

**WARREN COUNTY COMMISSIONERS MEETING**  
**MONDAY NOVEMBER 6, 2023**

Commissioners present for the meeting: Clay Andrews, Craig Greenwood, John Comer.

Also, In Attendance:

Public: Ben Dispennett, LEDO Director; Lyn Mart, LeAnn Conrad, Cheryl Clark, Adam Hanthorne, Pam Krzystof, Jane Craigin.

Department Head/Elected Official – Robin Weston-Hubner, Auditor; Charity Perigo, County Attorney; Jud Barce, County Attorney; Matt Herndon, Highway Superintendent; Jenny Hobough, Highway Department; Anthony Pruitt, Sheriff; Jill Wilson, HR Director; Sharon Hutchison, Council/Grant Writer (remote); Phil Astell, EMA Director; John Kuiper, Zoning Director; Laci Frodge, Health Department; Dr. Sean Sharma, Health Department; Greg Robison, LEPC.

1. The meeting was called to order by Clay Andrews.
2. Clay Andrews, Commissioner President led the Pledge of Allegiance.
3. New Business:
  - a. Craig Greenwood made a motion to approve the agenda with a second from John Comer, all voted in favor.
  - b. John Comer made a motion to approve the October 16, 2023 Commissioner Meeting Minutes with a second from Craig Greenwood, all voted in favor.
  - c. John Comer made a motion to approve the October 16, 2023 – November 6, 2023 Accounts Payable Claim Dockets with a second from Craig Greenwood, all voted in favor.
  - d. John Comer made a motion to approve the October 27, 2023 payroll with a second from Craig Greenwood, all voted in favor.
  - e. Highway – Herndon stated estimates for 900W are coming in from Milestone and Reith Riley. The estimates look to be around \$1.7 million for 8.5 miles.
  - f. EMS/Ascension 2024 Contract and Ambulance Status Report – Jane Craigin, Ascension, explained the EMS contract with the only change of \$414,000 as approved by budget and dates. John Comer made a motion to approve 2024 EMS/St Vincent Ascension contract seconded by Clay Andrews, all voted in favor. Craigin explained as of today EMS has 2 fully staffed trucks. Presented breakdown of 3 County ambulances. Discussed replacing one in 2025 and purchasing Stryker cot for one. Discussed possibility of Ascension helping with purchase, possibility of only replacing chassis and keeping box. Ambulances currently have lead time of over 500 days in most cases but replacing chassis only would be quicker.
  - g. Ordinance Revising EMA Program – Discussed the Ordinance. Greg Robison stated it looks good. John Comer made a motion to approve ordinance #2023-1106A Revising EMA Program seconded by Craig Greenwood, all voted in favor.
  - h. MOU Warren County Sheriff/City of Attica Police Department – Sheriff Pruitt explained this is to allow Attica Department to use County range in exchange for Warren County Sheriff Department to use Attica training room. Clay Andrews made a motion to approve MOU between Warren County Sheriff and Attica Police Department seconded by John Comer, all voted in favor.
  - i. Resolution Transferring Radios to Volunteer Fire Departments from County – Andrews explained the radios are from EMS and Sheriff purchase of new radios. John Comer made a motion to approve Resolution # 2023-1106B Transfer of Radios to Volunteer Fire Departments in County seconded by Craig Greenwood, all voted in favor.
  - j. Resolution to Dispose of Highway Baler – Tabled until next meeting.
  - k. LEPC Grant Approval, Commodity Flow Study – Hutchison explained the funds will not be spent until 2024. Grant is for hazardous material commodity flow study, \$18,500. John Comer made a motion to approve the LEPC GRANT and set fund number 8912 seconded by Craig Greenwood, all voted in favor.
  - l. Sheriff JAG Grant Approval – Sheriff Pruitt explained the grant is for 5 flock safety cameras. The grant is fully funded for first 2 years at \$93,250 and can be reapplied for year 3. Craig Greenwood made a motion to approve Sheriff JAG Grant process seconded by John Comer, all voted in favor.
4. Old Business:
  - a. Ordinance Tax Sale – Tabled.
5. Department Head:
  - a. Jud Barce, County Attorney – Barce stated Convergence has been informed of the installation of tower equipment with no response after several attempts. The cost of cleaning up the area can be invoiced to Convergence. Comer explained the quotes for equipment of \$2,549.49 and installation of equipment \$1,200 total of \$3749.49 as well as why the equipment is needed. John Comer made a motion to approve antenna equipment and installation totaling \$3,749.49 paid from Fund 4918 seconded by Clay Andrews, all voted in favor.
  - b. Craig Greenwood, Commissioner – Greenwood explained fire and smoke alarms for courthouse, Koorsen Fire, still waiting to hear back as equipment was backordered.
  - c. John Kuiper, Zoning Director – APC will meet December 19 to discuss CO2. Kuiper explained Morehouse electric has been shut off for the demolition to begin. Greggs will possibly have the demolition done next week. Barce explained after invoice received from Gregg Inc, Auditor will send an invoice to Mr. Morehouse and if not paid in 30 days, will be added to Morehouse tax bill. Kuiper explained a rezoning of a parcel that is zoned industrial but needs to be AG or residential will be at the December Commissioner meeting. Kuiper stated the zoning in the incorporated towns will need to be looked at to be cleaned up. This would be an APC hearing then recommendation for commissioners to approve then town boards approve as well.

