STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
June 15, 2020

The Steuben County Commissioners met at 8:30 a.m. on Monday, June 15, 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. Participating telephonically were Wil Howard, County Councilman, Kelli Johnson, Chief Deputy Auditor, Josh Goodman, Michael McIntyre and Mike Marturello.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling $785,000.24. James Crowl seconded that motion and the motion carried with two (2) ayes.

James Crowl made a motion to approve the minutes from the June 1, 2020 Commissioners’ Meeting and the June 8, 2020 Admin/Emergency Expenditure Meeting. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the May 11, 2020 Admin/Emergency Expenditure Meeting, the May 18, 2020 Commissioners Meeting and the May 26, 2020, Admin/Emergency Expenditure Meeting, all of which were approved at a previous meeting.

Lynne Liechty made a motion to approve the June 5, 2020 Payroll in the amount of $414,722.85. James Crowl seconded that motion and the motion carried with two (2) ayes.

Patrick Kirkpatrick, EMS Director, submitted May, 2020 Write Offs in the amount of $1,656.45 for approval. James Crowl made a motion to approve the May, 2020 Write Offs. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Jace Crozier, Courthouse Maintenance, submitted a quote from Steuben County Welding & Fabricating, Inc. not to exceed $3,300.00 to repair the soldiers on the Monument. Jace Crozier said they have to remove the statues and take them to Steuben County Welding & Fabricating for repair. James Crowl made a motion to approve the quote from Steuben County Welding and Fabricating. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Gary Fair also reported tuckpointing needs to be done on the Monument. He said the typical tuckpointing will not hold up on that stone and that is why they have decided to go with another product. Mr. Fair said he would like to have it done this year and paid from the cumulative capital budget, but he does not have a quote on that.

Mike Sevits, Annex Maintenance, submitted his proposed 2021 budget for review. Mr. Sevits said he is requesting funding to replace all of the tile in the Probation and EMS bathrooms. He said some of the plumbing in those bathrooms may need replaced a well.

Lynne Liechty asked if the Annex has a contract with Armstrong for the HVAC. Erin Schiffli, Commissioners’ Assistant, said she needs to take a look and pull that contract if it exists.

Gary Fair, Community Center Building Manager, submitted his proposed 2021 budget for review. Mr. Fair said they are doing pretty good at the Community Center except for the south and west entryways which need repairs.

Mr. Fair also submitted three (3) estimates to the Commissioners for the elevator modernization.

Otis - $110,000.00 - $125,000.00
Schindler – just under $107,000.00
Kone - $97,500.00
He said that there is a one (1) year maintenance agreement on the equipment included with the upgrade, but after that point, the County is back into a maintenance contract. Mr. Fair recommended keeping the maintenance contract with whichever company does the modernization.

Jace Crozier, Courthouse Maintenance, submitted his proposed 2021 budget for review. Mr. Crozier said he would like to get the first floor of the Courthouse painted in 2021 and continue with the carpet cleaning. He said he spoke to the women whom do the flowers on the monument and to purchase the plants they want would cost about $2,500.00 for the first year and every year after that would be less. Mr. Crozier said he is going to see if they would be willing to take care of the planting and he would water the plants. He also stated he put part-time help in his budget request as well for a part time person to come in Monday, Wednesday and Friday for four (4) hours a day.

Jace Crozier said he also spoke to Rathburn Masonry about finishing the wall that wraps around the Courthouse on the south side. He said the pillar at the back steps is falling away and the bottom bricks are crumbling and popping out. He also spoke to them about re-doing the front porch. Both of those would cost a total of $4,105.00 and he wasn’t sure if it could be done this year or if he would have to wait until next year.

Alex Dobson, Veterans’ Affairs, submitted his proposed 2021 budget for review. He said the compensation pension is up $2.3 Million, which is money back to Steuben County Veterans and the health care is up to $2.4 Million. Mr. Dobson said the Veteran population has gone down roughly around 60 Veterans.

