

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
October 1, 2018

The Steuben County Commissioners met at 1:00 p.m. on Monday, October 1, 2018, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney, Kim Johnson, Assessor, Ruth Beer, County Councilwoman and Kim Meyers, Steuben County Auditor.

Jody Kinsey, USI Insurance, said that she was successful in getting preliminary renewal numbers. Ms. Kinsey said that the September claims experience will be reviewed and then she can come back with a final renewal number.

Jody Kinsey said that most companies have declined to quote because they couldn't compete with the current rates. Ms. Kinsey recommended that Steuben County renew with the current reinsurance carrier.

Ms. Kinsey said that if Steuben County didn't change anything with the policy, an increase of 1.3% in premiums could have been expected for 2019. By moving to the Signature Care Exclusive Elite Network the renewal increase is .06% and expected costs increase by \$2,197.00 from 2018. She said that the fixed costs represent a 1.53% decrease and the County is saving approximately \$42,682.00 in premium credits.

Jody Kinsey clarified that in network benefits are not changing with the exception of an enhancement with improvement in benefits adding the Affordable Care Act required preventive services. She said that the only changes made, to comply with Parkview's requirements in getting the larger discounts, is in the out of network claims. They required a \$1,000.00 difference between in and out of network, a difference in the out of pocket amount as well as a thirty percent (30%) difference in the co-insurance percentages.

Ms. Kinsey specified that continuity of care language was included in the plan in the event that someone is currently in treatment with a physician and that disruption of moving to Parkview would impact the treatment, they are being given ninety (90) days to continue treatment. She said that they spent two (2) days last week meeting with employees and reviewing provider directories. She said that without a doubt, each time an individual had a provider they wanted to look up, that provider was in the Parkview Network. The employee will just need to make sure that when they go to that physician, they know that they now have to direct them to Parkview for facility care and other treatments.

Jace Crozier, Courthouse Maintenance, submitted quotes for carpet cleaning and requested permission to shampoo the carpets twice a year, once in October and again in April. Lynne Liechty made a motion to accept the low quote from Tri-State Carpet Cleaning in the amount of \$849.60, to be paid from Building and Equipment Repairs 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Crozier also submitted a proposal from Koorsen Fire & Security to repair smoke detectors and a horn/strobe that did not function during the annual test in the amount of \$1,690.00. James Crowl made a motion to approve the proposal from Koorsen Fire & Security in the amount of \$1,690.00 from Building and Equipment Repairs 1000-068-3000.39. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, submitted a proposal from Painting by Steve Hanna for the painting of the north stairs, handrails, elevator doors and trim in the amount of \$2,700.00. Mr. Fair stated that this is the same company that has painted all of the offices in the Community Center and that is why he only got one quote. Lynne Liechty made a motion to approve the quote from Painting by Steve Hanna in the amount of \$2,700.00, to be paid from Building and Equipment Repairs 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted Mediacom Utility Permits #2823 and #2824 for approval. James Crowl made a motion to approve the Mediacom Utility Permits. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey reported that they have been running into unsuitable soil on the 200 N/827 Project. She said that the first area was west of the Glendarin entrance and today the same sandy material was found east of the railroad tracks, in front of Fairview Missionary Church. She said that once they get more information, there will be a couple change orders. Ms. Sharkey said that they are keeping an eye on the budget and it might balance out in the end.

Jennifer Sharkey said that the Bridge Phase IA Inspection will start mid-October on Bridge #51. She said that the notice to proceed has been issued and all of the paperwork has been filed with the State for the federal reimbursement.

Ms. Sharkey submitted a reimbursement voucher on the 200 N/I-69 project for preliminary engineering. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that there was a progress meeting on September 26 for the Bike Trail Phase II Project. Ms. Sharkey said that the modular block wall behind the Ramada has been completed and the boardwalk is near completion as well. She said that earthwork will start the week of October 8.

Ms. Sharkey said that preliminary approval has been granted for the permits to be included in the bid packet for the Sewer District's Northeast District Phase I Project. She said that the contractor would be the one securing the permits for the road borings and the work along the right of way for the new line that is going in. Ms. Sharkey said that the ultimate owner of the project is the Regional Waste District.

