The Steuben County Commissioners met at 8:30 a.m. on Monday, March 16, 2020, in the Commissioners’ Room of the Steuben County Community Center. Present this day were Commissioners James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney and Kim Meyers, Steuben County Auditor.

James Crowl requested that the Courthouse Study Committee be canceled due to the COVID-19 outbreak.

Brett Hays, NICC, requested permission to purchase Firewall software for both the Steuben and the LaGrange Community Corrections Office. Mr. Hays said that he is very comfortable with this vendor and the current vendor is extremely expensive and has changed names three (3) times. Lynne Liechty made a motion to approve the quote from MidSolv, LLC in the amount of $2,362.12. James Crowl seconded that motion and the motion carried with two (2) ayes.

James Crowl made a motion to approve the claims submitted for payment this day totaling $340,985.72. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Lynne Liechty made a motion to approve the minutes from the Commissioners’ Meeting on March 2, 2020 and from the Administrative/Emergency Expenditure Meeting on March 9, 2020. James Crowl seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the February 18, 2020, Commissioners’ Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the March 13, 2020 payroll in the amount of $420,488.07 for approval. Lynne Liechty made a motion to approve the March 13, 2020 payroll. James Crowl seconded that motion and the motion carried with two (2) ayes.

Clint Knauer, Plan/Building Department, came to the Commissioners regarding an unsafe building located at 6296 W South Lake Gage Drive. Mr. Knauer said there is a letter from Craig Benson stating he has been retained, he acknowledges the violation letter and asked for this matter to be scheduled in May, 2020. Clint Knauer said the time has expired, as a courtesy they do want to work with Mr. Benson, but Mr. Knauer accidentally put this matter on the Commissioners’ calendar a month early. Clint Knauer explained that Craig Benson submitted another letter dated March 3, 2020 listing several things that his clients have started to do with the property. Mr. Knauer said he has confidence that this will be taken care of by the property owner and if it isn’t, they will come back to the Commissioners.

Lynne Liechty asked if the appraisals have been done on the property. Craig Benson said they signed a contract with Pam Selman about three (3) weeks ago and he believes the appraisal should be done. Commissioner Liechty asked if the owners planned on demolishing the property. Mr. Benson said he is not sure if they will sell it as-is because it is 120 feet of frontage on the Lake Gage or if they will demolish the building first.

Donald Stuckey suggested having the Building Department monitor the situation and if they think there is going to be a problem, Mr. Knauer can bring it back to the Commissioners.

The Commissioners signed the plat for Pugamoo Estates.

Jace Crozier, Courthouse Maintenance, requested permission to move forward with carpet cleaning in the amount of $740.00.

Mr. Crozier also reported that the heating and a/c units in the Courthouse are filthy. He said one had a motor blow so they had to pull the motor out to get to the coils and it was 75% plugged. Mr. Crozier said he does not have an actual price on the repairs; however, he would like to move forward with the repairs. James Crowl made a motion to approve the request for the carpet cleaning and HVAC repairs. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.
March 16, 2020 Commissioners’ Meeting Continued

Pat Kirkpatrick, EMS Director, submitted February Write Offs in the amount of $421.66 for approval. Lynne Liechty made a motion to approve the February Write Offs. James Crowl seconded that motion and the motion carried with two (2) ayes.

Michael Gaynor, GoRail, requested that the Steuben County Commissioners participate in a joint letter to Congress. Lynne Liechty made a motion to support the joint letter to Congress. James Crowl seconded that motion and the motion carried with two (2) ayes.

Erin Schiffli, Commissioners’ Assistant, stated that Brent Shull, Hamilton Town Manager, informed her that Linda Bireley does not want to renew her appointment to the Hamilton Plan Commission. The Commissioners requested that correspondence be sent to Mr. Shull requesting he send the Commission Board recommendations for a new appointment to the Hamilton Plan Commission.

