STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
March 2, 2020

The Steuben County Commissioners met at 1:00 p.m. on Monday, March 2, 2020, 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 Anderson, Assessor, Ruth Beer, Steuben County Councilwoman, Dan Caruso, Steuben County Councilman, Richard Shipe, Steuben County Councilman and Kim Meyers, Steuben County Auditor.

The Commissioners observed a moment of silence in memory of Richard Dodge.

Mike Sevits, Annex Maintenance, requested permission to transfer funds from the painting line item to the annex flooring line item to pay Sanborn’s to move the E-911 consoles. The Commissioners requested Mr. Sevits obtain the quote for the flooring before moving funds to a different line item.

Mr. Sevits also submitted two (2) quotes for deficiencies found during the overhead door inspection. The quotes were substantially far apart and he said that he rather not do anything unless something is broken. The Commissioners asked Mr. Sevits to do more research on the matter and come back at the next meeting.

Pam Feller, Probation, submitted two (2) Grant Applications for approval. Both grants are being offered by the Indiana Office of Court Services with one being for $60,000.00 and the other for $70,883.00. James Crowl made a motion to approve the Grant Applications. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, requested permission to repair the County Truck due to an incident while plowing. The matter was turned into insurance; however, the deductible is $2,000.00 so Mr. Charlton wanted permission to expend those funds. Lynne Liechty made a motion to approve the expenditure of the $2,000.00 deductible in order to repair the County Park Truck. 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 $345,104.67. Lynne Liechty 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 those 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 Commissioners’ Meeting on February 18, 2020. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the February 3, 2020, Commissioners’ Meeting and the February 10, 2020, Admin/Emergency Expenditure Meeting for the Index Book, which were approved at the prior meeting.

James Crowl made a motion to approve the February 28, 2020 Payroll in the amount of $426,946.92. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Crystal Dadura, HR Director, submitted Amendment No. 1 to the Steuben County Active Employee Benefit Plan regarding the Call-a-doc service. James Crowl made a motion to approve that Amendment. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the Personal Day requested for Randy Brown. James Crowl seconded that motion and the motion carried with three (3) ayes.
March 2, 2020 Commissioners’ Meeting Continued

Lynne Liechty made a motion to approve the quote from Painting by Steve Hanna for repairs and painting to the Courthouse third floor hallway and rear stairwell in the amount of $1,525.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Vacation Day requested by Gary Fair. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners tabled Mike Sevits’ request for comp time accrual.

James Crowl made a motion to approve Jace Crozier’s comp time usage. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to officially approve Tahoe repairs not to exceed $1,400.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted Gardner Utility Permit #2874 and NIPSCO Utility Permits #2875 and #2876 for approval. Lynne Liechty made a motion to approve those Utility Permits. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that they are still trying to finalize the 2020 Infrastructure Plan, but they are looking to do about 53 miles worth of work this year. She said they will have approximately 8 miles of work to bid out for contracted work located on 600 W. Ms. Sharkey said they have drainage projects scheduled with the Surveyor, a bridge replacement and about 6.5 miles of Community Crossings Projects they would like to apply for in July.

Jennifer Sharkey introduced Derek Iddings, the new Highway Superintendent.

Ms. Sharkey said they have been looking at equipment options and they would like to procure a broom. She said they have quotes from Southeastern and Brandeis. Ms. Sharkey said they would still like to look at all options available because there are a couple used brooms that are in good condition that they would like to look at before making a final decision. Ms. Sharkey asked if it was possible to have a maximum dollar amount approved or if the Commissioners would like them to wait until they have a specific piece of equipment they would like to purchase.

Ms. Sharkey said the quotes for a new broom came in at $66,000.00 and $62,300.00. Lynne Liechty made a motion to approve a blanket amount of up to $65,000.00; however, if a used broom in good condition becomes available at a good price that can be purchased instead, that should be considered. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey also submitted quotes for the truck builds. She said one truck builder gave a quote that included all five (5) vehicles and the other truck builder only quoted on two (2) of the trucks. Ms. Sharkey recommended accepting the quote from WA Jones due to the fact that the quote included all five (5) trucks, they will be consistent builds and they are located closer for quality assurance checks. James Crowl asked what the timeline for the completion looked like. Jennifer Sharkey said WA Jones can start in May with the half-done truck finished in July, the F550 at the end of June, the truck with existing equipment around July, the truck that needs hydraulics approximately September and the truck that needs everything would be finished in November or December. Ms. Sharkey said Kalida Truck Company had a similar timeline for the last two (2) trucks, but they were not interested in building the other three (3) trucks.

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James Crowl made a motion to approve the quote from WA Jones in the amount of $181,741.00. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Jennifer Sharkey clarified the funds to pay for the truck builds are in the LRS fund.

Rick Bristle, Shawnee Trails, requested to speak regarding chip and seal at the Shawnee Trails Subdivision entrance; however, Mr. Bristle was not able to make it to the meeting. Jennifer Sharkey said Mr. Bristle wanted information on the cost for improving 700 N into the subdivision. She said she wanted to ask him what the plans were for the material for the roads within the subdivision so it is consistent. Ms. Sharkey said it is approximately a
March 2, 2020 Commissioners’ Meeting Continued

500 ft length area and it would be approximately $5,700.00 to do a double chip and seal plus a dust lay on the
current gravel so there is some binding. She said long term she isn’t sure if that is the route they want to go as a lot
of other counties do 3-inch base asphalt and 1 inch of surface or 4-inch base asphalt with a chip seal overlay for
gravel road conversions. Ms. Sharkey said the 3-inch base with 1-inch surface would be $17,700.00 and the 4-inch
base with chip seal on top would be $17,160.00.

