STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
June 1, 2020

The Steuben County Commissioners met at 1:00 p.m. on Monday, June 1, 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, Kim Meyers, Steuben County Auditor and Ann Brant, Deputy Auditor. Participating telephonically were Erin Schiffli, Mike Marturello, Karen DeForest, Bill Schmidt, Rick Shipe, Steuben County Council President, Alyssa Blonde and Perry Knox.

The Commissioners signed the plat for Addition to Marshview.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling $775,118.21. James Crowl seconded that motion and the motion carried with two (2) ayes.

James Crowl made a motion to approve the May 22, 2020 payroll in the amount of $412,487.76. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report and the May 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 two (2) ayes.

Lynne Liechty made a motion to approve the minutes from the Administrative/Emergency Expenditure Meeting on May 11 and the Commissioners’ Meetings on May 18 and May 26, 2020. James Crowl seconded that motion and the motion carried with two (2) ayes.

Paula Brown, E911, on behalf of Jeanna Patterson, requested to rescind the current Alarm Ordinance. Ms. Brown stated having that in place costs more than what they bring in and First Responders will respond regardless whether or not they have a permit for their alarm. James Crowl made a motion to approve the request to rescind the current Alarm Ordinance. Lynne Liechty seconded that motion and the motion carried with two (2) ayes. Donald Stuckey, County Attorney, stated he would prepare an Ordinance rescinding the Alarm Ordinance.

Ms. Brown also submitted quotes for annual generator maintenance. She recommended the quote from W.W.Williams in the amount of $8,855.00. She said while they are the most expensive quote, she said their quote specified everything that they would do and it also included a two (2) hour load bank test which was not included on the other quotes and is required by NFPA. Ms. Brown said that they would charge mileage $177.00 per round trip for repairs outside of the Contract as opposed to Indiana Power that charged $2,065.00 for mileage on their last invoice and was more than the repair and the part. Paula Brown also stated the funds are already in their budget. Lynne Liechty made a motion to approve the quote from W.W.Williams in the amount of $8,855.00. James Crowl seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the April 23 and May 1, 2020 Special Commissioners’ Meetings and the May 4, 2020, Commissioners’ Meeting for the Index Book, which were approved at a prior meeting.

Lynne Liechty made a motion to approve the Ambulance Billing Services write offs in the amount of $3,665.12. James Crowl seconded that motion and the motion carried with two (2) ayes.

Clint Knauer, Plan Commission, submitted a letter regarding the property located at 4555 W Nevada Mills Road that gave a complete record of the house in question. James Crowl said this matter was discussed in Drainage Board. Commissioner Crowl said both departments have letters to be sent to Dixon, the owners of the property. Donald Stuckey reviewed the letter and said that none of the complaints have been deemed to be in violation of any ordinance and that is probably because it is an agricultural area. Mr. Stuckey said the letter also goes on to say that the Association within the subdivision has the right to enforce covenants within the subdivision. The Commissioners requested that Erin Schiffli send both letters from the Plan Commission and the Highway Department to the property owner.
Donald Stuckey opened the bids for the 500 S Project Community Crossings Project. The bids were as follows:

- API – $274,760.15
- Brooks - $283,241.00
- E&B Paving - $231,890.00

The bids were taken under review for recommendation by the Highway Department at the next Commissioners’ Meeting.

Jennifer Sharkey, Highway Engineer, submitted ANR Utility Permit #2885 and NIPSCO Utility Permit #2886 for approval. Lynne Liechty made a motion to approve the Utility Permits. James Crowl seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey said the Solar Energy Company on 127 would like to donate a metal and plastic bench with a solar panel on the top and charging ports on the side for the Trail Project. She said it would be located in front of the solar tracking business on 127. Ms. Sharkey said she met the property owner and the nonprofit trails group President onsite regarding the bench. Ms. Sharkey said maintenance would be the responsibility of the company that is donating the bench and any other ancillary items such as upkeep, the nonprofit trails group is looking at some opportunities there. Donald Stuckey didn’t think there was a need for any sort of agreement for the bench; however, he requested having a sketch or aerial of where the bench would be placed and to make sure there is no misunderstandings who is responsible for the bench and/or utilities. Jennifer Sharkey said she will get that information for the next meeting.

Jennifer Sharkey said Donald Stuckey prepared the Agreement for Rick Bristle and to chip and seal 500 feet of roadway on 700 N. Ms. Sharkey said she has not filled in the dollar amount yet, but she thinks it would be proper to put not to exceed $6,000.00 on the Agreement. Lynne Liechty made a motion to approve the Agreement. James Crowl seconded that motion and the motion carried with two (2) ayes. The Commissioners requested Ms. Sharkey submit the Agreement to Mr. Bristle for signature and then bring it back to the Commissioners’ for signature.

James Crowl asked if the Highway Department could dump berming dirt at the County Park pavilion looking toward the beach in order to create some sort of barrier by the ledge.

Jennifer Sharkey and Frank Charlton requested permission for a key fob to the Community Center. James Crowl made a motion to approve that request. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey submitted the draft Uniform RFQ for review. All departments involved approved of the documents and the RFQ shall be sent to various uniform companies.