Kim Meyers, Auditor, and Kelli Johnson, Chief Deputy, informed the Commissioners that they are completely out of storage space and they are requesting to use the old WorkOne area for storage. James Crowl stated that IT may be moving to the old WorkOne area so he wanted to check on that first before a decision is made.

Lynne Liechty made a motion to use the old CASA Office as the new Commissioners’ Office. James Crowl seconded that motion and the motion carried with two (2) ayes.

Frank Charlton, County Park Superintendent, stated that he is checking on the cost for testing and removing the old telephone poles at the Park.

Mara Emerick, Assistant County Park Superintendent, reported that the credit card machines will be installed this week.

James Crowl informed Mr. Charlton that the Health Department will be erecting a tent at the Event Center and said that no stakes shall be put in the asphalt.

Tami Sumney, IT Director, requested permission to purchase a new laptop for an Undercover Officer in the amount of $2,320.86 from Insight (f.k.a. PCM-G). Lynne Liechty made a motion to approve the purchase. James Crowl seconded that motion and the motion carried with two (2) ayes.

Rodney Robinson, Sheriff, stated that his iRecord System in the Interview Room has broken, it cannot be updated and a new system is needed. Sheriff Robinson said that he did get a quote from iRecord; however, the current camera system can do the same thing and it can all be put on the same system instead of having separate systems. He said he is requesting to replace the Interview Room software today with the low quote from TCSI in the amount of $9,927.00.

Rodney Robinson said he did get a quote from the Intake area as well because that would be the only solo system they have left. He said there is nothing wrong with that system currently, but it is a little bit older than the Interview Room software. Sheriff Robinson said they can replace both, or just one. He said it doesn’t change a lot how they function, but it would help IT not having to worry about two (2) separate systems. He said he does have funding for the replacement of both systems.

Tami Sumney said if TCSI has the capability and does everything the Sheriff needs, she does not have a problem with TCSI. Rodney Robinson said he feels it is best to move everything to the same system. Ms. Sumney said TCSI is already doing the camera systems and she didn’t realize they had a recording system as well.

James Crowl made a motion to approve the quote from TCSI in the amount of $20,421.00 to replace the recording system in the Interrogation Room, Intake Area and Sally Port. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.
Sheriff Robinson also requested permission to purchase a locking key box that would record who has the keys. He said that he also has the funds for this purchase in this budget. Lynne Liechty made a motion to accept the low quote from Larry’s Lock and Safe Service, Inc. in the amount of $5,036.00.

Rodney Robinson said they have a Dodge Charger to decommission. He said this car has a bad cam shaft in it and because they had to order cars so early, he has not fixed it and it has been stripped. Sheriff Robinson said he can fix it, trade it in and get less than they did last year or sell it on auction. He said Dunham’s is only willing to give them $2,000.00 on a trade. Lynne Liechty made a motion to sell the Dodge Charger on the online auction. James Crowl seconded that motion and the motion carried with two (2) ayes.

Sheriff Robinson asked about sick leave surrounding the COVID-19 pandemic. Lynne Liechty said currently treat it as normal sick leave; however, that could change.

Jennifer Sharkey, Highway Engineer, submitted NIPSCO Utility Permit #2877 for approval. Lynne Liechty made a motion to approve NIPSCO Utility Permit #2877. James Crowl seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey submitted a reimbursement voucher for 200 N Phase II Preliminary Engineering for approval. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey informed the Highway burglary system has been installed and is operational. She said they have a meeting with the camera contractor to get those installed as well.

