

BOARD OF COUNTY COMMISSIONERS

October 08, 2013

Chairman Jack Carpenter called the meeting of the Chautauqua County Board of Commissioners to order on Tuesday, October 08, 2013 at 8:30 a.m. in the commission room of the courthouse. Commissioners Goff Searl and Danny Williams were present as was County Counselor Larry King and County Clerk Janice A. Fine.

Computer issues needed to be discussed as the Courthouse sustained an electrical hit over the weekend which disabled a portion of our computer capabilities. Clerk's office staff worked with service providers and technical support entities to get the system up and running. The hub was fried and had to be replaced. The router to connect to the state programs was also ruined and in need of replacement. Monday early afternoon a portion of our computer capabilities were brought back on line and parts were ordered to complete the repair. It is clear that a couple of current, non-elected, personnel need to be trained to provide on-site assistance when repairs to our system are necessary. Commissioners approved for Crystal Wade and Amy Goode to be trained in networking for our system.

Joel Haden, Road & Bridge Supervisor, provided the commission with his weekly road report. Crews are hauling rock at Rd. 29 and Dalton, Bronco and Rd. 30, Rd. 25 North of Peru at the T and will stop on top of the big hill, Rd. 26, Rd. 32 and Gallop, Rd. 6 and Cowboy, Bronco and Rd. 12. Mowing is taking place south of Cedar Vale and brush has been hauled. A culvert was installed at Cowboy and Rd. 23, on the south side of road. Commissioner advised Haden that on Indian Road going back to Munday's place there's a culvert with issues. Haden will review and make corrections. There's a water line issue at a dead-end road that Haden will review.

Haden received notification that the bridge project at Ranch Rd. and Rd. 4 for a bridge replacement (Bridge 5.2-5.0) has been approved with an 80/20 split. Haden's estimate is \$700,000.00 and funds will probably be used from 2014 and 2015.

There was discussion regarding right of way when graders meet citizens on the road. Commission asked if we were doing all we can to provide safety from water run-off from hills on county roads. Haden believes they are and are aware of specific issues that will be addressed as time allows. Haden is working with less staff than when he started and feels crews are doing a good job of maintaining our roads. Commission agrees that roads are in pretty good shape. There was discussion regarding Indian Rd. near Greenwood Cemetery.

Commissioners reviewed and discussed county budgets to identify departments who appear to be in danger of overspending their budgeted funds.

Commissioners asked Helen Matthews, Deputy Clerk, to contact the Sheriff and ask that he attend the next meeting. Matthews is to provide the Sheriff with the topics of discussion so he comes prepared.

Larry King, County Counselor, advised the commission that the tract of land north of the landfill is already leased to Jones & Buck as covered by an 1894 lease with Denman Oil Company. If a well is drilled on county land the county will own all the royalty from that well.

Amy Goode, Deputy Treasurer, Cathy Rink, Road & Bridge Office Manager and Jennifer McNown, Road & Bridge Clerk joined the meeting.

County Clerk, Janice A. Fine, discussed the district meeting logistics, office business and requested an answer on her staff pay increase. The Clerk's office staff has taken a more refined approach to all aspects of service to employees, commissioners and citizens of Chautauqua County. Research and development of new processes, development of a new fund report for commissioners, contracting with service providers for a reduction in costs, managed strategies to correct miscalculations from prior state reports to name a few. The Clerk offered her vision of office staffing for the future and reminded commissioners that the Election budget supports the wage increase and the cash exists in the budget to cover the expense. If the cash is not spent in this fashion it will simply be placed in the equipment reserve at year-end since it cannot be used for any other reasons. The Clerk will abide by commissioners decision. There was no support from meeting attendees. Commissioners indicated they will provide their answer later in the meeting.

Justin Ferrell, KCAMP Legal representative, joined the meeting to discuss liability in reference to the employee Handbook that has been under review for the past several months. Ferrell has reviewed the handbook and has recommendations. The following were reviewed: Longevity, centralized personnel record keeping (what is required by law to have in the official personnel record), driver license and certification is required to be provided each year, non-county employees riding along in county vehicles, running for an elected office process, sexual harassment policy, and grievance policy. Ferrell stated that our employee handbook was in good shape compared to many other counties he works with. The commissioners spent over an hour reviewing the above items in the handbook and discussing the county liability regarding those issues. Larry King, County Counselor and Crystal Wade, HR Manager, have worked hard to get the employee handbook updated. Onsite seminars provided by KCAMP were discussed. Commissioners requested that classes be setup and provided to county employees including volunteer firefighters. Topics of the classes were discussed; Ferrell stated KCAMP could provide classes on a wide array of topics. Goff Searl requested that Wade work with Ferrell to get the sessions setup and to research how the classes could be recorded as points earned for the Health Quest program administered by the State Employee Health Plan.

Danny Williams made a motion to go into executive session for 10 minutes to discuss non-elected personnel at 11:10 a.m. Goff Searl seconded the motion. Motion carried 3-0. Chairman Jack Carpenter called the regular meeting back into session at 11:20 a.m. The action taken as a result of the executive session is to review employee raises after January 1, 2014.

Danny Williams made a motion to accept the minutes of September 30, 2013. Goff Searl seconded the motion. Motion carried 3-0.

Helen Matthews, Deputy Clerk, joined the meeting to provide commissioners with information regarding late invoice response from the Sheriff's Department.

Commissioners discussed installing a three sided chain link fence around the county dumpsters. Goff Searl made a motion to have the fence installed as time and funds allow. Danny Williams seconded the motion. Motion carried 3-0.

Goff Searl made a motion to adjourn at 11:37 a.m. Danny Williams seconded the motion. Motion carried 3-0.

Goff Searl, First District Commissioner

Danny D. Williams, Second District Commissioner

Jack Carpenter, Chairman, Third District Commissioner

ATTEST:

Janice A. Fine, County Clerk