

# **BOARD OF COUNTY COMMISSIONERS**

January 13, 2015

Chairman Goff Searl called the meeting of the Chautauqua County Board of Commissioners to order on Tuesday, January 13, 2015 at 8:30 a.m. in the commission room of the courthouse. Commissioner Jack Carpenter and Danny Williams were present as was County Counselor Ruth Ritthaler and County Clerk Janice A. Fine. Danny Williams opened the meeting with prayer.

Minute's approval: Danny Williams made a motion to approve the January 6, 2015 minutes as presented. Jack Carpenter seconded the motion. Motion carried 3-0.

Joel Haden, Road & Bridge Supervisor, provided his weekly road report. Crews are hauling rock to the following: Independence Rd and Rd 24, Rd 12 and Overland, and on Marshall today. Trees continue to be cut off roadways. Crews monitor roads and low water crossings during the cold weather. A bridge on Junction Rd was reviewed and appears structurally sound. Haden asked for an executive session. Danny Williams made a motion to go into executive session to discuss non elected personnel for 10 minutes at 8:35 a.m. to include County Counselor, Ruth Ritthaler. Jack Carpenter seconded the motion. Motion carried 3-0. Goff Searl called the regular meeting back in session at 9:45 a.m. As a result of the executive session a road grader position will be offered to an applicant.

Commissioners reviewed the letter received from Judge Cullins allowing Chautauqua County the use of the soon to be vacated jury room for our County Counselor.

Joel Haden, Road and Bridge Supervisor joined the meeting to discuss road and bridge paying for the first floor office remodel. His staff will remove the office walls and identifies that carpet and perhaps ceiling tiles will need to be replaced. Jenny McDaniels, Extension Agent joined the meeting. Commissioner Carpenter stated Road & Bridge did not need to foot the bill for the remodel and should use the county building fund for payment.

Jenny McDaniels informed the commissioners that the Extension Office will be moved completely out of the 1<sup>st</sup> floor by this Friday.

Sheriff Richard Newby joined the meeting. Newby brought information regarding the walk through from the state prison officials. Newby needs to create a policy book before they can recommend using Chautauqua County Jail to house state prisoners. They offer \$40.00 per day and they have their own medical come down weekly and provide all pharmacy needs. This option would be available for approximately two years. Low to medium level prisons is thought what would be housed in our facility. Newby will be working to complete all state mandated policy and procedures before they will house here. Newby is planning to offer staff training and or certification for employees.

Commissioners were questioned regarding the remodel for Road and Bridge first floor office space. The expected cost should be minimal as road and bridge would do the work. There was continued discussion regarding the remodel. Commissioners continue to discuss all office moves. Commissioners Williams will have a discussion with Rodger Green regarding office doors.

Crystal Wade, Human Resources Administrator, joined the meeting to discuss updating the employee handbook. Wade provided a packet of policies that need to be updated to better protect Chautauqua County Government and employees. Anti-nepotism, employee evaluations, job descriptions and general modifications are being reviewed by the Human Resources Administrator. Commission will review again at the February 2, 2015 meeting.

Commissioners discussed the travel policy process and requirements. Supporting documentation must be presented with the travel approval before approval will be given.

Commissioners reviewed and approved the Warrants Payable expenses for Mid-Month expenditures as follows:

FUND	TOTAL
General Fund	\$ 114,799.90
Election	\$83.00
Appraiser	\$2,811.83
Employee Benefit	\$47,722.00
Fair	\$10,000.00
Health	\$1,458.53
Noxious Weed	\$521.99
Road & Bridge	\$ 9,355.21
Special Law Enforcement	\$372.00
Solid Waste	\$7,507.55
County 911	\$703.00
<b>TOTAL ALL FUNDS</b>	<b>\$195,335.01</b>

Danny Williams made a motion to adjourn at 10:15 a.m. Jack Carpenter seconded the motion. Motion carried 3-0.

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Goff Searl, First District Commissioner

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Danny D. Williams, Chairman, Second District Commissioner

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Jack Carpenter, Third District Commissioner

ATTEST:

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Janice A. Fine, County Clerk