The Steuben County Commissioners met at 8:30 a.m. on Thursday, December 19, 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 and Kim Meyers, Steuben County Auditor.

Aaron Meyer, ISP, introduced himself and thanked the Commissioners for providing the office space in the Community Center. Detective Meyer said he appreciates what the Commissioners have done for him so far and he looks forward to working out of this building. The Commissioners thanked Detective Meyer for being a part of the Community Center.

Greg Diehl, BoAC, stated the BoAC is seeking approval of the bid received from Ross Construction in the amount of $31,747.00 for construction of a restroom in the Maintenance Hanger. Lynne Liechty said there was a bid lower and higher than that; however, Mr. Diehl said the BoAC recommends this bid be accepted due to the fact it comes from a local contractor, the bid documents were well prepared and very detailed. James Crowl made a motion to approve the bid from Ross Construction in the amount of $31,747.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Diehl also requested to encumber $13,698.00 from the 2019 CEDIT Airport Improvement to partially cover the construction costs of that bid. He said there are two (2) other projects, the roof repair and the septic installation, that they plan on encumbering funds for as well. Karen DeForest stated that she will be submitting encumbrances for those projects. Lynne Liechty made a motion to permit the BoAC to encumber the funds for 2020. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the claims submitted for payment this day totaling $634,010.31. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the minutes from the December 2, 2019, Commissioners’ Meeting and the minutes from the December 9, 2019 Administrative/Emergency Expenditure Meeting. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the November 18, 2019 and November 26, 2019 meetings that was approved at the last Commissioners’ Meeting.

Rae Delaney, Payroll, submitted the December 6, 2019 payroll in the amount of $404,193.84 for approval. Lynne Liechty made a motion to approve the December 6, 2019 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the November, 2019 EMS Closeouts in the amount of $4,228.06 and Write offs in the amount of $1,534.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey, County Attorney, opened the Print, Maintenance and Gas/Oil Bids. James Crowl made a motion to accept all bids for review and recommendation. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jeff Bassett, Business Impressions, submitted an updated budget projection for 2020 due to changes that have been made in some departments. Mr. Bassett explained that the Commissioners can purchase the small machines and lease the large machines which saves more money in the long run.

Kim Meyers, Auditor, asked that since some machines are being purchased, if they have to go through the bidding process. Donald Stuckey stated that the Commissioners require more than one quote; however, given the fact that all of the machines are now Xerox which was the policy in order to obtain one (1) vendor for all copy machines and based upon that, he doesn’t think they are required to do that. Lynne Liechty made a motion to
approve the Purchase/Lease Agreement in the amount of $72,230.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Denise Kreais, Council on Aging, updated the Commissioners on the 5311 State Audit that was just completed. Ms. Kreais said Commissioner oversite is required since they are the Grantee of the Federal Money. She said not only is the oversight needed fiscally, but also on the capital inventory as well. Ms. Kreais said the Commissioners need to be listed as the title holder on all vehicles and she said she has been working with Erin Schiffli, Commissioners’ Assistant, to make sure everything is in order and listed as they should be.

Ms. Kreais said that COA is also in the middle of a huge capital campaign and building project. She said they are rebranding as they have changed the STAR Transportation logo and they’ve been doing marketing to let the Community know they are public transportation, not just for seniors or the disabled. She said they will be building a separate garage to house the vehicles at the property.

Denise Kreais said COA has been working closely with the Veteran’s Office as well. She said the DAV cannot transport veterans that are wheelchair bound or have oxygen so they are working together to find a way to subsidize that.

Gary Fair, Community Center Building Manager, submitted two (2) quotes for Community Center surveillance cameras. Mr. Fair stated TCSI also installed the cameras for the Jail and Courthouse. He said the cameras that have been quoted have voice recording and facial recognition capabilities. Mr. Fair said the server will be set up on the second floor and anything that needs to be captured off the cameras can be downloaded to a thumb drive.

Mr. Fair said a computer will be set up and he will be able to view the footage from his desktop and provide footage to authorities if needed. Tami Sumney also asked if the Commissioners were wanting the hardware to be in a secure cabinet. Mr. Fair said he would prefer to have a secure cabinet installed on the wall; however, he has not checked on pricing for that.

Kim Meyers said if the Commissioners approve this today, the funds can be encumbered. James Crowl asked how fast the cameras will be installed if approved today. Mr. Fair said they are hoping to have them installed the 1st of February.

Gary Fair recommended the TCSI quote be approved by the Commissioners due to the fact it is a better product and they are the same vendor that installed the Jail and the Courthouse cameras. Lynne Liechty made a motion to approve the TCSI quote in the total amount of $32,771.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair submitted a quote for reinsulating of the chiller pipes on the east side of the Community Center. He said the UV rays have eaten the insulation up. Mr. Fair said he has attempted to get more quotes; however, only one was received. Mr. Fair said the quote came from Delta T in the amount of $4,564.00. James Crowl made a motion to approve the quote from Delta T Mechanical in the amount of $4,564.00.