Jennifer Sharkey also reported that she met with the Fort Wayne Trails Group on September 14 to discuss the Pokabache Trail. She said that the group is branching out to help local areas establish advocacy groups to assist in fund raising activities, etc. Ms. Sharkey said that they are keeping a close eye on the grant opportunity that the Governor's infrastructure program has available.

Ms. Sharkey submitted proposals from engineering consultants on Bridge 51 and Bridge 17. She said that there were four (4) proposals submitted for Bridge 51 and one (1) proposal on Bridge 17. Ms. Sharkey requested that the Commissioners complete the scoring sheets and return to Erin Schiffli by October 11. Ms. Sharkey will then compile and get them organized for the October 15 Commissioners' Meeting.

Jennifer Sharkey reported that there were concerns with the traffic signal at 200W with the timing. Ms. Sharkey said that she met with one of the INDOT traffic engineers on their off time to run through the signal timing and they were able to resolve the issues.

Ms. Sharkey informed the Commissioners that they have a road safety audit set up on County Road 100 N as well as the intersection of 200 W. She said that local engineers come together, take a look at the corridor and identify what solutions are available. She said that the audit is required in order to use Highway Improvement Safety Funds which is a 90/10 grant. Ms. Sharkey said that this roadway and intersection was identified on the heat map for crash data for the last five (5) years. She said that Region 3A also did a Hazard Elimination Study on that corridor. She said that improvement techniques have been implemented such as lowering the speed limit on the north approach approaching the four (4) way stop and putting additional reflective strips on the posts of the stop signs making it more visible. Jennifer Sharkey stated that the meeting will take place at 1:00 p.m. on Thursday, October 4 if anyone would like to attend.

Emmett Heller, Highway Superintendent, reported that the new culvert on 20 N has been set and the road was reopened on Thursday. He said once it dries up, they will do a final grade and clean up the edges.

Mr. Heller requested permission to rent a screen plant and a stacker for two (2) weeks to put in the Boy Scout Gravel Pit. He said that they are prepping for the work on 675. He said that it is more economical to rent the equipment. The Commissioners gave him permission to rent the equipment. Mr. Heller said that once he gets the paperwork, he would forward it to Erin Schiffli to add to the insurance policy.

Mr. Heller reported that paving was completed in Heritage Hills, Country Meadows and on Lime Lake 175. He said that there are three (3) or four (4) areas left that they want to get done before winter.

Emmett Heller informed the Commissioners that he hired a trapper to remove beavers.

Mr. Heller said that they picked up the paint line machine from LaGrange County. He also submitted the Lease Agreement with LaGrange County for that machine.

Emmett Heller discussed installing GPS into the Highway trucks. He said that they found a company called One Step GPS where the units will be hardwired into the trucks and other Highway equipment. Mr. Heller said that they would be looking at forty-six (46) units at a cost of \$10.00 per unit. He said that they had a webinar with the company the other day and they feel that for safety reasons, the fire and ambulance assistance will be critical so they know where the trucks are located. He said that there have also been medical emergencies for operators and he had trouble telling someone where he was. If the trucks had GPS they would already know where he was located. Emmett Heller also said that the unit also has a bread crumb feature and the data would be held for three (3) years. He said that it also helps with accountability. Mr. Heller said that he would monitor the GPS from an iPad or large screen in his office. He said that they have been checking on this for several years and they have checked with other companies and this is the most economical and easiest system. Mr. Heller said that there is no contract involved, but the only downside is that they want to do monthly billing through a credit card. He also specified that there is a lifetime warranty on the units.

James Crowl asked what the total cost would be. Mr. Heller said that startup would be the first month and last month of service, plus the \$10.00 per unit. He said that it would cost \$1,743.40 to start the service and it would cost \$641.70 a month for a total of about \$8,400.00 a year. Emmett Heller said that if they don't like it, since there's no contract, they can just take out the units and send them back.

