STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
April 1, 2019

The Steuben County Commissioners met at 1:00 p.m. on Monday, April 1, 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 Donald Stuckey, County Attorney, Ruth Beer, County Councilwoman, Ken Shelton, County Councilman, Jim Getz, County Councilman, Kim Anderson, Assessor and Kelli Johnson, Chief Deputy Auditor.

The Commissioners signed plats for Hanselmans 1869 Minor Plat and Emrick Acres.

Rodney Robinson, Sheriff, came to the Commissioners regarding vehicle purchases. Sheriff Robinson submitted a vehicle update to give the Commissioners an idea of vehicles over 100,000 miles and what they are doing with them as far as decommissioning and/or transferring them. He said the last two (2) years they have received $125,000.00 for vehicles and normally he can get three (3) vehicles out of that but he is trying to get two (2) Dodge Chargers and two (2) Pickup Trucks this year since there are so many over 100,000 miles. Sheriff Robinson said that the cab interior of the 2019 Pickup Trucks matches the 2014 Trucks so they can remove everything and they won’t have to replace the consoles.

Sheriff Robinson informed the Commissioners that the installer has come up with an option where they will do an invoice credit if an old vehicle is turned into them. Sheriff Robinson also checked with Dunham’s on trade-in value and the trade-in value was higher than what the installer has offered as invoice credit. He said that he is not sure what a Charger would bring on the Online Auction so he isn’t sure which option is better. Sheriff Robinson said that if they trade in the vehicle, the money that is saved on the new vehicle would stay in the line item and if they needed something replaced he wouldn’t have to ask for it. He said that the fact the pick-up truck interior is not changing and they still have good equipment so it is a simple swap.

Sheriff Robinson said that the 14-4 Ram Truck is one that they would like to keep as a reserve vehicle and will stay as a fully marked Patrol Vehicle. He said the other 14-07 Ram Truck is one that will be decommissioned and turned back over to the Commissioners for whatever they want done with it. Sheriff Robinson also informed the Commissioners the 13-07 which is a Tahoe will be decommissioned and two (2) Chargers will also be decommissioned.

James Crowl said that the Weights and Measures truck is starting to have troubles. Rodney Robinson said the 2014 Ram that is being decommissioned is a nice pick up and he would like to keep it for Jail Maintenance, but he knows that a new truck was purchased for Maintenance. She said he’s not sure how that will get worked out between maintenance, but he’s sure it will all be figured out when it is received.

Sheriff Robinson explained that the two (2) Chargers will cost $24,912.25 each and the two (2) trucks will cost $27,951.25 each. He said that they have taken delivery on one (1) Charger and the others are on order. Sheriff Robinson said that he needs approval for the purchase of the vehicles. Lynne Liechty made a motion to approve the purchase of the Sheriff Vehicles. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Fair, Community Center Building Manager, submitted two (2) quotes to repair the flooring in the Custodian’s Office. Mr. Fair said that he recommended accepting the low quote in the amount of $669.85 from Sanborn’s. Mr. Fair also said that he would pay for the invoice from his .53 account. James Crowl made a motion to approve the low quote from Sanborn’s in the amount of $669.85. Lynne Liechty seconded that motion and that motion carried with three (3) ayes.

Mr. Fair also submitted an invoice from Delta T Mechanical for repair to the Payroll/HR bathroom sink drain. He said the repairs were more extensive than first thought and there was a hole in the pipe. Mr. Fair requested that the Commissioners pay for this invoice. Lynne Liechty made a motion to approve and pay for the Delta T Mechanical Invoice in the amount of $293.00. James Crowl seconded that motion and the motion carried with three (3) ayes.
Gary Fair stated that he has spoken to Maumee Valley Vending because there has been so much trouble with the Community Center vending machines. He said that they are old, worn out and he can’t get parts for them anymore. Mr. Fair said Maumee Valley Vending came in with a proposal of bringing in a double door glass cooler that would have cold drinks, including water, snacks which would include sandwiches, yogurts, fresh vegetables and fruits and there would also be a dry storage area for chips, etc. He said that it would be open and it would be similar to walking into a gas station and taking out what you want and paying for it at a register. He said that when someone picks the items that they want, they would go to the kiosk, scan the items and pay with either a debit or preloaded card.

