

BOARD OF COMMISSIONERS

September 17th, 2018

- I. **CALL TO ORDER:** The Parke County Board of Commissioners convened in a regular meeting at 4:00 p.m. on Monday, September 17th, 2018, having adjourned from a regular meeting on Tuesday, September 4th, 2018.
- II. **ROLL CALL:** Members present were Commissioners Jim Meece, President; Bruce Hartman, Second Vice President; Pam Adams, Auditor; Laura Fischer, 1st Deputy Auditor; and County Attorney John Asbury. Dan R. Collom was absent. Also present were Don Pruner, Scott Wood, Larry Bemis, Pam Sanders, Julie Lanzone, Mike Strack, Andy Jones, Amy Hensley, Chester Crague and Randy Norman.
- III. **MINUTES:** Minutes for the regular meeting on September 4th, 2018 and the executive session on Friday, September 7th, 2018 were approved upon a motion made by Bruce Hartman and seconded by Jim Meece. The motion was carried unanimously.
- IV. **PAYROLL:** The County payroll in the amount of \$156,690.03 was approved for release on Monday, September 17th, 2018 on a motion made by Bruce Hartman. Jim Meece seconded the motion and it carried unanimously. Bruce Hartman made a motion acknowledging receipt of the Payroll Claims Accounts Payable Report in the amount of \$160,291.17; Jim Meece seconded the motion and it carried unanimously. On a motion made by Bruce Hartman and seconded by Jim Meece, the Board acknowledged receipt of the August 2018 Monthly Financial Report.
- V. **NEW BUSINESS:**
 - The Board reviewed requests for checks to be processed outside of the normal claims cycle. Jim Meece made a motion to allow the Auditor to process a check, in the amount of \$630.00, payable to Bryan L. Husband; Bruce Hartman seconded the motion and the motion carried. Bruce Hartman made a motion to allow the Auditor to process a check, in the amount of \$783.97, payable to New Pig Corporation; Jim Meece seconded the motion and the motion carried. Both checks will be processed outside of the regular claims cycle.
 - The Commissioners reviewed a request from Emergency Management/ E911 Director Amy Hensley to authorize the Auditor to process checks outside of the regular claims cycle for the LEPC grant. In order to receive reimbursement from the grant all of the invoices must be paid no later than September 30th, 2018. Bruce Hartman made a motion to allow the Auditor to process checks for invoices related to the LEPC grant outside of the regular claims cycle through the end of September. Jim Meece seconded the motion and the motion carried.
 - Auditor Pam Adams presented the Commissioners with an invoice, in the amount of \$420.00, from Arsee Engineers, Inc. Jim Meece made a motion to approve a check to be processed outside of the regular claims cycle for the invoice; Bruce Hartman seconded the motion and the motion carried.
 - The Board reviewed Arsee Engineers, Inc. Field Report #31. There was damage done to the Courthouse lawn and one of the trees during the shard removal process. Jim Meece explained the crew operating the equipment did not use proper care or correct procedures, the removal was being done after there had been heavy rainfall and while the crew put sheets of plywood down in one area, they proceeded to drive off the plywood and didn't lock the wheels on the equipment causing the wheels to create deep furrows in the lawn. And the operator misjudged the distance when the moving the arm of the machine and it hit one of the trees creating a fairly significant gouge through the bark and into the trunk of the tree. Meece stated plans are in place to have the lawn repaired at the contractor's expense; and because there is not enough time to smooth the lawn and seed it with grass seed prior to the Covered Bridge Festival the lawn the contractor will install sod.
 - **Parke County Ordinance 2018-07** was presented for the Commissioners consideration. The Ordinance vacates 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 that part to be vacated in Florida Township in Parke County, Indiana. Bruce Hartman made a motion to adopt Parke County Ordinance 2018-07; Same Day, Same Meeting. Jim Meece seconded the motion and it carried. Bruce Hartman made a motion to adopt Parke County Ordinance 2018-07; Jim Meece seconded the motion and the motion carried.
 - A Notice of Tort Claim was