Kim Meyers, Auditor, said that using the credit card monthly is not standard procedure and they normally like to pay it annually or have the company send invoices. Mr. Heller said that invoicing is not an option, but they will take the \$8,400.00 annual fee. He said that since there's no contract he rather try to do a few months to see if it will be okay, then when 2019 comes around and if they like it, then he would be okay for doing annual payments. Ms. Meyers asked if the Highway Department would be making payments online. Mr. Heller said that it would be direct billing. Ms. Meyers said that she is going to have to look into that with the Treasurer. James Crowl made a motion to allow Mr. Heller to move forward with install GPS units into the Highway Trucks. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl asked if other departments could be added to the GPS system. Emmett Heller said that he doesn't see why not. Jennifer Sharkey said that you can have different users and different authorizations for those users.

The amended Buggy Plate Ordinance 912 was submitted for approval. Lynne Liechty made a motion to approve Ordinance 912 on First Reading. James Crowl seconded that motion and the motion carried with three (3) ayes. Donald Stuckey stated that the Ordinance now goes to County Council and if approved, it then comes back to the Commissioners for second and third readings.

**COUNTY OF STEUBEN
ORDINANCE 912**

BE IT ORDAINED by the Steuben County Board of Commissioners of Steuben County, State of Indiana as follows:

Section 1: This is enacted pursuant to Title 36, Indiana Code.

Section 2: Definitions:

- A. As used in this Ordinance, "Horse Drawn Vehicle" means a buggy, carriage, draw, or wagon designed or intend to use one or more horses as motive power. The term does not include horse drawn agricultural implements.

- B. As used in this Ordinance, "Horse Drawn Trailer" means a wagon or trailer, which itself is pulled behind or attached as a supplemental vehicle to a horse drawn vehicle. The term does not include horse drawn agricultural implements.
- C. As used in this Ordinance, the "Owner" of a horse drawn vehicle includes any individual, firm corporation or association that rents, leases, or has exclusive use of a horse drawn vehicle for a period of at least 30 days in any calendar year.
- D. As used in this Ordinance, "Resident of Steuben County, Indiana" means a person who has his or her principal place of residence in Steuben County, Indiana or who owns or operates a business within Steuben County, Indiana.

Section 3: Form or License.

The Highway Department of Steuben County shall be responsible to make available for sale in Steuben County all numbered metallic tags and all self-adhesive label tags required by this Ordinance. The form of the metallic tags shall be with a color scheme providing for a white or light background and black or dark numerals and legends, bearing the legend "Steuben County Indiana", the year of issue, and a consecutive number. The Highway Department shall change the coloring scheme each year of the self-adhesive label tags.

Section 4: Annual Fee – Horse Drawn Vehicles.

There is hereby imposed upon each resident of Steuben County, Indiana, who is the owner of a horse drawn vehicle, which horse drawn vehicle is used upon the highways or roads in Steuben County, Indiana, an annual license fee in the sum of One Hundred Dollars (\$100.00). Said annual license fee of One Hundred Dollars (\$100.00) shall apply to each such horse drawn vehicle for the owner thereof. Thus, by way of example, a Steuben County, resident who is the owner of four (4) horse drawn vehicles used upon the highways or roads of Steuben County, Indiana shall be charged an annual license fee in the sum of One Hundred Dollars (\$100.00) for each such vehicle, for a total of Four Hundred Dollars (\$400.00) for the four (4) such horse drawn vehicles.

Each Steuben County resident, who owns a horse drawn vehicle used upon the highways or roads of Steuben County, Indiana, shall pay the license fee attributable to such horse drawn vehicle or vehicles as set forth by this Ordinance to the Steuben County Highway Department. Such required license fee or fees required under this Ordinance shall be paid after March 1 and before May 15 of each year. Upon payment of such license fee, such owner of a horse drawn vehicle shall receive from the Highway Department a numbered metallic tag. With respect to subsequent renewal years for a horse drawn vehicle previously licensed under this Ordinance, the owner of a horse drawn vehicle may receive from the Highway Department a self-adhesive label tag bearing the year of issue. The owner shall thereafter affix the numbered metallic tag to such horse drawn vehicle (by use of screws or nails through the holes provided in the metallic tag and into the horse drawn vehicle, with no covering, opaque or otherwise) and keep and reserve said metallic tag on said vehicle so long as said metallic tag is effective and has not expired. With respect to subsequent renewal years for a horse drawn vehicle, the owner shall thereafter affix the self-adhesive label tag to the existing numbered metallic tag.

