



## **HENDRICKS COUNTY BOARD OF COMMISSIONERS** **MINUTES OF THE NOVEMBER 13, 2018 MEETING**

The Hendricks County Board of Commissioners met in regular session at 9:00 AM on Tuesday, November 13, 2018 in the Commissioners' Meeting Room located on the first floor of the Hendricks County Government Center at 355 S. Washington Street, Danville, IN 46122 with the following Hendricks County personnel in attendance:

Matthew D. Whetstone	Commissioner, President
Phyllis A. Palmer	Commissioner, Vice President
Bob Gentry	Commissioner
R. Todd McCormack	Executive Director
Mila M. Shaffer	Administration and Public Affairs
Gregory E. Steuerwald	Attorney
Nancy Marsh	Auditor
John E. Ayers	Engineer
Erin Hughes	Human Resources Administrator
Brett Clark	Sheriff
Kevin Cavanaugh	Facilities Manager
Tim Dombrosky	Planning Director
Eric Ivie	Parks and Recreation Interim Superintendent
Doug Morris	I.T. Director
Larry Scott	Assessor
Nicole Lawson	Chief Deputy Assessor
Bridgette Collins-George	Work Release Director
Jim Mardis	Regional Sewer/NPES Director
LaDonna Hughes	Animal Shelter Director/Chief Animal Control Officer
Curt Higginbotham	Highway Department Superintendent
Catherine Haines	Court Administrator
Julie Haan	Environmental Health Director

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### **PLEDGE TO THE FLAG, PRAYER, AND DETERMINATION OF A QUORUM**

Commissioner Whetstone opened the meeting at 9:00 AM with a quorum of all three (3) Commissioners present, led the Pledge to the Flag in unison, and gave a brief prayer for those who wished to participate.

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### **IN THE MATTER OF MINUTES**

Commissioner Gentry moved to approve the Minutes of the October 23, 2018 Commissioners' Meeting as amended. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

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### **IN THE MATTER OF CLAIMS**

Questions regarding claims were answered. Commissioner Palmer requested Doug Morris work with the Surveyor's Office about consolidating cellular bills to save money. Commissioner Gentry moved to approve Payroll check Numbers 110400 through 110403, Direct Deposit Check Numbers 170909 through 171969, and all Budgetary Claims presented from the Auditor's Office for the period beginning October 25, 2018 and ending November 14, 2018, dated November 14, 2018. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

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### **IN THE MATTER OF AIRPORT AUTHORITY RESIGNATION**

Al Bennett, Commissioners' Appointee to the Airport Authority, presented his letter of resignation effective

December 31, 2018 and thanked the Commissioners for allowing him to serve on the Authority for the past fourteen (14) years. Al Bennett requested the Commissioners consider appointing someone who lives near the airport in Plainfield or Guilford Township.

Commissioner Whetstone, Commissioner Palmer, Commissioner Gentry, and Greg Steuerwald thanked Al Bennett for his years of committed service and contributions to the Airport Authority and to Hendricks County.

The Commissioners accepted Al Bennett's resignation from the Airport Authority.

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**IN THE MATTER OF LINK INDOT GRANTS**

Pat Cockrum, representative from LINK Hendricks County and Sycamore Services, presented the 2019 Section 5311/5339 and PMTF Operating Assistance Grant Agreement and the 2019 Section 5311/5339 Capital Assistance Grant Agreement and requested approval; both of these grants are pass-through grants for Link Hendricks County.

Commissioner Gentry moved to approve the Agreements as presented. Commissioner Whetstone seconded the motion and the motion was approved unanimously 3-0-0.

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**IN THE MATTER OF LINK HENDRICKS COUNTY AND SYCAMORE SERVICES VEHICLE LEASE AGREEMENTS**

Pat Cockrum, representative from LINK Hendricks County and Sycamore Services, presented the 2017 and 2018 Vehicle Lease Agreements and requested approval.

Commissioner Gentry moved to approve the Agreements as presented. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

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**IN THE MATTER OF CASA CREDIT CARD LIMIT INCREASE**

Catherine Haines requested the CASA credit card limit be increased from \$2,000.00 to \$4,000.00 as almost all expenses for the program are paid via the credit card.

Commissioner Gentry moved to approve the increase as presented. Commissioner Palmer seconded the motion and the motion was approved by majority 2-0-1; Commissioner Whetstone recused himself from the vote.