Jeanna Patterson, E911 Director, submitted her proposed 2021 budget for review. Ms. Patterson said she is wanting to add two (2) new full-time employees which would bring them up to three (3) per shift. She said that is due to overtime and they are getting more work from the Courts because of the pre-trial release program.

Patrick Kirkpatrick, EMS, submitted his proposed 2021 budget for review. Mr. Kirkpatrick said he added another Paramedic and he also added funds for overtime. He said he also requested to change the part-time EMT pay to $16.00/hour and Paramedic pay to $20.00/hour. Mr. Kirkpatrick said he did not request another ambulance for 2021 and kept the other line items the same.

Marvin Retcher, Weights & Measures, submitted his proposed budget for 2021. Mr. Retcher said he reduced the phone line item to $0.00 because he uses his personal phone. He said he increased the travel/mileage line item to $1,000.00 and decreased the continuing education by $200.00. Mr. Retcher also mentioned that the vehicle is getting close to end of life and would like to be considered for a replacement vehicle.

Randy Brown, EMA, submitted his proposed budget for 2021. Mr. Brown said he has requested a salary increase and reminded the Commissioners that 50% of that is reimbursed to the County every year by a FEMA Grant. He said he also needs a replacement vehicle as he has paid a lot of money to keep the vehicle road worthy. Mr. Brown said he put additional funds in LOIT to continue the ongoing purchase of Cisco WebEx.

Tami Sumney, IT Director, submitted her proposed budget for 2021. Ms. Sumney said there are a couple increases and a couple decreases in her budget. She said she put in a 3% salary increase for herself and her employees. Ms. Sumney said service contracts go up every year so she added $4,000.00 to that line item to cover the software maintenance. She said she is trying to extend the warranty on some computers so she doesn’t have to replace so many in 2021.

Ms. Sumney submitted a quote for a new printer for Payroll in the amount of $814.00. Lynne Liechty made a motion to approve the purchase of the new printer. James Crowl seconded that motion and the motion carried with two (2) ayes.

Tami Sumney also submitted a quote for (8) new Cisco switches in the amount of $46,687.10. James Crowl made a motion to approve the purchase. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Frank Charlton, County Park Superintendent, said there was an inquiry regarding a storm shelter for the Campground. Donald Stuckey said given the circumstances and why the restrooms were closed, he thinks they are
okay, but whenever they have a public facility it never hurts to have an emergency plan. Mr. Stuckey said that an email could be sent stating that in an emergency, the restrooms would be available for shelter.

Mr. Charlton introduced Shelby Troyer, the new Event Center Coordinator.

Frank Charlton asked if the Commissioners would like to open the restrooms. He said increased sanitation is needed after daily use. Mr. Charlton said there are two (2) campers that receive half rate for cleaning the restrooms, but they are only there on weekends.

Mr. Charlton also asked if the overnight camping will be permitted. He said there are about a dozen spaces open, but new seasonal campers will be coming in as well. The Commissioners said that they need to open the campground to overnight campers.

Frank Charlton said over Memorial Day Weekend there was a situation at the Campground where someone was evicted. The person was trespassed from the Park and if he comes back he will be arrested; however, the camper is still there. Mr. Charlton said a letter was written informing him he had ten (10) days to remove the camper, but they have not received a response. Donald Stuckey requested that Mr. Charlton email the camper’s name and address to him so he can start the process for removal.

Mara Emerick, Event Center Coordinator, stated she has had new rentals with the Event Center and it is starting to pick back up. Frank Charlton said most of them are doing the three (3) day rental.

Frank Charlton reported that the Pig Shows were going very well at the County Park.

Mr. Charlton submitted his proposed budget for 2021. He said he requested a raise for himself and his assistant and he also asked for more funds in the Extra Help line item.

