November 18, 2019 Commissioners’ Meeting Continued

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
November 18, 2019

The Steuben County Commissioners met at 8:30 a.m. on Monday, November 18, 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, Donald Stuckey, County Attorney Kim Anderson, Steuben County Assessor and Kim Meyers, Steuben County Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling $234,545.31. 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’ Administrative/Emergency Expenditure Meeting on October 21, 2019. James Crowl 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 November 4, 2019. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the October 21, 2019, meeting that was approved at the last Commissioners’ Meeting.

Rae Delaney, Payroll, submitted the November 8, 2019 payroll in the amount of $394,905.99 for approval. James Crowl made a motion to approve the November 8, 2019 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Community Center Rental Agreement with Council on Aging. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Community Center Rental Agreement with the Lakes Council. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to sign the Bill of Sale for the BoAC to purchase a 2000 Ford F350 in the amount of $6,500.00. 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 $10,837.00 for approval. James Crowl made a motion to approve the write offs. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to reappoint Dennis DeForest to the BoAC in accordance with the recommendation from Randy Strebig. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Council on Aging 5311 Grant Voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Clint Knauer, Plan Commission, reported at the last Plan Commission Meeting a proposed amendment to the Sign Ordinance was submitted. Mr. Knauer said the Plan Commission recommends removing the language that does not allow electronic signs, but they also amended the section about how the signs are not allowed to look like emergency vehicles, flash or strobe. Mr. Knauer said electronic signs would be legal, but they would be regulated as to the intensity and the flashing. James Crowl made a motion to accept Zoning Ordinance Amendment No. A-19-01. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

First, Second and Third Readings
Steuben County, Indiana
Zoning Ordinance Amendment No. A-19-01
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 Zoning Ordinance Amendment No. A-19-01, 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 3  Nays 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 3  Nays 0

The County Auditor then read aloud the title of said Ordinance for the first, second and third readings. Thereupon, County Commissioner, James Crowl, 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 Lynne Liechty and on the call of the roll adopted by the following vote:

Ayes 3  Nays 0

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Zoning Ordinance Amendment No. A-19-01, 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. Zoning Ordinance Amendment No. A-19-01 was adopted and reads as follows:

STEUBEN COUNTY, INDIANA

COMES NOW, the Board of Commissioners of the County of Steuben, Indiana, and pursuant to the authority vested by I.C. 36-7-4-100, et seq., as amended by the General Assembly of the State of Indiana, and all acts amendatory thereto, enact the following:

AMENDMENT NO. A-19-01: Signs
to the
Zoning Ordinance of Steuben County, Indiana

A part of the Comprehensive Plan for said County

WHEREAS, Steuben County adopted a new Zoning Ordinance on July 3, 2008, which became effective on August 1, 2008, amended most recently on July 5, 2018;

WHEREAS, the Steuben County Zoning Ordinance was implemented to protect the health, safety, and welfare of the community;

WHEREAS, IC 36-7-4- and IC 14-28-4 grants local governmental units the authority to develop, adopt, and enforce land-use and developmental standard within their jurisdiction.

WHEREAS, some changes are necessary for the Steuben County Zoning Ordinance to be consistent with the minimum standards and language requirements.

WHEREAS, after due deliberation by the Steuben County Plan Commission, it was determined that the Steuben County Zoning Ordinance should be amended to adopt the minimum standards and language requirements.
WHEREAS, the notice of public hearing on said amendment was published as required by I.C. 36-7-4-604; and
WHEREAS, on the 2nd day of October 2019, the Plan Commission held a public hearing on said Amendment and, after due deliberation, did certify a FAVORABLE RECOMMENDATION of A-19-01 by a 6-0 vote to AMEND the Zoning Ordinance of Steuben County to read:

(red text to be deleted & bold italicized text to be added)

SIGNS:
Emergency Vehicles Simulation Signs: Signs that simulate or could any way be confused with the lighting of emergency vehicle, traffic signals, or have an appearance similar to traffic safety signs or lights.

Section 14.04 (d), Page 14-3

High Intensity/Flashing Light Signs. Signs that blink, flash, are animated by lighting in any fashion or have the appearance of traffic safety signs, or lights, or municipal vehicle warnings from a distance.

Section 14.04 (f), Page 14-3

We, the Board of Commissioners of Steuben County, Indiana, after due deliberation, by majority vote, DO CONCUR with the recommendation of the Steuben County Plan Commission, and therefore:

BE IT HEREBY ORDAINED, THE ZONING ORDINANCE OF STEUBEN COUNTY (BE/NOT BE) AMENDED AS PER SAID AMENDMENT NO. A-19-01; SIGNS PASSED this 18th day of November, 2019, by the Board of Commissioners of the County of Steuben, Indiana, to be in full force and effect from this date forward.