Each numbered metallic tag shall be valid from March 1 to May 15 of the following year for a maximum of fourteen and one-half (14 ½) months only, and all numbered metallic tags shall expire at midnight on May 15 of the year following the date stamped on said numbered metallic tag; provided, however, the expiration date shall be extended an additional year for a horse drawn vehicle properly licensed under this Ordinance for which a self-adhesive label tag was furnished by the Highway Department, and which is affixed to the metallic tag. Only one (1) metallic tag provided by this Ordinance may be attached to any horse drawn vehicle at any time.

At time of collection of the annual license fee, and the issuance of the number of metallic tags or self-adhesive label tags for subsequent renewal years afore described, the Steuben County Highway Department shall also issue a registration receipt for each numbered metallic tag or self-adhesive label tag so purchased. The registration receipt shall be countersigned by the owner of the horse drawn vehicle. The registration receipt shall be carried in or on the horse drawn vehicle at all times of operation upon the highways or roads of Steuben County, Indiana.

Section 5: Horse Drawn Trailers.

There is hereby imposed upon each resident of Steuben County, Indiana, who is the owner of a horse drawn trailer, which horse drawn trailer is used upon the highways or roads of Steuben County, Indiana an annual license fee in the sum of Twenty Dollars (\$20.00). Said annual license fee of Twenty Dollars (\$20.00) shall apply to each such horse drawn trailer for the owner thereof. Thus, by way of example, a Steuben County resident who is the owner of four (4) horse drawn trailers used upon the highways or roads of Steuben County, Indiana, shall be charged an annual license fee of Twenty Dollars (\$20.00) for each such trailer, for a total of Eighty Dollars (\$80.00) for the four (4) horse drawn trailers.

Each Steuben County resident who owns a horse drawn trailer used upon the highways or roads of Steuben County, Indiana, shall pay the license fee attributable to such horse drawn trailer as set forth by this Ordinance to the Steuben County Highway Department. Such required license fee or fees required under this Ordinance shall be paid after March 1 and before May 15 of each year. Upon payment of such license fee, each owner of a horse drawn trailer shall receive from the Highway Department a metallic tag. With respect to subsequent renewal years for a horse drawn trailer previously licensed under this Ordinance, the owner of a horse drawn trailer may receive from the highway Department a self-adhesive label tag bearing the year of issue. The owner shall thereafter affix the numbered metallic tag to such horse drawn trailer (by use of screws or nails through the holes provided in the metallic tag and into the horse drawn trailer, with no covering, opaque or otherwise) and keep and preserve said metallic tag on said horse drawn trailer and so long as said metallic tag is effective and has not expired. With respect to subsequent renewal years for a horse drawn trailer previously licensed under this Ordinance for which a self-adhesive label tag has been furnished by the Highway Department, the owner shall thereafter affix the self-adhesive label tags to the existing numbered metallic tag.

Each numbered metallic tag shall be valid from March 1 to May 15 of the following year for a maximum of fourteen and one-half (14 ½) months only, and all numbered metallic tags shall expire at midnight on May 15 of the year following the date stamped on said numbered metallic tag; provided, however, the expiration date shall be extended an additional year for a horse drawn trailer properly licensed under this Ordinance for which a self-adhesive label tag was furnished by the Highway Department, and which is affixed to the metallic tag. Only one (1) metallic tag provided by this Ordinance may be attached to any horse drawn trailer at any time.

At time of collection of the annual license fee, and the issuance of the number of metallic tags or self-adhesive label tags for subsequent renewal years afore described, the Steuben County Highway Department shall also issue a registration receipt for each numbered metallic tag or self-adhesive label tag so purchased. The registration receipt shall be countersigned by the owner of the horse drawn trailer. The registration receipt shall be carried in or on the horse drawn trailer at all times of operation upon the highways or roads of Steuben County, Indiana.

Section 6: Partial Year License Fee Reduction.