Frank Charlton, County Park Superintendent, reported that the Pig Show at the County Park went very well last weekend. He said the Blonde’s took care of everything and it was a first-class show. Alyssa Blonde thanked the Commissioners for allowing them to do the Pig Show and they would like to do more. Lynne Liechty made a motion to charge $125.00 per day for the future pig shows. James Crowl seconded that motion and the motion carried with two (2) ayes.

The Commissioners’ advised Mr. Charlton that the Event Center needs to be sanitized after the Election.

Tami Sumney, IT Director, said the requirement for FireEye is a State Bill, but there are counties that are just limiting it to three (3) election computers and she can make that happen. She said she can limit traffic on what they are monitoring to the three (3) election computers only. Ms. Sumney said she has the bases covered already and the County is well protected with what is currently in place. Lynne Liechty made a motion to only install the FireEye on the three (3) voting computers. James Crowl seconded that motion and the motion carried with two (2) ayes.
Kathy Armstrong, JDAI, requested permission to purchase a laptop computer in the amount of $1,584.97 to be used by Probation for processing juveniles in the event of another quarantine or work at home order. James Crowl made a motion to approve the purchase. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Randy Brown, EMA, submitted quotes for video conferencing services. He said he does have enough funding in his donation fund to purchase six (6) licenses for the conference calls. Mr. Brown said the primary users would be the Commissioners, Health Department, EMA, Sheriff’s Department and Communications. Lynne Liechty asked why isn’t there just one host and then anyone in the County Departments can use it. Randy Brown said that can be done, but they ask for a minimum of five (5) licenses through WebEx. Randy Brown said with only one (1) license any department could use that license, but that department would have to go through a single individual whom would be the administrator over every call and there would be less security. He said he tried multiple times to get a quote from Zoom but nothing was ever received.

Randy Brown said the lower amount meets the CARES Act requirement for 100% reimbursement.

Randy Brown said this is a one (1) year contract and he would like to add this to his EMA Budget for 2021 in the LOIT Comp/Equip line item. Tami Sumney said he believes it is a good starting point and after a year they can review it to see if they need more licenses, etc. Lynne Liechty made a motion to approve the quote from WebEx in the amount of $2,365.20. James Crowl seconded that motion and the motion carried with two (2) ayes.

Rodney Robinson, Sheriff, requested permission to purchase two (2) drones in the amount of $4,789.00 each from his donation funds. James Crowl made a motion to approve the purchase. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Alicia vanEe, Health Department, submitted the ISDH Preparedness Grant Application for approval. Lynne Liechty made a motion to approve that Grant Application. James Crowl seconded that motion and the motion carried with two (2) ayes.

Commissioner Crowl asked Ms. vanEe about opening up the County Buildings and how to go about doing so. Ms. vanEe said that was a loaded question, but she has been thinking about it. She reported there are 84 cases of COVID-19 in Steuben County with two (2) of those being new cases. She said currently there are 20 active cases and it is taking 24-48 hours to get positive test results. The Commissioners requested to discuss the matter at the Monday, June 8, Admin/Emergency Expenditure Meeting.

The Commissioners took the following Annual Allocation Requests under review:

- RISE - $50,000.00
- Region 3a - $12,445.00
- 4-H Fair Association - $10,000.00
- CAVA - $3,750.00
- Council on Aging – $45,000.00
- Steuben County Economic Development Corporation - $150,000.00
- Community Humane Shelter - $120,600.00
- Literacy Coalition - $2,500.00
- Maumee River Basin Commission - $7,242.00
- Wood Land Lakes – RC&D - $500.00
- Steuben County Soil & Water Conservation District - $16,000.00
- St. Joseph River Basin Commission – $6,917.00
- Turning Point Shelter - $25,000.00
- Land of Lakes – Well Child Clinic - $3,000.00
- Project Help - $5,000.00
The Commissioners received correspondence regarding the Compost Site that is operated by the Solid Waste District. It was stated that the Commission Board representative can ask about the hours and about possibly getting them increased; however, the Commissioners have no jurisdiction over the Solid Waste District.

Richard Shipe, County Council President, advised the Commissioners that the Council Meeting scheduled for Tuesday, June 9 will be done via conference call.

The Commissioners received the following correspondence: Janel Meyer, SCSWCD re: Spring Newsletter; Margaret Michel re: 675 E; April Sanders re: Beacon address assigning; Megan Case re: County Park Campground; Ken Wilson, JICI re: Biggby Coffee Ribbon Cutting; Joy Hudson, HPG Network re: CARES Act Letter; Stephanie Yager, IACC re: Virtual Meeting; Stephanie Yager, IACC re: Court Procedures; Eleni Zannikos, Hall Signs re: Meet Hall Signs; Gary, Connor & Company re: Window Restoration; Janel Meyer, SCSWCD re: Board Meeting Minutes; Stephanie Yager, IACC re: Federal Cybersecurity Partner Alerts and Resources; AIC re: COVID-19 Updates; Tami Mosier re: Purdue Extension In Person Events Starting July 1; Joy Hudson, HPG Network re: Coronavirus Relief Fund Launch; Rodney Renkenberger, MRBC re: Board Meeting & Agenda; Stephanie Yager, IACC re: Virtual Meeting Reminder; Mr. Brad re: Campsite Rental; Michael Gaynor, GoRail re: Newsletter; Irina Faskianos re: State and Local Officials Webinar; AIC re: eNews; Stephanie Yager, IACC re: Back on Track Stage 3; Gretchen Miller, Trine University re: Request for Endorsement.