

Hancock County Board of Commissioner's Minutes

November 19, 2013

Commissioners met in regular session. Those present were Commissioner Derek Towle, President, and Commissioner Brad Armstrong. Commissioner Tom Stevens is absent.

Auditor Robin D. Lowder was also present.

Hancock County Board of Commissioner's meeting began at 8:00 a.m.

Attorney Ray Richardson arrived at 8:34 a.m.

Highway Department

Engineer Joe Copeland appeared before the Hancock County Board of Commissioners to discuss the following:

Title Sheet – The 600 W. and 300 N. Intersection Improvement project Title Sheet requires Commissioners signatures on the signature page.

Signature for Certification Letter for R/W of 300 N. and 600 W. Intersection Improvements. Commissioner Armstrong moved to sign the letter for INDOT certifying right-of-way, Des. No.0900012. Commissioner Towle seconded the motion. The motion carried 2/0.

Assurance Letter – A letter for right-of-way required by INDOT on all federal aid projects was presented to the Commissioners for Signature. Commissioner Armstrong made a motion to sign the right-of-way document on the 600 West from Broken Arrow Drive to U.S. 40 project, Des No. 0400037. Commissioner Towle seconded the motion. The motion carried 2/0.

Federal Aid Application – Requesting to add Bridge# 71 to the Federal aid Projects the rating is just below 50. Also requesting a prioritization on the following Projects being applied for: Bridge 91, construction and inspection; Bridge 71, construction and inspection; 600W, right-of-way engineering and acquisition; 300N, bridge widening, utility relocation, storm sewer installation, construction and inspection (approved by the Redevelopment Commission and local share to be paid by RDC) The Commissioners Agree to the need to prioritizing of the list and will address this with a full board on December 2, 2013.

Right-of-Way Acquisition Approval Bridge# 114 – There are six total parcels. However, one parcel has been sold and permission is being requested to negotiate with the new owner for purchase of the right-of-way for parcel #2. Commissioner Armstrong moved to allow the County Engineer to negotiate the right-of-way acquisition for Bridge# 114 and in the amount not to exceed the appraised value on parcel# 2. Commissioner Towle seconded the motion. The motion carried 2/0.

Driveway Variance – for property owned by William J. Losh and located at 600 W. and Stinemeyer Road. The Variance will reduce the 350 foot separation distance between driveways. The Highway Department recommends allowing the variance. Commissioner Armstrong moved to allow the driveway variance for the Losh residence on 600 W. south of Stinemeyer Road. Commissioner Towle seconded the motion. The motion carried 2/0.

Recorder's Office

Recorder's Office – Debra Carnes and Bernie Harris appeared before the Commissioners to request data lines being run to the Recorder's Office. Commissioner Armstrong moved to allow for additional wiring in the Recorder's Office in an amount not to exceed \$1,530.00 to be paid out of the Commissioners C.C.D. Fund. Commissioner Towle seconded the motion. The motion carried 2/0.

Hancock County Board of Commissioners Action Items

Claims and Payroll – Commissioner Armstrong moved approval of claims and payroll as presented. Commissioner Towle seconded the motion. The motion carried 2/0.

Minutes – Commissioner Armstrong moved approval of the Commissioners Minutes for November 5, 2013 and November 8, 2013. Commissioner Towle seconded the motion. The motion carried 2/0.

Surveyor's Office

Performance Bond Release – to Arbor Investments, in the amount of \$6,800.00 for Geist Woods Estates, Section 1 monuments. Commissioner Armstrong made a motion to release the bond. Commissioner Towle seconded the motion. The motion carried 2/0.

Performance Bond Release – to R & F Development, Inc. in the amount of \$1,500.00 for Briarwood Trace, Section 6, Signs and Monuments. Commissioner Armstrong made a motion to release the bond. Commissioner Towle seconded the motion. The motion carried 2/0.

Performance Bond Release – to R & F Development, Inc. in the amount of \$1,500.00 for Windhaven Section 4 monuments. Commissioner Armstrong made a motion to release the bond. Commissioner Towle seconded the motion. The motion carried 2/0.

Plan Department

ReZoning – Mike Dale appeared before the Commissioners to request the Commissioners initiate rezoning of property owned by Deborah and Smiley Courtney located at 5371 N. 600 W. The owners would like the property changed to residential zoning. The Rezoning could include other homes in the surrounding area. Commissioner Armstrong moved to recommend the Plan Commission look at land use on 500 W. between 500 N. and 600 N. Commissioner Towle seconded the motion. The motion carried 3/0.