Mr. Fair said that the products were very nice and fresh. He said everyone he has spoken to liked the idea of the system. He said a line for the internet needs to be installed and there would be no cost to the County to run the line as IT would do that. He said the camera will record to a DVD and will be saved in case there are thefts. Gary Fair said that most of the cost to the County would be if microwaves were installed because new outlets would have to be installed to different breakers. Mr. Fair said that there is no cost to the County to bring this service in, but the County wouldn’t be making any money off of this service either. Maumee Valley Vending makes all the profit, they do all the service work and they also load and unload the products.

Gary Fair said people were concerned about afterhours and people walking off with items without paying. He said that may happen, but they would be on video. Mr. Fair said IT also told him that they could install a swipe card to the entrance and after hours it would be closed. He said that would make it so the service wouldn’t be available to the public.

Mr. Fair said he thinks this is a win-win situation with getting better products in, it is healthier, the prices are reasonable and he thinks it is a very good thing for the employees. Lynne Liechty asked what the vending account was used for. Erin Schiffli stated that if an employee’s immediate family member passes away that account pays for flowers or a memorial donation.

James Crowl recommended using the kitchen in the basement. Gary Fair said that the kitchen belongs to Purdue Extension and there is no natural light in the kitchen. He said natural light is why they chose the current vending area. He said that the kitchen is used more in the after hours rather than during business hours and sometimes there are meetings in there during the day, but maybe only two (2) times a month.

Gary Fair said that having a sink installed has been mentioned as well and it would be easy to install one on the south wall in the vending area. He said the sink would just be used to rinse off dishes an employee may bring in to repack and take home or store in their office. He said that if this doesn’t work out, we could go back to the vending services. Mr. Fair said there’s no reason that people at the Courthouse or the Annex couldn’t walk over to have lunch. He said he is asking the Commissioners to think about it and give the opportunity to bring in healthier food choices for the people that work in this building and whomever else may want to use it.

Lynne Liechty asked what would be done with the old vending machines. Gary Fair said that they could be placed on the online auction and if they don’t sell, they would be placed in the County Highway metal dumpster. Ronald Smith recommended hanging onto the machines to see if this program would work so the County doesn’t have to buy new machines. Gary Fair said that once he unplugs the machines, he doesn’t want to go back to them as they are a nightmare. Donald Stuckey said that if there is enough theft, this Company will pull their equipment out. Gary Fair said if that happens, they do have the option of bringing in vending at that time and Maumee Valley Vending would continue to maintain that.

James Crowl suggested that all three (3) Commissioners do research on this and discuss the matter at the next Commissioners’ Meeting. Gary Fair said that he could bring a representative into the meeting as well. Mr. Fair said that Ann Brant from the Auditor’s Office sat down with Maumee Valley Vending as well and she was impressed as well. He said that he has made phone calls to Plant Managers and Supervisors and no one had any complaints.

Gary Fair said that if this doesn’t work and we go back to vending, we can’t go back to the vending that we currently have. He said that it is out of date, people are requesting to be able to use debit cards to purchase items and a data line would be needed for that as well. Ronald Smith said that the space, sanitation and electricity has to
be furnished and Maumee Valley Vending doesn’t get charged any rent. Gary Fair said that the electricity and the
data line would be furnished by the County. He said that Maumee Valley Vending would clean, fill and inventory
the machines. Mr. Fair said Maumee Valley Vending would like to see $150.00 a day in sales, but then they said
that they just wanted to get this option in the building. He said that people are spending an entire hour outside of the
building to get through a drive thru and eating at their desk. Mr. Fair said eating at the desk is something he would
like to see go away in the future because he feels that it just isn’t a good thing.

Lynne Liechty asked if there would be room down there for these vending machines. Mr. Fair said that
they would fit down there and they will leave room for at least three (3) to four (4) tables and chairs in that area so
people can sit down and have their lunch. Ronald Smith asked if they would have trouble tracking down people
who walk off without paying. Gary Fair said if the same person is taking it over and over again, HR would be
contacted and if theft is so bad, Maumee Valley Vending will pull the equipment.

Ronald Smith said that he agrees to wait until the next meeting, let the employees kick it around and see
what kind of feedback is received.

Mike Sevits, Annex Maintenance and Gary LeTourneau, E911 Director, submitted two (2) quotes for the
installation of a security fence. Mr. Sevits said that the current fence by the tower is crumbling and falling apart. He
said that there are people from Community Corrections walking back into the area where the Dispatchers and EMS
Employees walk out for breaks. He said they would like to secure that entire area around the transformer so no one
can get back to that area. Gary LeTourneau said that it is used as an egress area in the event of an emergency and it
also gives a larger staging area for repairs to the air conditioning, transformer and tower. Donald Stuckey asked if
the City of Angola has a Fence Ordinance and that someone should check on that. Lynne Liechty made a motion to
approve the low quote from Warren Fence, LLC in the amount of $5,960.00 to be paid from Cum. Cap. 1138-000-
4000.15. James Crowl seconded that motion and the motion carried with three (3) ayes.

