STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
October 7, 2019

The Steuben County Commissioners met at 1:00 p.m. on Monday, October 7, 2019, 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 Ruth Beer, Steuben County Councilwoman, Kim Anderson, Assessor, Donald Stuckey, County Attorney and Kim Meyers, Auditor.

The Commissioners signed plats for Jimmerson Bay Community Section II and Walnut Ridge.

Crystal Dadura, HR Director, reported noise monitoring was performed in July on mowers at the Highway Department. After that monitoring, the INSafe Consultant said Steuben County was out of compliance with a Noise Monitoring Program. At the time, he didn't realize that Steuben County had a Hearing Conservation Program already implemented, so that was updated and corrected; however, OSHA states that an Audiometric Testing Program must be implemented. Ms. Dadura said since it was determined that the Mowers at the Highway Department are exposed, a quote was done for all employees at the Highway Barn, as well as the Maintenance Department. She said Audiograms are about $35.00 each with 80% being paid for by insurance, then the County will be responsible for $7.00 per employee. In total it would cost approximately $210.00. Ms. Dadura said there are funds remaining in the Job Class Study line item that could be used. James Crowl made a motion to approve moving forward with the Audiograms for the Highway Department and Maintenance Department. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jody Kinsey, USI Insurance, submitted the official recommendation for the 2020 insurance coverage. Ms. Kinsey said fixed costs decreased by 8% and total expected costs increased by 10% and they successfully eliminated several of the large claimant lasers.

She said the recommendation is to renew with Crum & Forster and to increase the stop loss specific coverage which is the amount the county funds per individual from $65,000.00 to $75,000.00 which eliminates three (3) of the lasers. In addition to that, she recommends adding the TeleDoc Program which would cost $1.85 per employee, per month for an annual cost of $5,283.60 and that is anticipated to reduce emergency room healthcare utilization and urgent care usage. Furthermore, it is being recommended to expand the current Elect Rx Program to include True North Medications for a potential savings of $40,000.00. Ms. Kinsey also recommended staying with Lincoln for Life, Dental and Vision programs.

Jody Kinsey also asked permission to begin to research and communicate to employees the potential of moving the pharmacy benefit manager. Ms. Kinsey said currently the pharmacy benefit manager is Magellan and it was determined there were potential savings involved if they moved to ExpressScripts. Ms. Kinsey explained her recommendation is to not move to the new pharmacy benefit manager January 1, but to begin talking to employees during open enrollment and if they are successful with that, she would come back in April or May to make that change on July 1. Ms. Kinsey said in a year's worth of utilization, there were about 1,700 prescriptions filled and if the County was to move to ExpressScripts the impact would be relative to number of employees. She said there would be about twenty-seven (27) employees whose position would improve, but there are six (6) employees that would not benefit from moving and there would be eight (8) employees where the medications would be excluded.

Ronald Smith said that the Commissioners rely heavily on Ms. Kinsey's advice and she has not led them wrong yet. Lynne Liechty made a motion to approve the recommendation and to wait on moving the pharmacy benefit manager to ExpressScripts. James Crowl seconded that motion with the caveat that Ms. Kinsey and Ms. Dadura will educate the rest of the employees on the potential changes. The motion carried with three (3) ayes.

Pam Feller, Probation, submitted a request to purchase a new laptop in the amount of $1,750.98. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling $476,250.11. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report and Monthly Financial Statement for review and approval. Lynne Liechty made a motion to approve the reports. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the September 16, 2019, Commissioners' Meeting. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the September 3, 2019 Commissioners' Meetings for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the September 26, 2019 payroll in the amount of $385,367.36 for approval. Lynne Liechty made a motion to approve the September 26, 2019 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the proposed 2020 Commissioners' Meeting Schedule. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the 2020 Section 5311 and PMTF Operating Assistance Grant for Council on Aging. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Aviation Grant for the Obstruction Removal at the Airport. James Crowl seconded that motion and the motion carried with three (3) ayes.