- A letter from Parke County EMS/ Ambulance Service Director Julie Lanzone was presented to the Board. The letter requests the establishment of a home rule non-reverting fund to be established for the County Emergency Medical Services/ Ambulance Service. The fund would be for training and education materials, including items to promote public awareness. In the letter, Lanzone stated she had been contacted by Parke County Community Foundation Executive Director Brad Bumgardner regarding proceeds from monies that had been donated to the Ambulance Service through the Community Foundation. A percentage of the monies on deposit will be disbursed annually, this year's distribution is approximately \$187.00. Bruce Hartman made a motion to establish a non-reverting Home Rule Fund for the Parke County EMS/ Ambulance Service, the purpose of the fund is for training and education material, including items to promote public awareness. Jim Meece seconded the motion and the motion carried.
- An updated contract for Professional Services between Parke County and Cleaver Cabling and Consulting, Inc. was reviewed. The contract increases the hourly rate from \$75.00 per hour to \$85.00 per hour, the contract has an effective date of January 1st, 2019. All other terms remain the same. Jim Meece made a motion to enter into the updated contract with Cleaver Cabling and Consulting, Inc. effective January 1st, 2019. Bruce Hartman seconded the motion and the motion carried.
- A grant request from Parke County Emergency Management and Planning was presented to the Board. The grant is in the amount of \$59,630.00 to be used for laptop computers, in-car cameras, and a tactical simulation system for local law enforcement; and there is no local match requirement. Bruce Hartman made a motion to approve the establishment of the grant fund, Jim Meece seconded the motion and it carried unanimously.
- **Parke County Resolution 2018-15** was presented for the Commissioners consideration. The Resolution adopts the update to the multi-hazard mitigation plan for Parke County, Indiana. Bruce Hartman made a motion to adopt **Parke County Resolution 2018-15**. Jim Meece seconded the motion and the motion carried.
- A notice from the Indiana Department of Natural Resources regarding modifications to the Howard Avenue and Market Street project(s) was reviewed by the Board.
- A request to install a dog waste station on the west side of the Courthouse lawn was presented to the Commissioners for their consideration. Jim Meece stated he didn't see the need for it, Meece indicated that responsible pet owners would already bring bags with them when walking their dogs and that people who don't normally clean up after their pets would not make use of the waste station. Bruce Hartman was in agreement and the Board determined not to allow the station to be installed on the Courthouse lawn.
- A written request for the use of the south side of the Courthouse lawn on Sunday, November 11th, 2018 from Parke County Veterans Service Officer Stan Rukes was approved on a motion made by Bruce Hartman and seconded by Jim Meece. The motion carried unanimously.
- Jim Meece made a motion to allow Parke County, Inc. the use of the Courthouse lawn for the 2018 Parke County Covered Bridge Festival. Bruce Hartman seconded the motion and it carried unanimously.
- Reviewed the Treasurer's and Clerk's monthly financial report for August 2018.
- A letter from Parke County Sheriff Justin Cole requesting an extension for an employee in his department to used accrued vacation time. County policy allows an employee to carry over vacation time in an amount not to exceed what was accrued in the twelve (12) month prior to the employee's anniversary of hire date. Due to extenuating circumstances one employee was not able to utilize all of their accrual from 2017 and would lose the time at their next anniversary date which is in October. Parke County Auditor Pam Adams read a statement explaining the County policy which included a reminder by the Board that all such requests needed to be brought before the Board of Commissioners and no other official or department head has the authority make decisions regarding employee policy. Jim Meece made a motion for a one-time exception to County Employee policy in allowing the employee in question an extension to utilize 2017 accrued vacation time, the extension will expire on December 31, 2018. Bruce Hartman seconded the motion and it carried unanimously.