Alex Dobson, Veterans’ Service Officer, requested permission to attend the Annual Service Officer
Training from June 10-12, 2019 in Edinburgh, Indiana. James Crowl made a motion to allow Mr. Dobson to attend
the training. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Dobson also asked for permission to use a room in the Community Center to host Veteran Group
Therapy. He said to start off they would like to use the room one (1) time a month to facilitate 15-20 veterans.
Currently, the Therapy is offered in Auburn or Fort Wayne and Mr. Dobson said he was trying to get it up here.
Gary Fair said that there are rooms that are only used during the day, Purdue Extension Pillar Room, the Board
Room is normally booked and Council on Aging has a couple different areas. Mr. Dobson said that it would only be
for two (2) hours from 10:00 a.m. to noon. James Crowl recommended the Pillar Room with permission from
Purdue Extension. Alex Dobson said that it would start off one (1) time a month and he would like to eventually see
two (2) times a month. James Crowl made a motion to allow Group Veterans Therapy in an available room in the
Community Center. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. James Crowl
said that the YIP House would also be available at different times of the day. Mr. Dobson said he would get more
details and work it out. Gary Fair said that the training room on the 2nd Floor would work as well.

Brett Hays, NICC, submitted a TANF Request for Reimbursement for approval. Mr. Hays also submitted an
invoice from Manahan Construction in the amount of $3,277.66 and requested that the Commissioners pay for half of
the invoice. Lynne Liechty made a motion to approve the TANF Report and to approve the request to have the
Commissioners pay for half of the invoice from Manahan Construction. James Crowl seconded that motion and the
motion carried with three (3) ayes.

Patrick Kirkpatrick, EMS Director and Jerry Moeller, came to the Commissioners to discuss the shared drive
at North EMS. Mr. Kirkpatrick said that there is an issue with semis turning around or parking and it is causing a lot
of damage to the pavement and shrubs. He said right now they want to place signage stating No Turn Around and then
possibly look into something more stringent later if the signs don’t work.

Jerry Moeller said that at this point in time they want to try signage and see if that is effective for a couple
months. He said that most of the trucks are coming in at night and it seems to be getting worse instead of better. Mr.
Moeller said that the signs have already been done. Jim Getz recommended getting estimates on a fence because he
has seen signs in action and that typically gives them a license to turn around there anyway. Mr. Getz said that he appreciates them trying to save money. Jerry Moeller said that he is up to sharing the cost for a gate that can be closed at night and be remote controlled so the ambulances can get in and out at night, but that costs money. Mr. Kirkpatrick said that if the fence was put at the end of the property instead of closer to the road, the trucks could still try to turn around and cause traffic hazards. Jim Getz said that it isn’t rocket science, it is a parking lot. Bill Schmidt recommended posting a sign stating that the lot is under video surveillance. Mr. Moeller said to give it a couple months and see what happens.

James Crowl stated that Steuben County and Jerry Moeller share several things, not only the drive at North EMS; however, there are no legal documents and Commissioner Crowl thinks it is time to address that issue. Donald Stuckey stated that he would draft legal documentation regarding the issue.

Gary Fair stated that he has spoken to Mr. Moeller regarding sealcoating the parking lots. Mr. Fair said that they will be sealcoating that lot again in 2020. Mr. Moeller said that he would be interested in sealcoating in 2020.

Frank Charlton, County Park Superintendent, submitted the updated 2020 Seasonal Camper Agreement for approval. Mr. Charlton said that the only change was #41 which explained that the Commissioners have the right to reject and require the removal of any camping unit they determine to be unsightly or in need of repair.

Mr. Charlton also submitted the amended Lion’s Building Rental Contract that changed the rental fee to $500.00 plus a $200.00 deposit. James Crowl made a motion to approve both the updated 2020 Seasonal Camper Agreement and the amended Lion’s Building Rental Contract. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to officially approve the purchase of the Pedestal Mounted Mailbox Unit for the County Park. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to officially approve the purchase and installation of beach surveillance cameras in the amount of $2,219.70 to be paid from County Park Funds. Lynne Liechty seconded that motion and the motion carried with three (3) ayes. Lynne Liechty also suggested posting signs informing the public that they are under surveillance.