Any annual license fee set forth in this Ordinance shall be reduced by one-half (1/2) if paid after November 1 of the year of the effective term of a new metallic plate issued hereunder for the new registration of a horse drawn vehicle or horse drawn trailer. There shall be no reduction of the annual license fee for any self-adhesive label tag issued hereunder for the renewal of a metallic plate issued hereunder regardless of the date of payment, or any reduced or prorated license fees for late payment, or except as specifically set forth herein any reduced or prorated license fee for partial year registration.

Section 7: Late Fee.

In the event an owner of a horse drawn vehicle or horse drawn trailer fail to register between March 1 and May 15 of a year, they shall pay a late fee of Twenty Five Dollars (\$25.00) in addition to the Annual License Fee.

Section 8: Slow Moving Vehicle Emblem; Display.

Whenever a horse drawn vehicle or horse drawn trailer are moved, operated, or driven on a highway that is open for vehicular travel, the vehicle or trailer shall display a triangular slow moving vehicle emblem mounted as near as practicable to the center of mass and at an approximate height of not less than three (3) and not more than five (5) feet from level ground or pavement surface. The emblem shall be mounted so as to be entirely visible from the rear, day or night.

Section 9: Flashing Lamps; Requirements.

When a horse drawn vehicle or horse drawn trailer are moved, operated, or driven on a highway at a time or under circumstances during which the use of lighted lamps on vehicles is required, the horse drawn vehicle or horse drawn trailer must display, in addition to the slow moving emblem, a red or an amber flashing lamp mounted at a height as low as practicable that is visible from a distance of not less than five hundred (500) feet to the rear.

Section 10: Violations and Fines.

- A. No owner of a horse drawn vehicle or horse drawn trailer shall use or permit a horse drawn vehicle or horse drawn trailer to be used upon the highway or roads in Steuben County, Indiana unless the horse drawn vehicle or horse drawn trailer has a current metallic tag and self-adhesive label tag, a slow moving vehicle emblem, and flashing lamps (when applicable), all properly affixed to the horse drawn vehicle or horse drawn trailer as required by this Ordinance. An owner or operator of a horse drawn vehicle or horse drawn trailer who violates this Ordinance shall be subject to a fine of up to Two Hundred Dollars (\$200.00) per occurrence.
- B. No person shall operate a horse drawn vehicle or horse drawn trailer upon the highway and roads of Steuben County, Indiana with a metallic tag and self-adhesive label tag that has been reported as lost or

destroyed. A person operating a horse drawn vehicle or horse drawn trailer on the highway and roads of Steuben County, Indiana with a lost or destroyed metallic tag and self-adhesive label tag shall be subject to a fine of up to Two Hundred Fifty Dollars (\$250.00) per occurrence.

- C. Any owner or operator who shall intentionally or recklessly violate this Ordinance shall be subject to a fine of up to Five Hundred Dollars (\$500.00) per occurrence.

Section 11: Replacement Tags.

- A. In the event that a previously issued metallic tag and self-adhesive label tag is lost or destroyed, an owner can obtain a replacement by filing an affidavit with the Steuben County Highway Department and paying a replacement fee of Twenty Five Dollars (\$25.00).
- B. The affidavit will substantially state that the owner of the metallic tag and self-adhesive label tag has lost either the tag or label tag or that either were destroyed. The owner of the tag and label tag seeking a replacement must sign the affidavit under the penalties of perjury.

Section 12: New Horse Drawn Vehicles and Trailers.

The owner of a horse drawn vehicle or trailer who purchases the horse drawn vehicle or trailer after May 15 and can provide a bill of sale or receipt verifying the date of purchase shall have 30 days after the date of purchase in order to obtain a metallic tag and self-adhesive label tag without incurring a late fee.

Section 13: Enforcement.

It shall be the duty of the Steuben County Sheriff's Office to enforce this Ordinance, and any duly qualified and acting law enforcement office serving in Steuben County, Indiana may enforce the terms of this Ordinance. Procedures for arrest and court appearance shall be in accordance with IC 9-30-3, as amended. Proceedings for ordinance violation enforcement shall be in accordance with IC 34-28-5, as amended.

Section 14: Delivery of Fees.