Jennifer Sharkey asked permission to draft and advertise an RFQ for the Highway Campus Needs Assessment. She said she would like to have the RFQ review three (3) options, modify and/or expand, building new on current county property towards the north or identify a new location. James Crowl asked if she had an estimated cost for the Needs Assessment. Ms. Sharkey said she does not know how much the Assessment would cost. Commissioner Crowl said the County’s plate is really full with a Courthouse and before they go into a Needs Assessment on the Highway Barn, he would like to get farther along with the Courthouse. Lynne Liechty said the Needs Assessment on the Courthouse was done three (3) or four (4) years ago and it takes such a long time to implement and she doesn’t mind going ahead with the Needs Assessment to figure out the possibilities because it is going to take a long time. James Crowl asked if this would be coming from the Highway Budget. Jennifer Sharkey said it would come from miscellaneous consultant services, which at the time we may need to ask for additional funds from their cash balance. Ms. Sharkey said they looked at from a 3-5 year process with the Needs Assessment this year, next year reviewing the Needs Assessment and getting a game plan for the best option and then planning, design and implementation. Lynne Liechty made a motion to approve Ms. Sharkey to start working on and advertising a Needs Assessment RFQ. James Crowl seconded that motion and the motion carried with two (2) ayes.

Jennifer Sharkey said they received quotes on a new Broom and they have one of the revised quotes back. She said the Broom from Southeastern was in the amount of $64,500.00. With a trade in of the old Broom, they would get approximately $5,000.00 for that for a total expenditure of $59,334.00 for the Superior Broom. Ms. Sharkey said they also looked at a Broom from Brandeis and they are still waiting for those final numbers, but she thinks they will be under the cap on that one as well.

Ms. Sharkey said they are finalizing the hydraulic packages for the truck builds and they will have a project plan schedule this week. She said they are getting the components together to get them delivered to WA Jones.

Jennifer Sharkey requested permission to utilize a different vehicle decal for select vehicles at the Highway Department. She said she had an experience last fall when she was driving back from a meeting and she was on I-69. She was flagged down by another vehicle on the interstate so she thought there was something wrong with the vehicle. She pulled over and it was an individual that wanted to express a concern about a tree in Steuben County along a county road. Ms. Sharkey said she appreciated their enthusiasm but not the safety risk to herself and that individual. Lynne Liechty said she doesn’t have a problem with smaller decals. James Crowl said to get an idea around and bring it back to the Commissioners for approval.
Ms. Sharkey said a request from Rick Bristle has been submitted regarding chip and sealing about 500 feet of 700 N, leading into the Shawnee Trails Subdivision. She said there are two options for HMA ranging from $17,000.00 - $18,000.00, depending on the thickness. Ms. Sharkey said for double chip and seal with calcium it would be about $5,700.00. She said the question they had was about the road surface within the subdivision and what that would like. Rick Bristle, Shawnee Trails Subdivision, said right now he is trying to get it finished up by the end of May and the roads in the subdivision is a dura-berm base and crushed dura-berm on top so it is ready to be chip and sealed or sprayed to make it look like asphalt. Mr. Bristle said he has Phase I which is 1,800 feet long and Phase II is 2,000 feet long and it will cost him $27,000.00 per road. Mr. Bristle said that he has lost a couple sales due to the fact 700 N is not finished.

James Crowl asked if Mr. Bristle is requesting the County foot the bill on this or if he is going to help. Rick Bristle said he would help out, within reason. He said if they could keep it around the $7,000.00 mark, he would pay for half. Commissioner Crowl said that there was a policy in the past where people wanted to chip and seal gravel roads in front of their homes. The individual would pay for it and then the County would take it over; however, that has come back to bite the County. Jennifer Sharkey said her understanding was that the base was not ready for that surface treatment. Commissioner Crowl said the only way they would consider this is if 700 N was qualified.

The Commissioners gave Ms. Sharkey permission to determine the best policy for this situation and the Commissioners will reconsider it at another meeting in the future.

Gary Fair, Community Center Building Manager, reported that the City of Angola has a bond requirement and a permit fee that needs to be paid before they can cut part of the sidewalk in conjunction with the Courthouse Wall Project. Mr. Fair explained the bond is $2,000.00 and the fee is $100.00. Lynne Liechty made a motion to approve the payment of the Bond and the Permit Fee for a total amount of $2,100.00. James Crowl seconded that motion and the motion carried with two (2) ayes.

Mr. Fair said the courthouse wall has considerably more damage than anyone had anticipated. He said there should be enough bricks that can be harvested for repairs.