Frank Charlton informed the Commissioners that the large enclosed bulletin board has worked very well and he would like to purchase another one with the Commissioners’ Credit Card. Lynne Liechty made a motion to allow Mr. Charlton to order another board with the Commissioners’ Credit Card. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Charlton stated that he has received negative feedback about the new boat ramp. He said there were rocks on the ramp and someone damaged their prop. Mr. Charlton said that was caused by ice fishermen throwing the rocks on the ice to see if it was safe to walk on. James Crowl said that the ramp is not the County’s responsibility. Frank Charlton said the DNR came to the Park and put in the handicap dock and ramp so it is handicap accessible. He said the DNR cannot stop people from throwing rocks out there on the ice, but said they would monitor it as much as they could. James Crowl asked if the old ramp was closed off. Ronald Smith said that it was gated off. Mr. Charlton said that he’s received a lot of feedback about that too. He also believes that there will be feedback on how the handicap ramp was placed. Mr. Charlton said that there were also complaints regarding the width of the road going out because people have to pull into the grass. He said that he met with the DNR about the complaints, but they aren’t going to do anything.

Kylee Harris stated that today is the deadline for the Seasonal Camper Agreements, so anything after today will be assessed a late fee or sent to Donald Stuckey. Mr. Stuckey said that there are two (2) or three (3) chronic late payers. Frank Charlton and Kylee Harris said that they want to evict them now.

Lynne Liechty said that she would start working on the brochures since the new rental rates were approved.

Frank Charlton informed the Commissioners that the dirt and water line work has been started. He said that sometime in the near future they are going to start Rensch Hall. Mr. Charlton said that they are working on drawing
in electric and water lines so everyone knows where they are located. James Crowl said that they will be working on the grade for the handicap ramps and at that same time they will be working on the drains.

Kylee Harris said they have been working on getting the campground turned on and the water samples started.

Jennifer Sharkey, Highway Engineer said that the new floor has been installed at the Highway Department so they are finishing putting things back and finishing the wiring and conduit so it isn’t a safety hazard.

Ms. Sharkey stated that they picked up the F-550 Chassis from Yoder Fuller Ford last week. She said the bed is also in so they will be getting that put together after the next tandem is out on the road which she believes will be early May.

Jennifer Sharkey requested permission to rent the dozer from D-P Equipment for $3,500.00 a month and the equipment from Powerscreen for making gravel which will be $47,000.00 a month. James Crowl made a motion to approve the rental equipment. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said they received a tentative schedule from the State regarding the work on SR 327. They should be starting this week north of US 20 and then mid-April they will do the structure on US 20 and the culvert crossing on 650 W. She said in May they will then transition to the south part of 327.

Ms. Sharkey said that she reached out to Donald Stuckey regarding 700 E where a pond exists. She said that there is a 12” overflow tile that goes directly into the roadway ditch. Donald Stuckey said that it depends if this is a right of way or an easement. He said there is no question, you can’t collect and discharge water on someone else’s property. The natural flow of surface water is a common enemy to every property owner but to retain and to discharge is against the law. Mr. Stuckey said that if it goes onto your property you have to show that there’s a discharge on the property. If it is an easement, you have to show that it interferes with your use of the easement. James Crowl said that it is still a County road and this drain is going to cause damage and he thinks it is the responsibility of the person that put the water in the ditch to pay for the work that needs to be done to alleviate any problems. Jennifer Sharkey said that she needed to measure to see exactly where the line is. Donald Stuckey said that he would contact the property owner regarding the issue. Mr. Stuckey said that the property owner’s obligation is to stop the flow of water onto the property or easement.

Jennifer Sharkey requested permission to approach County Council to utilize the existing overtime funds to transition a part time employee into full time employee for the truck builds for the remainder of the year. Lynne Liechty made a motion to allow the Highway Department to go County Council with this request. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted CenturyLink Utility Permit #2837 and NIPSCO Utility Permit #2838 for approval. James Crowl made a motion to approve the Utility Permits. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey informed the Commissioners that they are working on the Change Orders for the 200 N/SR 827 Project.

