

## **MONDAY, AUGUST 6, 2018**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 6:00PM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Don Binkley and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by President Commissioner Binkley at 6:00PM.

### **CONCERN ABOUT RECYCLING BIN AND GARBAGE DUMPING AT BASS LAKE**

Rick Anderson, President of the Bass Lake Property Owners' Association, appeared before the Board to talk about the excessive dumping of garbage at the recycling bin located behind the Property Owner's building at Bass Lake. He advised the recycling programs have improved a lot in the last four years. However, he reported someone is still dumping garbage, televisions and other items into the recycling bin and at times the amount of garbage overflows from the dumpster. He advised they have cameras set up to watch the dumpster but it is not easy to be able to identify who exactly is doing the illegal dumping. Mr. Anderson asked if a Sheriff's Deputy could check out that area for at least ten minutes as they are taking a trip around Bass Lake. Sheriff Dulin advised he could have the officers check the area but couldn't make any promises. Commissioner Norem advised the County Ordinance that would pertain in this case was the Dumping Ordinance and noted that fines would be issued once it is determined who is dumping the garbage. Solid Waste Director Carrie Trent-Kutchel stated that people who are dumping know where the cameras are located and it makes it more difficult to identify them. She noted when she can identify them then she send letters to them and she has gotten responses from them. She was advised to turn the names over to the Prosecutor. Prosecutor Nick Bourff stated the County Codes mirror the State's Codes but he can't charge someone on both codes. County Attorney Marty Lucas read sections 7 & 8 from the County Anti-Dumping Ordinance with states that a clean-up can be fined. Carrie Trent-Kutchel advised when garbage is dumped and not picked up then the person dumping can receive a fine. If that is not paid then the case should be turned over to the Prosecutor. The Prosecutor would have to decide if it is a violation of the County's ordinance or it is a criminal action.

### **EMS MONTHLY REPORT**

EMS Director Travis Clary and Clerk MaryLynn Richie appeared before the Board. Clerk Richie advised she had received a total of \$504.89 from the Collections Attorney Jonathan O'Hara and a total of \$170.32 from Small Claims Court. She advised the percentage of transfers had increased during the month of July, noting that the Porter Hospital has pulled their transfer EMS from the hospital and will no long be handling transfers. She stated they would like to create a contract with Starke Hospital to be the sole transfer provider. Clerk Richie stated they were going to need to find their Medical software provider soon or they could be facing a fine from the State. Director Clary advised they have to become compliant by October 1<sup>st</sup> and make progress with the decision by November or they will receive a \$500.00 fine per occurrence. He stated they had two software companies demonstrated to them, Health EMS and ESO. Director Clary advised Health EMS was \$9,792.00/per year for 5 years and ESO was \$5,000.00 more expensive. The IT Director, Richard Frank, who was in the audience, advised they were both cloud based software and would be compliant. Attorney Lucas stated he was concerned if the company was to close early if that would be an issue for the County due to the 60 month contract. Commissioner Norem made a motion to approve the 5 year agreement with Health ESO at the cost of \$9,792.00 pending legal review. Commissioner Chesak seconded the motion and it passed with all ayes. (Payment for this agreement will be from the Regular CREDIT Fund, # 1112, for the first year only, and the remaining payments will be added to the IT Budget.)

In regard to Personnel, Director Clary advised they had released a Part Time Paramedic from orientation and hired a Part Time Basic EMT. They also had a Part Time EMT move up to the Paramedic Level and they will be in orientation.

In regard to Education Director Clary advised they had a medical training session with the Knox Fire Dept. They had a representative from Physio-Control train them on their new Lucas Device which they were able to purchase due to the grant received from the Community Foundation Grant. He stated they had their monthly audit and review with the Starke Hospital. They had a guest instructor from St. Mary's, Hobart present a trauma class. They have worked with the Knox High School to train in regard to emergencies on the football field and are working to provide NJSP School with similar training. He also provided CPR Training to a local Church as well as the SCILL Center in Knox.

In regard to Ambulance Maintenance, Director Clary advised Unit 3308 still has been having quite a few mechanical issues. The oil cooler had to be replaced because it was heavily leaking antifreeze which cost just over \$1,000.00. The front brake pads were replaced on 0085 and 3308 had an AC blower motor replaced on 8/6/18. He noted 3308, 0514, 0085 and 0086 were all serviced in July. He also stated he had the EMS chase vehicle's oil changed at 147,100 miles. He added all vehicles continue to be maintained as needed.