Heather Burkhead, Ambulance Billing Services, submitted write offs, in the amount of $9,318.27, for approval. James Crowl made a motion to approve those write offs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Malcon Fuel Tax Refund Proposal. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the September, 2019 EMS Closeouts in the amount of $10,977.33 and Write offs in the amount of $4,145.53. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the third quarter miscellaneous claims in the amount of $824,218.77. James Crowl seconded that motion and the motion carried with three (3) ayes.

Alicia vanEe, Health Department, requested permission to use $650.00 for Docuware annual user licenses for staff members in the Health Department. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. vanEe also requested permission to donate their old vaccine refrigerator to Project Help so they can store diabetic food. Ms. van Ee stated that the refrigerator was purchased with grant funds and cannot be sold at a profit. James Crowl made a motion to approve the donation of the refrigerator and to remove it from the County Inventory. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kelly Robinson and Andrew Harrison from Schneider Geospatial submitted a Professional Services Agreement which includes the current contract and added GIS Services for a total amount of $64,800.00 annually. Lynne Liechty made a motion to approve the Professional Services Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Tami Sumney, IT Director, requested permission to purchase four (4) laptops in the amount of $2,199.96. Ms. Sumney explained that two (2) are being purchased for the Probation Department and the other two (2) are to be kept in the Commissioners' Room for meetings held by various departments. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Matt Mayday, American Structurepoint, introduced himself to the Commissioners.

Donald Stuckey stated if there is a vacancy on a Board, it must be posted until the next meeting. Mr. Stuckey stated that John Brooks will be vacating his position on the Plan Commission and the position has to be posted.

Frank Charlton, County Park Superintendent, introduced the new Event Center Coordinator, Mara Emerick.

Mr. Charlton reported that several electric meters in the Campground are not working correctly and requested permission to purchase twenty (20) new meters at the cost of $32.95 a piece with the Commissioners' Credit Card. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton submitted a quote he received from Asphalt Sealcoat & Patching in the amount of $800.00. James Crowl made a motion to require Mr. Charlton to obtain another quote for comparison, but if that quote was over $800.00, he was approved to go forward with Asphalt Sealcoat & Patching. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Charlton reported that twenty (20) pine trees are being delivered at the end of the month. Lynne Liechty said that Gary Fair would like to have a couple of the trees to replace some that have been cut down.

Jennifer Sharkey, Highway Engineer, submitted Mediacom Utility Permit #2854, Frontier Utility Permit #2855 and Centurylink Utility Permit #2856 for approval. Lynne Liechty made a motion to approve the Utility Permits. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted a reimbursement voucher on the 200 N/SR 827 Project. Lynne Liechty made a motion to approve that reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey reported that the CR 200 N Phase II is progressing on schedule. She submitted a reimbursement voucher for design work for approval. James Crowl made a motion to approve the reimbursement voucher. Lynen Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted that there are two (2) punch list items left to finish. She said the edges were beat up from the grading and seeding contractors and she is disappointed by that. Ms. Sharkey stated that she is looking at ways to remedy that. James Crowl asked if the seeding contractor could be held responsible for the damages. Jennifer Sharkey said she has been working on that and may have Donald Stuckey take a look at it. Donald Stuckey stated that Brooks Construction would be responsible and they could then pass it on to their subcontractors, but that is between them.

Jennifer Sharkey submitted Traffic Ordinance No 2160 for approval. She said this is to establish a No Parking Zone near bridge #37 on CR 675W. Ms. Sharkey said vehicles have been parking on the side of the street while canoeing or kayaking. Lynne Liechty made a motion to approve Traffic Ordinance No 2160. James Crowl seconded that motion and the motion carried with three (3) ayes.

First, Second and Third Readings
Steuben County, Indiana
Traffic Ordinance No. 2160

Thereupon, County Commissioner, Lynne Liechty, moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, that first, second and third readings of Steuben County Traffic Ordinance No. 2160, for final passage and adoption of said Ordinance at this meeting without reading the said Ordinance in full but reading the title only. This motion was seconded by James Crowl and was on the call of the roll adopted by the following vote:

Ayes	Nays
3	0

Under the suspension of the regular rules, County Commissioner, James Crowl, then moved that the Ordinance be read for the first, second and third readings by title only and thereby be ready for passage and final adoption in this meeting. This motion for the first, second and third readings for final passage and adoption of said Ordinance was seconded by Lynne Liechty and on the call of the roll was adopted by the following vote:

Ayes	Nays
3	0

The County Auditor then read aloud the title of said Ordinance for the first, second and third readings. Thereupon, County Commissioner, Lynne Liechty, moved for final passage and adoption of the Ordinance in full applicable regulations to establish such Ordinance. This motion for final passage and adoption was seconded by James Crowl and on the call of the roll adopted by the following vote:

Ayes	Nays
3	0

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Traffic Ordinance No. 2160, to have been duly passed and adopted. Thereupon, said Ordinance was signed by all members of the County Commissioners present and attested by the County Auditor. Traffic Ordinance No. 2160 was adopted and reads as follows:

Steuben County, Indiana
Traffic Ordinance No. 2160

Whereas the Steuben County Commissioners have caused a traffic study to be made over and along County Road North 675 West from State Route 120 to Bachelor Road, all in Steuben County, Indiana, and whereas, the Steuben County Commissioners have determined it is in the best interest of the health and safety and general welfare of the public traveling over and along County Road North 675 W from State Route 120 to Bachelor Road, all in Steuben County, Indiana, to a No Parking Zone established from 500 feet north of Bridge #37 over Crooked Creek to 500 feet south of Bridge #37 over Crooked Creek.

Therefore, Be It Ordained That:

The Steuben County Highway Department shall post the east and west side of County Road North 675 West beginning 500 feet north of Bridge #37 over Crooked Creek to 500 feet south of Bridge #37 over Crooked Creek, all in Steuben County, Indiana, as "No Parking". The above described No Parking Zone is hereby established for all motor vehicles traveling over and along said roadway.

Violations of this ordinance shall be charged by a traffic summons issued by any police officer having traffic enforcement jurisdiction in Steuben County, Indiana. The Prosecuting Attorney for Steuben County, Indiana, is authorized to prosecute any violation. The courts of Steuben County, Indiana, having general traffic jurisdiction shall be empowered to process such charges as violations of the law as are all other traffic violations of the Indiana Code and like penalties shall be imposed as set forth in the Indiana Code for any violation, however, any fine is not to exceed **FIVE HUNDRED DOLLARS, ($500.00)**.

This ordinance shall become effective after the third reading and publication of this ordinance as required by law.

Read and passed first reading on: 10-7-19
Read and passed second reading on: 10-7-19
Read and passed third reading on: 10-7-19

STEUBEN COUNTY COMMISSIONERS

Ronald Smith, President, South District

James Crowl, Middle District
Lynne Liechty, North District

Attest:
Kim Meyers
Steuben County Auditor

Ms. Sharkey reported the findings of the Traffic Study on 800 S and Old 27. She said that it was recommended to place a sign warning of the intersection and to install placards on the stop sign informing drivers that cross traffic does not stop.

Ronald Smith said in recent correspondence the Commissioners are being accused of being negligent and nonresponsive. Commissioner Smith said he would be happy to communicate with the individual. Jennifer Sharkey said she has been out in the area in question at least three (3) times. Lynne Liechty stated she has also traveled that area. Ms. Sharkey said that if the individual wants to pile up what he considers an inconvenience to his lawn, the Highway Department can come and pick it up.

Jennifer Sharkey reported they have completed the major roadwork.

Ms. Sharkey said a lot of culverts have been replaced and a lot of new culverts have been installed to facilitate new drainage issues that have come about with the excessive rain over the last couple years. Jennifer Sharkey stated that Steuben County has had about $150,000.00 worth of unbudgeted drainage projects to improve drainage on the roadways.

Jennifer Sharkey stated that she has received a call from Mr. Hibner in Ohio and he would like to meet with the County to discuss the truck situation. Ms. Sharkey said available dates are October 16 or October 18. James Crowl said he can make himself available for a meeting with Mr. Hibner.

Ms. Sharkey informed the Commissioners that the rotating district foreman has been working well and they are getting a lot accomplished. She said they are starting to interview applicants for Shop Supervisor.

Jennifer Sharkey reported that an equipment operator has taken another job and they would like to replace his position with a truck driver to get the department better balanced. Kim Meyers stated that an ordinance amendment will be done tomorrow and it will be carried forward to next year as long as it is approved by County Council.