Ms. Sharkey submitted a reimbursement voucher for the 200 N Phase II Project. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted information on Bridge #51 on Old State Route 1. She said that there are four (4) options with costs associated with each option. Ms. Sharkey said that she looked into the service life with each option and did a life cycle cost analysis and based on that she recommends Option 3, or at least starting to investigate that option. James Crowl said that he is going to rely on her for those decisions. Ronald Smith said that he feels the same way and whatever her recommendation is, that is their recommendation as well. Ms. Sharkey said that she will pursue investigating Option 3. She said that it does have stream relocation involved as well so she needs to get a handle on the type of permitting that is required and if there is any stream mitigation.
Ms. Sharkey stated that the Request for Proposals was advertised on March 22 for the 100 N/200W Roundabout Project. She said that the Letters of Interest will be due by 4:00 p.m. on April 26.

Jennifer Sharkey said that there are three (3) paving jobs (Ball Lake, Sycamore Beach Road and Shady Side Road) currently out for bid, they are due on the 15th. She said that there will be eleven (11) more projects going out for bid based on the Community Crossings Award. Ms. Sharkey said that the County received just shy of $1 Million in grant funds. Ms. Sharkey said that she is requesting permission to advertise the bids once she has them packaged and the County Attorney has reviewed them. James Crowl made a motion to allow her to advertise the bids once approved by the County Attorney. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted the Community Crossings Grant Contracts from the State for approval and signature. She said the project funds were awarded in four (4) different bundles. Lynne Liechty made a motion to approve and sign the Contracts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey said that she has been working with Zach Mahan, GIS, and he was able to put the crash reports from animal crashes into GIS and create a hot spot analysis on the mapping system. She said that they are getting deer crossing signs posted for 200 W, south of 100 N because that was where the highest concentration of those crashes was observed.

Jennifer Sharkey reported that an insurance claim was submitted for the 200 N/200 W Traffic Signal and reimbursement was received.

Ms. Sharkey stated that she is working with SJCA to obtain options and costs for a possible bridge replacement with the County Surveyor’s cleaning of the Parkside Channel. She said that there were questions about the equipment being able to get in and out for the dredging operation.

Jennifer Sharkey requested permission for IT to purchase a laptop for the Highway Safety Trainings up to $1,200.00. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey requested permission from the Commissioners to be nominated for the American Society of Civil Engineers Regional Governor Position. Lynne Liechty said that she thinks it is an honor, Ronald Smith and James Crowl agreed. Lynne Liechty made a motion to approve her being nominated for the American Society of Civil Engineers Regional Governor Position. James Crowl seconded that motion and the motion carried with three (3) ayes.

Bill Schmidt asked Jennifer Sharkey about what kind work of work was scheduled for Bayview Road. Ms. Sharkey said Bayview Road is going to be paved. Mr. Schmidt asked if she was going to very carefully choose when they decided to do that and that they probably don’t want to do it between Labor Day and Memorial Day. He asked if the road was going to be closed completely. Jennifer Sharkey said that project will be contracted so the County Highway will administer the project, but it will be the Contractor that will be doing the work and the operations on their schedule. Ms. Sharkey said that the Contractor would be responsible for the traffic control; however, the Highway Department would advise them of good times to do the project. She said that they have to have the project completed within the calendar year because that is when the grant is good for. Ms. Sharkey said that there are provisions on grant work on holidays, so there are restrictions on holidays which is typically noon the Friday before a holiday weekend. Mr. Schmidt said when he talks about the 4th of July, he means the week before and the week after. Jennifer Sharkey said that they are limited to the weather, they don’t want to interrupt traffic, but they will be looking at every opportunity to minimize traffic interruptions.

Randy Brown, EMA Director, informed the Commissioners that Commander Chavez from the U.S. 91st Civil Affairs Brigade reached out to him along with Captain Davis from the 95th Civil Affairs Brigade and asked if they could meet with him regarding shadowing the County during disaster preparedness. Mr. Brown said that he set up a meeting between himself, the Mayor, Chief Deputy Meeks, the Commissioners and Gary LeTourneau, E911. He said they had a nice discussion on what they were requiring from the County. He said that the Civil Affairs
Brigade is who gets dispatched to 3rd World Countries when disasters strike to get cities rebuilt. Mr. Brown said they would like to shadow in Allen County, Steuben County and Elkhart County and they were intrigued with Steuben County’s special issue where the population rises substantially due to the lake traffic. Randy Brown said that they cannot deploy without special permission from the Commissioners and State Governor. Lynne Liechty made a motion to approve the Letter of Notification. James Crowl seconded that motion and the motion carried with three (3) ayes.

