The Steuben County Commissioners met at 8:30 a.m. on Monday, July 13, 2020, in the Commissioners’ Room of the Steuben County Community Center. Present this day were Commissioners James Crowl and Lynne Liechty. Also present were Kim Meyers, Auditor, Kelli Johnson, Chief Deputy Auditor, Erin Schiffli, Commissioners’ Assistant and Ruth Beer, Steuben County Councilwoman. Participating telephonically was Commissioner Ronald Smith.

Crystal Dadura, HR Director, submitted information regarding pre-employment drug screening. James Crowl said Sterling currently does the drug screening but they will be increasing the price and Cameron Hospital’s fee is now cheaper than Sterling’s. Lynne Liechty made a motion to use Cameron Hospital for pre-employment drug screenings. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Jack Daniel, Martin Riley, said he was in attendance in case there were any questions regarding the Contract they submitted for review and approval. James Crowl stated that Donald Stuckey has reviewed the document and said there was no problem with the legal prospects of the Contract. Lynne Liechty said she has no problem with the Contract, but they are charging 8.1% of the project plus all expenses, so it could be 9%-10% of the total project. Lynne Liechty said this Contract is for Martin Riley to move forward with them doing the design and she said she did not want to do that yet. James Crowl said he did not want to do it yet either. Lynne Liechty said for what they have in it right now, they want to do that, but moving forward, no. She said she does not want to sign a project contract at this time and she still wants to put it out for quote. James Crowl agreed. Ronald Smith said that seemed appropriate.

James Crowl said the Commissioners have Martin Riley’s Contract and right now they are still working for the Commissioners. Commissioner Crowl said there were some things Martin Riley was supposed to work out regarding costs. Jack Daniel said when the Commissioners are ready, they can come back and explain where they are at with trying to maintain an entire scope of the project and it is still in excess of the $15 Million cost.

Lynne Liechty said the Commissioners are looking for specifications, sizes of rooms, things like that and she is looking for numbers, not layouts. That way when it is put out for quotes, everyone is on the same page.

Jack Daniel said the Contract can cover all of that, from beginning to end, from pre-planning all the way through final construction and if the Commissioners want to do this in pieces, that Contract can be amended. Lynne Liechty said they just wanted the Contract to be for specifications showing the size they need, etc. Jack Daniel said the Feasibility Study, that was originally done, had all of those numbers, but that also included a parking garage and some other things. He said once those additional pieces are cut out of the project, it would be closer to $15 Million. Lynne Liechty said they want it down to just specs, not design and not layout. She said she wants to get the numbers down to $10-$12 Million max that way everyone is quoting the same thing. Jack Daniel suggested they take the programmatic requirements from each Department, their individual space needs, down to the offices and conference rooms, storage, etc. He said they can take what they have with just the Courthouse piece, not a parking garage, no tunnel, etc., sit down with that document and put a construction cost to that at face value. He said they will continue to try to dial it down even further.

The Commissioners asked Jack Daniel to come into the next Commissioners’ Meeting on Monday, July 20, 2020.

Alicia vanEe, Health Department, submitted garage plans to the Commissioners. Ms. vanEe said this is a proposal for a storage/pod location building with three (3) bays. Two (2) of the bays have doors on either side, one (1) bay is just for storage, there is a men’s and women’s bathroom with shower facilities and a utility room. She said this has to be climate controlled because they store sensitive plastics for syringes and needles and that is something they have always lacked. Ms. vanEe said the other two (2) bays would be point of dispensing for either testing or vaccinations for COVID-19. She said this would be ADA compliant, would have the ability to drive up, drive through and leave. The building would also serve as overflow storage. Alicia vanEe said she gave a copy of the plans to Gary Fair so he could look at it as well. Lynne Liechty asked if it was given to him to get quotes to see what the cost would be on the building. Ms. vanEe said in one (1) bay there is also a countertop with a utility sink.
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so they can wash hands, prep, etc. She said the only questions she has for the Commissioners is the location and what they need from her next.

James Crowl said the Event Center is a possible Emergency Operations Center and perhaps this building could be built somewhere at the County Park, behind Frank Charlton’s house, by the current pulling track. He said if it was built there it would be away from the road, well protected and locked. Commissioner Crowl said this building, because of the CARES Act, could be built and then paid for within seven (7) days. Alicia vanEe said the only concern she had was the flow of traffic if they were to use this as a public access point for people to get vaccinations, etc. She said it would need good signage to direct people there.