Gary Fair asked for permission to move forward with the 2020 Multi-Purpose Room Light Retrofitting. He said the money has been placed in the 2020 budget for this project. Lynne Liechty made a motion to approve that request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair also reported that an INSHARP inspection recently took place in the Community Center and several deficiencies were reported. He said money will be involved for electricians, signage, etc. and he wants to know where these items will be paid from. Kim Meyers suggested discussing the scope of everything Mr. Fair is talking about and let the Commissioners decide whether or not they want to continue on that track. Gary Fair said he will work on getting that information around for the next meeting.

Mr. Fair said Melissa Cook is interested in renting the Purdue Extension Kitchen and the Commissioners need to decide what they want to do regarding insurance and how much to charge. James Crowl said they need to find out what the needs are for the class. Gary Fair said she will be coming in on a weekly basis and would like to
start classes at the end of January or first of February. Mr. Fair said she would be bringing in hot plates for the participants to be cooking on. They will also be bringing in all of their utensils and food. The Commissioners requested that Ms. Cook come into the next Commissioners’ Meeting.

Crystal Dadura, HR Director, submitted the scope of work regarding the deficiencies found during the INSHARP inspection. Gary Fair said there were outlets that were not grounded and reverse polarity on 2nd and 3rd floor. He said in the hallways, none of the outlets are grounded and that might be an issue to repair. Mr. Fair said there is an outlet in the men’s restroom that is not proper and he suggested removing it. James Crowl recommended that Mr. Fair get prices from electricians and come back to the Commissioners.

The Highway Department also submitted a quote from TCSI for surveillance cameras at the Highway Department. Tami Sumney said she spoke to Jen Sharkey and reviewed the quote as well. Ms. Sumney said the system can send an alert if there is any motion, that way the on-call person can call into dispatch so a Sheriff’s Deputy can check the building. Tami Sumney stated the quote is in the amount of $13,657.00 and the Highway Department is requesting the Commissioners to pay for it. Kim Meyers asked Donald Stuckey if the Commissioners can pay for the cameras at the Highway Department if they don’t have the funds. Donald Stuckey said the Commissioners can do so. Kim Meyers said if the Commissioners want to use 2019 funds, it has to be approved today. James Crowl made a motion to approve the TCSI quote for the Highway Department Cameras. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Clint Knauer, Plan Commission, stated at last Wednesday’s Plan Commission meeting there was a unanimous recommendation to approve the vacation of Lots 1, 2, and 3 of Jewell’s Cove. Mr. Knauer said at one time these lots were combined due to tax purposes and now they wanted to go through the Plan Commission for the vacation to uncombine them and put them back the way they were. Lynne Liechty made a motion to approve Ordinance 3150. James Crowl seconded that motion and the motion carried with three (3) ayes.

First, Second and Third Readings
Steuben County, Indiana
Ordinance No. 3150

Thereupon, County Commissioner, James Crowl, moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, that first, second and third readings of Steuben County Ordinance No. 3150 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 Lynne Liechty 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 Ordinance No. 3150, 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. Ordinance No. 3150 was adopted and reads as follows:

ORDINANCE NUMBER 3150

AN ORDINANCE OF THE STEUBEN COUNTY BOARD OF COMMISSIONERS

REGARDING THE VACATION OF LOTS 1, 2, & 3, JEWELL’S GROVE

WHEREAS, the Petitioner has filed a Petition for Vacation of a portion of a Plat pursuant to Indiana Code 36-7-3-10/11;

WHEREAS, the Petitioner owns or has legal interest in certain real estate which is contiguous to the public way or place which they propose to vacate;

WHEREAS, notice by publication to the population at large and notice by certified mail to abutting property owners has been properly made consistent with Indiana Law;

WHEREAS, the Petitioner has paid the expense of providing legal notice;

WHEREAS, no public ways shall be vacated;

WHEREAS, conditions in the platted are have changed so as to defeat the original purpose of the plat;

WHEREAS, it is in the public interest to vacate all or part of the plat; and,

WHEREAS, the value of that part of the land in the plat not owned by the petitioner will not be diminished by vacation,

IT IS HEREBY ORDAINED BY THE STEUBEN COUNTY BOARD OF COMMISSIONERS THAT THE FOLLOWING DESCRIBED PLATTED LOTS IN STEUBEN COUNTY, INDIANA, IS HEREBY VACATED:

Lots 1, 2 and 3 in Jewell’s Grove, as recorded in Plat Book 2, Page 36, the Office of the Recorder of Steuben County, Indiana,

THENCE, all of said portion of the platted subdivision, described in the attached description, shall be vacated from Jewell’s Grove (Map# 76-06-17-110-102.000-011).

