

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
November 5, 2018

The Steuben County Commissioners met at 1:00 p.m. on Monday, November, 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, Jim Getz, County Councilman and Kim Meyers, Steuben County Auditor.

Ronald Smith advised that RQAW showed up in the morning and the Commissioners were able to give them information that was needed regarding the limitations, etc. of the Courthouse Study. Commissioner Smith said that RQAW is going to investigate and get back to the Commissioners. Ronald Smith explained that a letter was sent out to four (4) different engineering firms to see if they were interested in taking the Courthouse Study to the next step and RQAW was responding to that correspondence.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling \$690,790.37. 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 for review and approval. James Crowl made a motion to approve the Monthly Comparison Report. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the minutes from the Commissioners' Meeting on October 15, 2018. Ronald Smith seconded that motion and the motion carried with two (2) ayes and one (1) abstention.

The Commissioners signed the minutes from the October 1, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the October 26, 2018 payroll in the amount of \$376,886.30 for approval. Lynne Liechty made a motion to approve the October 26, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to officially approve the purchase of the Power Cot and Power LOAD from Stryker in the amount of \$41,436.80 to be paid from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to sign the Contract for the new Ambulance from Crossroads Ambulance Sales & Service, LLC, in the amount of \$208,475.00. Ronald Smith seconded that motion and the motion carried with two (2) ayes and one (1) abstention.

John Bowers submitted a request to metal detect at the Old County Home before the demolition. The Commission Board did not take any affirmative action on the matter and requested that Mr. Bowers be informed he will not be permitted on the premises to metal detect.

James Crowl made a motion to officially approve electrical repairs done by Ross Electric at the Annex in the amount of \$675.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Steuben County 4-H Fair Board submitted the Boat Storage Off Season Contract with Dry Dock Marine Center for the 2018-2019 winter season. Lynne Liechty made a motion to approve the Contract. James Crowl seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, submitted a TANF Grant invoice and quarterly reports for approval. Lynne Liechty made a motion to approve those reports. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Hays also submitted invoices from Larry's Lock and Safe in the amount of \$459.00. He said that a panic button, exit sign and wiring to the actual door had to be reconnected due to being disconnected during the

mold removal. Mr. Hays requested that the Commissioners pay for half of the invoice. James Crowl made a motion to pay for half of the invoice from Larry's Lock and Safe in the amount of \$229.50. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the Blight Clearance Grant Opportunity through OCRA. James Crowl said that he is not in favor of moving forward. He said that the project was put up for bids, companies bid on it and it was decided to accept a bid from Handy Excavating. Commissioner Crowl said that it could take years for it to be torn down with the grant and the money for the demolition is approved for 2019. Donald Stuckey said that if the Commissioners accepted the bid, there is a Contract with Handy Excavating. Ronald Smith requested that Region 3a be notified that Steuben County will not be moving forward with the Blight Clearance Grant through OCRA.

Kris Treadwell, Council on Aging, submitted the 2018 Section 5311 Operating Grant 3rd Quarter Claim for approval. Lynne Liechty made a motion to approve and sign the 3rd Quarter Claim. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the American Legal Publishing Annual Code of Ordinances Update in the range of \$1,500.00-\$2,100.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Administrative Meeting Memorandum for the Administrative Meeting held on October 24, 2018. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA, requested permission to perform Tornado Siren Maintenance. Mr. Brown said that \$2,076.00 will be used to replace three (3) sets of batteries on a scheduled basis as well as \$480.00 to move the siren computer to the EMA Office and to move the radio into Dispatch.

Mr. Brown stated that prior to him being hired, EMA had two (2) iPads and an iPhone. He said that due to an update by Apple, he was not able to use his iPhone and iPad for a period of five (5) days. He said he would like to replace one of them with a Samsung Galaxy Tab S4 and it would allow him to continue to operate if another glitch happens. He said that the total price came in lower than anticipated at \$729.98 and he has the funds in his budget.

James Crowl made a motion to approve the tornado siren maintenance and the purchase of the Samsung Galaxy Tab S4. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Randy Brown stated that on October 24 the Annual Training was conducted. He said that in the future avenues will have to be explored to expand the department. Mr. Brown also reported that Steuben County was approved for the multi-hazard mitigation plan update. He said that every five (5) years the plan has to be updated and Steuben County was approved for a statewide grant for just under \$20,000.00. He said that there is an in kind match of 20% which can be all of those in attendance helping with the update.

