

**MINUTES OF A REGULAR SESSION OF THE  
BOARD OF COMMISSIONERS HELD JANUARY 11, 2016**

Comes now the hour of 8:30A.M. on the 11<sup>th</sup> day of January, 2016, in the Commissioners Court in the Noble County Courthouse, Albion, Indiana, being the time, date and place set for a regular session of the Board of Commissioners of Noble County, Indiana.

Present were:

Gary Leatherman, President  
Chad Kline, Member

ABSENT:

Dave Dolezal, Vice President

Also present were:

Jacqueline L. Knafel, County Coordinator  
Dennis Graft, County Attorney  
and Steve Garbacz, KPC Media  
Bill Etzler, Engineering Resources  
Zack Smith - Highway Engineer  
Kevin Troyer  
Cheryl Munson, Health Nurse  
Kim Miller, Noble County Assessor  
Dave Abbott

Gary Leatherman, President of the Board of Commissioners, brought the meeting to order at approximately 8:30AM.

**ASSESSOR**

Kim Miller, Noble County Assessor, was present to request the reappointments of Dave Button and Dave Cook to the PTABOA Board. Chad Kline moved to reappoint both requested individuals to the board. Gary Leatherman seconded the motion. Motion carried 2-0.

**LANDFILL**

Bill Etzler, Engineering Resources, was present to discuss the following landfill information with the commissioners:

- Bill had e-mailed a letter to the commissioners for their review. This was a letter of request for a 90 day extension for the compliance plan. Chad Kline made a motion to sign the letter. Gary Leatherman seconded the motion. Motion carried 2-0.
- RFPS were e-mailed to the commissioners for approval for environmental and engineering services. After approval, Jackie Knafel was asked to mail the RFPs to Heartland from South Bend, In; Patriot from Indianapolis; SES from Fort Wayne and Wilcox out of Indianapolis. RFPS are to be accepted between now and January 19, 2016.

**CLAIMS**

Claims dated 01/11/16 containing 12 pages and totaling \$533,910.69 were reviewed and approved along with Utility claims totaling \$157,902.70 containing 2 pages with a motion from Chad Kline. Gary Leatherman seconded the motion. Motion carried 2-0.

**CORRESPONDENCE**

Clerk of the Court Monthly report– duly entered  
Treasurer’s Monthly Report - duly entered  
Town of Albion Leachate report – duly entered

**MINUTES**

Minutes of the December 21, 2015 and January 4, 2016 meeting as well as the Executive sessions dated 12/21/15 and 01/14/16 were approved with a motion from Chad Kline and a second from Gary Leatherman. Motion carried 2-0.

## COUNCIL ON AGING

Region III-A had sent Contract for services to the commissioners. Attorney Dennis Graft reviewed the contract and the contract was signed with a motion from Chad Kline and a second from Gary Leatherman. Motion carried 2-0.

## MATERIALITY POLICY

Jackie had received a memo from the State Board of Accounts concerning the creation of a policy for local governments which would designate a person to oversee, monitor and report any determined irregular variances, losses, shortages, and thefts. The topic was discussed and the County Attorney was asked to create a policy naming the Auditor and Treasurer as the county designation.

## MEAL POLICY REVISION

Chad Kline brought before the commissioners a policy from another county that helped clarify our meal policy and the reimbursement of meal claims. This amendment would clarify the number of meals eligible for reimbursement based on the hours of travel. A copy of the amendment will be distributed to the county employees and the revision will be made in the handbook. A motion to adopt the amendment was made by Chad Kline and seconded by Gary Leatherman. Motion carried 2-0.

## BOND

A bond was received for signature. Tonya Marks, Noble County Auditor, bond was before the commissioners. Chad Kline made a motion to sign with a second from Gary Leatherman. Motion carried 2-0.

