

Hancock County Board of Commissioner's Meeting

March 17, 2020

Commissioners met in regular session. Those present were Board of Commissioner's Vice President Brad Armstrong and Commissioner Marc Huber, County Attorney Scott Benkie, Auditor Debra Carnes and Trish George Secretary to Commissioner's & County Council. Commissioner's President John Jessup was not present. Commissioner Armstrong called to order the March 17, 2020 Hancock County Commissioners Board meeting at 8:01 AM.

Highway

- Gary Pool (County Engineer) looks forward to the Community Crossing Matching Grant announcement (he hopes to win).
- Oil prices have gone down and he hopes to purchase more product. He will adjust as needed.
- 300 North residents are upset with the commercial development and discussed at length planning, zoning and the proper channels for concerns. They left better informed of the situation. They do not like the direction the county is going. He informed them of how to get their voice heard and the appropriate parties involved. He doesn't think they left as upset as when they came.
- Gary is in the process of trying to get out of the LP business (trade 1 durapatch and trade 1 old hot box).
- It's time to think about the next big capital project. 300 North the Amazon project is going to repave. Any new factories Gary is asking them to repave the roadways.

Claims / Payroll

Commissioner Huber made a motion to approve Claims and Payroll as presented. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Commissioner Minutes

Commissioner Huber made a motion to approve the Commissioner Minutes for 3/3/2020 and the Executive Session Commissioner Minutes for 3/3/2020 as presented. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Accept Performance Cash Bond Joyner Homes LLC \$7,810

Commissioner Huber made a motion to accept the performance cash bond from Joyner Homes LLC for the Jack Parker Minor Sub, Lot 1 for 8" Tile 1000' for \$7,810. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Penny Trail Art Fair & Music Festival

Kim Hall (Executive Director, Mental Health Partners of Hancock County) requested permission to use the Courthouse yard and Annex Parking Lot for the Penny Trail Art Fair and Music Festival July 25 from 10A-12Noon. Commissioner Huber made a motion to allow Mental Health Partners of Hancock County use the Courthouse lawn and Annex Parking Lot on July 25 for the Penny Trail Art Fair and Music Festival. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Commissioners Agenda 4-21-20 for CCD Request

Commissioner Huber made a motion to approve the proposed Commissioners Agenda for April 21, 2020 for the 2020 CCD request. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Maintenance

- Dean Mullins (Maintenance) requested to do some spring cleaning in the storage areas, get rid of trash, recyclable items (metal) and send an email to Department Heads to work with them. Commissioners agreed.
- Dean introduced Tom Fitzwater (w/PDF Mechanical) to discuss heating and air conditioning in the Annex Building (this is causing the building to vibrate). Tom discussed the condition and life expectancy of the equipment; we are 16 years into a 20-25 year cycle. Tom discussed the current system, concerns such as phased out parts that are no longer supported and solutions.
- Commissioner Armstrong asked Scott Benkie (County Attorney) to write up the specifications. He would like to look at efficiency and a long term solution. Commissioner Armstrong asked Tom when this needed to be done. Tom replied “the sooner the better”. The compressors are at their maximum rating. Commissioner Huber would like to look at specs and requirements and get an engineer involved. Commissioner Armstrong said we will need to come up with funding; we will need a proposal; we will send this out for bid; and hire you (Tom) to coordinate and look out for our best interest.

Dedicate ROW Paul Holden Minor Subdivision

Philip Going (Accura Land Surveying) has 70’ half ROW for the Paul Holden Plat Minor Subdivision. Commissioner Huber made a motion to accept the 70’ half ROW Paul Holden Minor Subdivision. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Hancock Public Library Annual Report

David Gray (Director) presented the Commissioners with the Annual Library Report. David said we are unique, we have two libraries funded through income tax, not property tax. We go through the budget process as if we are on income tax and it is taken out of the EDIT Fund (Economic Development Income Tax). Our goal is keep salaries under 60% and we are at 58%. We spend 20% on the library collection (physical & electronic). 20% is considered an excellent percentage. Card registrations have been incorporated into school registrations since 2018 and we are proud to be incorporated into all four schools. Imagination library is another partnership with the Community Foundation. We are the administration piece and they are the funding piece. We have 2,000 children registered in the Imagination Library. The Imagination Library sends a book to children age birth to 5 years old. Since 2016 we have mailed out 37,000 books to kids in Hancock County. This program will continue on for generations. We serve 59,000 people. One of our biggest projects, the Sugar Creek Branch, opened February 11th. We circulated 165,000 items out of our new branch. 75,000 people have come through the door at our new facility. The book mobile is on the road 50 weeks out of the year and operates at 24 hours per week. This helps reach areas of the county that would be hard to otherwise. Commissioners thanked David.

