

Boone County Board of Commissioners Minutes
July 6, 2020
Connie Lamar Meeting Room
Boone County Government Building

Commissioners Present: Donald Lawson, Jeff Wolfe, and Tom Santelli

Commissioners Absent:

Staff Attending: Bob Clutter (County Attorney) and Kaylee Jessie (Administrative Assistant)

Board President Donald Lawson opened the meeting at 9:03 am with the pledge of allegiance.

Approval of Minutes for June 15, 2020 Meeting and the Executive Session Memorandum for June 26, 2020:

Commissioner Wolfe made a motion to approve the minutes for June 15, 2020 presented at today's meeting. Commissioner Santelli seconded the motion. Motion carried 3-0.

Commissioner Santelli made a motion to approve the Executive Session Memorandum for June 26, 2020 presented at today's meeting. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of Legal Issues:

Attorney Bob Clutter presented the following items:

1. Accept Performance Bonds for Heritage Section 3:
 - Storm Drains in the amount of \$258,580.30
 - Erosion Control in the amount of \$39,708.41
- Accept Performance Bonds for Heritage Section 4
 - Storm Drains in the amount of \$369,792.50
 - Erosion Control in the amount of \$30,968.25

Commissioner Wolfe made a motion to approve the acceptance of bonds presented at today's meeting. Commissioner Santelli seconded the motion. Motion carried 3-0.

2. Insurance policy renewal applications for insured/uninsured motorist coverage, cyber security, IPEP Workers Compensation to be ratified at today's meeting. Commissioner Lawson signed the applications previously on behalf of the county. The applications had to be submitted by last Friday.

Commissioner Wolfe made a motion to approve and ratify the insurance policy renewal applications. Commissioner Santelli seconded the motion. Motion carried 3-0.

3. A letter of understanding from Indiana Department of Transportation (INDOT) for the unofficial local detour to close State Road 75 for a construction project that is expected to begin on July 6, 2020. This is being presented at today's meeting to be ratified. The commissioners gave their approval on June 26th as the project begins today.

Commissioner Wolfe made a motion to approve and ratify the unofficial local detour. Commissioner Santelli seconded the motion. Motion carried 3-0.

4. Settlement and release agreement with USI Consultants Inc. for the Boone County, Indiana # 161 Bridge Replacement Project.

Commissioner Santelli made a motion to approve the settlement and release agreement with USI Consultants Inc. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of Change in Payroll Discussion:

Commissioner Wolfe commented that Boone County has been one week in arrears on our payroll for some time now, and generally, that causes no issues. It is the weeks that a holiday falls on a day that payroll is to be processed, causing employees to estimate their hours worked so payroll can be submitted on time that causes an issue. The commissioners are proposing a change that will correct the problem and prevent any violations with The Fair Labor Standards Act by going two weeks in arrears. Dennis Dunlap with Dunlap HR Consulting and County Auditor Debbie Crum put together a revised schedule reflecting the proposed change beginning in October/November of the calendar year 2020. There are three pay periods in the month of October, so it is the commissioners hopes that this will have less impact on the employee's monthly expenses.

In the Matter of Vacation, Sick, and Personal Time:

Dennis Dunlap, Dunlap HR Consulting, reminded staff that the Paid Time Off "PTO" conversion goes into effect on January 1, 2021. The policy was previously adopted earlier this year. He would encourage elected officials and department heads to make sure that they have good recordkeeping of vacation, sick, and personal time. The PTO conversion is going to have to take place very quickly to reflect on the first January paycheck and to begin accruals next year.

Dennis Dunlap will be giving another presentation following immediately after the commissioners meeting on Monday, August 3rd.

In the Matter of Community Corrections Grant:

Michael Nance, Community Corrections, presented three grant applications for the department of corrections – Jail Treatment, Felony Diversion, and Community Corrections. They are requesting similar funding as last year. He also presented a Memorandum of Understanding ("MOU") with Total Court Services for the Courtfact software and mobile application.

Commissioner Santelli made a motion to approve the three grant applications and the MOU with Total Court Services. Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the matter of Old Business:

There was none at this time.

In the Matter of Staff Reports

Sean Horan, IT / GUTS, gave an update on the installation of the thermal cameras. Units have been installed at the courthouse, Key Bank, and the Boone County Sheriff's Office. Those units are now in use. The unit for the Annex Building has not been installed yet but hopes to have it up and working soon. They are still waiting on some parts to arrive. One additional item for consideration is the install of an intercom at the Annex Building and Key Bank to give the security officers at the courthouse the ability to communicate with those entering the buildings. The cost of the addon is \$4,299.20.