Ronald Smith congratulated and commended Mr. Brown for what he has done for Steuben County EMA.

Larry Gilbert, Surveyor, submitted a request to purchase a 2012 Ram in the amount of \$23,681.00. Lynne Liechty made a motion to approve the purchase of the 2012 Ram. James Crowl seconded that motion and the motion carried with three (3) ayes. It was noted that a transfer request is going to Council on November 13 for this purchase.

Jody Kinsey, USI and Crystal Dadura, HR Director, discussed the 2019 insurance renewal. Jody Kinsey submitted the renewal documentation. Ms. Kinsey said that Steuben County is looking at a .94% increase in fixed costs which represents \$7,080.00 and expected costs are looking at 2.38% for an inspected increase of \$81,168.00. She said that there are higher specifics on a few individuals that are insured under the plan for 2019. James Crowl made a motion to accept the 2019 Insurance Renewal. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Crystal Dadura discussed retiree insurance eligibility criteria in the updated plan document for 2019. Ms. Dadura said that she would like to look at retiree insurance premiums next year as well because it has not been reviewed for a couple years. Jody Kinsey said that most governmental entities do have retiree coverage. Ms. Kinsey said that it has been available, but the criteria that Steuben County uses has not been documented in Plan Documents and from a reinsurance perspective, it should be in the document so there are no questions regarding eligibility.

Kathy Armstrong, JDAI, requested permission to apply for a Criminal Justice Institute Title II Grant for programing support for pre-adjudicated youth. She said that the goal is to put them in support services instead of detention or out of home placement. She said that the total amount is for \$54,000.00, there is no match required and it is for January 1, 2019 through December 31, 2019. Lynne Liechty made a motion to approve the application for the Criminal Justice Institute Title II Grant. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Armstrong said that the Safeplace Grant has expired and she has a new grant she would like the Commissioners to consider. James Crowl made a motion to approve the application for the new Safeplace Grant. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Alicia van Ee, Health Department, stated that the Health Department is looking to continue their scanning process with Imaging Office Systems in the amount of \$7,746.53. Ms. van Ee said that the funds were already appropriated into the 2018 budget and she is seeking permission to move forward with the process. James Crowl made a motion to approve the expenditure. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, submitted quotes from Steve Hanna for painting in the Purdue Extension Area in the amount of \$5,270.00 and carpet from Homesite in the amount of \$11,100.40. Lynne Liechty made a motion to approve the quotes in the total amount of \$16,370.40 to be paid from Cum. Cap. 1138-000-4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

Judge Willian Fee submitted a request for a special exception regarding vacation time for one of his employees. Crystal Dadura stated that she reviewed the request and if the employee was hired over a year ago, why this wasn't brought up at that point. Kim Meyers said that this is not normally done for employees except for special circumstances where the Commissioners have made that decision. James Crowl said that a 30 year employee, in his opinion, should be treated as such. Crystal Dadura said that it has been over a year since she's been hired. Ms. Dadura said that she should be consistent with the policy. Lynne Liechty said that she would rather stay consistent with the policy. Ronald Smith said that the Commissioners will take no action on the request.

Emmett Heller, Highway Superintendent, submitted a right of way permit for approval. James Crowl made a motion to approve the permit. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Heller updated the Commissioners on projects that the Highway Department is working on.

Mr. Heller stated that the distributor truck has been ordered and should be completed by May, 2019. He also reported that the GPS units should be online within the next two (2) weeks.

Emmett Heller explained that they have purchased four (4) shipping containers and they will hold tools and equipment for each foreman. Mr. Heller said that he's hoping that it will create a better respect for the items that are purchased and used at the Highway Department. James Crowl made a motion to officially approve the purchase of the four (4) shipping containers for the total amount of \$9,400.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kylee Harris, Event Center Coordinator, submitted pictures of the trees that were planted at the County Park and of the new Boat Ramp. Ms. Harris said that the Highway Department had broken concrete road barriers that they could not use for construction purposes, so they were placed in front of the old Boat Ramp so it is officially closed. She said that the new Boat Ramp can be used and the DNR told her that they are going to be putting the handicapped loading ramp and dock in this spring.

