

BOARD OF COUNTY COMMISSIONERS

March 8, 2016

Chairman Goff Searl called the meeting of the Chautauqua County Board of Commissioners to order on Tuesday, March 8, 2016 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 minutes of February 29, 2016 and March 2, 2016 as presented. Jack Carpenter seconded the motion. Motion carried 3-0.

Joel Haden, Road & Bridge Superintendent provided his weekly road report. Crews are hauling rock to the following: 166 Hwy and Rd 11 going south, North of Hwy 166 south of Marshall, 99 Hwy and Union going east for two miles, Rd 15 and Union going south ½ mile, Union and Rd 16 going north. Two culverts installed at Bronco and Rd 31 ¼ mile east. Right of way worked on the north side of Niotaze and removing trees on the right of ways. The culverts ordered were delivered. Bridge damage bids have been requested. One bid was received and Haden wants to go with the bid from Kepplinger after speaking with the Sheriff. Commission approves.

A road cut was requested on Rd 18 and Kansas by Brad Monday. Commissioners approved the road cut request.

Haden has an employee resigned. Crystal Wade, HR Administrator joined the meeting. A letter from Haden to HR will work to open a position in the Cedar Vale area. The position will be opened internally first to receive applications. Wade left the meeting.

Chairman Searl brought up a landlocked situation discussed a year or so ago. Sheriff Newby and Cody Collier joined the meeting. Searl offered contact information with the out of state landowner with the landowner on the other side of his property. There is not an open road through that area. This would be a civil matter and the responsibility of the landowner to build the road.

Cody Collier, Emergency Management Coordinator informed commissioners of an LEPC meeting (Local Emergency Planning Committee) this evening. Collier discussed the recent fire-fighting efforts and how well organized their efforts are. A burn ban was discussed and the requirements to issue a burn ban. Collier wants to publish an article regarding burning etc. The commissioners have the final say if a burn ban is county wide or specific to districts. Reverse 911 calls were discussed for notification. There was discussion regarding open burning. The legal aspect of open burning was discussed by our County Counselor, Ruth Ritthaler. Amy Goode, Treasurer joined the meeting.

Sheriff Newby wanted to discuss a purchase program for his deputies. Ritthaler offered the option for an employee to utilize the direct deposit option to a saving account the employee would setup to have some of their earned wages to go into that account. Sheriff is asking for a different way for his employees to purchase duty items and pay back in payments. Sheriff discussed his department employee needs. Commissioners wish to review the possibilities and get back with the Sheriff. There are seven employees who would wish to use this process and the probability to do this every year. Sheriff offered the meals for inmates consist of cold cereal or oatmeal for breakfast and sandwiches for lunch. Inmates complain that the bathing water is too cold.

Crystal Wade, HR Administrator joined the meeting to request approval for county employees traveling for training. Commissioners approved the travel requests.

Amy Goode, Treasurer brought information regarding the financial process. Chairman Searl wants all departments to schedule to meet with commissioners on a monthly basis. Goode brought her physical books that monies are entered in as well as informing commissioners the exact dollar amounts are entered in the system. This process gives her checks and balances of all accounts. Goode prepares a daily envelope of all transactions that comes to the Clerk's Office. Those daily envelopes are used to balance to the Treasurers online accounting system. Bank statements are received by the Treasurer and Clerk for balancing. Janice Fine, County Clerk brought her physical books in the meeting for reference. Wendy Kirchner, Deputy County Clerk manages the accounts payable process and balances the bank statements. Fine is responsible for oversight of the process to verify accuracy and timeliness. All information is being provided between the Clerk and Treasurer to comply with the auditors request for timely reconciliation of accounts. The month of February 2016 was closed and reconciled by March 2, 2016. The new process is working well for both offices. Commissioners stated that Amy Goode is doing an exceptional job despite all the challenges and corrections that have had to be made to balance all accounts.

Danny Williams made a motion to go into executive session at 10:12 a.m. for 5 minutes for attorney/client privilege with Ruth Ritthaler, County Counselor, Janice Fine, County Clerk and Amy Goode, Treasurer present. Jack Carpenter seconded the motion. Motion carried 3-0. Chairman Searl called the regular meeting back in session at 10:17 a.m. No action was taken as a result of the executive session.

Crystal Wade, HR Administrator joined the meeting to provide information from the County Auditor regarding the Sheriff's program request discussion. The auditor is not in favor of loaning county funds for duty items and being reimbursed over several months. The County is not in the banking business. It is a subject that can be discussed during the 2017 budget process should commissioners wish to do so.

Janice Fine, County Clerk brought a Cereal Malt Beverage renewal for the Sedan Municipal Golf Course for 2016. Danny Williams made a motion to approve the CMB license renewal. Jack Carpenter seconded the motion. Motion carried 3-0.

Danny Williams made a motion to adjourn at 10:35 a.m. Jack Carpenter seconded the motion. Motion carried 3-0.

Goff Searl, Chairman, First District Commissioner

Danny D. Williams, Second District Commissioner

Jack Carpenter, Third District Commissioner

ATTEST:

Janice A. Fine, County Clerk