

BOARD OF COMMISSIONERS
December 4th, 2017

- I. CALL TO ORDER:** The Parke County Board of Commissioners convened in a regular meeting at 4:00 p.m. on Monday, December 4th, 2017, having adjourned from a regular meeting on Monday, November 20th, 2017.
- I. ROLL CALL:** Members present were Commissioners Jim Meece, President; Dan R. Collom, First Vice President; Auditor Pam Adams; Laura Fischer, 1st Deputy Auditor; and County Attorney John Asbury. Bruce Hartman was absent. Also present were Pam Sanders, Larry Bemis, Karla Losin, Chris Marsolf, Kathy Collom, Tom Martin, Pam Sanders, Justin Cole, George Smith, Kim Shorter, Andy Thompson, Chester Crague and Randy Norman.
- II. MINUTES:** Minutes for the regular meeting held on Monday, November 20th, 2017 were approved on a motion made by Dan Collom and seconded by Jim Meece. The motion carried unanimously.
- III. PAYROLL:** County payroll in the amount of \$151,417.65 was approved for release on Monday, December 11th, 2017 on a motion made by Dan Collom. Jim Meece seconded the motion and it carried unanimously. Dan Collom made a motion acknowledging receipt of the Payroll Claims Accounts Payable Report in the amount of \$84,416.73. Jim Meece seconded the motion and it carried unanimously.
- IV. CLAIMS:** After reviewing the Claims Docket, claims in the amount of \$525,355.84 were approved for release on December 4th, 2017 on a motion made by Jim Meece and seconded by Dan Collom. The motion carried unanimously.
- V. NEW BUSINESS:**
- Dan Collom made a motion to approve hand type check for Sheriff's Department in amount of \$175.00, to Center for Education Union Hospital INC. Jim Meece seconded the motion and it carried unanimously.
 - Dan Collom made a motion to approve hand type check for Dispatch Training for Emergency Management 911 in the amount of \$151.00. Jim Meece seconded the motion and it carried unanimously.
 - A letter from Larry Thompson was reviewed by the Commissioners, thanking the County for providing services through West Central Solid Waste District for collecting plastic bottle caps that he collected.
 - The Board reviewed a notice of a public hearing from the Indiana Department of Transportation regarding the State Road 163 Bridge over the Wabash River at Clinton, Indiana. The hearing is scheduled for Wednesday, December 13th, 2017 at 6:00 p.m. and will be held at the Central Elementary School Gymnasium in Clinton, Indiana.
 - Commissioners reviewed Indiana Department of Natural Resources letter of Historic Property report of Bridge US 41 over Roaring Creek, 0.40 (mile) south of State Road 47, in Penn Township.
 - Jim Meece informed the Board that he would go to next County Council meeting to discuss the quote from Irish Mechanical Services, Inc. that was received regarding replacing the HVAC brass fittings which are beginning to fail, the quote is in the amount of \$24,420.00. Auditor Pam Adams advised the Board there are funds available that can be transferred within the Courthouse Custodian's 2017 budget which can be used towards the \$24,420.00 there will be approximately \$1,800.00 that will need to be funded by the Council.
 - Grant money of \$13,240.00 was received from the Parke County Community Foundation for to install the WAVEPlus Security duress system in the Courthouse. Adams presented a quote/agreement from SecureTechWave Systems to for installation and implementation of the duress system. Dan Collom made a motion to approve the proposal, Jim Meece seconded the motion and it carried unanimously.
 - The Board reviewed ARSEE Engineers, Inc. Meeting Report No. 15 and Field Report No. 23. Meece stated he will send a letter to Judge Swaim to advise him when the project will resume in

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2018 which is projected to be around March 1st and should be completed by the end of June 2018 with weather permitting.

- Indiana Department of Environmental Management letter was reviewed by Board of Commissions regarding a confined feeding operation permit approval for TDM Land Company, LLC.
- Reviewed the 2018 Wabash River Heritage Corridor Commission (WRHCC) Board appointment materials. Meece stated the Town of Montezuma applied for a grant to be used on the Montezuma B&O Railroad pedestrian bridge project which was denied by the WRHCC, Meece stated he will look into the matter.
- Reviewed a Notice of Civil Tort filed by the Ken Nunn Law Office in Bloomington, Indiana on behalf of Henry C. Gordon, III. The information has been submitted to the County's insurance company.
- The Clerk's and Planning Commission monthly reports were reviewed by the Board.

VI. OLD BUSINESS:

- Reviewed a Civil Notice from Vigo Superior Court 6 in the matter of Jamie Plant v. CSX Transportation, Robert Farr, Richard Hookset al cause number 84D06-1710-CT-007568.
- Dan Collom made a motion to amend the Intermittent Leave or a Reduced Work Schedule Policy in the Employee Handbook. The new wording states: An employee who takes leave under this policy **must** provide a fitness for duty clearance from their health care provider that indicates the employee can return to work **without any restrictions**. Jim Meece seconded the motion and it carried unanimously.
- The Board reviewed an additional proposed amendment to employee hand book under the Introductory Period section: All new and rehired employees work on an introductory basis for first ninety (90) calendar days after their date of hire. **During this period, new employees will be required to attend a training session conducted by the County Auditor regarding the internal controls.** Upon satisfactory completion of the initial introductory period, **including the internal controls training**, employees enter the Regular Full time or Regular Part Time employment classification. Dan Collom made a motion to approve the amendment and Jim Meece second the motion. The motion carried unanimously.
- Pam Adams advised the Board that Parke County Incorporated (PCI) submitted invoices for Covered Bridge Festival related expenses in excess of the \$25,000.00 allotted by the County. Adams indicated her office contacted PCI Director Kelsey Canfield regarding the matter and Canfield said she will advise her Board at their meeting Wednesday, but she doesn't think there will be any issues. Adams requested to be allowed to process hand typed checks for the invoices, up to the \$25,000.00 allowed contingent upon the response from the PCI Board. Jim Meece made motion to allow the Auditor to process hand typed checks, not exceeding \$25,000.00 upon obtaining a response from Canfield after the PCI Board meeting. Dan Collom seconded the motion and it carried unanimously.