Senior Services

Bob Long (Executive Director, Senior Services) talked with Commissioners by phone to discuss policies. Bob said he would like to have the best information from community leaders, government and appreciates the conversation.

Surveyor 4X4 Purchase

Susan Bodkin (Surveyor) needed a signature for a purchase of the Polaris 4X4. Commissioner Huber made a motion to allow the Surveyor's Office to purchase a 2020 Polaris Ranger in an amount not to exceed \$13,374 to be paid out of Section Corner Perpetuation Fund and the Surveyors CCD Fund. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Jail Maintenance Program

- Matt Stechly (Senior Consultant with Core Facilities Inc) introduced himself, he is in facilities management and has been consulting for just under 20 years. There is a requirement all sheriffs shall have a documented maintenance program updated on an annual basis. Matt has found Sheriffs and Counties throughout the state do not know about this state mandated requirement. Not one county has a documented Jail Maintenance Program. From a liability litigation stand point, with inmates suing or threatening to sue over getting sick; it was cold or not clean; this will give you documented proof you are taking care of your facility. Matt has built a program from the ground up, where someone new could hit the ground running. Matt even has a software program to execute on a monthly basis. That's how to do it, what to do and you meet the requirements. This will tell you if tasks are being completed. Commissioner Armstrong said he would like to have some structure with jail maintenance; there is interest. Commissioner Huber concerned this would open liability issues. Commissioner Armstrong said once the jail is operational this might be something to look at.
- Matt offered to consult on project management for the new jail to review systems. Commissioner Armstrong would be interested in this and would like to see a proposal.

Board of Health

- Dr. Aspy (Health Officer) requested clarification; we have restrictions of 50 people and 10 for social gatherings. A question from a gym is, if I let only 50 people in is that meeting it or is that getting around it? For a social gathering of 10 people, what is a social gathering? Is a gym a social gathering, is the library a social gathering, is a church daycare. These are the questions that are coming up with restrictions from State. Is this a social gathering? Commissioner Armstrong said "this is not a social gathering, a social gathering is not where someone is required to be there and being paid to be there as a work function." Scott Benkie (County Attorney) said there is no statutory definition; it would be more bar, restaurant. Commissioner Huber said you are the main one in this, what do you think, this is not my expertise. Dr. Aspy said I don't have the power. Commissioner Huber how would you define? Scott said the gyms are closed in Indianapolis, you could certainly take this position. Dr. Aspy said we are getting a lot of inquiries.
- Scott requested Dr. Aspy to make a flyer to post at County buildings (fever, symptoms etc. please do not enter government buildings).

Big B Waste Services

Bob Miller (Sales Representative with Big B) a waste services company wanted to introduce himself and requested to be considered for the job. Commissioners accepted his flyer and information.

Resolution 2020-3-1 for Building Department

- Scott Williams (Building Department) presented Commissioners with a Resolution to amend the Building Departments Fee Schedule.
- Commissioner Huber introduced Resolution 2020-3-14 Amending Resolution 2016-8-1. A Resolution to amend the Hancock County fee schedules pursuant to Hancock County Ordinance 150.107(C). The only change is in the non-residential section for the plan review fee now reads; Applies to projects the Building Official deems necessary for review by an engineering consultant. Fees shall be in the amount the consultant charges for the review.
- Commissioner Huber made a motion to adopt Resolution 2020-3-14. Commissioner Armstrong seconded the motion. **Motion carried 2-0.**

Policy Change

Commissioner Armstrong received an email from Anthem and they announced they would eliminate the burden of additional cost for the fully insured members (which we are not) for out of network coverage for Coronavirus screening test. They have a program to offer as self-funded at very little cost. This would allow for if a doctor orders a test to be paid for and we would foot the bill. There will be no out of pocket expense to the employee. Commissioner Armstrong made a motion to proceed with making this change to our policy, no fee for doctor prescribed Coronavirus testing on the County Health Plan. Commissioner Huber seconded the motion.

Motion carried 2-0.