Alicia vanEe said this building would be a point of dispensing and a concern they have had throughout COVID-19 was the fact that the Event Center and the Lion’s Club Building each have their own agenda/schedule so requesting that people are taken off the schedule of events is worrisome. They would like to have a building that is completely independent if the Health Department or another emergency service needs to use it, it is a phone call away.

Lynne Liechty said she thinks we need to proceed and get the quotes. James Crowl said absolutely, get the quotes started. Commissioner Liechty said it has to be built by December 31, 2020. Erin Schiffli, Commissioners’ Assistant, said they haven’t gone through any of the submissions for the CARES Act yet, but she’s been in contact with Jacob German, Barnes & Thornburg, and he informed her to watch the expenditures because the IFA is picking through them with a fine-tooth comb. Ms. Schiffli said she’s curious to see, once the first submission is made, if things will be tweaked so they can gain that knowledge on what the IFA is looking for. Lynne Liechty said she was on a conference call with the person that heads that and people are submitting these things looking forward to other uses in the future, which they do not allow. She said you cannot use the storage facility for other storage, you cannot use it for other things, it is very specific and when it is sent in to Jacob German, specific wording has to be used.

James Crowl said they need to proceed with getting cost estimates and in the meantime, they need to research where this building could go to be the most efficient for everyone involved. Frank Charlton, County Park Superintendent said somewhere close to where the pulling track is, the Sewer District’s main line runs through there and that would have to be located.

Kim Meyers, Auditor, said they have to think about the bidding process as well and if it is over $150,000.00, it has to go out for bids. Lynne Liechty said that is why she has already asked Gary Fair to handle this so they have quotes based on the current layout. That way they can see where they are and then the final decision has to be turned into Jacob German before construction starts because it has to be approved. Erin Schiffli said Gary Fair getting quotes wouldn’t be sufficient, the bidding process actually has to be advertised and goes into a whole other realm of scheduling and timelines.

Ruth Beer, County Councilwoman, said she wants to make sure when they do costs, that includes the parking lot they need, the drives going to it, etc. She asked how the CARES Act works. Lynne Liechty said it is reimbursed within 7 days of the expenditure. Ms. Beer asked if the someone will assure them that we would get the money reimbursed. Lynne Liechty said yes, Steuben County’s cap is $1.1 Million. Kim Meyers said there is no guarantee, no assurances. Alicia vanEe said the attorney that has been hired will take this to the IFA, run it by them and see if they would accept this under the circumstances. Once it is invoiced, it has to be submitted to the IFA. Ruth Beer said she doesn’t want to build the building if they are not sure the reimbursement is 100% assured. Lynne Liechty said that is why they hired Barnes & Thornburg to make sure these all go according to plan.

Lynne Liechty said now they need better specifications. James Crowl said a location is needed so they can figure out a design of water, sewer, electric, driveways, parking lot, signage, etc.

Ronald Smith said this is quite an interesting discussion and obviously they’ve passed an Act, appropriated the money and said to the Counties to get on it and get with it. Commissioner Smith said if they placed the building in close proximity to Frank Charlton’s home, that would discourage vandalism, etc. James Crowl said another option could be directly toward I-69 behind the Event Center where the trash cans are now. Lynne Liechty said she likes that better because it is closer to the Event Center, has a better in and out and closer to the utilities.
Erin Schiffli submitted the Coronavirus Relief Fund Acceptance Certification for signatures and it was already approved in a previous meeting. She said it has to be signed and notarized. The Commissioners said they will take care of that after the meeting so it can be submitted.

Rodney Robinson, Sheriff, submitted a quote for repairs to the electronic speed sign due to damages sustained in a storm. He said he has enough funding in his accident report fund to take care of the repairs. Lynne Liechty made a motion to approve the quote for repairs from ElanCity in the amount $899.10. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Sheriff Robinson said the speed signs were installed two and a half weeks before Memorial Day Weekend and there were just shy of 19,000 cars going by that sign, both ways, on Bayview Road. On the Friday of Memorial Day Weekend, they reset it to start at 8:00 a.m. and to collect data until 4:00 p.m. on Monday night and there were 20,100 units that went by the sign just on Memorial Day Weekend.