Director Clary then noted he had received price quotes for rugged laptops to have a laptop in each ambulance. He stated the laptop could be used to transmit heart tests on into the hospitals. He advised the 5 laptops with touch screens would cost approximately \$8,779.75 which were Dell computers. He stated the rugged laptops were needed as the normal laptop or a tablet would not hold up as well. Director Clary did note though he wasn't certain if laptops are now required. He also spoke of getting price quotes from other computer companies. Commissioner Norem asked if he would have the extra price quotes available in two weeks for their next meeting. They then discussed the price quotes for an ambulance. Commissioner Norem advised they should eliminate the higher price ambulance, the \$158,500.00 price quote. She then make a motion to allow the County Council to pick from the other three price quotes and that it would be paid from the Cumulative Capital Development Fund along with any other required equipment. Commissioner Chesak seconded the motion and it passed with all ayes. Director Clary advised all the price quotes are for a Ford E450 with gasoline engines. Director Clary and Clerk Richie then talked about the possibility of making a rig a "transfer rig" and possibly to get a MOU request from the hospital in regard to the transfers. Clerk Richie stated she would like to have something signed by the Hospital and they talked about the possible number of transfers they would have from the Hospital. They had also prepared the calculation of the transfers versus the cost of the paramedics and Basic EMTs to run those transfers for the year. Commissioner Norem stated that a Commissioner needs to attend a meeting with the Hospital about the transfers. Commissioner Chesak stated he would attend the meeting. Commissioner Norem asked Director Clary and Clerk Richie if they would bet their personal fortune and professional reputation on those numbers. They were asked to set up a meeting for next week.

Director Clary and Clerk Richie then asked if they could add three more Full Time Paramedics and three more Basic EMTs to their Staff to overcome the overtime costs. They provided a sheet showing the pay, sick time, vacation time, Holiday Pay for each classification of employees. Commissioner Norem advised since the costs they provided did not include other costs that are not paid by the EMS Budget, such as social security and medicare, health insurance and PERF she would like for Clerk Richie to work with Auditor Chaffins to calculate the additional costs for the employees. They should adjust the figures and revise the reports.

### **KIRPC & DLZ; COURTHOUSE ELEVATOR GRANT**

Shawn Cain, of KIRPC, and John Kirk, of DLZ, appeared before the Board. Mr. Kirk advised the County had received two bids for the Courthouse Elevator Project, from Mishawaka Contracting and from Gibson Lewis. He advised the lowest bid was from Gibson Lewis in the amount of \$288,500.00. He noted the County will be receiving the brass equipment with push buttons. Attorney Lucas advised he had reviewed the bid and everything has been resolved and completed. Commissioner Norem stated in the future they need to make sure the bids comply with the County's Responsible Bidder Ordinance and to verify it will comply with a grant process. Mr. Kirk stated he did not see how they wouldn't comply with the ordinance. Commissioner Norem made a motion to accept the lowest bid received from Gibson Lewis. Commissioner Chesak seconded the motion and it passed with all ayes. Ms. Cain advised she has already initiated the process with OCRA and they are working on the construction schedule. Mr. Kirk noted this project could have a long lead time since everyone has been very busy lately. He is expecting they might not begin the elevator project until right after Christmas. He stated they have until April 30<sup>th</sup> to complete the project. Commissioner Norem asked that they coordinate the elevator work with the Judge so they are not so disruptive. Mr. Kirk advised some of the work will need to be completed during evenings and on weekends because of the noise within the Courthouse.

### **SCCC REQUEST FOR CREDIT CARD USE**

Robert Shawn Mattraw, Director of Community Corrections and the Probation Department and SCCC Office Manager, Alyssa Deckard appeared before the Board. Mr. Mattraw advised they have discovered their Bank will not allow them to use their Debit Card for expenditures other than the routine monthly business and stated he is now asking for the use of a Credit Card. He stated he will get copies of Credit Card Policies from surrounding counties for the use of a Credit Card. Commissioner Norem stated they should be listed on the next meeting's agenda under the Also to be Discussed section of the meeting

agenda as their attendance before the Board was not required. She asked that Director Mattraw email the policies received to the Board and to the County Auditor. Commissioner Norem noted that the card will be for Community Correctional use only and is not to be used by the Probation Department. Director Mattraw stated he understood.

7:00PM: Commissioner Norem left the meeting.

## **COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT**

Due to the absence of Highway Superintendent Rik Ritzler, the Highway Department's Office Manager Rachel Oesterreich read the Highway Department's monthly report. She advised during the month of July the Department focused on roadway paving, bridge construction, and routine roadway and bridge maintenance. She stated they are in their 2<sup>nd</sup> round of paving, and Bridge 36 on CR25N had just been completed. She advised the mowers are mowing and the weed wackers are working around all of the county signs.

