p.m. – Rural Fire 2026 Budget Hearing

1:05 p.m. – County 2026 RNR & Budget Hearing

Regularly Scheduled Meeting

1:10 p.m. - Call to Order

Pledge of Allegiance & Prayer

Minutes Approval – August 25, 2025

Public Forum

Department Reports

Ambulance	Rural Fire
Appraiser	Sheriff
Emergency Management	Treasurer
Health	County Counselor
Public Works	County Clerk
Register of Deeds	County Attorney
Community Development	

Old Business:

Real Estate @ 1285 Evergreen, Moline

New Business

2:00 p.m. –

EMPG Grant Application

FSA Grant – Road Dept

Executive Session- Non-Elected Personnel – Public Works

Executive Session Non-Elected Personnel – Health

Community Building Solutions HVAC System – Don Sanders

Abatements:

Presentation of Claims

Other

Adjournment

Future Events:

Commissioners Present:

Perry Russell, District I

Jake Liebau, District III

County Counselor: Paul Dean

County Clerk: Kerry Harrod

Others:

Stephanie Ollenborger, ROD

Gillian Beaumont, EMS Director

Stefni Hebb, Deputy Clerk

Don Sanders, Public Works

Rachel Ware, Treasurer

Kandy Dowell, Health

Jeremy McCulley, Appraiser

Renee Triboulet

Joe Wenzel

John Walker, Sheriff

Kristina Kraft, Deputy Treasurer

Malarie Chamberlain, Payroll Clerk

Todd Winscher, Rural Fire

Chloe Hebb, Data Collector

Chris Miller, Deputy Appraiser

Kaye Spooner

Charles Meise

Randy Dougherty

Call County & Rural Fire RNR and Budget Hearings to Order

Commissioner Liebau called the revenue neutral rate and budget hearings to order at 1:00 p.m. in the Commissioner's room of the Elk County Courthouse. Commissioners Liebau and Russell were present as well as County Clerk Kerry Harrod and County Counselor Paul Dean.

Rural Fire District #1 Budget Hearing

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve and adopt the 2026 Elk County Rural Fire District #1 budget as presented. Motion carried 2-0.

County Revenue Neutral Rate & Budget Hearings

Public discussion was had regarding the tax increase for 2026. Tax payers are wanting to know if the increase in taxes will go toward maintaining and fixing county roads. The commission stated to go through the public works office to report road issues. Tax payers also commented that it is difficult to start or even have a business in Elk County due to the high taxes.

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve Resolution 25-07 a resolution of the County of Elk to levy a property tax rate exceeding the revenue neutral rate. Motion carried 2-0. Commissioner Russell moved and Commissioner Liebau seconded the motion to approve resolution 25-08 a roll call vote of Elk County to levy a property tax exceeding the revenue neutral rate. Motion carried 2-0. Commissioner Russell moved and Commissioner Liebau seconded the motion to approve and adopt the 2026 County Budget as presented. Motion carried 2-0.

Close of Hearing

Commissioner Russell moved and Commissioner Liebau seconded the motion to closed the Rural Fire Budget Hearing and the County RNR and Budget Hearing at 1:33 p.m.

Call to Order

Commissioner Liebau called the regular meeting to order at 1:33 p.m. Commissioner Russell was present as well as County Clerk Kerry Harrod and County Counselor Paul Dean.

Minutes Approval

Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the regular meeting minutes of August 25, 2025 as presented. Motion carried 3-0.

EMS

Gillian Beaumont presented the monthly report for August. There were 14 total runs with total collections being \$3,065.68.

Appraiser

Chris Miller presented a new NRP application.

Health

Kandy Dowell stated there will be a 30% reduction in grant, a 10% reduction in the immunization grant, and the WIC contract might not be renewed. Mrs. Dowell is working with other counties to take clients in case Elk County loses the WIC program. The Health Fair is scheduled for October 18, 2025.

Public Works

Don Sanders stated a new employee has been hired. The department has been working on culverts and storm damage.

