

**Monday, January 20, 2014**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 7:00PM in the Annex meeting room, Knox, Indiana, with Kent Danford and Kathryn Norem present and the following proceedings were held to wit:

The meeting was called to order by Vice-President, Kent Danford.

**RE: IT DIRECTOR, MAINTENANCE AGREEMENTS**

IT Director, Joe Short, appeared before the Board with the Maintenance Agreement renewal from Microvote, the Maintenance Agreement renewal and the Data Base Renewal Agreement from CSI for their review and approval. County Attorney Marty Lucas reviewed the Microvote Maintenance Agreement and advised it was a standard form. The cost of the renewal, which is paid out of the Clerk's budget, is \$9,500.00. Commissioner Danford inquired if there is the same cost in a non-election year, and Director Short advised there is. Commissioner Norem made a motion to approve the agreement with Microvote, seconded by Commissioner Danford. The motion passed with all ayes. Attorney Lucas then reviewed the documents from CSI. He advised the Data Base Agreement was standard, but requested a passage in the Maintenance Agreement be struck: Section 7A—which limits the liability of the CSI Company. Commissioner Norem inquired if the Maintenance Agreement could be postponed until their Feb. 3<sup>rd</sup> meeting, so that the IT Director could discuss the proposed change in the agreement with CSI. Commissioner Norem made a motion to approve the Data Base Agreement, seconded by Commissioner Danford. The motion passed with all ayes.

**RE: COUNTY HIGHWAY DEPARTMENT REQUEST FOR NEW JOB DESCRIPTION**

County Highway Superintendent, Rik Ritzler, appeared before the Board with a presentation of the creation of a new job position, Construction Inspector. He advised he has discussed this with Lawson Fisher, who is the contractor on the CR300E & SR8 project, who advised their proposed cost for the construction inspector which had earlier been submitted to the Board will be cut approximately \$300,000.00 in expense, dropping the cost from \$339,000.00 to approximately \$39,000.00. He noted the County will be participating in eleven capital projects in 2014: eight local projects, two federal bridges, and the CR300E-SR8 project. He advised having an in house inspector will save the County a considerable amount of money. He advised the two year cost for having a County inspector would be \$146,000.00: \$96,000.00 for pay expense, \$30,000.00 for an engineer consultant, and \$20,000.00 fee for testings. He also noted the person filling that position will also be available to fill in as a winter snow plow driver, assisting in road assessments, and supervise road crews. Superintendent Ritzler noted he has presented this issue to INDOT and reported they are very supportive, and advised they may be willing to reimburse the County for the salary of the construction inspector. Attorney Lucas inquired as to what type of testing he was referring to. Ritzler advised the testing of asphalt, the type of materials used and if it was laid properly; the testing of concrete poured, and any other materials used in construction. He also noted the INDOT and the LTAP may provide the testing equipment. Commissioner Norem made a motion that he should present this job description to the County Council for their approval for the funding of the position with the recommendation of the Board of Commissioners. Commissioner Danford seconded the motion and it passed with all ayes. Ritzler advised he will email a more detailed breakdown of the proposed pay for that position prior to the County Council meeting.

**RE: REPORT FROM DAVE PEARMAN ON THE LOCAL FIRE DEPARTMENTS FIRST RESPONDER PROGRAMS, AND COORDINATION WITH THE COUNTY EMS DEPARTMENT**

Councilman Pearman noted he had attended the recent meeting of the Hamlet Fire Department along with Commissioner Norem and Commissioner Danford. They then held a meeting with the EMS Director, Paul Mathewson, EMS employee, Keith Emigh, Commissioner Danford, and himself. He advised the County has seven volunteer fire departments. The fire departments, who are completely volunteer and are under the jurisdiction of the township trustee, have established a first responder program and the first responders assist the EMS with medical/ambulance calls. But, he stated, at the Hamlet Fire Meeting, he noted five issues that the fire departments would like to see be addressed: The creation of a single Medical Director to be a consultant instead of the varied medical directors. He noted they were partnered with IU Health but it became very expensive; Training—Have a Primary Instructor. He advised the EMS Director, Paul Mathewson will either become the Primary Instructor, or one of his staff will be; Continued Education: He advised the firemen are BLS non-transport first responders and should be receiving continual training in such areas as HazMat, blood borne pathogens, etc. He noted the classes should be held at the County seat; Discussion in regard to using Medic Service 1 before Medic 5, or possibly using a paramedic chase vehicle; calls and policy—the protocol for Medic 3, possibly establish a 30-60-90 protocol. He noted he will be attending the BLFD meeting on Tuesday night, January 21<sup>st</sup>. He stated a rehab policy needs to be created and to be the same policy at each fire department in the County. He also stated another issue brought up was concern with dispatch that possibly too many calls are being dispatched as paramedic calls. He noted he will work with the Sheriff and the Matron to discuss that issue. Commissioner Norem stated EMS Director Mathewson needs to start attending the fire departments' monthly meetings on a regular basis. She advised he should be attending at least one meeting a month, and to rotate the seven departments' meetings he will be attending. Councilman Pearman requested their approval to discuss these issues at the BLFD meeting, and they granted the approval.