Ronald Smith informed Ms. Sharkey that they are not procrastinating when it comes to interviewing potential Highway Superintendent Applications. James Crowl asked if it could be done next Tuesday, at 8:30 a.m.

Bill Schmidt stated that there are some very bad parts of Bayview Road and asked if there were any plans to take care of the issues. Jennifer Sharkey said E&B Paving is planning on fixing the issues the week of October 14.

Jennifer Sharkey stated that American Structurepoint has been hired by Mr. Graham of Crooked Lake to do an Engineering Study on Bridge #80 on 400 W and they want to meet next week.

Donald Stuckey stated there is no basis to question the Lime Lake/Lake Gage Historic Designation based on the fact it doesn't prohibit the County from doing anything with the bridge only that federal funds can't be used. Donald Stuckey stated the Appeal on the matter was dismissed. Ms. Sharkey said the only caveat there is that they would need a Federal Environmental Permit so that is going to trigger Federal Requirements regardless. She said anything they do that would need an Environmental Permit from the Army Corp would trigger all federal requirements making it more expensive to maintain and improve the structure. Donald Stuckey said this started back in 2010 and it has been a long process. Jennifer Sharkey said if they were to replace the bridge it would have to abide by all of the Historical Regulations because a Federal Environmental Permit is needed, even if federal funds

are not used. Mr. Stuckey said that the DNR indicated that there may be State monies available if in fact modifications are needed and they would work with the County in making sure that was accomplished.

David Wolf, 460 Lane 280 Lake James, said there is a dog situation in his neighborhood that needs to be addressed. Mr. Wolf said it started last March or April when he got home from work, went to the mailbox and while walking to his home, the dog came out and attempted to bite him twice. He said it didn't break the skin, but he did report it to the Sheriff. Mr. Wolf said the dog was allowed to run loose, bit another woman in the neighborhood and she ended up in the hospital and had to get stitches. Mr. Wolf said the dog attempted to bite his wife, tore her shorts and left a bruise on her leg. He said the Sheriff was called about that instance as well. Mr. Wolf said the Board of Health paid a visit to the neighbor about the situation and they told Mr. Wolf there is nothing they can do because the dog has had its shots. Mr. Wolf said the owner of the dog is elderly and she may be in the early stages of dementia. The dog is generally leashed all the time, but the leash is not tethered.

Donald Stuckey said that a complaint could be filed in Court under the County Ordinance. James Crowl made a motion to have Donald Stuckey proceed for an Ordinance Enforcement under Ordinance 819. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Donald Stuckey said he could get something filed next week. Mr. Wolf thanked the Commissioners for helping.

Ronald Smith stated that one of the Cemetery Board Members is busy during the day and they may need to have evening meetings. Commissioner Smith said he has October 15, 2019 available and it will have to be an advertised meeting. James Crowl said they can meet in the evening at the Cemetery. Ronald Smith requested that the other Board Members be notified to see if October 15 at 6:30 p.m. at Carter Cemetery works for their schedules.

The Commissioners received the following correspondence: Sarah Quinn re: 9/18 AIM Investment Hubs Meeting; Joy Hudson HPG Network re: Mayors and Commissioners Legislative Review; Janel Meyer SCSWCD re: Board Meeting Agenda; Rodney Renkenberger MRBC re: Proposed 2020 MRBC Board Meeting Documents; Rodney Renkenberger re: Board Meeting; GAI Consultants, Dinner Invitation County Bridge Conference; Joy Hudson HPG Network re: 2020 Legislative Agenda Preview; Martin Dezelan re: Indiana Association of Counties Annual Conference; Stacey Meek NICC re: Reminder; Michael Galbraith NEIndiana re: Housing Seminar Three; Janel Meyer SCSWCD re: Board Meeting Minutes; Isaac Lee s re: 10th Annual Economic Development Forum; Joy Hudson HPG Network re: Mayors & Commissioners Caucus Meeting.

STEUBEN COUNTY BOARD OF COMMISSIONERS

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Ronald L. Smith, President, South District

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James A. Crowl, Vice President, Middle District

_____
Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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