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**IN THE MATTER OF CIRCUIT COURT CREDIT CARD LIMIT INCREASE**

Catherine Haines withdrew the matter.

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**IN THE MATTER OF ELECTED OFFICIALS**

No matters presented.

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**IN THE MATTER OF SHERIFF'S DEPARTMENT VEHICLE PURCHASE**

Sheriff Brett Clark requested formal approval to proceed with purchasing the replacement vehicle proposed by Chuck Parsons.

Commissioner Palmer moved to approve the request as presented, retroactive to the official date of purchase. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

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**IN THE MATTER OF 2019 PAYROLL SCHEDULE AND 2019 BUDGETARY SCHEDULE**

Nancy Marsh presented the 2019 Payroll Schedule and the 2019 Budgetary Schedule that were approved during the November 7, 2018 Council Meeting.

It was the consensus of the Commissioners to accept the Schedules as presented.

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**IN THE MATTER OF INTERNAL CONTROLS ADDENDUM NO. 3 AND NO. 4**

Nancy Marsh presented Internal Controls Addendum No. 3 regarding the review and acknowledgement of receipt of department reports and No. 4 regarding LINK Grants to the Hendricks County Fraud and Materiality Policies

and Procedures and requested approval.

Commissioner Gentry moved to approve the Addendums as presented. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.

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**IN THE MATTER OF PARKS AND RECREATION PROPERTY OF NO VALUE DECLARATION**

Eric Ivie presented a list of broken and outdated items from the Parks and Recreation Department and requested the items be declared of no value, so they can be disposed of properly.

Commissioner Palmer moved to approve the request as presented. Commissioner Gentry seconded the motion and the motion was approved unanimously 3-0-0.

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**IN THE MATTER OF INDOT COMMUNITY CROSSINGS GRANT FOR 2018**

John Ayers reported INDOT revealed the recipients of the Community Crossings Grant for 2018 and Hendricks County was not a recipient and advised he will reapply in January 2019. John Ayers advised this will impact the repaving of subdivisions as this is what the grant funds have been used for over the past two years.

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**IN THE MATTER OF RONALD REAGAN PARKWAY**

John Ayers reported now that the Stage 3 plans for the Ronald Reagan Parkway have been submitted by the consultants, contact will be made with the property owners along the route to meet with them and map out known field tile locations and advised he will be meeting with the consultants and Commissioner Gentry on November 14, 2018 to discuss further.

John Ayers reported a property owner on the Ronald Reagan Parkway has inquired if the County would purchase an approximately seventeen (17) acre parcel between the proposed Parkway and their west property line along with the right-of-way acquisition as the owner feels it will be hard to build on or develop. John Ayers advised this has not been done in the past and he does not see a need to acquire the additional acreage. Commissioner Gentry advised he would go out and take a look at the parcel.

John Ayers reported the additional archeological and wetland exploration and delineation on the Ronald Reagan Parkway has been completed. Additional geotechnical is still needed and will be coordinated with the property owners and their attorneys as directed.

John Ayers reported INDOT still has not made a decision regarding the claims from Superior Construction on the Ronald Reagan Parkway and has sent INDOT a letter. John Ayers advised Superior Construction still has not completed their work, probably pending the outcome of the issue, which is unusual behavior from any contractor, especially one of their size and stature.

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**IN THE MATTER OF GOVERNMENT CENTER VESTIBULE GLASS**

Commissioner Palmer requested the Minutes reflect Kevin Cavanaugh's cooperative spirit with the Treasurer and other Elected Officials to delay the Government Center vestibule glass installation until after tax time. Kevin Cavanaugh advised he has noted the time in his calendar for future reference.

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**IN THE MATTER OF RECENT POWER OUTAGES**

Todd McCormack reported that based on the recent power outages this year, a policy needs to be created and adopted on how to handle such or similar events in the future, covering how employees will be compensated during the events, including partial delays and closures and should be included as part of the Employee Manual. Todd McCormack offered to create a draft of the proposed policy for review at a future Commissioners' Meeting.

It was the consensus of the Commissioners for Todd McCormack to create a draft of the proposed policy.