James Crowl asked if the Sheriff has been stopping anyone on golf carts. Rodney Robinson said they have been towing and giving tickets on second offenses and first offenses some warnings. On a good weekend you will drive by Acapulco and there are several golf carts parked there.

Rodney Robinson said with COVID-19 announcements, information to the public, different social media outlets, etc., there is an excellent app they have been researching that he can put out for his office that does a lot of things including integrating the information to the public along with giving full access to the data regarding the jail, inmates, bond amounts, sex offender list, instant mapping, etc. He said he would like to provide that information outlet for the Community and he has enough funding in his equitable sharing and commissary accounts. Sheriff Robinson submitted a three (3) year agreement for approval. Lynne Liechty made a motion to approve the Contract with thesheriffapp.com in the amount of $19,977.50. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Crystal Dadura, HR Director, submitted the updated Employee Handbook for approval. Ms. Dadura said the Personnel Advisory Committee has met several times and she’s here today to get approval. She said there is only one thing they need further guidance on and that is the security of premises. Lynne Liechty said her thought on it was to not have it in there at all because the liability isn’t there. She said she spoke to Donald Stuckey about that as well. Ms. Dadura said if this has been openly discussed, you may want to consider adding the language provided on page 6 of the document. She said it was in the original handbook, but it can be omitted if they want to get rid of it.

Kim Meyers said another question with that issue is with the Vehicle Policy and it states that you cannot carry a gun in a County Vehicle when traveling on work business. Ms. Meyers felt that conflicted one another if it was removed from the Employee Handbook, but left in the Vehicle Policy. Ms. Dadura said the Sheriff’s Department and the Prosecutor’s Office is exempt from that. Lynne Liechty said if you are licensed to carry, she doesn’t think you can stop someone and that is why she wants it omitted. James Crowl said he agrees with Commissioner Liechty. Kim Meyers asked if it would be eliminated from the Vehicle Policy as well. Lynne Liechty said she would eliminate it. Crystal Dadura said she would definitely want to contact our insurance company if employees are permitted to carry in vehicles that are county owned. Kim Meyers said it isn’t going to openly say whether or not they can carry, it is if they have a valid carry permit. Lynne Liechty said you can always find out later if they don’t have a permit and they are carrying a gun, they can get in trouble. Kim Meyers said she doesn’t think the insurance agent needs to be contacted. James Crowl said anyone that carries an illegal weapon in a county vehicle will be terminated immediately. Crystal Dadura said then there’s a liability asset. Kim Meyers said there is always a liability. Lynne Liechty again stated she would omit it. Erin Schiffli, Commissioners’ Assistant, said when people are sent to conferences and training in big cities, they have to park in parking garages and sometimes at night, if they have a license to carry a concealed weapon why not allow them to? Crystal Dadura said the question has come up quite a bit and in the event there are questions, is it safe to tell them to contact the Commissioners for guidance? Lynne Liechty said we are in a state that really practices the 2nd Amendment and she wants to keep it there. Lynne Liechty made a motion to omit it and approve the updated Employee Handbook. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

Gary Fair, Community Center Building Manager, said he wanted to make sure the Commissioners had a number to submit to County Council for the 2021 Budget for the Elevator Modernization. Mr. Fair said he would like to put the highest quote number in the amount of $125,000.00 in the budget request for 2021.
James Crowl asked Frank Charlton about the camper requesting a refund. Frank Charlton said he reimbursed her last week. Mr. Charlton said it is pretty quiet, the beach is full and the water testing is going well. He reported there is one restroom open and a couple campers help sanitize in order to get a discount on their camping fees.

Frank Charlton said the State Health Department was at the Campground and they had a few violations that they are getting under control. He said they called him back on Friday and they want lifesaving buoys/rings placed at the beach. Lynne Liechty asked if they could be placed in the SUP 101 Lakes area to deter theft.

The Board of Aviation Commissioners submitted a Grant Application for rehabilitation of Runway 5-23, associated taxiways and connectors for approval. Karen DeForest said the grant is for approximately $1.1 Million and there is no local match required. Lynne Liechty made a motion to approve the Grant Application. Ronald Smith seconded that motion and the motion carried with three (3) ayes.

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