

RESOLUTION RECEIVING PROPOSAL AND SETTING DATE AND TIME FOR PUBLIC HEARING ON PROPOSAL OF THE COUNTY RECORDER FOR FUNDS GENERATED FOR THE ACQUISITION OR MAINTENANCE OF TECHNOLOGY OR OTHER EQUIPMENT OR FOR CONTRACT SERVICES FOR 2026

WHEREAS, Pursuant to O.R.C. Section 317.321, the Ashtabula County Recorder filed a proposal with the County Clerk on September 10, 2025, for the use of funds collected from fees levied by the County Recorder pursuant to Sections 317.32, 1306.03, 1309.40, 1309.42, 1309.43 and 1310.15 of the Ohio Revised Code; and

WHEREAS, Changes in ORC 317.321 include changing the name from the Recorder’s Micrographic Fund to the Recorder’s Technology Fund; and

WHEREAS, Said proposal is as follows:

Pursuant to Section 317.321 of the Ohio Revised Code, I hereby submit the following proposal on behalf of the Ashtabula County Recorder's Office.

1. I request that beginning January 1, 2026 and ending December 31, 2026, \$6.00 of the fee collected for recording or filing a document for which a fee is charged as required by Sections 317.32(A) and 1309.525 of the Ohio Revised Code continue to be placed in the County treasury and designated as "General Fund Monies to Supplement the Equipment Needs of the County Recorder" (also known as Recorder's Technology Fund).
2. I request that these designated monies bear such designation for a period of five years.
3. I estimate that the total amount of fees to be collected for recording or filing documents under the above-referenced sections during the year 2026 will be approximately \$850,000.00.
4. I estimate that the total amount of fees which will be collected for the Recorder's Technology Fund during 2026 will be \$70,000.00.

For over 25 years, the Technology Fund has been a stable funding source for the essential service and equipment needs of the Recorder’s Office. Careful management has ensured that contractual obligations have been fulfilled. Some of my contract costs will be rising. I pay for all of these obligations out of my technology fund, thereby removing any need for general fund monies to pay for these expenses. I have developed a plan for the much needed preservation of some of our most fragile records. I plan to continue the upgrades of the technological needs of the Recorder’s Office to better serve the public, and this fund will provide a crucial role in my plan.

Your continued support of this effort to provide high quality service to our citizens is greatly appreciated.

Sincerely, Barbara Schaab Ashtabula County Recorder

**PROPOSED 2026 EXPENDITURES
RECORDER'S TECHNOLOGY FUND**

I plan to approximately administer my Technology Fun as follows to meet the service and equipment needs of the Ashtabula County Recorder's Office:

Contract Services

Cott Systems Indexing & Imaging Services	\$48,000.00
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Micrographic Printer Contracts	\$3,500.00
Copier Contracts	\$1,500.00
Upgrades & Maintenance of Historical Records	\$12,000.00
Contract Services	\$65,000.00

WHEREAS, Section 317.321(D) requires that the Board set a date, not sooner than fifteen nor later than thirty days after the Board's receipt of the proposal on which to meet with the Recorder to review the proposal; and

WHEREAS, It is determined that September 30, 2025 at 10:00 a.m. be set as the time and date for the public hearing on the Recorder's request for 2026; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the proposal of the Ashtabula County Recorder for the acquisition or maintenance of technology or other equipment or for contract services for 2026 pursuant to O.R.C. 317.321 is hereby accepted and September 30, 2025 at 10:00 a.m. be set as the time and date for the public hearing.

BE IT FURTHER RESOLVED, that the Clerk shall notify the County Recorder of the date and time of said meeting.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-397

September 16, 2025

**RESOLUTION RECEIVING PROPOSAL AND SETTING DATE AND TIME FOR
PUBLIC HEARING ON PROPOSAL OF THE COUNTY RECORDER FOR FUNDS
GENERATED FOR THE ACQUISITION OR MAINTENANCE OF TECHNOLOGY OR
OTHER EQUIPMENT OR FOR CONTRACT SERVICES FOR 2026**

Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

September 9, 2025
Ashtabula County Board of Commissioners
25 West Jefferson Street
Jefferson, Ohio 44047

Re: Proposal to Continue the Recorder's Technology Fund

Dear Commissioners:

Pursuant to Section 317.321 of the Ohio Revised Code, I hereby submit the following proposal on behalf of the Ashtabula County Recorder's Office.

1. I request that beginning January 1, 2026 and ending December 31, 2026, \$6.00 of the fee collected for recording or filing a document for which a fee is charged as required by Sections 317.32(A) and 1309.525 of the Ohio Revised Code continue to be placed in the County treasury and designated as "General Fund Monies to Supplement the Equipment Needs of the County Recorder" (also known as Recorder's Technology Fund).
2. I request that these designated monies bear such designation for a period of five years.
3. I estimate that the total amount of fees to be collected for recording or filing documents under the above-referenced sections during the year 2026 will be approximately \$850,000.00.
4. I estimate that the total amount of fees which will be collected for the Recorder's Technology Fund during 2026 will be \$70,000.00.

For over 25 years, the Technology Fund has been a stable funding source for the essential service and equipment needs of the Recorder's Office. Careful management has ensured that contractual obligations have been fulfilled. Some of my contract costs will be rising. I pay for all of these obligations out of my technology fund, thereby removing any need for general fund monies to pay for these expenses. I have developed a plan for the much needed preservation of some of our most fragile records. I plan to continue the upgrades of the technological needs of the Recorder's Office to better serve the public, and this fund will provide a crucial role in my plan.

Your continued support of this effort to provide high quality service to our citizens is greatly appreciated.

Sincerely,

Barbara Schaab

Barbara Schaab
Ashtabula County Recorder

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RECORDER'S TECHNOLOGY FUND

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