Ms. Oesterreich advised the Community Crossings applications for 2018 are to be submitted by Friday September 28<sup>th</sup> and the following are the projects they have submitted for this year:

Bridge 154; Bridge 36; Intersection improvements at CR210 and CR600S at Bass Lake; and hot mix asphalt projects are six locations throughout the County.

She noted that during the first round of paving they paved just under 13 miles of roadway and round two is underway. They have paved 6 miles thus far. She added that round three will include some paving but will be mostly chip sealing.

She also noted they are still working on their FEMA reimbursements.

Ms. Oesterreich stated they only have two bridge projects pending and they are Bridge 154, with construction to begin within a month, and Bridge 7; JPR is currently working on the design. In regard to Bridge Maintenance she advised that a guardrail was replaced at the Bridge of CR500S just west of CR39; the old guardrail on Bridge 35 will be replaced; and in either August or September they will be sending out a crew to clean and clear all of the County Bridges. She advised that is done twice a year and it significantly reduces the repair costs in the future.

In regard to Bridge Inspections she advised they are still working on the Bridge Inspection Contract with United Consulting. They hope to have it ready for approval at the August 20<sup>th</sup> meeting.

She also stated they have begun their winter operations; they have finalized their salt contracts; they have ordered in their winter supplies; and are working on the establishment of three salt/sand depots throughout the County.

## **IT DEPARTMENT REQUEST FOR BACKUP INFRASTRUCTURE**

IT Director Richard Franks appeared before the Board and presented price quotes for a backup infrastructure for the County. He presented three price quotes: PCM-G \$36,069.09; Integrity \$53,000.00; and MNJ \$59,266.89. He advised he had worked with Attorney Lucas in regard to this equipment as it was something badly needed by the County and will be much improvement over the existing setup. The Board discussed the price quotes and Director Franks advised in the PCM-G quote the top price was for the appliance; the second price was for a three year support, and the last price was the Cloud Retention. He stated after the three years the cost for support would be \$4,775.27/year.

Commissioner Chesak made a motion to approve the price quote of PCM-G in the amount of \$36,069.09 and to pay it from the Regular CREDIT Fund, # 1112. Commissioner Binkley seconded the motion and it passed with all ayes.

## **AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIMS DOCKET, PAYROLL DOCKET**

Commissioner Chesak made a motion to approve the minutes of the July 16<sup>th</sup> meeting. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the Payroll Claim for the pay period ending on July 14<sup>th</sup> with a pay date of July 20<sup>th</sup> in the total gross amount of \$252,454.80. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the Payroll Claim for the pay period ending on July 28<sup>th</sup> with a pay date of August 3<sup>rd</sup> in the total gross amount of \$251,328.01. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Chesak made a motion to approve the Vendor Claims Docket in the total gross amount of \$396,294.42. Commissioner Binkley seconded the motion and it passed with all ayes.

**IN OTHER BUSINESS TO COME BEFORE THE BOARD**

**SHERIFF DULIN**

Sheriff Dulin appeared before the Board and complained that the Council had cut his County General budget but had not called him to come into the Budget meeting. He stated he does have items he needs included in his 2019 budget. He stated the County Council and the Board of Commissioners should have a Combined Meeting so that way the Board of Commissioners can voice their approval or rejection of something proposed by a Department Head or other individual during a Council meeting. He stated if not a Combined Meeting then the Board of Commissioners should hold their meeting first prior to the Council Meeting.

Auditor Chaffins advised the Sheriff since the Council had cut his County General budget the Sheriff will need to adjust his 2019 Budget for Fund 1114. She stated she would work with him to create the budget and he agreed. He stated that everyone should work together. He stated he had emailed the Council with a proposal of his plan for 2019 prior to the Budget Workshop but he stated he had not received any response at all from the Council. Attorney Lucas stated the Board of Commissioners want to hear the news first to give their recommendation prior to the Council's opinion. He noted the Council can still give an approval of a request even if the Board of Commissioners gave a negative review of the proposal.

**PUBLIC COMMENT**

There being no public comment and no further business, Commissioner Chesak made a motion to adjourn the meeting. Commissioner Binkley seconded the motion and it passed with all ayes. The meeting was adjourned at 7:34PM.

**AUGUST 6, 2018**

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Don Binkley, President

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Kathryn Norem, Vice-President

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Charles Chesak

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Katherine Chaffins, County Auditor  
& Secretary to the Board of County Commissioners