STEUBEN COUNTY BOARD OF COMMISSIONERS

12/19/19
First Reading
Lynne A. Liechty, North District
Ronald Smith, Chairman/Southern District
James Crowl, Central District

12/19/19
Second Reading

12/19/19
Third Reading

ATTEST:
Kim Meyers, Steuben County Auditor
The Commissioners signed the plat for MD Deller.

Clint Knauer asked if the Commissioners wanted to fix the door dent in one of the Jeep Patriots. Due to the size of the dent, the Commissioners decided to not pay to get it fixed.

James Crowl made a motion to appoint Steve Garman to the Plan Commission Board in accordance with the positive recommendation from the Plan Commission. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to appoint Bridget Harrison to the BZA and to approve Larry Bandelier as the Alternate. James Crowl seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, reported that the trees and brush has been removed from the lake shore.

Mr. Charlton stated that he has been checking into accepting credit cards at the County Park and he has been speaking with the same company that Brett Hays uses. He said there is no cost to the County, but the people using the service will be charged a fee.

Frank Charlton said the Health Department would like to have a Pod Exercise at the Event Center on February 11. Alicia van Ee, Health Department, stated she wanted to make sure it was okay with the Commission Board. Mara Emerick, Event Center Coordinator, stated it does not interfere with anything. The Commissioners agreed the Health Department may use the Event Center for their pod exercise on February 11.

Lynne Liechty discussed possible installation of gates at the County Park Campground due to increased traffic and theft during the winter season. Frank Charlton said propane tanks and batteries have been stolen this year and there are pros and cons to having gates installed. James Crowl asked why this is the Commission Board’s responsibility when people don’t take care of their own belongings. Ronald Smith asked Frank Charlton what he would prefer to do. Mr. Charlton said he would like to see something similar to what has been installed at Waldon Woods where a card is required for access. Ronald Smith said a gate is only a mild deterrent. Donald Stuckey said the Commissioners are not responsible for theft unless they are grossly negligent.

Lynne Liechty stated that she and Mara Emerick will be meeting with June Julien on January 3 regarding potential events at the County Park in 2020.

The Commissioners administered Melissa Bixler’s oath for her 2020 Bond.

Lynne Liechty made a motion to approve the Conflict of Interest Forms for Crowl Earthwork, Graphics 3, Shipe Well Drilling, Schiffli Enterprises, LLC and Sevits Tree Service. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the 2020 Board Appointments with the change of her being on the Region 3A Board of Directors and on the LaGrange County Sewer District Appeal Board. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to reappoint Bill Schmidt to the Wood-Land-Lakes RC&D Council. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to reappoint Thomas Sanborn to the Alcoholic Beverage Board. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
Lynne Liechty made a motion to reappoint Matthew Zimmer, DVM as the Emergency Animal Disease Control Coordinator. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to appoint Laurie Gentry to the Carnegie Library Board. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the following HVAC Preventative Maintenance Contracts with Delta T Mechanical:

- NICC- Old Jail - $3,222.00
- Steuben County Community Center - $12,169.63
- Steuben County Park – 3,432.00
- Steuben County Jail - $2,800.00

James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the incinerator repair in the amount of $90.00 and replacement of the Incinerator in the amount of $7,635.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the fee waiver and rental request from Turning Point Shelter for the Auditorium on December 3, 2020 to host their Annual Christmas Concert. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to appoint Marvin Retcher as Weights and Measures Inspector of Steuben County. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Koorsen proposal to fix the deficiencies found at the Sheriff’s Department. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted Eicher Utility Permit #2748, NIPSCO Utility Permit #2864 and Frontier Utility Permit #2865 for approval. James Crowl made a motion to approve those Utility Permits. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the submission of a bid on a 1972 Fire Engine from the Steuben Township Fire Department, not to exceed $2,000.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to sign claims for the Community Crossings Projects that were submitted by Jennifer Sharkey. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty said she would like to move forward on the Courthouse Project so the Engineering Firm can create the specifications and put out a RFP. Ronald Smith asked how they go about getting the specifications without having expertise. Kim Meyers said the Commissioners already have expertise from Martin Riley and the needs assessment that was performed. She said the Commissioners need to get with Martin Riley, tell them the option they want to go with and ask them to draw the specs up for that based on the assessment. Lynne Liechty made a motion to have the discussion with Martin Riley. Ronald Smith requested that Martin Riley be contacted to see if they can attend the next Administrative/Emergency Expenditure Meeting on Monday, January 13. James Crowl said the Commissioners need to decide what ground is going to be used, where it is located and how big it will be then that information will be given to Martin Riley.