Gary Fair requested permission to accrue comp time to refinish the 2nd floor on Saturday, March 21, 2020. He said they are starting around 8:00 a.m. and are hoping to be done by 2:00 p.m. Mr. Fair said it will require three (3) of them to complete.

Crystal Dadura, HR, stated she was approached by PhP in regards to the Coronavirus testing being covered as a preventative measure. She said it does cost approximately $100.00 and she is requesting approval to allow that to be covered. Lynne Liechty made a motion to approve that change in the plan document. James Crowl seconded that motion and the motion carried with two (2) ayes.

Ms. Dadura also stated that a memo came out from State Board of Accounts in regards to the Coronavirus urging County bodies to continuing monitoring policies and be proactive on establishing procedures in the event sick leave or vacation is needed. She said as of now, they have been telling everyone to continue business as normal, following current procedures, but the situation will be monitored and adjustments will be made as necessary.

Crystal Dadura stated that the tornado drill has been canceled due to the Coronavirus.

Lynne Liechty reported that MSD is doing curbside lunches for the children that are out of school.

James Crowl made a motion to allow the Auditor’s Office to use the old Work One area for a storage room. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Mike Sevits, Annex Maintenance, addressed the Commissioners regarding cleaning in the Prosecutor’s Office. Mr. Sevits said that he has been cleaning door handles and other public areas in the morning and in the afternoon. He said he was told he needed to purchase wipes for the Prosecutor’s Office because everyone in the office are bleaching desks two (2) times a day. Mr. Sevits said he cannot afford to pay for them out of his budget.
March 16, 2020 Commissioners’ Meeting Continued

and he wants to know if it is his responsibility to furnish those for the employees to clean their own personal spaces. James Crowl and Lynne Liechty were in agreement that the public ingress and egress needs to be cleaned. Mr. Sevits said in normal times he does not clean their desks except for common areas where they place cookies, etc. The Commissioners requested that a memo be sent to the Prosecutor’s Office stating they are responsible for cleaning their own personal spaces and/or desks.

Jennifer Sharkey, Highway Engineer, stated that she did get the second revised quote from Brandeis for the Brost Broom. Derek Iddings said the quote is for a broom they have on the lot which has a Cummins engine in it which enables them to diagnose in house. Mr. Iddings said with trading in the old broom, the new broom would cost $56,311.00. Mr. Iddings said the other one from Southeastern was $3,023.00 more. James Crowl made a motion to approve the broom quote from Brandeis in the amount of $56,311.00. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Crystal Dadura, HR, submitted information regarding COVID-19 to the Commissioners. Ms. Dadura said she received information from State Board of Accounts last week and they urge counties to start talking about it. She said the House just passed a bill federally mandating employers with under 500 employees adopt an emergency FMLA policy. Ms. Dadura said there is a lot coming down the pipes regarding COVID-19 and is constantly changing. She said she put together a very rough draft for the Commissioners to review in the event the federal enactment is passed. Ms. Dadura suggested sending out a memo informing employees that the Commissioners are looking at policies and they need to increase cleaning, limit access to offices, etc.

Crystal Dadura reviewed the memo that the Commissioners requested be sent to the Prosecutor’s Office. Ms. Dadura said that the Prosecutor’s Office wanted increased cleaning in the kitchen because they were having to use their own personal cleaning supplies for the breakroom and kitchen. The Commissioners requested a memo be sent to Mr. Sevits instead stating he should be responsible for cleaning the break room and kitchen.

It was determined that the two (2) east entrances and the south entrance of the Community Center will no longer be allowed for public access and signs will be posted. Commissioner Liechty said she will check with COA regarding their access needs. The front door will be limited public access and it will be stressed to all Department Heads and Elected Officials to encourage decreased social interaction. Ms. Dadura said that alternative options need to be used for daily activities by using drop boxes, using email and phones.

The Commissioners requested that the County Park meeting be moved to 8:30 a.m. instead of 9:00 since the Courthouse Study Committee Meeting has been canceled.


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