Kylee Harris said that Frank Charlton and the DNR discussed removing rocks from the old Boat Ramp and she said that it does not appear that any rocks were removed. James Crowl said that it will cause a problem having those rocks jetting out into the channel and someone will have to get in touch with the DNR to get permission to remove them.

Ms. Harris said that the Craft Fair was held over the last weekend and they requested another contract for 2019. She said that she believes that the Contract needs to be reviewed and revised to avoid the issues that were dealt with this year.

Ronald Smith requested that Ms. Harris keep an eye on the trees for deer activity. Lynne Liechty thanked Shari and Ralph Trine for the trees that were donated to the County Park.

Jim Getz asked if the vehicles located at the Old County Home are for sale. Kim Meyers said that Erin Schiffli is putting together a surplus auction.

Kim Meyers informed the Commissioners that they have received dinner invitations for the IACC Conference. Lynne Liechty said that she won't know until later this week if she can attend.

Patrick Kirkpatrick, EMS Director, submitted information on a new collection agency for unpaid EMS bills. He said that this company was recommended by Ambulance Billing Services. Donald Stuckey asked who was collecting debts now. Mr. Kirkpatrick said that he was not sure. Mr. Stuckey said that there may be a termination clause. Lynne Liechty said that she knows that Ambulance Billing Services doesn't do collection, but she thought that EMS had a collection agency. Patrick Kirkpatrick said that he was told that Steuben County didn't have a collection agency and this company was recommended by ABS. Lynne Liechty said that they request 25% and Mr. Kirkpatrick said that it goes up from there if they go through litigation. Kim Meyers asked where this fee would come from because there are no funds budgeted. Mr. Kirkpatrick said that he believes it comes from what is collected. Donald Stuckey said that he has not reviewed the Contract in depth.

Jim Getz said that he doesn't believe that the County should have to pay the collection agency anything, it should be a percentage of what they receive. Kim Meyers said that with ABS, Steuben County gets all the money and then ABS is paid back. Due to that procedure, line items had to be established and money had to be budgeted.

Ronald Smith thanked Mr. Kirkpatrick for bringing this information to them, but said that the Commissioners cannot make a decision on this today without further information.

Patrick Kirkpatrick informed the Commissioners that EMS has been short staffed and a lot of EMS employees have not been able to use their vacation time this year. Per the Personnel Policy, that vacation time runs out at the end of the year. Mr. Kirkpatrick asked if the Commissioners would allow the vacation time to be rolled over through April 1, 2019 to give the employees more time to use it. Crystal Dadura asked if any vacation has been denied, Mr. Kirkpatrick confirmed that vacation requests have been denied. Mr. Kirkpatrick said that he's been working to get his people to take the time off but they won't because they know that the Department is short staffed.

Ronald Smith said that by considering this, it is not setting a precedent. James Crowl said that this has been done in the past. Lynne Liechty said that she would like to wait and talk to Ms. Dadura about this matter further. James Crowl made a motion to allow the employees in the EMS Department to carry over their remaining 2018 vacation days into 2019; however, they must be used by April 1, 2019. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Bill Schmidt asked if there has been any attempt to break the Humane Shelter lease. Lynne Liechty said that if the opportunity arises, they would be approached. Jim Getz said that the Humane Shelter did cut down the weeds and clean up the cans. Donald Stuckey said that the Demolition RFQ included that the sewer system not be destroyed. Ronald Smith informed Mr. Schmidt that the Commission Board has not requested to terminate the Humane Shelter lease.

The Commissioners received the following correspondence: Janel Meyer – Steuben County Soil & Water Conservation District re: 11/14/18 agenda; Steuben County EDC re: Board Meeting; NEIndiana Regional Partnership re: Caucus Advance Materials; M. Wolfe re: Website Inquiry; NEIndiana Regional Partnership re: Caucus Advance Materials; SCEDC re: 2018 Investor Reception; White House Office of Intergovernmental Affairs re: Invitation; Indiana Northeastern Railroad re: update; Stacey Meek NICC re: Advisory Board Meetings; INDOT re: Invitation to SR 327 Information Meeting; NICC re: 2019 Advisory Board Meetings; S. McCrea re: Website Inquiry; L. Weintraut re: SR 120 Small Structure Project; Pegmart re: Website Inquiry.

STEUBEN 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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