The license fees collected by the Steuben County Highway Department for horse drawn vehicles and/or horse drawn trailers, pursuant to the terms and conditions of this Ordinance, shall be delivered to the Steuben County Auditor for deposit. For each horse drawn vehicle license fee collected, the Steuben County Auditor shall deposit the full amount into the Motor Vehicle Highway Fund. For each horse drawn trailer license fee collected under this Ordinance, the Steuben County Auditor shall deposit the full amount into the Motor Vehicle Highway Fund.

This Ordinance shall be effective for all metallic tags or self-adhesive tags issued with an effective date on or after March 1, 2019.

ALL OF WHICH IS ORDAINED by the Board of Commissioners this ____ day of _____, 2018.

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald Smith, President

First Reading: 10/1/2018

James Crowl, Member

Second Reading: _____

Lynne Liechty, Member

Third Reading: _____

ATTEST:

Kim Meyers, Auditor

Crystal Dadura, HR Director, requested to be appointed as the ADA Coordinator. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Resolution 10-2018-01 *Amendment to Resolution 11-2012-02, 05-2015-01 and 06-2016-01*, Adopting the Americans with Disabilities Act (ADA) – ADA Coordinator and Procedures was submitted for approval. Lynne Liechty made a motion to approve Resolution 10-2018-01. James Crowl seconded that motion and the motion carried with three (3) ayes. Resolution 10-2018-01 reads as follows:

RESOLUTION 10-2018-01

Amendment to Resolution 11-2012-02 & 05-2015-01& 06-2016-01

**A Resolution of the Steuben County Board of Commissioners
of the County of Steuben, Indiana
Adopting the Americans with Disabilities Act (ADA)
ADA Coordinator and Procedures**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall name an ADA Coordinator; and

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall publish notice to the public regarding the ADA;

WHEREAS, in compliance with Title II of the ADA the County of Steuben shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance process on its website.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the County of Steuben, Indiana:

The Steuben County Human Resources Director, Crystal Dadura, is designated as the ADA Coordinator for the County.

The Notice under the Americans with Disabilities Act, a copy of which is posted to the County's website, is adopted as the County of Steuben Notice under the Americans with Disabilities Act.

The County of Steuben ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the County of Steuben.

In compliance with Federal and State laws as set forth above, the Steuben County Board of Commissioners resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and County of Steuben Grievance

Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

PASSED, APPROVED AND ADOPTED this 1st day of October, 2018.

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District
James A. Crowl, Vice President, Middle District
Lynne Liechty, North District

Attest: Kim Meyers, Steuben County Auditor

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$600,541.07. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, reported that the water has been shut off at the campground.

Mr. Charlton informed the Commissioners that the DNR started on the boat ramp last Wednesday. He said that so far they have hauled 40-50 loads of dirt to the mud hole by the beach area. Mr. Charlton said that there was a 20 foot grass strip between the parking and the pavilion and he asked them remove the grass so the gravel is taken all the way up to the pavilion. He said that they are not going all the way to the water's edge, they are leaving quite a bit of green space.

Frank Charlton reported that he leaves next Wednesday and Kylee Harris is coming back on October 10.

Lynne Liechty made a motion to approve the minutes from the Commissioners' Meeting on September 20, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the September 4, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the September 28, 2018 payroll in the amount of \$377,884.43 for approval. James Crowl made a motion to approve the September 28, 2018. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jeff Sine, Croxton and Roe Insurance, informed the Commissioners that in order to get insurance coverage on all of the V Plows at the Highway Department, it would cost approximately \$300.00 a year. Lynne Liechty made a motion to add the V Plows to the County Insurance Policy. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey submitted the Cemetery Rules and Regulations for the County owned Cemetery. Ronald Smith said that this needs to go in front of the Cemetery Board for approval as well. Mr. Stuckey also submitted a non-recordable deed to use when someone purchases a plot of land. He said that the Commission Board has to adopt the Rules and Regulations and the Cemetery Board also needs to adopt them. Mr. Stuckey said that he suggests when someone buys a lot, they are given a copy of the rules as well. Lynne Liechty made a motion to adopt the Rules and Regulations. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli, Commissioners' Secretary, asked if the Commissioners plan on attending the Annual IACC Conference November 26-29, 2018. All three (3) Commissioners stated that they would attend the Conference.