STEUBEN COUNTY BOARD OF COMMISSIONERS

11/18/19
Lynne A. Liechty, North District
First Reading
Ronald L. Smith, President/Southern District
James A. Crowl, Middle District

11/18/19
Second Reading

11/18/19
Third Reading

Attest:
Kim Meyers, Steuben County Auditor

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law: Erin L. Schiffli

Clint Knauer stated that the Plan Commission Board currently has one (1) vacancy due to a resignation and another Board Member has informed to Board he will be moving after the first of the year. Mr. Knauer said there are two (2) applications for the current vacancy. He said the Plan Commission did discuss Ms. DeForest’s application because it was received before the last meeting and the Board passes a positive recommendation to the Commissioners to have Ms. DeForest serve on the Plan Commission. Mr. Knauer said the other application, from Chad Leggett, was received after the last Plan Commission Meeting. Ronald Smith said there was a question of whether or not Mr. Leggett could serve on the Board due to the fact he was hired as the Highway Superintendent. Lynne Liechty made a motion to approve Karen DeForest’s application to the Plan Commission Board. James Crowl seconded that motion and the motion carried with three (3) ayes. Donald Stuckey stated that since Karen DeForest is currently the alternate on the BZA, a new alternate will have to be found.

Frank Charlton, County Park Superintendent, informed the Commissioners that the Clear Lake Park Project is complete. Mr. Charlton also stated that the trees have been delivered and planted.
Mr. Charlton said he has met with the Potawatomi Snowmobilers Club and they mapped out a new trail that will cause less damage on the new roads in the Park.

Lynne Liechty asked if McClue Nature Preserve has ever come under the County Park jurisdiction. Commissioner Liechty said it is owned by the County. Kim Meyers said the McClue Nature Preserve has their own Board and manages themselves. Lynne Liechty asked about the paving and the asphalt. Kim Meyers said the County has never had to deal with any of that and the McClue Board received a grant a couple years ago from the DNR to do work at the Preserve. Ronald Smith asked Frank Charlton to see if the parking area needs some attention. He said that he has been there before and thought a mild grading would take care of it.

Mara Emerick, Event Center Coordinator, reported that there is a wedding and several Christmas parties that are being held at the Event Center in the coming weeks.

Ruth Beer, County Council, thanked the Commissioners for agreeing to quarterly joint meetings with County Council.

Due to the IACC Conference, the Commissioners changed the time of the December 2 Commissioners’ Meeting to 11:30 a.m.

Gary Fair posed a question regarding the HVAC and Fire Alarm Maintenance Contracts and if it was improper to not accept quotes from other companies for those services. Donald Stuckey said per Gary Fair, there is a lot of training that would have to be done to train a new company and that serves as the basis of waiving the requirement of accepting bids and/or quotes. Lynne Liechty made a motion to stay with the current HVAC and Fire Alarm Companies. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted a Reimbursement Voucher for the Bridge Inspection Contract. James Crowl made a motion to approve the Reimbursement Voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said she is still working on Bike Trail maintenance options and will present in the near future.

Ms. Sharkey said they continue to evaluate options regarding their truck builds. She said they are having issues with some of the hydraulic systems so they are evaluating that as well.

Jennifer Sharkey submitted quotes for a security system at the Highway Department. She said one is a burglary system that can be tied into the existing fire system in the amount of $6,248.34. Ms. Sharkey said if there was any unauthorized entry into the Highway Department, they would be notified. James Crowl said Gary Fair is currently working on the Community Center Security System and he recommended that Ms. Sharkey speak with Mr. Fair as well.

Ms. Sharkey also submitted a quote for an outdoor camera system to help provide coverage for the entry way and the back part of the Highway Department. Ms. Sharkey said that the Highway Department does not have funding for these expenses. James Crowl said they do want to pursue it, but thinks that the Community Center and the Highway Barn should be put together and have it quoted that way.

Jennifer Sharkey and Chad Leggett, Highway Superintendent, submitted a packet from the Veteran’s Day winter event including maps of plow coverage.

Chad Leggett, Highway Superintendent, stated that this winter event cost the County $40,791.00. He said they have twelve (12) daily drivers, 680 lane miles to cover and 450 of that is paved. Mr. Leggett reported they put about eighty (80) truckloads of material on the roads, had about 310-man hours and they covered about 5,250 miles during that winter weather event.

Mr. Leggett said they have a list of improvement opportunities that he and Jen Sharkey have spoken about. He said some of the routes take over six (6) hours to cover and can’t be covered in a day so they are looking to make some adjustments. He said they have communicated with the School Transportation Directors and they have a
Chad Leggett said he would like to establish a public transportation meeting twice a year, once coming into the winter and again in the summer.

Mr. Leggett said they have done material alterations and during the next weather event, a different material will be used. He said abrasive sand was obtained which is a sand/stone mix and is DOT windshield safe. Mr. Leggett said normal sand is round and doesn’t create traction. This new material has flat stones in it which will help cut up the hard-packed ice that adheres to the road. He said they are also investigating a new vendor and a new product which melts snow and ice to 37 degrees below zero as salt only works to 32 above zero and then loses 50% of its effectiveness and stops melting ice. He said the new product was tested at the State and is considerably better than salt, it is also organic and will not kill the grass. He said it is a little bit more expensive, but as long as people are trained to use it in a proper manner, less material will be used. Mr. Leggett said it is a sticky material and the alcohol won’t evaporate because they temperatures are not high enough, so if it is put on the road today and it snows tomorrow, it will start melting the snow before any more material is put down.