Randy Brown stated that currently the LEPC uses the City of Angola’s Training Room above the City Police Department and Fire Department. Mr. Brown said that Steuben County needs to have an Emergency Operations Center (EOC) and he’s been looking for a suitable site. He said one option would be the old WorkOne office in the Community Center. He said with some walls removed that can be made a bigger area and he could start developing that into an EOC, add communications devices and telephone lines. He said that it is able to be locked down and have a shower facility on site. Mr. Brown said that other site was the Event Center with the open offices out there. He said that once a site is chosen, evaluations would have to be done to find out what it would cost to move equipment in there, phone lines, different communications systems, etc.

He said that this needs to be developed because he cannot make everything mobile. He said that a location is needed that will facilitate the ability to have an EOC set up where the walls can be used for maps, TV access, multiple computers used to broadcast planning operations, and there’s a lot of things that go into it. Mr. Brown said that eventually the County will need to designate a site and establish their own EOC. He said that once they are locked down for an emergency they would be able to shower, use the bathrooms, come out of the room and take breaks, etc. Mr. Brown said that he would like the Commissioners to take a closer look at the facilities and choose one.

Lynne Liechty said that she needs to take a close look at the needs assessment. She said that they had originally decided it could be a mobile unit and she really wants to work closely to find out what that need actually is before they start putting in tech equipment at a great expense. Randy Brown said that they have a Mobile Command Center but that Command Center goes to the scene of an emergency. An EOC plans, figures out logistics and operations, etc. and it would all take place in one room. Commissioner Liechty said that she needs a really good needs assessment before they start taking up a lot of square footage.

Ronald Smith said the room in the Annex was once looked at and asked if that was suitable. Randy Brown said that would be suitable because they can still have access to the Sheriff’s Department showers and that room can be locked down. Mr. Brown said all of the phone lines were cleared out. Lynne Liechty said that all the IT facilities are in the Annex and when you start looking at the Community Center and putting in the infrastructure, the cost goes up.

Randy Brown said that he can get the Commissioners information on what other EOC’s have put in. He said that Noble County has a fantastic site that allows people to exit the room and let their brain go back to idle from being in there because it is very noisy and chaotic. Mr. Brown said that recovery can sometime take months and that is why he is approaching the Commissioners. He said that this should have been worked on a long time ago and Steuben County is behind the 8-ball.

Ronald Smith said that the Annex room is not below grade, but it is a secure room with Communications and IT right there. Mr. Brown said that he is short on space and he has multiple filing cabinets to move into the EOC location as well. He said that Incident Command Paperwork could be printed ahead and be stored somewhere and he does not have that capability now.

Ronald Smith asked who gave the permission to remove the phone and IT lines. He said that they would speak with Communications and IT regarding that.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling $363,171.77. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the March 18, 2019, Commissioners’ Meeting. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.
The Commissioners signed the minutes from the February 19, 2019 and March 4, 2019, Commissioners’ Meetings for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the March 29, 2019 payroll in the amount of $401,979.16 for approval. Lynne Liechty made a motion to approve the March 29, 2019 payroll. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli, Commissioners’ Secretary, requested guidance on which No Pet signs the Commissioners preferred. The Commissioners told Ms. Schiffli to order the 7x5 ‘No Pets Please – Certified Service/Support Animals are Welcome’ sticker.

The appraisals of the Masonic Lodge are still on hold until Mr. Stuckey speaks to the owners of the Masonic Lodge.

Kim Meyers, Auditor and Crystal Dadura, HR Director, submitted the Steuben County Employee Benefit Plan Documents and Summary Descriptions for current Employees and Retirees for review and approval. Ms. Dadura said that they updated the Plan Documents for both the Active Employees and the Retirees. She said that they worked with ProClaim and USI. She said not much was done with the Active Plan other than adding legal terminology, but eligibility criteria was added to the Retiree Plan. James Crowl made a motion to approve the Plan Documents and Summary Descriptions for Active Employees and Retirees. Lynne Liechty seconded that motion and the motion carried with three (s) 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.

The Commissioners received the following correspondence: St. Joseph River Basin Commission re: Register Now for Symposium; Marsha Craney-Blevins GAI re: GAI Open House; Maumee River Basin Commission re: Board Meeting; J. Piepenbrink re: 100 E/101 Lake Minifenokee; INDOT re: Community Crossings Initiative; Mark Hass, Watch Communications re: Next Level Broadband; Janel Meyer, SCSWCD re: Appointed Position Resignation; Nelson Peters re: Mayors & Commissioners Caucus; Stacey Meek NICC re: Advisory Board Agenda; Joy Hudson, HPG Network re: Next Caucus Meeting; Joy Hudson, HPG Network re: Meet with speaker Bosma

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