**RE: CHESAPEAKE RUN SUBDIVISION ROADS**

Attorney Lucas advised the situation at the Chesapeake Run subdivision, is that the roads are not in the County's Road Inventory but they are dedicated for public use. He noted now they must meet the specifications to be included in the County's road inventory. He advised Bob Aloï, of Territorial Engineering will create a simple description of the roads and provide the information to TCU's Attorney, M. Trippel for his approval. He noted the subdivision has curbs, sidewalks and street lights which are items not present in other county subdivisions. He also noted the street, Brook Bluff Road is a dead end street and either needs to be a cul de sac or have a turnaround area for the snow plows. The Chesapeake Run subdivision residents who were present at the meeting advised that street does have a turnaround area. Superintendent Ritzler advised the roads do meet the county's specifications. Commissioner Danford pointed out the County will not be responsible for the curbs, sidewalks, and street lights. The issue was tabled until the February 3<sup>rd</sup> meeting to allow Attorney Trippel to submit his approval.

**RE: PAYROLL AND VENDOR CLAIMS, MINUTES**

Commissioner Norem made a motion to approve the payroll claim from the pay period ending on January 10<sup>th</sup>, 2014 with a pay date of January 14<sup>th</sup>, in the total gross amount of \$192,728.72. Commissioner Danford seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the December 30<sup>th</sup>, 2013 meeting, seconded by Commissioner Danford. The motion passed with all ayes. Commissioner Norem made a motion to approve the minutes of the January 8<sup>th</sup> meeting, seconded by Commissioner Danford. The motion passed with all ayes. Attorney Lucas advised the minutes of the Board of Finance meeting will need to be tabled for now since a quorum of the Board of Finance was not present at this meeting.

Commissioner Norem made a motion to approve the vendor claim docket in the amount of \$200,000.00. Commissioner Danford seconded the motion, and it passed with all ayes. Auditor Chaffins advised it was the first Lease Rental payment of the Jail Bond. Since the bond payment was due by January 15<sup>th</sup>, this was the procedure that was recommended by the SBOA. Commissioner Norem made a motion to approve the vendor claim docket, in the total amount of \$480,534.77. Commissioner Danford seconded the motion and it passed with all ayes.

Auditor Chaffins had presented to the Board copies of the Estimated Revenue Report for the year 2013, and the Financial Funds Report listing the fund balances as of December 31, 2013. Commissioner Norem inquired as to the status of the negative balance of Fund 9108, the Hamlet Project Grant in the negative amount of \$269,411.64. She advised the SBOA had noted the negative balance of that fund in the County’s last audit report. She noted the balance has not improved at all in the last two years. Auditor Chaffins advised she has spoken with the SCEDF Director Weaver and he is aware of the situation and stated he was working on it. Council President Pearman also noted he also has spoken about the same issue with Director Weaver. Commissioner Norem stated the Board would like to see Director Weaver be present at their February 3<sup>rd</sup> meeting to discuss the fund’s balance.

**IN OTHER BUSINESS:**

Auditor Chaffins advised Edwin Buswell of KIRPC has sent a letter to the County requesting a signature by the Board President, showing support for the Brownfields Assessment Grants. Mr. Buswell advised he needed the signed letter be returned by Tuesday morning, January 21<sup>st</sup>. She inquired, since President Davis was out of town, if the Board approves the letter she will note that on the letter to Mr. Buswell and she will then sign the letter. Commissioner Norem made a motion to approve the letter to KIRPC, seconded by Commissioner Danford. The motion passed with all ayes.

Commissioner Norem asked Attorney Lucas, in regard to appointments to the Building Corporation Board of Directors, who was responsible for naming the appointments. Attorney Lucas advised he will review the Articles of Incorporation and will advise.

In regard to the Board’s appointment to the County’s Airport Board, Commissioner Norem asked that the issue be table until the next meeting since she has not been able to make contact with Harry Singleton yet.

In regard to the Sheriff’s request to sell off some older equipment in order to purchase an updated inmate transfer van, he advised he has a member of the County Council who has volunteered the use of his email account in order to sell the police equipment through Ebay. Commissioner Norem advised she had received an email from Ben Osinski of Osinski’s Auctions, who advised he was holding an auction in February and could sell the equipment at that auction. Following a brief discussion, Commissioner Norem advised to consign the vehicles with Osinski’s Auctions, listing a reserve price. If the sale price does not meet the reserve then the Sheriff could sell the items on Ebay, or scrap them. Sheriff Cowen asked the Auditor to pull the titles for the vehicles and also noted there should be a title to the Dare Trailer.

**PUBLIC COMMENT:**

The Starke County Emergency Management Director, Ted Bombagetti was present at the meeting and advised Starke County did not meet the qualifications for the FEMA Disaster reimbursement. He noted in order to qualify for the federal assistance Starke County needed to meet or beat their record snowfall. But, he noted, the measurement FEMA had was taken at the North Judson Water Treatment Plant and was 7.5 inches of snow, where the last measurement, the record snowfall of 10.00 inches, had originally been taken at the Knox Water Treatment Plant.

There being no further business, Commissioner Norem made a motion to adjourn the meeting, seconded by Vice-President Danford. The motion passed and the meeting was adjourned at 8:03PM.

**January 20, 2014**

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Jennifer Davis, President

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Kent Danford, Vice-President

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Kathryn Norem

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Katherine Chaffins, Auditor &  
Secretary to the Board of Commissioners