Commissioner Santelli made a motion to approve the intercoms for the thermal camera from Security Pros. Commissioner Wolfe seconded the motion. Motion carried 3-0.

Commissioner Wolfe asked Sheriff Nielsen to explain what the expectation would be for someone entering a county building. Sheriff Nielsen wanted to clarify a few items as he believed there was some confusion with the media release that the health department sent out regarding when sheriff deputies would do the scanning and what the commissioners want them to do. It was his understanding that the commissioners wanted the courthouse sheriff deputies to continue asking the screening questions in addition to the thermal scanning for all of the public, not just those who failed the temperature test. Commissioner Lawson commented that he would like for them to continue asking the screening questions. Sheriff Deputy Naekel requested additional clarification on if a member of the public fails the screening questions, under what authority do they have to deny them access into the building? The State of Emergency has been lifted, and there is no county ordinance in place to deny access. Commissioner Santelli asked County Attorney Bob Clutter if a member of the public failed the temperature screening of 100.4, and then failed the questionnaire screening, can they be denied access? County Attorney Bob Clutter stated that he could draft an ordinance to that effect if the commissioners desire. Commissioner Santelli requested the county attorney to prepare an ordinance for a future meeting. In the ordinance, if an individual fails the temperature test and the questionnaire, then they would be required to wear a face mask or look for an alternative way to conduct business without entering the county buildings. The commissioners scheduled a special meeting for Thursday, July 9 at 8:30 am to consider the ordinance.

Craig Parks, County Engineer, presented the following items:

1. Construction in right of way permit (#20210028) for Vectren Energy at 6413 N 150 w to tap pit. The Boone County Highway Department recommends approval.

Commissioner Santelli made a motion to approve the construction in right of way permit (#20210028) for Vectren Energy. Commissioner Wolfe seconded the motion. Motion carried 3-0.

2. An unofficial local detour with INDOT for the closure on State Road 47 for a small structure replacement 1.3 miles east of State Road 39. The project is expected to begin construction on August 31, 2020. The detour is on Victor Road, CR 750 N, and Caldwell Road.

Commissioner Santelli made a motion to approve the unofficial local detour with INDOT for State Road 47. Commissioner Wolfe seconded the motion. Motion carried 3-0

3. Change Order #2 with Duncan Robertson, Inc. for Project 2018-06, Bridge 161 CR 600 S over Grassy Branch. This change order decreases the contract amount by \$27,623.31 resulting in a final contract price of \$417,410.67.

Commissioner Wolfe made a motion to approve Change Order #2 with Duncan Robertson, Inc. Commissioner Santelli seconded the motion. Motion carried 3-0

4. The request to declare a list of equipment presented at today's meeting as surplus. The Boone County Highway Department anticipates posting the vehicles on an online auction after the new trucks are delivered.

Commissioner Wolfe made a motion to approve declaring the list of equipment presented at today's meeting as surplus. Commissioner Santelli seconded the motion. Motion carried 3-0

5. The request to add Steffanie Scott to the Boone County Highway Department's checking account with the State Bank of Lizton. This will be utilized as a part of the upcoming changes accepting credit cards.

Commissioner Wolfe made a motion to approve adding Steffanie Scott to the Boone County Highway Department's checking account with the State Bank of Lizton. Commissioner Santelli seconded the motion. Motion carried 3-0

Other Elected Officials:

There was none at this time.

In the Matter of Public Comments:

There was none at this time.

In the Matter of Document Signing:

1. Key request form for Matt Garcia with the Treasurer's office.

Commissioner Wolfe made a motion to approve the key request form for Matt Garcia.

Commissioner Santelli seconded the motion. Motion carried 3-0.

2. Two affidavits for payments to USI Consultants in the amount of \$3,316.85 and \$2,056.88 for Bridge 2020 Rehabilitation paid out of the 2014 COIT Bond.

Commissioner Wolfe made a motion to approve the two affidavits for payments to USI Consultants.

Commissioner Santelli seconded the motion. Motion carried 3-0

In the Matter of Claims presented in today's meeting

See **(Appendix #2)**

Commissioner Santelli made a motion to approve claims as submitted.

Commissioner Wolfe seconded the motion. Motion carried 3-0.

In the Matter of Mail

See **(Appendix #3)** for a list of mail opened by the Commissioners on this date.

With no further business, Commissioner Santelli made a motion to adjourn at 10:07 am.

Commissioner Wolfe seconded the motion. Motion carried 3-0.