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**IN THE MATTER OF EVERBRIDGE NOTIFICATION SYSTEM**

Todd McCormack reported he and Mila Shaffer attending a training session on the Everbridge Notification

System, which is the County notification system we attempted to use to notify County employees of the closures and delay for the recent power outages, and he and Mila Shaffer are now able to initiate notifications themselves. Mila Shaffer has been working on updating the database to improve future notifications being sent to all County employees. Todd McCormack advised some Elected Officials have contacted him stating they believe they should be the ones to notify their employees instead of Everbridge, so Mila Shaffer is also creating a sub-group for Elected Officials to allow the Elected Officials to notify their employees on their own and requested direction on how to proceed with notifying employees; notify all employees or only notify the Department Head/Elected Official and have them contact the employees in their Department/Office.

Commissioner Palmer stated consistency is most important and one Department Head/Elected Official may want to be responsible for contacting their employees, but others may not, and advised all notifications should be sent out the same way to all County employees at the same time to maintain consistency.

Commissioner Whetstone stated the Commissioners are in charge of the buildings and if the decision is made to close the buildings by the Commissioners, then all affected buildings are closed. Todd McCormack advised Everbridge is being set-up to allow notification of a specific building as well. Commissioner Whetstone suggested gathering the input of some Elected Officials for their recommendations and then a decision regarding the matter will be made and will be placed in the Employee Manual.

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#### **IN THE MATTER OF ENTERPRISE FLEET VEHICLES**

Todd McCormack presented Enterprise quotes for five (5) of the six (6) replacement vehicles for 2019 and requested approval.

Commissioner Gentry moved to approve the quotes as presented. Commissioner Palmer seconded the motion and the motion was approved by majority 2-0-1; Commissioner Whetstone recused himself from the vote.

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#### **IN THE MATTER OF COPIER REPLACEMENT**

Doug Morris reported the trade-in value offered for fifteen (15) copiers was \$1,300.00 and requested guidance on how to proceed.

It was the consensus of the Commissioners to hold on to the machines as back-up machines and inquire with other smaller government entities who may have a need for a copier.

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#### **IN THE MATTER OF COUNTY INSURANCE UPDATE**

John Parmley, representative from HBG Insurance and Bonds, reported he and Greg Steuerwald are working on a subcontractor's agreement to present at a future Commissioners' Meeting for approval. A loss analysis is being conducted and will be provided before the end of the year. John Parmley inquired if the Commissioners would be interested in having a safety analysis conducted, at no cost, to evaluate procedures in the County. John Parmley advised the County's liability, property, auto, and worker's compensation insurance plans have been submitted to several providers to find the most competitive and comprehensive plans for the County's 2019 insurance and will present those to the Commissioners once the quotes are all in. John Parmley stated the 2019 Elected Official bonds are in the renewal process.

It was the consensus of the Commissioners to proceed with conducting the safety analysis.

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#### **IN THE MATTER OF COUNTY ATTORNEY**

Greg Steuerwald reported condemnation mediation meetings are in the process of being scheduled.

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#### **IN THE MATTER OF COMMISSIONERS**

Commissioner Whetstone inquired if the Commissioners were interested in supporting the proposed Infrastructure Development Zone Ordinance discussed during the October 9, 2018 Joint Meeting with the Council.

It was the consensus of the Commissioners to be open to support an amended version of the proposed Ordinance

to the Council. Commissioner Whetstone advised he would work with Greg Steuerwald and the parties presenting the proposed Ordinance to the Council, to amend the Ordinance and present it to the Council on a later date.

Commissioner Whetstone reported Hendricks Regional Health is reviewing the finalization of Cypress Manor, specifically in regards to the employees, and may be presenting information during the November 27, 2018 Commissioners' Meeting.

Commissioner Whetstone requested an updated appointment list be compiled and sent out to the Commissioners to review prior to appointments being made for 2019.

The Commissioners congratulated and welcomed the newly Elected and Re-Elected Officials for 2019.

Commissioner Whetstone reported Congressman Jim Baird contacted him regarding the Congressional Office space in the Government Center and advised he would provide more details on a later date.

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**IN THE MATTER OF WISHES TO BE HEARD**

Jeff Thomas, resident of 4032 W. County Road 200 S. in Danville, reported an issue has arisen getting out of his driveway due to the increased grade/incline caused when County Road 200 South was repaved in front of his house. Jeff Thomas states the road was not milled down and the increased grade/incline has made it unsafe and sometimes impossible for some vehicles to exit his driveway and requested the Highway Department come back out and extend the pavement further back out of the right-of-way to lessen the grade/incline from his driveway to the road surface.