Attendance Policy Change

- Marcia Moore (Recorder) noted we are next to Marion County with the largest reported cases of the virus. Marcia suggested to Commissioners closing departments to the public, except for by appointment. Marcia knows her office can run remotely or in the office.
- Sheriff Burkhardt said the situation is rapidly evolving and he has been on the phone with Steve Long (President & CEO of Hancock Hospital) and the recommendation is to place a travel ban in Hancock County. A travel ban will have to come from the Commissioners to do this. If we are not proactive and get ahead of this, it will get worse. Dr. Aspy said it is important to limit non-essential travel and it would aid our ability to slow this virus down. Sheriff Burkhardt said he actually stopped public traffic through the jail lobby. He has 210 inmates and are taking appropriate precautions. Many individuals are concerned. Sheriff Burkhardt suggested a Red Warning. Commissioners did not want to issue a Red Warning, but were in agreement to do an Orange Watch. This would allow travel to and from grocery, pharmacy and essential travel.
- **Commissioner Armstrong instructed Misty Moore (Director Emergency Management) to place Hancock County at an Orange Watch.** Conditions are threatening to the safety of the public. Only essential travel is recommended (i.e., to and from work, emergency situations,

etc). Emergency action plans have been or should be implemented by businesses, schools, government agencies or other organizations.

- Marcia Moore (Recorder) inquired about restricting public into government buildings. Lisa Lofgreen (Clerk) inquired about public access and also leave for employees if they are infectious and off due to the virus and placed on leave for 15 days. How will this affect their paid leave? Commissioner Armstrong said right now the Policy is pretty clear. Mary McCoy (Payroll) said usually you obtain a 5 day pass written from a doctor. Dr. Aspy said she has been contacted by two Council members who feel the money to pay these people has already been budgeted. In the event of a Coronavirus, it should possibly not go through their PTO. Commissioner Huber said this a mess for everyone, we all have viewpoints, I've lost money this week, nobody will send me a check, I don't have sick days, I don't have paid vacations, I don't have all that. People shut down at restaurants, the waitresses, the servers, they are not getting paid. They don't have insurance, I don't know where you draw the line, I want to be fair to everyone. But, this is a poor situation for everyone. There is a lot of things that happen, that we don't feel is fair and might not be right. That's the situation we are in. If we shut down everything, how will any of us make it? We made the decisions we made and just have to live with them. Commissioner Armstrong said a blanket policy is hard. We need guidance from Department Heads individually. Sheriff's department will work through this and not go home and some departments will shut down. Is it fair to pay for work not being done, we are spending tax payer money. Is that the right thing to do? We need to find a balance, we will get through this collaboratively. Dr. Aspy said it has been shown if you support people financially through the quarantine times it does have an impact on increasing the spread of the virus. Commissioner Armstrong said are Department Heads going to deal with employees saying this is not fair (i.e. some working and some not)? Department Heads answered "yes". Judge Marshall said I would like to address, people second guess what lawyers do; people always second guess what lawyers do and think they know best. When we get to this situation, I am not a doctor, you are not a doctor; What I think is appropriate, isn't the standard that should be applied; we should listen to the experts; in my opinion. Judge Marshall said he will rotate his employees to be fair. Judge Marshall said he is applying for relief from the Supreme Court; they have suspended Constitutional rights; like the right to a speedy trial; we will only hold essential hearings. Judge Castetter said under Indiana OSHA we have a duty to provide a safe environment for our employees and this applies to government employees too. I understand it does seem unfair. I think if we did not pay them would that person, then come into work because they need that paycheck. Some employees live paycheck to paycheck. Most importantly we need to provide a safe environment for employees as well as the public. Bernard Harris (IT Director) said we do have the ability for people to work from home. My office is in the process of assisting with this currently.
- Pat Powers (Community Corrections) said his department has already closed to the public and will continue working.
- Brent Eaton (Prosecutor) said there are some departments that would be deemed essential and some non-essential. As a result of this differentiation, guidance would be appropriate for different departments based on that criteria. Based on this criteria could you meet with each department head to determine essential and non-essential, then determinations can be made.
- David Stillinger (Coroner) said I hear what they are saying, but I don't agree with going Red. I don't agree with cutting off someone to get groceries. He believes people are staying home,

you can see a difference on the streets and drive through restaurants. David said I don't have non-essential staff.

