

WARREN COUNTY COMMISSIONERS MEETING
MONDAY OCTOBER 4, 2021

The Warren County Commissioners present for the meeting: Clay Andrews, Adam Hanthorne, Craig Greenwood.

Public: Kathy Greenwood; L McAhren, Kerr Representative.

Department Head/Elected Official – Robin Weston-Hubner, Auditor; Jud Barce, County Attorney; Matt Herndon, Highway Supervisor; Phil Astell, EMA Director; John Comer, Council; Ethan Foxworthy, Council; Judge Reece; Derek Puterbaugh, Council; Sharon Hutchison, Council; Jill Wilson, HR Director; Brian Jordan, Council.

1. The meeting was called to order by Clay Andrews.
2. Clay Andrews, Commissioner President led the Pledge of Allegiance.
3. New Business:
 - a. Weston-Hubner requested to remove County Health Insurance Stop Loss and COBRA Rate 2022 Approval. Adam Hanthorne made a motion to approve the amended agenda with a second from Craig Greenwood, all voted in favor.
 - b. Adam Hanthorne made a motion to approve the amended September 20, 2021 Commissioner Meeting minutes with a second from Craig Greenwood, all voted in favor.
 - c. Adam Hanthorne made a motion to approve the September 20, 2021 through October 4, 2021 Accounts Payable Claim Dockets with a second from Craig Greenwood, all voted in favor.
 - d. Adam Hanthorne made a motion to approve the payroll October 1, 2021 with a second from Craig Greenwood, all voted in favor.
 - e. Highway – Herndon explained chip and sealing has been complete, road repair on 600W has been complete and billed; 450 work is delayed due to weather as well as bridge work. Herndon requested a planning meeting with the Commissioner concerning needed bridge repairs such as High bridge and Briscoe. The Assistant Highway Supervisor retired truck has been listed on GOVDeals.
 - f. New Grant Administrator Position – Andrews explained the new position with salary up to \$50K per Council which will begin Jan 2022. Craig Greenwood made a motion to approve the job description and advertise with start date of January 1st with a second from Adam Hanthorne, all voted in favor.
 - g. WTH Quote to Add Zoning Layer – Weston-Hubner explained the addition of the zoning layer to GIS program for \$2,800. Barce Jud explained the benefits of this addition. Craig Greenwood made a motion to approve the additional layer for \$2,800 paid from Commissioner Budget with a second from Adam Hanthorne, all voted in favor.
 - h. Capital Asset Program Quote – Weston-Hubner explained the need for the program due to regulations from State. Clay Andrews made a motion to approve the purchase of capital asset program by Data Pitstop Inc for \$4,000 to be paid from the plat fund with a second from Adam Hanthorne, all voted in favor.
 - i. 2022 Payroll Schedule Approval – Craig Greenwood made a motion to approve the 2022 payroll schedule with a second from Adam Hanthorne, all voted in favor.
 - j. PayGOV Credit Card Processing for Auditor and Zoning Offices – Weston-Hubner presented the contract and explained the process. Craig Greenwood made a motion to approve the contract with a second from Clay Andrews, all voted in favor.
 - k. Bouma and Betten, Courthouse Repairs – Greenwood explained the invoices presented for payment. The \$3,552 invoice is due to the additional repair need for the ceiling in the commissioner room. The invoice for \$20,622 was approved in a previous meeting and is for completed work. Craig Greenwood made a motion to approve payment of the 20,622 with a second from Adam Hanthorne, all voted in favor. Craig Greenwood made a motion to pay \$3,552 from Cumulative Capital Development with a second from Clay Andrews, all voted in favor.
 - l. Courtroom/Courthouse Repairs - Reece and Commissioners discussed the probation office floor repair for approx. \$2,730 estimate from Donald Williams and Son Hardwood Flooring. Craig Greenwood made a motion to approve the probation office floor repair for approximate cost of \$3,000 to be paid from Cumulative Capital Development with a second from Adam Hanthorne, all voted in favor. Judge Reece explained an issue with the woodwork behind the removed cabinets in the Courtroom. The cabinets were not moved when the woodwork was refinished previously. Greenwood will contact Gene Fowler to possibly repair the woodwork. Judge Reece look into the refinishing of the wood. The courtroom chairs will be picked up Friday, October 22nd to begin the repair process. Discussed changing the lighting with LED tube using original fixtures in one office then possibly entire courthouse if possible. Judge Reece explained the need for electrical and internet outlets at the tables in the courtroom at an approximate cost of \$2,500 by Hall Electric. Judge will send quote for approval at the next meeting. The painting is scheduled for the week of Thanksgiving. Judge discussed the door to the courtroom offices having the door made into a Dutch door. Connor and Associates had quoted \$1,775. Craig Greenwood made a motion to approve Dutch door paid from Cumulative Capital Development with a second from Adam Hanthorne, all voted in favor.
4. Old Business:
 - a. INDOT State Road 55 Project – Project was discussed. Clay Andrews made a motion to approve the proposal from INDOT for State Road 55 project with a second from Adam Hanthorne, all voted in favor.
 - b. Vermilion County Illinois Highway Curve Realignment 300N IN and Attica Rd IL – Project was discussed. Greenwood will contact Verm Co Illinois with concerns of stop sign. Tabled until next meeting.
 - c. Kerr Vacating Buffalo Hill Road Request – Thomas Kerr Representative, L McAhren stated the family is not interested in vacating the road. Barce explained the survey in 2014 which shows an irregular shape path for a short section. Barce explained the difference in a boundary survey and a legal survey. Barce will get quotes on the surveying. McAhren stated the family will have a survey done as well. Tabled until next meeting. McAhren inquired about the County putting gravel down. Commissioners explained this is a temporarily closed road and there would be issues with large trucks, expense, etc.
 - d. New County Website Quote – Tabled until next meeting. Revize will have a presentation at the next Commissioner meeting.

- e. ~~Unsafe Building Order/Property Maintenance Updates – Update at next meeting.~~
- f. ~~Courtroom/Courthouse Repairs – Discussed earlier.~~
- g. Employee Handbook – Tabled until a later meeting.
- h. New Extension Building Repair – Hanthorne stated the floors are finished, but doors need painted. Weston-Hubner explained she has quotes for cameras and telephones coming soon. Hutchison inquired about the next Extension meeting on Oct 25th being held in the new building.
- i. Jail Generator/Battery Backup/Phone System – Hanthorne stated this is in process.


5. Elected Official/Department Head Comments:

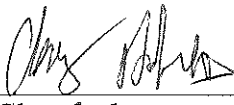
- a. Phil Astell, EMA Director – The siren in Pine Village will need either rebuilt or replaced.
- b. Jud Barce, County Attorney – Barce explained the Attorney General position on the Opiod settlement. Clay Andrews made a motion to approve the 2 opioid settlements with The State of Indiana with a second from Adam Hanthorne, all voted in favor.
- c. Weston-Hubner – An invoice from EchoShred for the cleanup in the EMA Building was presented. Clay Andrews made a motion to approve the invoice for \$225 to be paid from 4901 Sale of County Owned Property with a second from Adam Hanthorne, all voted in favor.

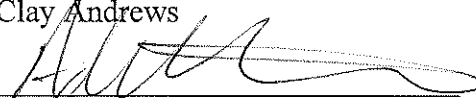
6. Public Comment:

Next Commissioner meeting October 18, 2021 @ 8:30 a.m.

There being no further business, Craig Greenwood made a motion to adjourn with a second from Adam Hanthorne, all voted in favor.

ATTEST: 
Robin Weston-Hubner, Auditor


Clay Andrews


Adam Hanthorne


David Craig Greenwood