Jennifer Sharkey, Highway Engineer, submitted SLRWD Utility Permits #2887, 2752RC, 2753RC for approval. Lynne Liechty made a motion to approve those Utility Permits. James Crowl seconded that motion and the motion carried with two (2) ayes.

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

Ms. Sharkey said that INDOT has approached her regarding changing the letting date for the 200 N Phase II Project from January, 2022 to September, 2022. She said INDOT’s fiscal year is July – June and their 2023 fiscal year for construction is overbooked which means if we keep the current letting date, of January, 2022, any change orders, even if they are eligible for reimbursement, would be 100% local because there are not additional funds. Ms. Sharkey said if the project is delayed, they can commence with the utility relocation and right of way clearing first and then give the contractor a full construction season to complete the work, plus funds would be available for change orders. She said she would recommend changing the letting date. Lynne Liechty made a motion to change the letting date upon Jennifer Sharkey’s recommendation. James Crowl seconded that motion and the motion carried with two (2) ayes.

Jennifer Sharkey submitted a reimbursement request for the engineering on the 100 N/200 W Roundabout for approval. Lynne Liechty made a motion to approve the reimbursement request. James Crowl seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey said they reviewed the bids for the Community Crossings 500 S Project. She said E&B Paving was the low bid at $231,890.00 and met all qualifications. James Crowl made a motion to accept the low bid from E&B Pacing for the 500 S Project. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted the 700 N. Contract with Rick Bristle. She said that Mr. Bristle did sign the agreement and she submitted the original. Ms. Sharkey said Mr. Bristle scratched out the not to exceed $6,000.00 and he wrote $5,000.00. She said she explained the County is not targeting the $6,000.00, but it is a not to exceed
and if it does go over the $5,000.00 he has available, the Highway Department would work with him on some sort of payment schedule.

Jennifer Sharkey and Derek Iddings, Highway Superintendent, submitted the 2021 Highway Budget request for review. Ms. Sharkey explained they do have a proposed decrease in the MVH budget by 15% which is consistent with some of the State recommendations.

Ms. Sharkey said they completed the preliminary needs assessment and one of the biggest needs on the campus is the salt storage facility. She said Derek Iddings found a good alternative for the current situation, which is a fabricated structure that can be assembled and disassembled fairly easily if needed.

Ms. Sharkey said the LRS fund has been transitioned to their equipment fund because of the changes made to MVH. She said they need a full width chip spreader and they would like to purchase a hydrovac as well. Ms. Sharkey said they would also like to purchase a detachable lowboy trailer. Derek Iddings said the trailer they have is getting cracks in it and they can’t detach it anymore so they can’t put equipment on it.

Rodney Robinson, Sheriff, submitted his request for vehicle funds in the Cumulative Capital Budget. Sheriff Robinson said it is higher than 2020’s request and that is because the transport van has over 200,000 miles on it.

Sheriff Robinson also reported that the new air conditioner needs repaired. He said they are getting replacement pieces and it should still be under warranty. He said the fire suppression unit; the garage door and the elevator have also failed in the recent months. Sheriff Robinson said the roof is something they need to look at for next year because there are some leaks, but it should get through this year.

Lynne Liechty made a motion to approve the Executive Session Statement for the Executive Session held on Monday, June 8, 2020, at 9:30 a.m. James Crowl seconded that motion and the motion carried with two (2) ayes.

Donald Stuckey submitted Ordinance #939 which rescinds the Alarm Ordinance #642. Lynne Liechty made a motion to approve Ordinance #939 on first reading. James Crowl seconded that motion and the motion carried with two (2) ayes.

Crystal Dadura, HR, submitted the Health Insurance Claims Utilization Report for review. Ms. Dadura said that the claims are performing at 88.8% of the expected claims cost and that may be due to COVID-19. She said it is anticipated that we will see a spike in claims due to rescheduled surgeries.