The Commissioners discussed the INSAFE inspections and the recommended repairs that Gary Fair brought to the Commissioners attention. Erin Schiffli, stated that this is a voluntary program, it is not mandatory...
December 19, 2019 Commissioners’ Meeting Continued

and is not required by OSHA. Participation in the INSAFE Program is purely to obtain a certification; however, it may result in some discounts on insurance. Kim Meyers stated that she inquired about the discounts and was told this program would not help with insurance discounts. Ms. Meyers wants to know why this is being done to get in line with what a factory or manufacturing company would want to do. Lynne Liechty asked where this program came from and how it got implemented. Kim Meyers said HR asked for it to be looked into. Ronald Smith said Crystal Dadura should have brought it to the Commissioners.

Mr. Fair asked where the repairs were going to be paid from and if the Commissioners want the signs to be posted. Erin Schiffli stated she told Mr. Fair this is a Commissioner decision and until and unless the Commissioners make the decision to go forward with it, he needs to hold off. Mr. Fair informed Ms. Schiffli that he has been told he needs to post signs and the repairs need to be made by January 28.

Kim Meyers asked if the Commissioners want to do any of this at all because down the road, once this gets going, there will be requirements to follow anytime a company comes in to do any work in the Community Center. Ms. Schiffli said she was approached regarding information that is being obtained from and given to contractors that come into the Community Center to do work. Currently, Certificates of Insurance are obtained; however, if this continues, orientation and training to every single contractor that comes in to do work would be implemented. The Contractors would be given a packet of information and the County would have to obtain more than just the Certificate of Insurance from the Contractor. Erin Schiffli said she did research on these voluntary programs and in a factory setting it makes sense when there are dangerous pieces of equipment in the area and the Contractors need to know the dangers; however, in a Community Center or office building would a program like that be necessary?

Kim Meyers said time has already been wasted with this voluntary program. Lynne Liechty said she is wondering if the expense and paperwork outweigh the benefit.

Bill Schmidt said in having dealt with OSHA, Inspectors come in and check every socket and they would charge for the ones that are incorrect, so some of the deficiencies they found during the inspection, should be fixed.

Kim Meyers said the inspectors went through the Community Center, did the inspection, had offices remove things and gave a list of things that need to be fixed by a certain date. Ms. Meyers asked if the Commissioners want to continue with that or would they want to stop the program and not pursue it any further.

James Crowl said they kind of let the horse out of the barn and asked how this happened. Kim Meyers said no one knew what this program encompassed and she questioned it from the beginning. Ronald Smith said if this is not mandate driven, they have the right to set it aside. Lynne Liechty made a motion to set the program aside and not move forward. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ronald Smith said the Commissioners need to schedule an Executive Session. An Executive Session was scheduled for Monday, December 23, at 3:30 p.m.

The Commissioners also discussed whether or not permission was given for EMS to do an emergency transport to Cleveland. James Crowl said he gave approval to Steuben County EMS to take a Steuben County Resident to Cleveland. He said it was an emergency situation and it did not adversely affect the department.

Kim Meyers submitted an application for excess insurance from Jody Kinsey. Ms. Meyers said it is the same numbers she provided earlier, but this is the documentation for signature. Lynne Liechty made a motion to approve the application. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jeff Sine, Croxton and Roe, submitted the Airport Liability Insurance Renewal in the amount of $5,388.00. Mr. Sine said he had to change carriers due to the fact that EMC increased the rates due to the fact they were selling gasoline and the Sky Dive Fort Wayne was operating out of the Airport. Jeff Sine said the insurance company does not cover the exposure when it comes to the Sky Dive Fort Wayne and exclusions are issued. Mr. Sine said he has a Certificate of Insurance from Sky Dive Fort Wayne’s insurance carrier; however, if something happens out there, they will sue the County, the Airport, Sky Dive Fort Wayne and the Insurance Companies. Jeff Sine said the Certificate of Insurance shows the County as an additional insured, but they didn’t send the additional insured endorsement so he’s not sure what the scope of coverage they are affording the County is.
The Commissioners received the following correspondence: Joy Hudson, HPG Network re: Mayors & Commissioners Caucus Meeting Cancelled; BoAC re: Meeting Report; Janel Meyer, SCSWCD re: Meeting Minutes; IACC re: Governor’s Agenda and Broadband Announcements; Joy Hudson, HPG Network re: Mayors & Commissioners Caucus; Miranda Onorio, USDA re: News Release; Pyramid Consulting re: Broadband Consulting Services; Randi Berman, Monroe Systems re: Office Shredding; Janel Meyer SCSWCD re: Board Meeting Agenda; Rodney Renkenberger, MRBC re: Request to re-study Flood Hazard Area on Fish Creek in Town of Hamilton; Rodney Renkenberger, MRBC re: FEMA Grant Cost-share Contributions for 2019 FEMA Pre-Disaster Grant Applications; Stacey Meek, NICC re: Advisory Board Meeting.

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