

**WARREN COUNTY COMMISSIONERS MEETING**  
**MONDAY NOVEMBER 7, 2022**

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

Also, In Attendance:

Public: Ben Dispennett, LEDO Director;

Department Head/Elected Official – Robin Weston-Hubner, Auditor; Jenny Hobough, Highway Office Manager; Matt Herndon, Highway Superintendent; John Comer, Council; Jud Barce, County Attorney; Jill Wilson, HR Director; Sharon Remote;

Ethan Foxworthy, Council; Rusty Hart, Sheriff; John Kuiper, Zoning Director.

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 ATT Contract to the agenda. Craig Greenwood made a motion to approve the agenda with a second from Adam Hanthorne, all voted in favor.
  - b. Adam Hanthorne made a motion to approve the October 17, 2022 Commissioner Meeting minutes with a second from Craig Greenwood, all voted in favor.
  - c. Adam Hanthorne made a motion to approve the October 17, 2022 to November 7, 2022 Accounts Payable Claim Dockets with a second from Craig Greenwood, all voted in favor.
  - d. Adam Hanthorne made a motion to approve the October 28, 2022 payroll with a second from Craig Greenwood, all voted in favor.
  - e. Highway – Herndon stated 875E has been paved and finalized next week as well as Briscoe Road supplies are here. Hobough explained Bridge #89 first call for Community Crossing Grant is approaching. Hobough is working on the location road assessments required by State which must be done by 12/1. Community Crossing Grant 2<sup>nd</sup> project 2022 for Rainsville and rocky ford Road decision from State should be soon. Hobough stated the tractor and truck have sold as well as drag tractor and Solid Waste truck are to be sold.
  - f. Duane Howard – Howard explained a grievance due to a decision by West Lebanon Town Board concerning his mother's property. Andrews offered to look at the survey with Howard.
  - g. 2023 Health Insurance Changes/Open Enrollment – Weston-Hubner presented recommendations from the Insurance Committee. The employee premiums will remain unchanged from 2022. Deductible, out of pocket increases and adding copay. Wilson explained the program changes. Discussed open enrollment Wilson meeting individually with each employee. Comer offered to help. Andrews inquired HSA carry over limit and Wilson explained. Craig Greenwood made a motion to approve the 2023 Health Insurance changes and require employees to meet with HR or signoff that they were offered and declined seconded by Adam Hanthorne, all voted in favor.
  - h. Capital Asset Ordinance – Barce explained State changes requiring the new ordinance. Weston-Hubner explained Auditor is now required to depreciate the capital assets for the County. Adam Hanthorne made a motion to approve Ordinance #2022-1107A Capital Asset Policy seconded by Craig Greenwood, all voted in favor.
  - i. Health Department Computers, Laptops and Server Quote – Weston-Hubner presented the quotes from Axxess PC. Dr. Sharma explained the equipment can be paid for with the District IV Preparedness grant which is \$68,000. The grant will be decided in mid-December. Discussed timeline as equipment must be ordered soon. Clay Andrews made a motion to approve the quote of \$39,357.28 from Axxess PC to be paid from Grant funds seconded by Adam Hanthorne, all voted in favor.
  - j. EMA, VSO and Sheriff Laptops New and Retiring Old – Discussed the laptops purchased with CARES funds during COVID being collected that are not being used rather than purchasing new. Weston-Hubner explained the Sheriff laptop has been ordered as this was reimbursed through insurance due to loss during car crash. Craig Greenwood made a motion to request any unused laptops to be pulled back seconded by Clay Andrews, all voted in favor. Commissioners stated all county owned laptops/equipment must be turned in when retired, if this is an issue contact Commissioners.
  - k. Phone System Comcast Conversion, ATT Contract and Automated Phone Tree System – Weston-Hubner explained EMA, Highway, prosecutor offices will be ported over from ATT to Comcast. Discussed the ATT Contract for sheriff fax line of 3 years \$28.74/mo. Discussed fairground phones, courthouse faxes, etc. ATT Contract of 2 years \$23 per line/year. Discussed an automated phone tree system for the courthouse which would create 1 number dial in and allow callers to select department. Clay Andrews made a motion to approve both ATT Contracts seconded by Adam Hanthorne, all voted in favor. Commissioners discussed phone tree and requested more information from Weston-Hubner at a later meeting.
  - l. Laptops, Computers, Server Prosecutor Quote – Weston-Hubner presented the Axxess PC quote for setting up new Prosecutor office. Discussed paying for this from County General. Clay Andrews made a motion to approve the \$18,819.16 from County General then reimburse from Deferral Funds seconded by Adam Hanthorne, all voted in favor.
  - m. Warren County Heath Department Grant Application – Dr. Sharma presented grant application that he is requesting to apply for. The grant is approximately \$500-\$750K due November 18 and will run from 7/1/2023 through 2026. The grant must include plans to sustain local health outreach to other parts of county with grant funded full time with benefit position in the future. Grant announcement will be Mid December. Clay Andrews made a motion to approve ordinance #2022-1107B completed grant application and Auditor approval prior to November 18<sup>th</sup> seconded by Adam Hanthorne, all in favor. Discussed the grant process as stated in Ordinance.