Hancock County Personnel Policy Handbook

Personnel Policy Handbook-Kent Irwin of Waggoner, Irwin, Scheele & Associates Inc. appeared before the Commissioners to present the draft of the new Personnel Policy Handbook. Mark Ennis of Bliss McKnight the County Insurance Company also attended. Elected Officials and Department Heads were also in attendance.

Kent explained much of what was added was Indiana State and Federal Laws. He told the Commissioners this is a working document and will need to be amended at times.

There are also included 30 plus personnel forms.

Some revisions were discussed and Kent will send a Memo to the Commissioners with these revisions for them to review. The Commissioners will decide when the Handbook is ready to move to the next step before being adopted.

Building Department

2014 Building Permit Fees – Rusty Burgess presented a 2014 Improvement Location & Building Permit Fee Schedule to the Commissioners. There are some fee changes. These fees will take affect January 1, 2014 upon approval. The Commissioners tabled the matter until the meeting on December 2, 2013.

Surveyor's Office

Surplus Spray Paint – Susan Bodkin appeared before the Commissioners to request the yellow and red spray paint the Surveyor's Office is no longer able to use be declared surplus and donated to Eastern Hancock County School. Commissioner Armstrong moved the yellow and red spray paint be declared surplus. Commissioner Towle seconded the motion. The motion carried 2/0.

Election Office

Amendment – The election office presented to the Commissioners the First Amendment to Agreement with ES&S, increasing the contract by \$5,242.10 for a router for the first year of the contract only originally it read every year. Commissioner Armstrong moved to adopt the first amendment to the ES&S contract. Commissioner Towle seconded the motion. The motion carried 2/0.

Sheriff's Office

Out of State Travel – approval is requested for out of state travel for Jordan Conley to attend a conference in South Carolina, 'Small Jail Big Problems'. Commissioner Towle moved to allow Jordan Conley out of state travel. Commissioner Armstrong seconded the motion. The motion carried 2/0.

Out of State Travel – approval is requested for out of state travel for Captain Jeff Rasche to attend an Internal Investigation training in Las Vegas, Nevada. Commissioner Towle moved to allow Captain Jeff Rasche out of state travel. Commissioner Armstrong seconded the motion. The motion carried 2/0.

Video Recorder for Courthouse – SAS recording systems including two new servers and two new monitors for the Courthouse at a cost of \$9,990.00. The IT Department can cover \$7,000.00 and \$3,000.00 is requested from the Commissioners. Commissioner Armstrong moved to allow for upgrade of security system per quote not to exceed \$10,000.00 provided \$7,000.00 is paid from IT C.C.D. Fund and \$3,000.00 in 2014 is paid out of Commissioners C.C.D. Fund. Commissioner Towle seconded the motion. The motion carried 2/0.

Medical Care for Jail – Lisa Scroggins appeared before the Commissioners representing Quality Correctional Care. The cost will be \$10,000 less than the current provider and will provide more Services and they also have a psychiatrist on staff to be on call. For an additional \$30,000 the Nurses will also dispense medication of evenings and twice a day on weekends. You will only have medical personnel dispensing medications at all times instead of jail staff part of the time.

The contract will begin December 20, 2013 if approved. There are issues with the current company providing health care to the jail. Commissioner Armstrong moved approval of the contract with Quality Correctional Care beginning December 20, 2013 through December 20, 2014 pending termination of the contract with Advance Correction Care by December 20, 2013. Commissioner Towle seconded the motion. The motion carried 2/0.

Hiring of New Highway Engineer

New Engineer Gary Pool – Has accepted the position of Hancock County Highway Engineer with a salary of \$85,000.00 and a start date of December 9, 2013.

Transfer Funds – Transfer Highway Fund line item Group Insurance to Salary line item to fund Salary for the new County Highway Engineer through the end of the year. Commissioner Armstrong moves approval of the transfer of funds from Group Insurance to Salary in the amount of \$3,269.23. Commissioner Towle seconded the motion. The motion carried 2/0.

The Hancock County Board of Commissioners meeting adjourned at 1:20 p.m.

Hancock County Commissioners

Commissioner Derek Towle, President

Commissioner Brad Armstrong, Vice President

Absent
Commissioner Tom Stevens

Attest: _____
Robin D. Lowder, Hancock Co Auditor