- Judge Marshall told Commissioners people will think whatever you did was wrong. He said you have the choice to act boldly or not boldly. He requested the Commissioners act boldly. Commissioner Huber said there are a lot of pieces to this. We can all go home and put our heads in the sand and sit at home. Judge Marshall said just because it is difficult doesn't mean it is not necessary.
- Susan Bodkin (Surveyor) asked about Drainage Board and Public Hearings scheduled. Commissioner Armstrong said those are cancelled, I am sure they will be. Commissioner Huber said go ahead and cancel and then there will be no question.
- Lisa Lofgreen (Clerk) said as of now, the election is still on. We have an emergency meeting today and I'll be in touch.
- Mike Dale (Director of Planning Department) said we have BZA and Planning Commission meetings and hearings this month. Commissioner Armstrong said that is within the 14 days, I would not do that, there are no gatherings of 10 or more people. Mike said his people could work from home and meet with public as needed by appointment only. All of our office will stay in the building, we have plenty of work to do in the office.
- Scott Williams (Building Department) said he could not work from home. We need staff to field the traffic and work by appointment only. He suggested limiting foot traffic between departments.
- Judge Marshall said we will be shutting down to essential hearings. His staff can't work remotely at this time. He has 4 staff and 1 security person. This is the same for the other 2 courts.
- Judge Castetter said she would not require her part-time staff to come in. I would just rotate my full-time staff. After consideration, she said there are opportunities for some staff to do transcription from home as opposed to taking off time. Judge Sirk agreed.
- Josh Sipes (Probation) said he will follow the courts. But will not see any face-to-face appointments in the office. He has suspended all travel, work related activities outside the office. We are trying to work remotely. We have a responsibility to the courts, but could work remotely.
- Lisa Lofgreen (Clerk) will have to remain open to process anything being filed. We could rotate personnel if closing to the public. Lisa is the only one that can work from home. She has 2 ladies in the election office that are essential and she could rotate the other ladies.
- Brent Eaton (Prosecutor) said we are committed to work with our law enforcement partners to see the law is enforced and the people of Hancock County are safe. We are waiting for relief being petitioned by our courts, which will sit up the guidelines for which hearings are essential. I have to wait for receipt of that order to proceed and we will adjust accordingly.
- Katie Molinder (Assessor) said no one in her office is essential. She has the capability to work from home and can funnel the work where it needs to be and take phone calls. I have plenty of projects for staff to take home and complete if authorized. If allowed to remain open, I would have 2 office staff work and rotate them.
- Susan Bodkin (Surveyor) said if we could limit the public, they could maintain what they are doing. We could do work by phones, appointment and email. Susan is the only one that has a computer to work from home. Field staff is out most of the time and it wouldn't bother them as much.
- Bernie Harris (Director IT) said we work remote already.

- Pat Powers (Community Corrections) said he has essential staff to maintain order. He has stopped all intakes, encouraging to pay by phone, on-line or drop box. We are still responsible for monitoring (by computer).
- Captain Bridget Foy (Jail Commander) notified Commissioners her department was essential.
- Crystal Baker (Office Manager Health Department) notified Commissioners her office is essential for vital records, death certificates and work by appointment only.
- Robert Campbell (Sheriff's Department) notified Commissioners his department has essential and non-essential staff and could work through this.
- Debra Carnes (Auditor) has essential staff to calculate taxes, payroll and to be sure utilities are paid.
- Misty Moore (Director Emergency Management Staff) has 3 people in her department and they are essential.
- Cathy Engleking (Treasurers Office) could close to the public and work by appointment only.
- Commissioner Armstrong made a motion effective March 18th until further notice, transactions with Hancock County government will be done by appointment, this will essentially close to the public, unless they call to make an appointment. Along with that, that it be at the discretion of the Department Head to allow those to work from home that can and authorize any work to be done from home on their behalf; would also allow the discretion of the Department Head if they reduce levels of need, if they want staff not to come in; they are authorized to do that. Commissioner Huber seconded the motion. Discussion: Commissioner Armstrong this gives the Department Heads the power to put in your office who you want in the office and who you don't want in the office. Also allows you to provide services as needed on an on-call basis or remote if possible. **Motion carried 2-0.**

The Hancock County Board of Commissioners meeting adjourned at 10:30 AM.

Hancock County Commissioners

Absent

Commissioner John Jessup, President

Commissioner Brad Armstrong, Vice-President

Commissioner Marc Huber

Attest: _____
Debra Carnes, Hancock County Auditor