The proposed 2019 Holiday Schedule was submitted to the Commissioners for approval. Erin Schiffli stated that the Commissioners need to decide whether the Christmas Holiday would be Tuesday, December 24 and Wednesday, December 25 or Wednesday, December 25 and Thursday, December 26. Ms. Schiffli said that most counties that she checked with are doing Tuesday, December 24 and Wednesday, December 25. James Crowl made a motion to approve the holiday schedule and to make the Christmas Holiday Tuesday, December 24 and Wednesday, December 25. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli asked how often the Commissioners would like to be notified of new insurance claims. The Commissioners decided that they would like updates on insurance claims at every Commissioners' Meeting.

Ronald Smith requested that Erin Schiffli send out a memo to Department Heads reminding them that whenever they take a Commissioners' Vehicle they must fill up the gas tank before returning the vehicle to the lot.

Lynne Liechty said that she was approached regarding the installation of a lock box on the exterior of the building with keys available. Commissioner Liechty said that she is not in favor of this because of the drugs and

vehicles that are within the building and it is a 24/7 operation, extra keys shouldn't be needed. Lynne Liechty said that any box affixed to the side of a building can easily be taken off of the building with a vehicle, etc.

Emmett Heller reviewed correspondence from INDOT regarding a detour. James Crowl said that INDOT is going to close US 20 to work on a culvert and they plan on rerouting traffic. Commissioner Crowl said that there is a local traffic detour and a truck traffic detour listed and he believes that the heavy trucks will be on the County roads doing damage so the shape of the road prior to the detour needs to be documented. Mr. Heller said that he may have to regroup as he planned on tearing up 600 W. He said that the County doesn't want to address this as a local detour because the County would have to take responsibility for the road damage.

James Crowl requested that the letter from the Pine Canyon Lake Association be entered into the record. Commissioner Crowl said that the letter is requesting the gravel portion of their addition be chip and sealed. Emmett Heller said that there is a cul-de-sac there with a dirt road that goes back further and that area has been developed more. James Crowl said that was a path going back to the last house, the County graveled that and turned it into the road that is there now.

James Crowl said that he has been approached regarding space heaters under the desks. Lynne Liechty said that last year an exception was made over in the Probation Department. Commissioner Crowl said that the problem in the Probation Department has since been rectified. Commissioner Liechty said that the last one she heard of was in the Courthouse and she said to remove it because that has been the policy. James Crowl said that he agrees. Lynne Liechty thought that an annual reminder should be sent out. Donald Stuckey reminded the Commissioners that the Judge's Offices and the Court Reporter's Office is not within the Commissioners' control but the Commission Board can still send the reminder.

Crystal Dadura said that there are certain space heaters that are OSHA compliant. Ms. Dadura said that she's heard many complaints about how the heating and air conditioning is different at different times of the day. She wondered if there were any repercussions if employees bring in space heaters. Lynne Liechty said that the space heater is taken. Ms. Dadura asked if someone has an OSHA approved space heater with a timer and safety mechanism, would those heaters be allowed. Commissioner Liechty said that it was across the board and they are not permitted.

Bill Schmidt, Steuben Lakes Council, said that the Lake's Life Meeting is being held at the Steuben County Courthouse on Tuesday, October 9 at 6:00 p.m. Mr. Schmidt said that there is a ten (10) minute time slot if one of the Commissioners could speak about the roll the Commissioners play in the passing of ordinances. Lynne Liechty said that she would plan on attending.

The Commissioners received the following correspondence: Attorney General re: AG Curtis Hill warns Hoosiers about callers claiming to represent Social Security Administration, Pine Canyon Lake Association re: paving of gravel portion of Lane 100 Pine Canyon Lake; Rodney Renkenberger, Maumee River Basin re: 2018 Regional Workshop Announcement; Matt Meersman, St. Joe River Basin, re: SJRBC Watershed Leadership Scholarship; NICC re: Meeting Reminder; NICC re: NICC Advisory Board Meeting.

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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