John Ayers advised the Highway Department has already extended this apron area to the right-of-way to lessen the grade/incline but does not believe there will be a benefit to extending it further because the slope will not be noticeably different from what it already is on his drive. John Ayers stated the only way to lessen the grade/incline would be to extend the apron approximately fifty (50) to seventy-five (75) feet from the edge of the pavement, which is not prudent use of Highway funds nor should it be the County's responsibility.

Commissioner Whetstone stated the area cannot be modified at this time because paving cannot be done now that the weather is colder and advised the area would be reviewed and requested Jeff Thomas report back to the Commissioners in the spring when possible modifications could be made, if approved.

Jeff Thomas stated he understands paving cannot be done now, but advised he started discussing this matter with John Ayers when the road was repaved in the summer and requested something be done as soon as possible to make the area safer for his family and for others leaving his residence. There is also an issue with plowing snow from his driveway as it catches on the transition area of the pavement.

The matter will be reviewed in the spring.

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**IN THE MATTER OF ACKNOWLEDGMENT OF CORRESPONDENCE**

**CHECKS RECEIVED**

1. \$657.80	OB Services	Claim No. 0AB241752-01-02	Sheriff's Department
2. \$734.00	OB Services	Claim No. 0AB241336-01-02	Sheriff's Department
3. \$18,450.00	Freije Auctions & Marketing, LLC.		Sheriff's Department

**STAFF REPORTS RECEIVED**

1. Receipt was acknowledged for the Engineering Department Report of November 13, 2018 from John Ayers.
2. Receipt was acknowledged for the Facilities Department Report of November 13, 2018 from Kevin Cavanaugh.
3. Receipt was acknowledged for the Executive Director's Report of November 13, 2018 from Todd McCormack.

4. Receipt was acknowledged for the I.T. Department Report of November 13, 2018 from Doug Morris.
5. Receipt was acknowledged for the Human Resources Report of October 22, 2018 through November 9, 2018 from Erin Hughes.
6. Receipt was acknowledged for the Highway Department Report of October 15, 2018 through October 19, 2018 and October 22, 2018 through October 26, 2018 from Curt Higginbotham.
7. Receipt was acknowledged for the Parks & Recreation Department Report of November 13, 2018 from Eric Ivie.
8. Receipt was acknowledged for the County Treasurer's Monthly Report for the month ending October 31, 2018 from Shawn Shelley.

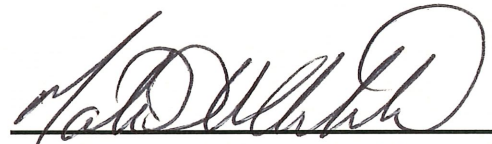
**CORRESPONDENCE RECEIVED**

1. Letter from State Farm Insurance regarding Claim No. 14-5499-H94.
2. Notice of Tort Claim from Ken Nunn Law Office, representing Doug Dearing and Savannah L. Dearing.
3. Notice of Tort Claim from Ken Nunn Law Office, representing Emily S. Brown.
4. Notice of Summons and Answer to Amended Complaint and Counterclaim from Wooden McLaughlin, LLP., representing Terry Burnworth and Tammy Jackson.
5. Letter from Marathon Pipe Line, LLC. regarding Right-of-Way Assessment Walking Survey.
6. Notice of Public Hearing by the Avon Plan Commission from Banning Engineering regarding DPR 18-21 and MAP(F) 18-15 for Hendricks County Power Cooperative.
7. Notice of Public Hearing by the Avon Plan Commission from Drees Homes regarding Stone Haven.
8. Remonstrance Letter from Carla Larsh regarding Greystone at Brownsburg.

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**IN THE MATTER OF ADJOURNMENT**

Commissioner Gentry moved to adjourn the Hendricks County Commissioners' Meeting at 10:11 AM on Tuesday, November 13, 2018. Commissioner Palmer seconded the motion and the motion was approved unanimously 3-0-0.



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Matthew D. Whetstone, President



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Phyllis A. Palmer, Vice President



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Bob Gentry, Member