

**BOARD OF COMMISSIONERS**  
**November 20th, 2017**

- I. CALL TO ORDER:** The Parke County Board of Commissioners convened in a regular meeting at 4:00 p.m. on Monday, November 20th, 2017, having adjourned from a regular meeting on Monday, November 6th, 2017.
- II. ROLL CALL:** Members present were Commissioners, Jim Meece, President; Bruce Hartman, Second Vice President; Pam Adams, Auditor; Laura Fischer, 1st Deputy Auditor; and John Asbury, County Attorney. Also present were Pam Sanders, Larry Bemis, Cyndi Todd, Mike Strack, Justin Cole, Randy Norman, Kim Shorter, Hans Eilbracht, Mary Alice Gregg, Terry Hensley and Amy Hensley. Dan Collom was absent.
- III. MINUTES:** Minutes for the regular meetings held on Monday, November 6th, 2017 and October 23rd, 2017 were approved on a motion made by Bruce Hartman and seconded by Jim Meece. The motion carried unanimously.
- IV. PAYROLL:** County payroll in the amount of \$157,030.01 was approved for release on Monday, November 27th, 2017 on a motion made by Bruce Hartman. Jim Meece seconded the motion and it carried unanimously. Bruce Hartman made a motion acknowledging receipt of the Payroll Accounts Payable Report in the amount of \$253,274.64. Jim Meece seconded the motion and it carried unanimously. The Board acknowledged receipt of the October 2017 Monthly Financial Report.
- V. NEW BUSINESS:**
  - Parke County Emergency Medical Services (EMS)/Ambulance Service Director Terry Hensley presented the Commissioners with a letter of resignation effective as of December 29th, 2017. Jim Meece expressed appreciation on behalf of the Board for Hensley's eighteen years of service with the County. Meece stated that when Hensley started as the Ambulance Service Director the County only had two ambulances and now there are four, Hensley was also tasked with bringing the department to a paramedic certified level, and that goal was also accomplished under Hensley's directorship. Meece indicated he has investigated EMS programs in surrounding counties, and found other departments do not have equivalent staffing at a paramedic certified level and our program is top notch in comparison.
  - Commissioners reviewed a tort claim from Jesse Payne who is incarcerated at the Parke County Jail.
  - Reviewed a letter from Attorney General Office stating A Civil Notice from the Parke Circuit Court regarding case 61C01-1701-PL-000007 State of Indiana vs Robert D Snodgrass, et al. for the certification of payment and request transfer of property.
  - Auditor Pam Adams mentioned some proposed updates to employee policy. One is regarding employees who are returning to work after an absence, the recommendation is to require an employee will need to receive a one hundred percent (100%) release to return to their regular position with no restrictions, such as "light duty", prior to returning from an absence. The second proposal is to require all newly hired personnel to attend the minimum standard Internal Controls Training at the Auditor's office within a specified time after being hired. Any employee who does not meet this requirement will be considered to have not met their probationary requirements and will be terminated. Adams stated she will contact the County's Human Resources Consultant Dennis Dunlap regarding the proposed changes to the employee policy/handbook. The Commissioners will review information from Dunlap prior to adopting changes.
  - Adams also presented questions to the Commissioners regarding who is responsible to notify the County insurance company's when a department gets new equipment, vehicle, trailers, dogs, etc. The Board indicated the department should contact the County's insurance agent to add items to the policy, however since the Auditor's office maintains the County's fixed assets ledger the department should also notify the Auditor who will follow up with the insurance carrier. This same procedure should apply when equipment is disposed of or sold. Adams asked the Board about the timing for submission of Accounts Payables claims for payments made outside of the regular claims cycle, such as revolving charge accounts. Adams indicated her staff recently received a claim form to pay a credit card account three days prior to the statement due date which is not enough time to process the claim, print and mail the check in order for the payment to be received on time. The Commissioners agreed that claims for out of cycle checks should be submitted to the Auditor's office at least ten (10) days prior to the due date.

Attorney John Asbury suggested there be a list prepared of utility, revolving credit, and other accounts that are paid outside of the regular monthly claims cycle to be presented to the Commissioners annually for approval; the Board agreed and the Auditor's office will compile a listing of all such accounts and present it at the first meeting of each year.

- Bruce Hartman made a motion to accept the 2018 Transient Merchant's License (TML) application noting one correction to be made. Jim Meece seconded the motion and it carried unanimously.
- Pam Adams presented the 2017 TML report for review.
- The Treasurer's Monthly Report was presented for Commissioner's review.
- Adams presented the Commissioners with letter from Kappa, Kappa, Kappa Inc. regarding a Fifty Dollar donation the sorority made to County Covered Bridge Fund.
- Jim Meece made a motion for the location of Bicentennial Torch and display case to be displayed on first floor of the Courthouse, between the Auditor's office door and the west interior staircase. Bruce Hartman second the motion and it was carried unanimously.
- The Board was advised there was a leak in a storage room in basement of the Courthouse during the Covered Bridge Festival. The leak was due to cracks in the HVAC brass fittings that were installed as part of the Courthouse renovation in 2001. Because the walls of the fittings are all thin, eventually they will all fail. Jim Meece has spoken with Custodian Don Pruner regarding the matter and Pruner has obtained a quote from Irish Mechanical Services for approximately \$24,000.00 to replace all of the fittings. Jim Meece made a motion to move forward in requesting funding from the County Council. Bruce Hartman second motion and the motion carried unanimously.

