

## BOARD OF COMMISSIONERS

September 4, 2018

- I. **CALL TO ORDER:** The Parke County Board of Commissioners convened in a regular meeting at 4:00 p.m. on Tuesday, September 4th, 2018, having adjourned from a regular meeting on Monday, August 20th, 2018.
- II. **ROLL CALL:** Members present were Commissioners Jim Meece, President; Dan R. Collom, First Vice-President; Bruce Hartman, Second Vice President; Pam Adams, Auditor; Laura Fischer, 1st Deputy Auditor and County Attorney John Asbury. Also present were Sharon Whitford McCurdy, Kathy Collom, Justin Falls, Pam Sanders, Mike Strack, Justin Cole, Mary Alice Gregg, Randy Norman, Julie Lanzone, Amy Hensley and Brad Case.
- III. **MINUTES:** Minutes for the executive session on July 31st, 2018 and the regular meeting on August 6th, 2018 were approved upon a motion made by Bruce Hartman and seconded by Dan R. Collom. The motion was carried unanimously. Minutes for the regular meeting on August 20th, 2018 were approved on a motion made by Bruce Hartman and seconded by Jim Meece. The motion carried unanimously.
- IV. **PAYROLL:** County payroll in the amount of \$157,250.83 was approved for release on Friday, August 31th, 2018 on a motion made by Bruce Dan R. Collom. Bruce Hartman seconded the motion and it carried unanimously. Bruce Hartman made a motion acknowledging receipt of the Payroll Accounts Payable Report in the amount of \$98,153.45. Dan R. Collom seconded the motion and it carried unanimously.
- V. **CLAIMS:** After reviewing the Claims Docket, claims in the amount of \$848129.05 were approved for release on September 4th, 2018 on a motion made by Dan R. Collom and seconded by Bruce Hartman. The motion carried unanimously.
- VI. **NEW BUSINESS:**
  - Requests for three (3) invoices to be paid outside of the regular claims cycle were reviewed by the Board. Bruce Hartman made a motion to allow the Auditor to process payment for the following invoices outside of the normal claims cycle: Union Health Systems, in the amount of \$50.00; West Side Tractor Sales, in the amount of \$18,267.78; and Sparkle Wash Professional Pressure Wash, in the amount of \$7,500.00. Dan R. Collom seconded the motion and the motion carried.
  - **Parke County Ordinance 2018-04** was presented for the Commissioners consideration. The Ordinance restructures how overtime compensation is calculated and paid to Parke County Paramedics and Emergency Services Technicians (EMT) who are full time employees of the Parke County EMS/Ambulance Service. Bruce Hartman made a motion to adopt Parke County Ordinance 2018-04 Same day, Same meeting. The motion was seconded by Dan R. Collom. Dan R. Collom made a motion to adopt Parke County Ordinance 2018-04, the motion was seconded by Bruce Hartman and the motion carried unanimously.

Commissioner Jim Meece commended EMS/Ambulance Service Director Julie Lanzone and Parke County Councilman Roy Wrightsman for their diligent work in preparing this pay matrix. Lanzone worked with the Federal Department of Wage and Hour, as well as the Indiana State Board of Accounts to ensure all of the criteria to ensure the county's Paramedics and EMT's are compensated fairly for the hours they work. Meece noted this could set a precedent Statewide and possibly Nationwide.
  - A revision of the Parke County Emergency Medical and Transport Services Standard Operating Guidelines was presented for the Commissioner's consideration. EMS/Ambulance Service Director Julie Lanzone discussed several items that have been updated and/or revised within the document, including the new pay matrix and a set number of mandatory overtime hours for full time employees. Lanzone advised the Board that the document references the County Employee Handbook wherever possible. County Attorney John Asbury has reviewed the document and indicated that as far as he can tell everything appears to be in order. Dan R. Collom made a motion to approve the Parke County Emergency Medical and Transport Services Standard Operating Guidelines as presented. Bruce Hartman seconded the motion and it carried unanimously.
  - The Board reviewed claim# IN6-188237 from Tokio Marine HCC – Public Risk Group.

