

Hancock County Board of Commissioner's Minutes

March 17, 2015

Commissioners met in regular session. Those present were Commissioner Brad Armstrong, President, Commissioner Tom Stevens, Vice President and Commissioner Marc Huber.

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 8:30 a.m.

Highway Department

County Engineer Gary Pool appeared before the Hancock County Board of Commissioners to discuss:

Signatures-CDL Policy- CDL Requirement Policy Memorandum of Record was presented to the Commissioners. The program would reimburse new employees for the CDL physical, written, and practical tests (approximately \$300.00) and would require a 1 year work commitment to the County. If employee terminates before agreed year they will reimburse the County. If employee already has CDL, then they will be hired at a higher rate. Will terminate program if too many problems arise. Commissioner Stevens moved for approval of CDL Requirement Policy Memorandum of Record. Not to exceed \$300.00. Commissioner Huber seconded the motion. The motion carries 3/0.

Bond Release- Release of a Performance Bond to Westport Homes in the amount of \$25,000 for Heron Creek Utilities Bond. Commissioner Stevens moved approval of the release of a Performance Bond to Westport Homes in the amount of \$25,000 for utilities. Commissioner Huber seconded the motion. The motion carries 3/0.

Title Sheet Signing- Need title sheet signed for Federal Replacement Sign Project. Sign project Covers MPO area, western side of county, and Greenfield. Commissioner Stevens moves to execute Plan sheet for Federal Replacement Sign Project. Commissioner Huber seconded the motion. The motion carries 3/0.

Heron Creek (Water's Edge)/ Incomplete Road- There's an incomplete road at 200 North and 600 West. This is a difficult situation because Westport Homes owns most of the homes. They never passed the final inspection and their Letters of Credit expired in 2013. There are two outstanding

Performance Bonds: \$46,000 for surface coat and \$4,000 for monuments. Top surface needs to be on the paving schedule. The County Attorney and Engineer are working on the Bond Company to pay the \$46,000 Surface Coat Bond and the \$4,000 Monument Bond.

Unemployment- The County may send out certified letters to previous employees who are now laid off by other companies so we can determine our responsibility for unemployment benefits. The letters would offer employee the same job at same money. If the employee doesn't accept job offered at same pay, then they will not receive unemployment benefits.

Osman Drive- We are going to ask for quotes for underdrain tiles and top coat due to the fact we are short staffed. We will contract out if quotes are competitive.

Accident- A West bound vehicle was struck by a South Bound vehicle at 500 W and 300 S. There has been one other accident since replacement of trees. Traffic control is the responsibility of New Palestine since this area was annexed into New Palestine. The County will assist New Palestine as much as possible.

Completed Tasks- Quite a bit of patching has been done in the county. The majority has been done in Brandywine.

Greenfield Main Street

Use of Courthouse Lawn- Josh Sipes spoke to the Hancock County Commissioners about April being Child Abuse Awareness month. He would like to use the front Courthouse Lawn area for signage and a display of pinwheels. (Signage would be more banner like this year) The display and signage would run from April 1-April 30. Commissioners requested he coordinate with Marcia Moore so that his display and the Landscaping Project don't conflict. Commissioner Huber moved to allow pinwheels and signage to be placed on the Courthouse Lawn area for the month of April for Child Abuse Awareness Month. Commissioner Stevens seconded the motion. The motion carries 3/0.

Emergency Operations Center

Out of State Travel- John Jokantas appeared before the Commissioners to request approval for out of state travel for: **Jason Bonham to Washington DC**, if he receives a grant, from 8/15/15 to 8/19/15. This is for the 2015 APCO conference. Commissioner Stevens moved to allow travel for Jason Bonham from 8/15/15 to 8/18/15. Commissioner Huber seconded the motion. The motion carries 3/0. Travel was also requested for **Jason Bonham to Anniston, AL** for the Center for Domestic Preparedness Technical Emergency Response Training for CBRNE Incidents from 5/17/15 to 5/22/15. Commissioner Stevens moved to allow travel for Jason Bonham from 5/17/15 to 5/22/15. Commissioner Huber seconded the motion. The motion carries 3/0. Travel was also requested for **Ashley Hamilton to Denver, Co** for 2015 National NENA Conference from 6/27/15 to 7/02/15. Commissioner Stevens moved to allow travel for Ashley Hamilton from 6/27/15 to 7/02/15. Commissioner Huber seconded the motion. The motion carries 3/0.

Critical Dispatcher Testing Software- This software is a 17 stage test, 2/5 stations, for a 3 hour test to qualify new hires or to be sure current employees maintain their skills. It would also be used to keep a pool of people for future jobs. Costs would be \$5900 to purchase with a \$1,000 yearly maintenance fee. Commissioner Stevens moved for a contract to be pursued for 2/5 stations with Criticall for testing for an amount not to exceed \$5900 to come out of the CCD. Commissioner Huber seconded the motion. The motion carries 3/0.