- d. Jill Wilson, Human Resources – Wilson explained open enrollment is November 6 – November 22. Much of the Highway and Solid Waste have already been seen. Wilson explained the VSO is requesting information on veterans for the Veteran Day program at Seeger.
- e. Dr. Sean Sharma, Health Department – Dr. Sharma stated the Warren County Health Department Board Meeting will take place on December 15<sup>th</sup> to hopefully finalize the new septic ordinance. Discussed the complaint from Fountain County Health Department concerning Warren County Health Department billboards. Barce explained there is no legal issue with this.
- f. Phil Astell, EMA Director – Astell explained new sirens are up and running. The old sirens will go to Pine Village Camp and Hanging Rock by REMC. Weston-Hubner requested information on both to officially donate from the County before sirens are delivered.
- g. Robin Weston-Hubner, Auditor – Weston-Hubner presented a quote from Axxess PC for hardware to connect all departments to the new accounting software allowing reports to be reviewed by Departments and in near future Accounts Payable to be entered by each department allowing this to be a paperless process. John Comer made a motion to approve the hardware upgrade quote from Axxess PC for 7,641.68 paid from Commissioner budget seconded by Clay Andrews, all voted in favor. Weston-Hubner presented invoice from Derrick Glover \$720 for brick repair at the Health Department. Clay Andrews made a motion to approve Derrick Glover \$720 paid from custodian budget seconded by John Comer, all voted in favor. Discussed Jordan Creek Wind Farm Abatement meeting that will be set as a commissioner and council working meeting.
- h. Jud Barce, County Attorney – Discussed the Williamsport Pool Resolution which will need amended. Town of Williamsport will present information to the Commissioners soon. Discussed Solid Waste and Health Department board requirements have changed by State Code and explained the changes. Discussed adding a research fee to the public records search fee schedule.

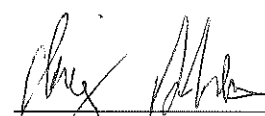
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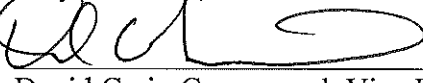
- a. Ben Dispennett, LEDO Director – Dispennett gave an update on the broadband project. Currently working with several counties on READI 2.0 proposal. Williamsport Falls improvement project funding of \$200,000 through READI 1.0 and \$100,000 County share design work is in process. Weston-Hubner stated there have been several phone calls inquiring about the broadband project. Dispennett stated there is a link on the LEDO website for residents.
- b. Lyn Martin – Inquired about Pence Waterworks funding. Weston-Hubner stated check is being sent today. Martin inquired about better speaker/microphone system in the courtroom as very hard to hear. Discussed economic development board members and approvals.
- c. LeAnn Conrad – Conrad inquired about the LEPC grant approval. Robison explained the grant will provide funding for a study of hazardous material going through the county which will allow for more grant opportunities in the future.
- d. Greg Robison, LEPC – Robison explained there is 1 applicant for the EMA Director position. The Board will discuss soon.

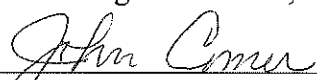
Next Commissioner meeting November 20, 2023 @ 8:30 a.m.

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

ATTEST:   
Robin Weston-Hubner, Auditor

  
Clay Andrews, President

  
David Craig Greenwood, Vice President

  
John Comer