Chad Leggett said they are also exploring alternate winter material storage areas to increase efficiency. He said currently it takes some drivers 45 minutes back and forth to get material and if he can work with the County to find some stationing areas on different sides of the County, it will increase the efficiency of the drivers and keep them on the road.

Mr. Leggett reported they are exploring new winter weather applications and partnering with the State DOT as they have winter applications that can tell them specifically about winter weather coming, road temperatures, precipitation per hour, etc.

He said they are establishing winter response and are holding weekly meetings with the foremen as well. They are also evaluating the need for after hours winter coverage for situations where that may be needed.

James Crowl said he did not get any calls about bad roads. Mr. Leggett said the roads were not to his standards. Commissioner Crowl said the three (3) people that are in charge of the Highway Superintendent, did not get any calls so he thinks people understood Steuben County went from one (1) of the nicest fall days to four (4) inches of snow in one (1) day. Chad Leggett said his one (1) concern was that he didn’t want it to get to the people in the Highway Barn, but it did and they were hurt and upset. Mr. Leggett said people can take shots at him all day long, that’s what he is there for, but the employees at the Highway Barn did not need to feel like that.

Ronald Smith asked if intersection signs will be placed on 800 S or Old 27. Jennifer Sharkey said they will be primarily on Old 27, but they can certainly look at 800 S as well. Commissioner Smith said if there is enough room, there should be a deceleration lane. Ms. Sharkey said that could be part of the process of Highway Safety Funds as well.

Lynne Liechty said the EMS Department is looking at an ESO System and Jim Freeman from Ambulance Billing Services called her with some concerns. Commissioner Liechty said Mr. Freeman informed her that an ESO is three (3) times more expensive than any other digital dispatch system. Mr. Freeman explained they use Image Trend which the software and training is provided free of charge. ESO will cost Mr. Freeman $15,000.00 in software and it will cost Steuben County $5,000.00-$10,000.00 in training costs. Lynne Liechty said ESO is almost exactly the same as Image Trend and Jim Freeman did not understand why EMS is trying to get something so expensive and would be more than happy to come in and speak to the Commissioners about his concerns.

Jace Crozier, Courthouse Maintenance, requested permission to move forward with boiler repair at the Courthouse in the amount of $1,154.76. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Crystal Dadura, HR Director, came to the Commissioners about changing her direct reporting from the Auditor to the Commissioners. She said there aren’t many changes on the new job description just the hours, which were incorrect, the Department was changed to Human Resources, and then the reporting change was made. Ms. Dadura said the only thing she had a question about was periodically assisting payroll. She said she will still have a good working relationship with the Auditor’s Office, which includes Payroll. Kim Meyers asked if Ms. Dadura would continue to work the insurance side of it, auditing invoices, etc. Ms. Dadura said that is correct, it all stays the same. Kim Meyers said she would also like the Personnel Committee reinstated as something needs to be in place so there is oversight and accountability for any changes.

Kim Meyers said the issue at hand is the effective date for this change. Ms. Meyers said County Council has to be involved in this decision as well and they will have to approve moving the money. Kim Meyers said if the Commissioners want this to be in effect this year, they need to figure out where to pull the funding from. Ms. Meyers said next year it is automatic, it will come out of the Auditor’s Budget and go into the Commissioners’ Budget as long as Council approves it.

Kim Meyers said if Council approves it, the soonest it can go is middle of December, so it doesn’t affect anything that greatly. Kim Meyers recommended making it effective January 1. Ms. Meyers said the Commissioners will have to go to County Council and talk to them about it at the December 10 Meeting. Ronald Smith asked if the Council has been advised of this change. Kim Meyers said only the President is aware. Ms. Meyers said a Job Description approval has to happen as well.

James Crowl and Lynne Liechty stated they will attend the County Council Meeting on December 10 regarding this matter.

Kim Meyers asked who Ms. Dadura would be accountable to daily for her work schedule. Crystal Dadura said she would report to Erin Schiffli, Commissioners’ Assistant, just like any other Department Head under the Commissioners.

Crystal Dadura said it is on her to do list to go over the Amended Employee Handbook. Kim Meyers suggested that Ms. Dadura contact Rick Shipe to bring the matter up to the Council. Ms. Dadura said she is trying to get it ready for the next Administrative Meeting so she will get with Rick Shipe this week to see if someone can review it so it can be released in January. Kim Meyers said it will be tough to get it approved before the end of the year.

Kim Meyers clarified that the Council Meeting on December 10 will be to discuss the Job Description changes and to give approval for this switch to happen.

The Commissioners received the following correspondence: AIC re: Institute for Excellence Legislative Affairs, RISE Inc, re: Fall-ing for RISE, Janel Meyer, SCSWCD re: Board Meeting Minutes; Joy Hudson, HPG Network re: Mayors & Commissioners Caucus/November Meeting.