Kim Meyers, Auditor, informed the Commissioners that the funds are available in the Cumulative Capital fund for the brickwork required on the back and the front porch at the Courthouse. James Crowl made a motion to allow Jace Crozier to move forward with having Rathburn Masonry repair the brickwork. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Erin Schiffli, Commissioners’ Assistant, asked if the Commissioners wanted to purchase additional PPE to hand out to Departments to hand out to the public that came into offices without masks. Ms. Schiffli said she was also asked by one of the Judges if the Commissioners would be willing to help with PPE for large jury trials and also about possible usage of the Event Center for Jury Selection. Lynne Liechty said any PPE purchased would be reimbursed through the CARES Act. Kim Meyers said they are tracking every purchase that would be reimbursed by the CARES Act. James Crowl made a motion to allow Erin Schiffli to do research on PPE and with the Health Department’s approval, purchase masks and hand sanitizer for County Government protection for employees and for people that walk into County Buildings. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

Lynne Liechty made a motion to approve the Amended Infectious Disease Preparedness and Response Plan. James Crowl seconded that motion and the motion carried with two (2) ayes.

Lynne Liechty said Jake German and Rick Hall from Barnes & Thornburg are available to take care of the CARES Act Reimbursements. She said they talk to all Departments, do a walkthrough of the procedures and help
meet the maximum cap. Commissioner Liechty said they would like to come to an Administrative Meeting or participate via telephone and talk about it. She said the charge for the service is $5,000.00. The Commissioners decided to have them attend the next Administrative/Emergency Expenditure Meeting on Tuesday, June 23, 2020.

Jennifer Sharkey submitted the CR 500 S Local Agreement for re-execution. She said INDOT was asking for the Local Agreement between INDOT and the County because they could not locate the one that was mailed to them last year. Ms. Sharkey said this Agreement is to receive the $137,838.03 of the Community Crossings Grant. The Commissioners re-signed the Local Agreement.

Erin Schiffli informed the Commissioners that Courthouse Security is requesting the Commissioners purchase two (2) new chairs for them. Ms. Schiffli said the old chairs were purchased in 1999 and the Commissioners paid for them at that time. She said one chair broke this morning and they are wanting to replace both. The Commissioners requested that Courthouse Security do research and submit a quote at the next meeting.

Ms. Schiffli said clarification is needed on the Commissioner Department Head Vacation/Personal/Comp Time Approval. She said she thought it was all of the Department Heads; however, only Maintenance was informed by HR of the procedural changed. Lynne Liechty said they need to know when all of them are gone. James Crowl said they should probably let the Commissioners know, but they don’t need to ask permission. Erin Schiffli asked if the Commissioners want their Department Heads sending her the email requesting time off and she can send it to the Commissioners so they are aware. She said that is what they were doing before. James Crowl said he doesn’t want to sign something every time someone wants a day off. Kim Meyers suggested doing a new calendar for the Commissioner Department Heads. Erin Schiffli said she makes notes of it on their service record so it is documented.

The Commissioners received the following correspondence: Joy Hudson, HPG Network re: Agenda; Joy Hudson, HPG Network re: Meeting Invitation; Andrea Kern, OCRA re: COVID-19 Response Program Phase 2; Stephanie Yager, IACC re: Initiative to help Hoosiers Economically Recover; Kate Virag, NEIndiana re: News Release; Tami Mosier, Purdue Extension re: An Encouraging Word?; Debra Dixon re: Nevada Mills Drainage Issue; Mark Blue re: Road Closures; Joy Hudson, HPG Network, re: MC Caucus Meeting; Scott Masseau re: Campground Shelter; Janel Meyer, SCSWCD re: Board Meeting Minutes; Andy Dobson, Starr II re: Steuben County FEMA Flood Risk Review Meeting; Rodney Renkenberger, Maumee River Basin re: Virtual Meeting; WorkOne re: Reopening; Haaris Pervaiz re: Med Concepts Supplies; Janel Meyer re: SCSWCD re: Board Meeting Agenda.