

WARREN COUNTY COMMISSIONERS MEETING

TUESDAY SEPTEMBER 7, 2021

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

Public: Ben Dispennett, LEDO Director; Gail MacIntyre, Ad Valorem Solutions; Brady Foster; Kirk Davis; Star Purcell, Shawn Grady, LEDO Intern; Williams Kenny; Sam New.

Department Head/Elected Official – Robin Weston-Hubner, Auditor; Ingrid and Jud Barce, County Attorney; Matt Herndon, Highway Supervisor; Jenny Hobough, Highway Office Manager; Jill Wilson, Human Resource Director; John Kuiper, Zoning Director; Jessie Kerst, Assessor; Randy Haddock, Surveyor; Rusty Hart, Sheriff.

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 add Resolution to Declare Surplus Property Highway. Adam Hanthorne made a motion to approve the amended agenda with a second from Craig Greenwood, all voted in favor.
  - b. Craig Greenwood made a motion to approve the August 16, 2021 Commissioner Meeting minutes with a second from Adam Hanthorne, all voted in favor.
  - c. Craig Greenwood made a motion to approve the August 16, 2021 through September 7, 2021 Accounts Payable Claim Dockets with a second from Adam Hanthorne, all voted in favor.
  - d. Craig Greenwood made a motion to approve the payroll August 20 and September 3, 2021 with a second from Adam Hanthorne, all voted in favor.
  - e. Highway – Herndon explained Milestone has finished pavement and Highway Department has begun chip/seal, shoulders around campground and 450 work. Rieth-Riley will repair campground road 200E. 6000.
  - f. Reassessment Contract Bid Opening – Clay Andrews opened the one bid received. Ad Valorem 2026 reassessment bid of \$298,416 over 4 years. The bid was discussed. Craig Greenwood made a motion to accept the Ad Valorem bid with a second from Adam Hanthorne, all voted in favor.
  - g. PTABOA Board Appointment, David Smith and Lon Akers – Craig Greenwood made a motion to reappoint David Smith and Lon Akers to the PTABOA Board for 2021 with a second from Adam Hanthorne, all voted in favor.
  - h. Warren County Zoning Code – Kuiper stated the APC made no recommendation. Jud Barce explained there were no changes made so recommendation was need. Adam Hanthorne voted in favor of codifying the Warren County Zoning Code with a second from Craig Greenwood, all voted in favor.
  - i. Resolution Adopting a Policy to Restrict Access to Home Addresses on the County's Property Dad Base Websites – Weston-Hubner explained the resolution. Ingrid Barce explained the fee and that most counties charge the \$25. Discussed the fee to charge or not. Craig Greenwood made a motion to approve Resolution #2021-0907A at no charge with a second from Adam Hanthorne, all voted in favor.
  - j. Broadband Infrastructure Right-of-way Requirements – Clay Andrews and Ben Dispennett explained the right of way requirements. Jud Barce discussed the document with the Commissioners. Herndon explained the highway opinion. Craig Greenwood made a motion to accept the Use of Right of Way permit form for broadband infrastructure with as second from Adam Hanthorne, all in favor.
  - k. 2022 Accounts Payable Schedule – Clay and Adam, all voted in favor.
  - l. Kerr Vacating Buffalo Hill Road Request – Kirk Davis explained his parcels are landlocked. Clay Andrews explained the road is temporarily closed. Jud Barce explained a possible easement from the County. Star Purcell explained buyers are unable to receive mortgages as there is no legal road. Brady Foster explained he uses the road to access his land. The Commissioners requested a blanket easement be explored by Barce.
  - m. Resolution to Declare Surplus Personal Property, Highway – The resolution is to auction the 2008 Ford F250 Super Duty Pickup. Clay Andrews made a motion to approve Resolution #2021-0907B with a second from Adam Hanthorne, all voted in favor.
4. Old Business:
  - a. New County Website Quote – Clay Andrews will look further into the website quote. The Commissioners tabled until the next meeting.
  - b. Unsafe Building Order/Property Maintenance Updates – Ingrid Barce opened the public hearing regarding the Sam New parcel UBO. Ingrid Barce swore in Mr. Sam New. New stated he is in progress of cleaning up the parcel and work is continuing. Kuiper requested Mr. New please be sure to keep the right of way clear. Clay Andrews made a motion to hold the fine in advance with a 60-day extension Craig Greenwood seconded the motion, all voted in favor. The McGlade parcel Property Maintenance was discussed. A dumpster will be ordered and McGlade will pay for this. A letter will be served informing McGlade.
  - c. Rainsville Alley Issue – Adam Hanthorne stated he has spoken to the property owners. Ingrid Barce explained the vacation of the alley and Commissioner options. Tabled until October 6<sup>th</sup> meeting.
  - d. Courtroom/Courthouse Repairs – Craig Greenwood explained the courthouse interior work that has been completed to date and work for the courtroom will begin in November. Exterior of building cleanup is in process. Arsee Engineering will be here Friday to inspect the outside for completion. Greenwood explained the sidewalk was damaged and he is working with the town to have this repaired.
  - e. Employee Handbook – Jud Barce explained this is in process of completion.
  - f. New Extension Building Repair – Adam Hanthorne explained the flooring issue should be figured out soon, carpet squares with waterproof backing will be used. The kitchen appliance including stove, vent and dishwasher are needed but were not part of the original quote. Hanthorne is working on a quote for painting of the interior doors. Hanthorne will work on ordering the appliances. Clay Andrews made a motion to approve up to \$2,500 for appliances paid from Jordan Creek Wind Farm Expense Fund with a second from Adam Hanthorne, all voted in favor.
  - g. Jail Generator/Battery Backup/Phone System – Hanthorne stated is waiting on a quote from Houston Electric for the Jail generator. Weston-Hubner explained the phone system and interne located in the Janitor Office will need a generator as well. Hanthorne stated he will continue to work on this.