#### VI. OLD BUSINESS:

- Partnership Parke County Executive Director Cyndi Todd presented the Board with a proposed renewal contract for Economic Development Services between Parke County and Partnership Parke County. Bruce Hartman made motion to accept the renewal contract as presented and enter into the agreement for a three year period. Jim Meece second the motion and it carried unanimously.
- The Commissioners have reviewed procedures for the disbursement of Health Savings Account (HSA) and Health Reimbursement Account (HRA) contributions to eligible employees. The 2018 contributions will be disbursed to employees for the full amount on the first bank day of January 2018, and beginning in 2019 contributions will be disbursed bi-annually in two equal amounts. The first installment will be disbursed on the first banking day of January 2019 and second installment will be distributed on first banking day of July 2019. Bruce Hartman made motion for HSA and HRA contributions to be made to eligible employees as noted. Jim Meece second the motion and it carried unanimously.
- Bruce Hartman made a motion to sign the Disaster Recovery Services Agreement renewal with CSI on behalf the Parke County Recorder's Office. Jim Meece second the motion and it carried unanimously.

#### VII. DEPARTMENTAL REPORTS:

##### **Parke County Sheriff, Justin Cole:**

- The Jail count for today was seventy-five; fifty-four County, seven Department of Correction, two away, and twelve out-of-county.
- Presented the Uniform Crime Report and the Report of Collections for October 2017 for the Commissioners review.
- Provided the Commissioners with a proposal for housing Federal inmates beginning in 2018. This proposal will be verbal agreement with the County with no written contract. Cole indicated the program would require hiring two additional jail officers and the purchase of new transport vehicle. The County would receive \$55.00 per day, per inmate and the County would be reimbursed for inmate medical expenses. The Sheriff's office would be required to provide transport prisoners to Federal their hearings and trials in the Southern Indiana Federal District Court locations in either Indianapolis or Terre Haute, Indiana. Parke County would also be required to provide an officer to stay with any inmate during a hospital visit. Jim Meece made motion to house Federal inmate at the Parke

County Jail on short term verbal agreement. Bruce Hartman seconded the motion and it carried unanimously.

- Cole requested to apply for a USDA Grant to use toward the purchase of police vehicles. The County will be responsible for two-thirds of the cost of the vehicles and the grant would cover the remaining one-third of the purchase price. Jim Meece made motion to allow the Sheriff to apply for the USDA Grant. Bruce Hartman seconded the motion and it carried unanimously.

**Parke County Highway, Randy Norman:**

- Presented documents for signature on projects included in the Community Crossings Grant. The documents were from Asphalt Materials Inc., NALC LLC, Parke County Aggregates LLC and S & G Excavating Inc. verifying the amount of products that was used in the most recent phase of the grant.
- Bruce Hartman made a motion to approve hand typed check, in the amount of \$19,550.00, to Bane-Welker for two mowers. Jim Meece second the motion and carried unanimously.
- Norman reported Bridge 177 located north of Judson will open second week of December 2017, weather permitting.
- Jim Meece stated he received complaints about pipe in Lodi that needs cleaned out. Meece and Norman will meet and go check on the pipe in question.

**Parke County Emergency Management, Amy Hensley:**

- The Enhanced 9-1-1 Services and Equipment Purchase/Maintenance Agreement between Communications Venture Corporation d/b/a Indigital and Parke County was presented for signature by the Board.
- 911 Director Amy Hensley advised the Commissioners the purchase agreement for the equipment requires a fifty percent (50%) payment to be made “up-front”. Hensley stated she can cover all but \$12,000.00 of the \$65,979.32 in this year’s current budget. Hensley requested a hand typed check for the \$65,979.32 to be processed contingent upon Council approval of an additional appropriation for the \$12,000.00. Meece made a motion to approve a hand typed check, in the amount of \$65,979.32, contingent upon Council approval of an additional appropriation. Bruce Hartman second the motion and the motion carried.
- Hensley stated in order to receive reimbursement for current grants, she will need to have payment for invoices processed as soon as they are received. Jim Meece made a motion to allow hand typed checks to be processed for the Indiana State Department of Homeland Security grant(s) through end of year. Bruce Hartman second the motion and the motion carried unanimously.

**VIII. PERSONS REQUESTING TIME ON THE AGENDA: None**

**IX. PUBLIC COMMENTS: None**

**X. ADJOURNMENT:** Having no further business to come before the Board, a motion to adjourn was made by Bruce Hartman and seconded by Jim Meece. The meeting adjourned at 5:05 p.m.

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Jim Meece, President

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Dan R. Collom, 1<sup>st</sup> Vice President

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Bruce A. Hartman, 2<sup>nd</sup> Vice President

ATTEST:

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Pam Adams, Auditor