E-911 Director Laptop- John Jokantas requested approval to replace an outdated laptop. He would like to replace it with a Surface Pro 3. Financing would come from CCD/E-911 with an amount not to exceed \$1375. Commissioner Stevens moved for approval for a Surface Pro 3, paid for from CCD/E-911 with an amount not to exceed \$1375. Commissioner Huber seconded the motion. The motion carries 3/0.

Claims and Payroll- Commissioner Stevens moved approval of the claims and payroll as presented Commissioner Huber seconded the motion. The motion carries 3/0.

Minutes- Commissioner Stevens moved approval of the minutes for the March 3, 2015 meeting of the Hancock County Board of Commissioners as presented. Commissioner Huber seconded the motion. The motion carries 3/0.

Building Issues- An update on the Courthouse Roof and Equipment damage was given. An estimate, without an adjuster coming out to see, would be up to \$30,000 for damages. Several issues caused the leak. There have been some precautionary measures taken until issues are repaired.

Annex Roof- Commissioners instructed County Attorney to send certified letter and DLZ recommendation to Carlisle Roofing Systems Inc. This will be second letter sent to this company by County Attorney.

Friends of Hancock County Pennsy Trail/ National Bicycle Route

Friends of Pennsy Trail- Larry Lyndley appeared before the Commissioners to give an update on the trail and to see about getting their support for this endeavor. He stated the 1 ½ mile stretch from between 600 W to Washington Village Apartments is where they are concerning their efforts at this time. They are looking into applying for Grants (80/20). There was discussion on the next steps for this project. The Commissioners feel that the group needs to be aligning with land owners that want to participate with this project and who may be wanting to donate land. The Friends of Hancock County Pennsy Trail meet Wednesday evenings at 4:30 p.m. at the Chamber of Commerce. Their next meeting is April 4, 2015.

Public opinion of John Priore- stated that he would like to see them do this on their own. He believes their major concern should be alignment and finding enough money (grants) to cover the costs of purchasing lands.

Resolution of Support from Hancock County for United States Bicycle Route #35 Hoosier Rails to Trails Council- Commissioners are concerned about the safety of the roads chosen. They would like some research done. Commissioners are not prepared to act today.

Probation

Carry-over of vacation time- Wayne Addison had four people that went over the allotted amount of carry over vacation time allowed: Kevin Minnick (122 hours), Lauren Schaler (51 hours, due to pregnancy), Joshua Sipes (252 hours), and Mary Matter (39 hours). Commissioner Stevens moved to allow carry-over of vacation time for Kevin Minnick (122 hours), Lauren Schaler (51 hours), Joshua Sipes (252 hours), and Mary Matter (39 hours). In 2016 his Office will comply with Vacation Policy. Commissioner Armstrong seconded the motion. Motion carries 3/0. The Commissioners requested County Attorney prepare document for Personnel Policy to allow for Vacation Pay Out, for two employees, as requested by Wayne Addison for employees.

Health Department

Credit Card- Dr. Aspy requested that the Health Department be allowed to apply for a VISA credit card with a limit not to exceed \$500. Crystal Baker will have control of the card. Commissioner Stevens moved to allow the Health Department to apply for a VISA credit card with a limit not to exceed \$500. Commissioner Huber seconded the motion. Motion carries 3/0.

AED/Epi Pen- Dr. Aspy stated this issue could be put on hold while they are waiting for a new law to be passed. However, she said that the schools have found a new provider, so this may not be an issue.

Jordan Minor Subdivision

300 North 100 West- Harold Gibson requested acceptance of the dedicated right of way for Jordan Minor Subdivision. Commissioner Stevens moved to accept the dedicated right of way. Commissioner Huber seconded the motion. Motion carries 3/0.

IT Department

Annex Antenna for Cell Signal- Bernie Harris stated that the Clerk and Election Board need cell coverage during election time. He would like to put an external antenna on second floor of Courthouse and route cable to basement to meet this need. It was stated that the Election board will cover the cost of \$1,200 for the antenna and equipment. Commissioner Stevens moved for approval of external antenna and equipment with a not to exceed amount of \$1,200. Commissioner Huber seconded the motion. Motion carries 3/0.

Courthouse Damage- An update was given on the water damage in the courthouse. Bernie believes that the quote is better than expected. The switch that was replaced only cost half as much as previously stated.

IT Upgrades- IT Department will be upgrading storage this year. The average quote is \$65,000.

Commissioners/ City of Greenfield/Westport Homes (Saw Mill)

Agreement- Susan Bodkin stated there has been \$160,000 deposited in an escrow account for City of Greenfield and Westport Homes for design and construction. The Bond is for \$185,000. The City would like the Bond to be released. Surveyor recommends the Drainage Bond be released. Commissioner Stevens moved we enter into Escrow agreement with the City of Greenfield, Westport Homes, and Commissioners. Commissioner Huber seconded. There was discussion on who would be responsible if escrow amount was not enough. Commissioner Stevens motioned to take vote off table until City can confirm who would provide funds if \$160,000 Bond isn't enough to finish project. Commissioner Armstrong seconded motion. Motion carried 3/0. Susan Bodkin returned at 10:34 a.m. with Karla Vincent from the City of Greenfield. Commissioners asked who would be responsible for costs if \$160,000 in escrow didn't cover the costs. It was stated that the City would be responsible for any costs over the \$160,000. Commissioner Stevens moved to enter into Escrow agreement with the City of Greenfield, Westport Homes, and the Commissioners with the City providing any funds needed to finish project. Commissioner Huber seconded motion. Motion carries 3/0.