James Crowl asked if 700 N is capable of double chip and seal and holding up. Ms. Sharkey said she
would prefer the asphalt for longevity.

Brett Hays, NICC, submitted a quote from Insight to upgrade the NICC computer software from Windows
7 to Windows 10 and to upgrade to Excel and Word 2019 in the amount of $4,314.21. Lynne Liechty made a
motion to approve the quote from Insight. James Crowl seconded that motion and the motion carried with three (3)
ayes.

Mr. Hays explained when he came to the Commissioners before regarding the downspout repair, he thought
he had three (3) comparable quotes, but he did not. He had a quote from Pat Manahan for one thing and a quote
from Gary Manahan to do the other part and they were not competing. He also had a quote from Preferred to do
most of the repairs so he is in the process of getting three (3) comparable quotes and he will bring them to the
Commissioners.

Brett Hays said Gary Manahan informed him that the five (5) sections of roof at the Old Jail that were done
over ten (10) years ago were top coated with acrylic and it is time to do that again. He said last time they had a lot
of roof repairs to do before they top coated it, this time, all they have to do is top coat it again. The Commissioners
requested Mr. Hays to get quotes for that procedure. Mr. Hays said he believes Gary Manahan said anything they do
now will last 15 years.

Mr. Hays said Gary Manahan also informed him that the tuckpointing should be done in the near future
also. The Commissioners requested Mr. Hays to get pricing for that as well.

Brett Hays said in the event of an emergency in Work Release when they don’t have any power, they have
space heaters and a generator on the outside. Mr. Hays said they need to be permitted to use an extension cord to
plug in the space heaters because you cannot bring the generator inside. He said if they don’t heat the building the
participants could die of the cold but in the summertime, it isn’t a problem. Mr. Hays said the plan was approved
years ago and that is when they got the space heaters. He said #6 of the new policy states that extension cords
cannot be used with space heaters and it refers to the national electrical code, but that code is talking about
permanent fixtures, not portable space heaters.

Mr. Hays said these space heaters are under lock and key in the old jail cells. Those are the only space
heaters permitted in the building, they have been approved by the Safety Committee Representative and the only
time they would unlock them from the jail cell and turn them on would be in the event they don’t have power and it
is cold outside. Brett Hays said he was told by Scott Lehman, Fire Code Inspector, if they use one heavy duty
extension cord, straight from the generator to the space heater, it is permissible. Lynne Liechty made a motion to all
Mr. Hays to purchase four (4) heavy duty extension cords for the emergency use of the space heaters. James Crowl
seconded that motion and the motion carried with three (3) ayes.

Rodney Robinson, Sheriff, submitted two Community Oriented Policing Services Office Grants, one (1) in
the amount of $325,520.00 and the other in the amount of $217,013.00 for approval. James Crowl made a motion to
approve both grant applications. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Alicia van Ee, Health Department, requested permission to submit a $2,000.00 payment to Imagine Office
Solutions (IOS) for the scanning of documents. Ms. van Ee stated that this payment keeps a positive balance on the
account so there is no interruption in service. Lynne Liechty made a motion to approve the $2,000.00 payment to
IOS. James Crowl seconded that motion and the motion carried with three (3) ayes.
Crystal Dadura, HR Director, submitted the updated job descriptions for approval. James Crowl made a motion to approve the updated job descriptions. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Dadura also submitted a Stop Loss Insurance Application for approval and signature. Lynne Liechty made a motion to approve the Stop Loss Insurance Application. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to reschedule the Council and Commissioners’ Joint Meeting for Tuesday, April 14, 2020, at 8:00 a.m. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jeremy Musser, Prosecuting Attorney, submitted a Grant Application for the VOCA grant renewal for approval. James Crowl made a motion to approve the Grant Application. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Patrick Kirkpatrick, EMS, requested permission to create a Facebook page for Steuben County EMS. Mr. Kirkpatrick said Steuben County EMS does not promote themselves well like Fire Departments and they would like to be able to get information out to the public regarding training for CPR, First Aid, Stop the Bleed and other things they are doing. Lynne Liechty asked who would be monitoring the Facebook page. Mr. Kirkpatrick said Josh Daring has stepped up to do that task, but he would also like to have a Commissioner as an administrator as well so they could make changes to the page as well. James Crowl asked if this could be handled on the Steuben County Website. Patrick Kirkpatrick said with the younger generations, Facebook is how information is getting out. James Crowl asked if IT was on board with this. Mr. Kirkpatrick said he has not asked IT yet. Commissioner Crowl said that IT needs to be informed and to see if she is on board. Commissioner Crowl also suggested that Mr. Kirkpatrick speak with Crystal Dadura as well.

Lee David, CAVA, submitted a Grant Application for a U.S. Department of Justice Grant in the amount of $120,000.00 for approval. Ms. David said this would pick up where TANF left off and it is a three (3) year grant. Lynne Liechty made a motion to approve the Grant Application. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA, requested permission to purchase Personal Protective Safety Equipment in the amount of $3,511.02 from Municipal Emergency Services (MES). Lynne Liechty made a motion to approve the purchase. James Crowl seconded that motion and the motion carried with three (3) ayes.

The Commissioners received the following correspondence: OCRA re: 2020-2024 Consolidated Plan Webinar; Janel Meyer, SCSWCD re: Annual Report; Sherry Moore re: Demand the Supreme Court Stop from Expanding Dangerous “Catch & Release” Policies; Michael Gayor, GoRail re: Joint Letter to Congress.

STEUBEN COUNTY BOARD OF COMMISSIONERS

_____________________________________________
Ronald L. Smith, President, South District

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James A. Crowl, Vice President, Middle District

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Lynne Liechty, North District

Attest:  __________________________________
Kim Meyers, Steuben County Auditor