## HIGHWAY

Kevin Troyer was present to request a driveway variance. Zack Smith, Highway Engineer, explained the reason for the rejection was that there would be too many drives within a span of so many feet. The sight distance is okay in this area. The second sight for the driveway would be closer to a hill and could possibly have sight distance issues. After some discussion the commissioner granted the variance with a motion from Chad Kline. Gary Leatherman seconded the motion. Motion carried 2-0.

Mark Goodrich, Highway Superintendent, had the following issues:

- A request to place a fiber optic line on Sparta Lake Road was made by Earthcom. Inc. After reviewing the plans, Chad Kline made a motion to approve the placement of fiber optic. Gary Leatherman seconded the motion. Motion carried 2-0.
- Mark has been in conversation with Frontier Communications concerning the 100 E road damage that was caused by Frontier. Frontier indicated that this was an emergency call so that was the reason why no permit was requested. Mark is still communicating with the company for payment for damages to the road.
- Mark and Zack discussed the possibility of having a policy for permitting processes. Zack indicated that the department would draft a fee structure/policy for utility usage of our right of way.

Zack Smith, Highway Engineer, discussed the following issues with the commissioners:

- LPA Voucher was received for Bridge Inventory. Chad Kline moved to sign the voucher. Gary Leatherman seconded the motion. Motion carried 2-0.
- LPA Voucher was received for Bridge 147. Motion to sign came from Chad Kline and was seconded by Gary Leatherman. Motion carried 2-0.
- Utility Permits were received from Northern Indiana Public Service, Centurylink and Noble REMC all of which were accepted and filed.
- A final agreement was received from CSX concerning bridges 134,135, and 136. This agreement will give CSX the opportunity to immediately remove Bridge 135 and then the county will have until 2022 to secure funding for the other 2 bridges. Chad Kline made a motion to approve the memorandum of agreement. Gary Leatherman seconded the motion. Motion carried 2-0.
- Zack reminded the commissioners that the speed ordinance amendment would come before them January 25, 2016
- Two proposals were received for the Highway Garage. One from DLZ and the other from Martin Riley. DLZ proposal was in the amount of \$99,000.00 with Martin Riley being at \$88,025.00. Chad Kline moved to approve Martin Riley as the Architect/Engineer for the Highway garage. Gary Leatherman seconded the motion. Motion carried 2-0.

- Zach also provided the commissioner with a draft “Optional Pavement Upgrade Contract” for their review. This contract would be between the highway department and a landowner/association rep. if they would request an upgrade beyond the proposal from the highway. This would place the cost of the upgrade in the hands of the landowner and or association. There were suggestions about payment up front and any maintenance of the project in the future to add to the contract. Zack will redraft the contract for the commissioner’s final approval.

#### HEALTH DEPARTMENT

Cheryl Munson, Health Nurse, came before the Commissioners to request permission to paint the clinic area of the Health department. Cheryl is suggesting that this will be paid for from clinic donations. Cheryl was asked to get two quotes and get back on the commissioners agenda for final approval.

#### BICENTENNIAL TOUCH

Chad Kline had been approached by the STAR team as well as the Courthouse Preservation committee about helping with the purchase of a LED lighted torch to sit on the courthouse lawn. The cost of the 8 foot torch is \$500.00 and the county is being asked to pay half or \$250.00 of the cost. The torch would be up for the entire 2016 year and after that would be put up during the Holiday season. Chad Kline made a motion to contribute \$250.00 to the purchase of the torch with a second from Gary Leatherman. Motion carried 2-0. Jackie should expect an invoice for the counties half of the torch from the courthouse preservation committee.

#### **ADJOURNMENT**

This session of the Board of Commissioners of Noble County was at approximately 10:10 A.M. recessed from day to day until the 25<sup>th</sup> day of January, 2016.

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Gary D. Leatherman, President

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David J. Dolezal, Vice President

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Chad Kline, Member

ATTESTED: \_\_\_\_\_  
Tonya L. Marks, Auditor