5. Elected Official/Department Head Comments:

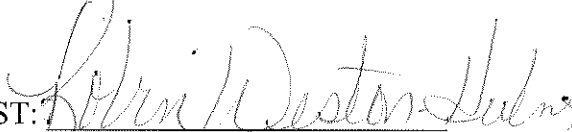
- a. Rusty Hart, Sheriff – The new Sheriff Vehicles should be built this week and has ordered 2022 due to the length of time for the 2021 orders being delay. The vehicles will go to Move Over Outfitters for work on the decals, lights, etc.
- b. Jill Wilson, HR Director – Insurance Board has met and recommended and increase of \$10/pay premium HDHP and \$20/pay PPO with the additional of 2 free dental cleanings.
- c. Jenny Hobough, Solid Waste Director – Hobough stated the Recycling Center commodities are up and there are people taking items from the recycling center. Hobough inquire if this is something that we can remedy as per law. Hobough will meet with Sheriff Hart to present the video.
- d. Matt Herndon, Highway - Inquired about 775W. Jud Barce will look into the case. Hanthorne inquired about the Williamsport Fire Dept. using the electronic signs for Car Show next weekend. Herndon will have the signs ready.
- e. Robin Weston-Hubner, Auditor – Warren County Tax Sale will be held September 9<sup>th</sup> at noon. A quote for a company to facility the ability for taxpayer to pay with credit cards in zoning/auditor will be presented in October. Other items the Auditors office is working on are emergency phone lines to the Jail and Capital Assets.
- f. John Kuiper, Zoning Director – Ordinance adopting the permit fee schedule included a late filing fee was adopted. There have been a few repeat offenders, Kuiper will be charging the late filing fee to the owners with a letter stating the late fee, 30 days a second letter and then add to tax statement.
- g. Farm Lease – Fertility of soil and lime were discussed, 50/50 lime. Tabled until a later meeting.


6. Public Comment: No Public Comment.

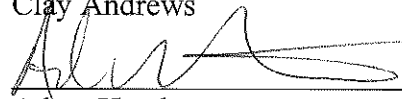
Next Commissioner meeting September 20, 2021 @ 8:30 a.m.


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

ATTEST:

  
Robin Weston-Hubner, Auditor

  
Clay Andrews

  
Adam Hanthorne

  
David Craig Greenwood