- A design plan report from the Indiana Department of Transportation (INDOT) regarding the Howard Avenue and Market Street project in the Town of Rockville. The design plan that was included in the report is on file in the Auditor's office and may be viewed by anyone upon request.
- A report from Scott Wynkoop was read regarding the off road vehicle race that was held on his property on August 11th & 12th, 2018. Wynkoop stated in his correspondence that there were no issues or concerns to report and expressed his appreciation to the county for working with him to make the event a success. Wynkoop indicated he felt local businesses were visited by persons attending and participating in the race, and some of the proceeds were donated to the Bellmore Volunteer Fire Department's Golf Outing.
- The Board reviewed the Plan Commission monthly report, it was noted that so far this year permits have been issued for in excess of 1.5 million dollars in new construction.
- The Wabash River Heritage Corridor Commission meeting agenda and minutes were reviewed. Jim Meece reported the Commission will have their next meeting on Wednesday, September 12th, 2018 at 1:00 p.m., and will review the Montezuma B&O Railroad Walking Bridge project. The meeting will be at the Montezuma Community Center. Meece also stated Vermillion County has purchased land on their side of the bridge and should begin moving forward.
- Reviewed registration information for the Indiana Association of County Commissioners Annual Conference. Bruce Hartman noted registration and the special rate for hotel rooms open tomorrow and stated he will register himself and take care of making his hotel reservations. Jim Meece requested County Auditor Pam Adams to process the registration and make hotel reservations for him.
- An invitation to a customer appreciation event from MJS Insurance, Inc. was reviewed by the Board.
- Partnership Parke County provided the Commissioners with an Executive Director Update, listing current and potential projects within the county.
- Jim Meece advised the Board that he met with the Indiana Department of Transportation (INDOT) and County Councilman John Pratt at Bellmore, Indiana to review the flooding/ standing water/ drainage issue. Parke County does have a Drainage Board, however it is not an active board because there is only one drain in the county and it is shared with Vigo County who maintains it. INDOT pulled the "as built" details regarding pipes, drains and culverts for Bellmore. The information indicates that the two drainage pipes were never intended to carry ground water. There are culverts under the roadway that were designed to move the ground water through a ditch system; the State will clean those culverts out to facilitate removing the water from pooling in the area. However, a landowner has installed a driveway across one of the drainage ditches and the ditch is now blocked. Meece said it is ultimately the property owners' responsibility to reinstate the waterway, but the county could also open the waterway. Meece is going to check with Karen Lewis in the Plat office to find out if Bellmore was ever platted.
- Jim Meece discussed the removal of a utility pole located on the west side of the south staircase leading into the Courthouse. Meece advised the Board that the only function the utility pole serves is to supply one tent during the Covered Bridge Festival; Meece also said he and Don Pruner have spoken with the Town of Rockville and they will be able to supply electricity to the tent from the utility poles along the street. Bruce Hartman made a motion to remove the utility pole. Dan R. Collom seconded the motion and it carried unanimously.
- Dan Collom asked about the County Cemetery Commission, he stated Mark Hartman would like to contact them. Meece stated the Cemetery Commission hasn't been active in several years, but he will attempt to get in contact with Jim Wilcox who was the last elected President to see about reactivating the Commission.

## **VII. OLD BUSINESS:**

- Several weeks ago the County was contacted by Melvin Fisher who is a member of the Amish Community in Parke County regarding replacing the slab crossing the Little Raccoon Creek on Slab Road with a bridge. At that point the Commissioners advised Fisher that the Department of Natural Resources (DNR) would need to be contacted since they oversee waterways in the State; the Board went on the state they would not authorize the construction of any structure unless those structures would be accessible to all of the residents and/or public. The Board went on to say if Fisher wanted to build a bridge across the creek on private property for the Amish Buggy's to use then the County wouldn't have any say in the matter, however the DNR would still need to be contacted regarding the waterway.

Jim Meece advised the Board that Melvin Fisher has once again been in contact and said the Amish are willing to build a bridge that can be accessed by everyone, they will provide 100% of the labor and 25% of the materials for the project. Meece received a quotation from Fisher with estimated material costs, Meece noted the quote doesn't include any engineering and since the bridge would be made for all types of vehicles and farm equipment any structure much have engineering done. Meece asked Highway Department Supervisor Randy Norman for his opinion. Norman said he would be okay with building a bridge under the noted conditions, but advised the Board that there are no funds available for the project. Meece asked what weight a bridge would need to carry, Norman replied thirty-six (36) tons is standard and will need to be twenty-four (24') feet wide. It will also need to be longer than the existing slab to account for scour. Dan Collom stated he knows someone who has bridge beams and is wanting to get rid of them. The beams are different depth sizes such as 12" and 18". Jim Meece asked the Board and Norman if they are interested in investigating this project, and everyone agreed that it would be worth looking into.

- Auditor Pam Adams provided the Commissioners with copies of Fact Sheet #17B from the U.S. Department of Labor, Wage and Hour Division. The publication outlines the criteria for a position to be considered exempt. Adams indicated that an exempt position in Parke County Units of Government would almost exclusively fall under the Executive Exemption qualifications. The Commissioners determined to review the information prior to the next meeting before making any clarifications for Parke County employees.
- A proposal from Kenneth Zigler Masonry and Concrete Construction Company, LLC was reviewed by the Board. The proposal is to seal and backfill the doorway located on the north side of the Courthouse that leads to the basement. The doorway will be sealed in such a way that it will be able to be re-opened in the future if a determination is made to do so. The quote is in the amount of \$3,500.00. Dan Collom made a motion to move forward with the project. Bruce Hartman seconded the motion and the motion carried.
- County Attorney John Asbury advised the Board he met with the County Prosecutor regarding a proposed Ordinance to prohibit climbing on and/or jumping from bridges in the County. Per information the Prosecuting Attorney shared with Asbury, it shouldn't be necessary to adopt an Ordinance since there is a State Statute that can be used. The Commissioner would just need to take a vote to implement the plan and post signage at bridges in the County. Asbury provided the Commissioners with proposed wording for the signs. The Commissioners provided the wording for the signs to Randy Norman to have them made.