- n. ~~2023 PHI Airflight Contract – Andrews explained the agreement for all warren county residents. Adam Hawthorne made a motion to approve the 2023 PHI Air Flight Contract paid from Public Safety seconded by Craig Greenwood, all voted in favor.~~

Old Business:

- a. Independence Park Name and Blacksmith Shop – Greenwood explained the blacksmith shop which will be discussed in a later meeting. Barce explained the independence park. Warren County Park Board will name the park.
- b. MJ Electric Damage Claim – Barce explained the claim and process.
- c. Resolution Donation to Warren County Pool – Wurtzbaugh explained the pool construction will begin August 2023 if funding is not sufficient at that point a decision must be made. Town of Williamsport proposed fund to be given to Town by August 1, 2023, funds given back if not scheduled to contract or commenced May 1, 2024. Clay Andrews made a motion to approve Agreement for Donation of Fund from Jordan Creek Wind Farm Economic Development Fund 4918 of \$1,000,000 seconded by Adam Hanthorne, all voted in favor.
- d. Fountain Warren Interlocal Agreement 911/Dispatch – Discussed the agreement. Barce explained and will send to Fountain County.
- e. Johnsonville County Owned Parcel – Discussed the Resolution and acreage. Barce explained the adjacent landowner parcel. Discussed the legal description and survey. Clay Andrews made a motion to have the parcel surveyed seconded by Adam Hanthorne, all voted in favor.
- f. Veteran Service Officer Position – Andrews explained the Commissioners interviewed for the position November 3<sup>rd</sup>. Adam Hanthorne made a motion to appoint Derek Puterbaugh to Veteran Service Officer seconded by Craig Greenwood, all in favor.
- g. Warren County Health Department Renovations – Andrews stated drywall has been hung, HVAC vents are installed. Dr Sharma stated completion is set for December 5<sup>th</sup>. Greenwood stated Duke Energy Engineer will look at the electrical on Nov 9<sup>th</sup>. Greenwood presented quote from Koorsen for Knox Box to hold building keys at Courthouse and Health Department for fire departments for \$488 each with \$300 installation fee. Hanthorne explained this resolves issue with fire departments accessing the building in an emergency. Craig Greenwood made a motion to purchase 2 Knox boxes paid from County General Custodial budget seconded by Adam Hanthorne, all in favor.
- h. Pence Water System Upgrade – Removed until more information.

Elected Official/Department Head comments:

- a. Craig Greenwood – Storage building for custodian equipment quotes from Superior \$6,757.05, Wabash Valley Enterprises \$8,878; K & K quote for over \$8,000. Superior can deliver in approximately 3 weeks. Craig Greenwood made a motion to approve quote from Superior for \$6,757.05 paid from Cumulative Capital Development seconded by Adam Hanthorne, all voted in favor.
- b. Election Pay – Weston-Hubner and Wilson explained special payout for election. Clay Andrews made a motion to approve the additional payroll/AP for Election on November 10<sup>th</sup> seconded by Adam Hanthorne, all voted in favor.
- c. EMA Grant – Astell explained a grant that he applied for to purchase a Can Am utility vehicle for the EMA. This was submitted on September 30 2022. Discussed the grant approval process and approval from EMA advisory board which will not meet until Jan 2023. Wilson will send email updates to advisory board. Astell discussed the truck trailers are owned by Williamsport and district 4.
- d. Matt Herndon – Discussed the callout for CCG grant in January 2023 and suggested a working meeting.
- e. Weston-Hubner – Explained originally EMA/Ceres survey with RQAW. Craig Greenwood made a motion to vacate May 16, 2022 motion electing RQAW Survey of \$6,000 for Ceres/EMA land seconded by Adam Hanthorne, all voted in favor.
- f. Weston-Hubner – Zoning Director truck is in need of new tires. Andrews will have Kuiper call and order tires.
- g. Cyber Security – Weston-Hubner explained this will need to be in an Executive Session. Commissioners discussed and will meet November 15, 2022 at 9:00 a.m.
- h. Andrews – Discussed job descriptions for APC and BZA. This will be decided at a later meeting as there are positions to appoint.

Public Comment:

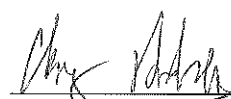
- a. Ben Dispennett – Explained READI projects commitment letters will go to the Council at their next meeting.

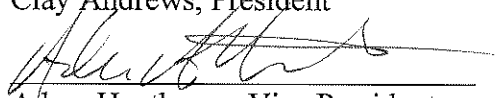
Next Commissioner meeting November 21, 2022 @ 8:30 a.m.

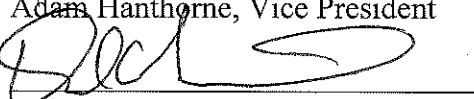
There being no further business Adam Hanthorne made a motion to adjourn with a second from Craig Greenwood, all voted in favor.

ATTEST:

  
Robin Weston-Hubner, Auditor

  
Clay Andrews, President

  
Adam Hanthorne, Vice President

  
David Craig Greenwood