VII. DEPARTMENTAL REPORTS:

Parke County Sheriff, Justin Cole:

- The Jail count for today was sixty-six; fifty County inmates, seven Department of Collection, one away, and eight out of county holds.
- Presented the Uniform Crime Report and Report of Collections for November 2017.
- Sheriff Cole reported they are in the process of interviewing for a new dispatcher and jail officer.

Parke County Highway, Randy Norman:

- County Attorney John Asbury opened the sealed bids for Highway Department materials for 2017. Bids were received from the following:

18-1 Bituminous Materials

Asphalt Materials
9591 E Mallard Drive
Rockville, IN 47872

Wabash Valley Asphalt Co.
PO Box 8297
Terre Haute, IN 47808

Milestone Contractors LP
3301 S CR 460 E

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Lafayette IN 47905

18-2 Tires and Tubes

Garzo Tire and Fuel
201 Demorest Street
Terre Haute, IN 47802

Pomp's Tire Service
2700 Schuyler Ave
Lafayette IN 47905

18-3 Liquid Petroleum Products

Ceres Solutions
4338 W 40 N
Rockville, IN 47872

18-4 Oil and Grease Products

Jackson Oil Company
1970 Kentucky Ave
Indianapolis IN 46221

RGT Sales
PO Box 201
Waveland IN 47989

18-5 Stone and Gravel

Harris Stone 243 Quarry
5588 N County Road 50
Bainbridge IN 46105

Lincoln Park Stone
545 E Margaret Drive
Terre Haute IN 47802

Hanson Aggregates
8950 S SR 243
Cloverdale IN 46120

Roskovensky Sand & Gravel
3200 East 1850 S
Clinton In 47842

Parke County Aggregates
6039 w 100N
Montezuma IN 47862

243 Quarry
8090 S State Rd 243
Cloverdale IN 46122

S & G Excavating Inc
545 East Margaret Drive
Terre Haute, IN 47802

18-6 Culverts and Bridge Materials

CPI Bridge
PO Box 1097
Bedford IN 47421

E & H Bridge & Grating Inc
1 Lavender Ln
Bedford IN 47421

Metal Culverts Inc
PO Box 330
2107 Rear Missouri Boulevard
Jefferson City MO 65102

Parke County Aggregates
6039 W 100 N
Montezuma IN 47862

St Regis Culvert
1101 S Kitley
Indianapolis IN 46203

Civil Con
603 North Shore Dr Unit 103
Jeffersonville IN 47130

18-7 Repair Parts

BHK Auto Parts
115 S Lincoln Road
Rockville IN 47872

Standard Auto Parts
780 N Lincoln Rd
Rockville IN 47872

- All bids appeared to be in order and were accepted for review. Norman will provide recommendations regarding the bids at the January 2nd, 2018 Commissioner's Meeting.
- Norman reported crews are cutting brush on County Road 100 North, Coxville Road and New Discovery Road.
- Norman advised the Board he will be getting information together to advertise for bids on a new tandem axle dump truck, Norman stated he is only going to purchase one dump truck this time because he is wanting to purchase a couple of pickup trucks for the department.

PERSONS REQUESTING TIME ON THE AGENDA:

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Karla Losin, Branson Insurance, presented a proposed workers compensation renewal for 2018 from Indiana Public Employer's Plan, the proposed premium for the renewal is in the amount of \$138,928.00. Jim Meece made motion to accept the workmen compensation renewal as presented, Dan Collom seconded the motion and it carried unanimously.

George Smith, MJS Insurance, presented a proposed liability and property renewal from Tokio / HCC Public Risk Insurance Company. The annual premium will be \$163,978.00 for 2018 with a \$2,500.00 deductible per occurrence. Jim Meece made motion to accept the renewal, Dan Collom seconded the motion and it carried unanimously.

VIII. PUBLIC COMMENTS:

Chester Crague inquired as to when roads can be repaired in Lyford and Bridgeton. Parke County Highway Supervisor, Randy Norman stated that there are plans to work on the roads in Lyford in 2018, but there are no immediate plans for road work in Bridgeton. Crague stated the roads in Lyford need repaired.

Chris Marsolf reported he is working on updating the county website to become ADA compliant. Marsolf stated the County will not have to purchase any new software in order to meet the requirements. Meece asked Marsolf to find out if there could be a link added to the County website for the County's two libraries.

IX. ADJOURNMENT: Having no further business to come before the Board, a motion to adjourn was made by Jim Meece and seconded by Dan Collom. The meeting adjourned at 5:12 p.m.

Jim Meece, President

Dan R. Collom, 1st Vice President

Bruce A. Hartman, 2nd Vice President

ATTEST:

Pam Adams, Auditor