## **VIII. DEPARTMENTAL REPORTS:**

### **Parke County Sheriff Justin Cole:**

- The Jail count is one hundred (100). There are eighty-one (81) County; seventeen (17) Department of Corrections (DOC), one (1) is an out of county inmate and one (1) inmate is away.
- Requested permission to apply for a Narcotic Suppression Grant from the Parke County Local Coordinating Council, this is a grant the department applies for annually. Cole is requesting \$4,000.00 for 2019. The Commissioners approved Sheriff Cole's request.
- Reported the Jail lost the use of part of one of the boilers, it appears that some bolts on top of the unit are stripped. If they can be successfully removed it shouldn't be very costly, however if they can't be removed it could become quite expensive.

### **Parke County Highway Supervisor Randy Norman:**

- Reported paving on Denman Road has been completed as of today. The department will move the paving equipment to Lyford, where paving of all of the streets with the exception of Lafayette Street where it intersects with the U.S. Highway 41 on a curve.
- The structure on County Road 350 E is complete and is open, the guardrail was installed today.
- Advised the Board that a structure on County Road 1100 N near Sylvania failed. Norman has looked into the cost of replacing the structure; an aluminum shell will cost \$73,000.00 and by the time it is set and finished the total would be approximately \$90,000.00, a pre-cast concrete structure would cost \$52,000.00 and there would also be additional costs. Norman is going to have Kevin Loiselle of Clark Dietz look at it to see if the bridge beams can be taken up, concrete poured around the pilings and then reset the beams which will be the least expensive option. Jim Meece asked about using rail cars to replace the structure, Norman replied that for this application they would not work as they cannot handle the twenty-five (25) year floods.
- The forestry head is being used every day, in addition to Marshall Road the north side of Coxville Road is done, County Road 275 S is complete. Dan Collom mentioned that the growth

needs to be cut back between the Seba Case property and the Jack Sciotto property and along Highbanks Road to Rosedale on the west side.

- Norman is having the mowers move to the Covered Bridge Route roads in preparation for the festival.
- Jim Meece expressed his thanks to Norman and the Highway Department for the work done on Piattsville Road.
- Dan Collom advised Norman that there is a stop sign and a 550 E sign leaning against the back of a house in Bridgeton. The house is in the vicinity of Webster and Hoosier streets.

**Parke County Emergency Medical Services (EMS) Director, Julie Lanzone:**

- Reported year to date revenues from the Ambulance Service are \$309,580.60, which is within \$57,000.00 of what was collected at the same time last year. Lanzone noted revenues from 2017 were uncharacteristically high.
- Lanzone announced the department will be introducing something innovative. Lanzone has been working with Barry Nicholson and Stephanie Laws and have acquired three portable lab machines for under \$500.00. This equipment usually costs in the neighborhood of \$15,000.00 each.
- Stated Arbor Professional Solutions who provides collection services for the EMS currently has 118 accounts amounting to approximately \$175,000.00 in process. Lanzone indicated she expects the County will begin receiving these funds by the end of September.

**IX. PERSONS REQUESTING TIME ON THE AGENDA:**

- Justin Falls – Petition to Vacate  
The Auditor’s office received on the behalf of the Board of Commissioners a petition to vacate that portion of Ninth Street in the Town of Lyford as platted in Plat Book 1, page 232, on September 15, 1892 that lies North of Lot 17 in Block 8 and South of the 60 feet right of way as used today in 2018. Five certified return receipts were not received prior to the meeting, however upon reviewing the plat map provided none of those properties will be affected. Therefore, Dan R. Collom made a motion to move forward with an Ordinance to vacate the stated portion of Ninth Street in the Town of Lyford as described in the petition. Bruce Hartman seconded the motion and it carried unanimously. The Ordinance will be brought to the September 17th, 2018 Commissioners meeting.
- Brad Case – Ricoh Copier Agreement  
Presented the Commissioners with the renewal agreement to lease Ricoh copiers for county offices. Dan Collom made a motion to enter into the renewal agreement. Bruce Hartman seconded the motion and it carried unanimously.

**X. PUBLIC COMMENTS:** None.

**XI. ADJOURNMENT:** Having no further business to come before the Board, a motion to adjourn was made by Dan Collom and seconded by Bruce Hartman. The meeting adjourned at 5:34 p.m.

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Jim Meece, President

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Dan R. Collom, 1st Vice President

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Bruce Hartman, 2nd Vice President

ATTEST:

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Pam Adams,  
Parke County Auditor