Surveyor Use of CCD Funds- Surveyor would like approval for use of CCD funds not to exceed \$3,500 to provide funds to purchase ½ of the data collector. Commissioner Stevens moved for approval of CCD funds not to exceed \$3,500 to purchase ½ of the data collector. Commissioner Huber seconded motion. Motion carries 3/0.

Emergency Management Agency

Credit Card- Misty Moore requested a credit application to be signed for Emergency Management. She also requested for George Boaz and herself be the only authorized signatures allowed on account. She stated that when she was inquiring about the credit application she was informed that there was a Savings Account held at GBC. (approximately \$1300) Misty will need to close out that Savings account and turn in the money. Commissioner Stevens moved to allow Emergency Management to apply for a \$500 credit card with a not to exceed amount of \$500. Commissioner Huber seconded motion. Motion carries 3/0.

2014 EMA Performance Grant- Commissioner Stevens moved motion of approval for 2014 Emergency Management Performance Grant. Commissioner Huber seconded. Motion carries 3/0.

Blackboard- Invoice for renewal was forwarded. Possibly fund in EMA for 2016. Permission was requested to receive quotes for New Card Readers. (Proprietary)

Sheriff

Ordinance No. 2015-3C- An Ordinance Establishing the Rural Demonstration Project Fund-Hancock County Sheriff. Commissioner Stevens introduced Ordinance No. 2015-3C. Commissioner Stevens moved to authorize adoption on the same day of introduction. Commissioner Huber seconded. Motion carries 3/0. Commissioner Stevens moved to adopt Ordinance 2015-3C. Commissioner Huber seconded motion. Motion carried 3/0.

Building and Maintenance

Security Quotes- Brad Burkhart appeared to present three quotes received from “Your Automatic Door Company.” Three door repairs are needed at the Courthouse. The North Door needs a new heavy duty closer with a price quote of \$254. East Interior door needs new hinges with a price quote of \$799. Hancock County Courthouse Alarm Panic Kits, six in total, with a quote of \$3,882.32. Commissioner Huber moves to except proposal to purchase and install Hinges with a not to exceed amount of \$799 and to purchase closer with a not to exceed amount of \$254. Commissioner Stevens seconded motion. Motion carried 3/0. (Alarms on doors might be purchased in May.)

Chilled Water Loop- This may be problem in the future. They want to put a filter system in to prevent problems. A quote was presented from Fitzgerald and North for \$1970. This amount would need to come from Commissioner’s CCD. Commissioner Stevens moved to purchase a Chilled Water Loop, paid for out of Commissioner’s CCD, with an amount not to exceed \$1970. Commissioner Huber seconded motion. Motion carries 3/0.

Action Items

Ordinance 2015-3A- An Ordinance Amending the Authority of the Board of Health and Repealing the Requirement that the Board of Health Maintain a List of Sewage Disposal Installers. Richard Garrett commented that sewage is a health risk and that people should understand rules and regulations. He requested that the ordinance be tabled until the Board of Health can check into specifics. They have formed a Task Force. Commissioners feel they are doing their due diligence by having inspectors along the process. Commissioners are doing their part by having an inspector to enforce the law. Commissioner Stevens moved adoption of Ordinance 2015-3A amending the authority of the Board of Health and Repealing the Requirement that the Board of Health Maintain a List of Sewage Disposal Installers. Commissioner Huber seconds motion. Motion carries 3/0.

Ordinance 2015-3B- Commissioner Stevens moved adoption of Ordinance 2015-3B Limiting Part Time Hours. Commissioner Huber seconded motion. Motion carries 3/0.

Ordinance 2015-3D- An Ordinance Adopting the Unsafe Building Law. Commissioner Stevens Introduced Ordinance 2015-3D.

Ordinance 2015-3E- An Ordinance Re-Establishing the Unsafe Building Fund. Commissioner Stevens Introduced Ordinance 2015-3E.

Howard Services- A bill was presented for trimming of trees on Courthouse Lawn by Howard Services. Total amount on bill was \$1,375.00. Commissioner Stevens moved to pay Howard Services for trimming of trees on Courthouse Lawn with an amount not to exceed \$1,375. Commissioner Huber seconded motion. Motion carries 3/0.

The Hancock County Board of Commissioners meeting adjourned at 11:55 a.m.

Hancock County Commissioners

Commissioner Brad Armstrong, President

Commissioner Tom Stevens, Vice President

Commissioner Marc Huber

Attest: _____

Robin D. Lowder
Hancock County Auditor