VI. OLD BUSINESS: None presented.

VII. DEPARTMENTAL REPORTS:

Parke County EMS/ Ambulance Service, Julie Lanzone:

- Requested the Board to make an official ruling on a long time billing procedure for the Parke County Ambulance and Transport Service. Lanzone explained that if a patient pays their bill in full with certified funds within thirty (30) days of the date of service they have been given a ten percent (10%) discount. Lanzone stated she has been unable to find anything making this billing procedure official. Jim Meece made a motion allowing a ten percent (10%) discount on accounts that are paid in full with certified funds within thirty (30) days of the date of service. Bruce Hartman seconded the motion and it carried.

Parke County Highway, Randy Norman.

- Requested two checks to be processed outside the regular claims cycle. One to Barney Carroll, in the amount of \$9,300.00, for repairs to covered bridges; the second to Clark Dietz Engineers, in the amount of \$22,542.44 for bridge inspections. Bruce Hartman made a motion to allow the Auditor to process the two checks outside the regular claims cycle. Jim Meece seconded the motion and it carried unanimously.
- Presented a vendor claim for bridge inspections, in the amount of \$22,542.44, for the Commissioners signature.
- Reported paving of the streets in Lyford should be completed by this evening.
- Installing a wedge on Ferndale Road either Tuesday or Thursday.
- Stated one of the newer trucks is in the shop, it isn't able to pull the paver up a hill.
- The paperwork for this year's Community Crossings Grant has been sent. The application is for \$729,489.00 in paving, \$194,342.00 in chip and seal for a total of \$943,831.00.
- Norman state crews will not be doing chip and seal on County Roads 875E, 100N and 900E because the roads have deteriorated, patching will be done this year and the roads will be paved at some point next year.
- Three people have been hired for the Highway Department and they start two week from today.
- Norman stated he met with Kevin Loiselle of Clark Dietz Engineers, Inc. and Loiselle indicated the bridge beams from the structure on County Road 1100N near Sylvania will be able to be used to repair/reconstruct the structure that failed a few weeks ago.
- Loiselle also looked at the area on Slab road that Melvin Fisher has been in contact with the Commissioners about. It will require a bridge at least one hundred (100) feet in length to replace the slab on Slab Road, and it will require approval from the Indiana Department of Natural Resources (DNR).
- Jim Meece stated he was called to the Cox Ford Bridge and the Wilkins Mill Bridge due to high water issues caused by heavy rains. Meece indicated that by the time he arrived at the Cox Ford Bridge the water had gone down and all appeared to be fine. The Wilkins Mill Bridge had been closed to traffic, but was re-opened. Norman stated there were some washed out places, but they have been fixed at this point.

Emergency Management/ Statewide 911, Amy Hensley:

- Advised the Commissioners the addresses have been fixed for the upcoming census.

VIII. PERSONS REQUESTING TIME ON THE AGENDA:

Scott Wood: Siemens

- Wood introduced himself and went through a slideshow presentation of Siemens product. Wood indicated Siemens did a \$4,500,000.00 renovation project for Parke County that was completed in 2002 and expressed his appreciation for the opportunity to present the Board with information regarding items Siemens now offers. Some of the items Wood highlighted was their use of the Guaranteed Savings Legislation; their commitment to treating the facilities as a community asset; the way they gather data to assist in decision making by using their IPEX (Infrastructure, Planning and Execution) program, risk assessment, energy operational savings. Wood stated Siemens also communicates with the staff of facilities to identify problem areas. One of the items Wood stressed is Siemens dedication to risk

management, stating the County would only have one contract with Siemens and there are no change orders after the contract is signed.

IX. PUBLIC COMMENTS:

- Chester Crague asked about having the ditches on Highbanks Road cleaned out. Highway Supervisor Randy Norman stated he would look into it.

X. ADJOURNMENT: Having no further business to come before the Board, a motion to adjourn was made by Bruce Hartman and seconded by Jim Meece. The meeting adjourned at 4:59 p.m.

Jim Meece, President

Dan R. Collom, Vice President

Bruce Hartman, Second Vice President

ATTEST:

Pam Adams, Auditor