Register of Deeds

Stephanie Ollenborger presented the report for August 2025. They had a total of 60 instruments recorded and a total deposit of \$3,997.75.

Community Development

Diane Cucar stated the libraries received a recognition and received an award. Ms. Cucar would like to hold a reception for the libraries at the courthouse before a commission meeting. Ms. Cucar will be meeting with Four County for low-income survey and the CBDG grant.

Rural Fire

Todd Winscher stated truck #511 is at the transmission shop. Air compressors have been purchased for the Longton and Elk Falls shops.

Sheriff

John Walker stated the new sign in front of the office is in. The department is down one dispatcher. The undersheriff will be filling in dispatching until she takes her maternity leave. E-Dispatch was down for over a week due to a storm. Sheriff Walker requested an executive session for non-elected personnel.

County Clerk

Kerry Harrod stated all receipts need to be turned into her office by set dates. If they are not turned in that amount will be withheld from the employee's paycheck per county policy 20.32.

RE @ 1285 Evergreen, Moline

The demolition of the house is finished but the foundation still needs to be hauled off.

EMPG Grant Application

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the EMPG Grant Application for 2025. Motion carried 2-0.

FSA Grant Interlocal Agreement

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the Interlocal Safe Streets For All Cooperative Agreement between Chautauqua County and Elk County. Motion carried 2-0. This is a federal grant to be managed by Chautauqua County with no local funding.

Executive Session 2:06 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into executive session for non-elected personnel to discuss wages with Sheriff John Walker and County Counselor Paul Dean present not to return to open session until 2:11 p.m. Motion carried 2-0.

Back in session 2:11 p.m.

Action: Commissioner Russell moved and Commissioner Liebau seconded the motion to increase Teely Signer's hourly wage from \$16.38 to \$18.00 for re-evaluation of existing job. Motion carried 2-0. Commissioner Russell moved and Commissioner Liebau seconded the motion to increase Bryce Signer's hourly wage from \$16.00 to \$18.00 for re-evaluation of existing job. Motion carried 2-0.

Executive Session 2:15 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into executive session for non-elected personnel to discuss wages with Don Sanders and County Counselor Paul Dean present not to return to open session until 2:18 p.m. Motion carried 2-0.

Back in session 2:18 p.m.

Action: Commissioner Russell moved and Commissioner Liebau seconded the motion to increase Rob Boutefuer's hourly wage from \$15.75 to \$16.75 for re-evaluation of existing job due to having a Class A CDL. Motion carried 2-0.

Executive Session 2:21 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into executive session for non-elected personnel to discuss wages with Kandy Dowell and County Counselor Paul Dean present not to return to open session until 2:31 p.m. Motion carried 2-0.

Back in session 2:31 p.m.

Action: Commissioner Russell moved and Commissioner Liebau seconded the motion to increase Kristy Hanks hourly wage from \$24.44 to \$25.44 for a merit increase. Motion carried 2-0.

Executive Session 2:32 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into executive session for legal counsel with County Counselor Paul Dean present not to return to open session until 2:42 p.m. Motion carried 2-0.

Back in session 2:42 p.m.

Action: Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the Professional Engineering Consultants (PEC) Agreement with the notation that on the second page, second paragraph under work product the fifth line the word not is stricken from the agreement. Motion carried 2-0.

Community Building Solutions HVAC System

The HVAC system has been completed per Jacob Hurla. There will be a training in a couple of weeks on how to operate the new system. Don Sanders stated the exposed lines need to be covered.

Warrants

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the warrants in the amount of \$177,091.64. Motion carried 2-0.

Payroll

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the payroll in the amount of \$289,237.36. Motion carried 2-0.

Adjournment

Commissioner Russell moved and Commissioner Liebau seconded the motion to adjourn at 3:00 p.m. Motion carried 2-0.

ATTEST:

Kerry E. Harrod
Elk County Clerk

Perry Russell, District I

Not Present
Doug Hendricks, District II(Chairman)

Jake Liebau, District III