

**COMMISSIONERS MEETING  
REGULAR SESSION  
MAY 1, 2023  
9:00 AM**

ATTENDANCE:  
COMMISSIONERS: Thomas Helmer, President  
David Berry, Vice President  
Rick Woodall  
ATTORNEY: James Ensley  
AUDITOR: Kristina Berish  
COUNCIL: Stephanie Campbell  
Larry Parker  
AUDIENCE: 14 Individuals

The Putnam County Board of Commissioners met on May 1, 2023, at 9:00 AM. The meeting was held at the Putnam County Courthouse. Tom Helmer opened the meeting and the pledge to the flag was given.

**MENTAL HEALTH PROCLAMATION**

Karen Martoglio brought proclamation to be reviewed and approved for May to be declared as mental health month. Helmer made the motion to approve. Berry seconded. The motion passed unanimously.

**STORMWATER ORDINANCE**

Director Lisa Zeiner turned over the presentation of the ordinance to a representative from HWC to generally go over the ordinance. It had been advertised in the newspaper that it would be heard at today's meeting. Helmer asked for public comments. Hearing none, Helmer made the motion to approve Ordinance 2023-05-01. Woodall seconded. The motion passed unanimously.

**SHERIFF**

Sheriff Baugh stated he did not currently have a full jail staff, due to this there is money appropriated for 2023 that has not been spent. He would like to use part of it for sign-on and referral bonuses for the jail. The new employee would have to be employed for 6 months before they receive it and if referred, the employee would receive it at that time as well.

Woodall asked what happened once they had a full staff at the jail. The Sheriff said the bonus program would stop at that time. He would not be asking for additional funds. He is on the agenda for the May 16<sup>th</sup> Council meeting to discuss as well. Berry made the motion to approve, pending Council. Helmer seconded. The motion passed unanimously.

Jim Ensley thought a representative from First National Bank was going to be at today's meeting regarding the lease for vehicles. It is the standard 3-year program the Sheriff's department has done for years. This lease was handled by the previous Sheriff.

Jim Ensley had reviewed it and told Commissioners it is the standard 3-year program they have utilized for years. Councilman Parker suggested in the future to contact several banks to try and get the best rate. Sheriff Baugh said he would for future, he had not handled this lease process. Woodall made the motion to approve. Helmer seconded. The motion passed unanimously.

### **HIGHWAY**

Engineer Jim Peck reported the following:

- 1) Landfill – ASA Land Surveying will do the topographic survey.
- 2) Fueling station – violation letter items resolved.
- 3) Community Crossing Road Grant – on-call agreement with Align CEC tabled from last meeting due to it only be an estimated 10-12K because it was time and material. They had asked for a contract with actual numbers. The new contract reads not to exceed \$20,280. Berry made the motion to approve; however, he is holding Peck accountable to show the Commissioners next year that they saved what he stated which is 30-40K per mile by hiring this company. Helmer seconded. Woodall voted against. The motion carried.
- 4) Bridge 276 – change order #3 – extension of project and date. The extension is due to the delays from the railroad company and Frontier. Woodall made the motion to approve. Berry seconded. The motion passed unanimously.

### **PAYROLL**

April 21, 2023 – Berry made the motion to approve. Woodall seconded. The motion passed unanimously.

### **MINUTES**

April 17, 2023 – Berry made the motion to approve. Helmer seconded. The motion passed unanimously.

### **CLAIMS**

April 20, 2023 – Helmer made the motion to approve. Woodall seconded. The motion passed unanimously.

April 20, 2023 (EDIT) – Woodall made the motion to approve. Helmer seconded. The motion passed unanimously.

April 27, 2023 – Helmer made the motion to approve. Berry seconded. The motion passed unanimously.

May 1, 2023 – Woodall made the motion to approve. Helmer seconded. The motion passed unanimously.

### **FMLA EXTENSION**

Jim Ensley stated an employee had been on FMLA and exhausted the 12 weeks. The county since has allowed a leave of absence without pay extensions. Today is the last day of the current approved extension. The spouse of the employee needed to know if there would be another extension because the employee cannot go a day without health insurance. Will need advance notice to get spouse on their insurance coverage. Due to this, Ensley had been approved to call and inform them extension of leave of absence would be moved to May 31, 2023. Coverage would stop as of June 1, 2023. Woodall made the motion to approve the extension to May 31, 2023. Helmer seconded. The motion passed unanimously.

### **COUNTY CELEBRATION**

Woodall brought up the 200-year county celebration, was to happen last year but did not. Would like to team up with the museum to have a celebration on June 25, 2023, to be held at the museum parking lot. More information would follow.

### **COUNTY CREDIT CARDS**

Woodall said we have had 3 departments in the last 6 months to not turn in their credit card claims correctly and have had outstanding balance for months. First National Bank who the county has the cards through reached out because by rights they should have cancelled the cards after having a carryover balance over 120 days.

Woodall said one account had been delinquent for over 220 days. The county has paid it since the employee no longer works for the county. A certified letter is being sent giving them a deadline to contact the Auditor's office and make arrangements to reimburse the county or be taken to small claims.

Another card had been delinquent in the amount of \$9.00 and an employee paid for it personally for the department head so the card would not be cancelled. This still leaves one account not dealt with. It has had late fees accumulating for months because the department head has not resolved it or paid.

Auditor Berish stated that credit card statements have a 30-day turnaround period to be paid. Credit card payments are in the emergency claims resolution approved by the Commissioners. Her office pays emergency claims every week. Claims submitted by 4:00 pm on Wednesday are paid the following day. There is no reason for a credit card bill to be late. Credit card policy states employees are responsible to personally pay for late fees or if they cannot furnish a receipt for charge on card, they must pay it.

Berry asked if they shut off a card could they later allow the department to have a card. Berish replied yes. The department head would need to come and make a request for a card to the Commissioners. Once approved, they would notify the bank.

Due to the department head having ample time and knowing the policy and not resolving the issue, Berry made the motion to shut off the card. Helmer seconded. The motion passed unanimously.

Woodall asked if we needed to address the credit card policy and make some changes. Berish felt it was needed. Her office has a problem every month due to credit cards. Woodall said there was a problem with some departments using the cards to make a lot of payments to various vendors instead of going through the normal claims process. Peck questioned not using the county credit card due to being tax exempt. Berish said the credit card had nothing to do with being tax exempt from a vendor. You would still need to go through the process of submitting the proper paperwork to not be charged taxes whether you use the credit card or get an invoice and pay through the claims process.

### **FLOYD TOWNSHIP FIRE BOARD APPOINTMENT**

Berry is still researching, tabled.

**SOLAR COMPANY**

Woodall said they had a couple of meetings, still trying to work through the documents and come to an agreement mutually beneficial for both parties.

**COUNTY WEBSITE**

Woodall said the Auditor, Planning Director and himself had a meeting with a company for a new website. Since then, the representative that gave the presentation left the company. Setting up another meeting.

**HEALTH INSURANCE**

Woodall stated he had a meeting today at 11 a.m. to discuss the upcoming renewal on 8/1/23. McGowan Insurance is getting information from Anthem and will make recommendations to the Commissioners.

**COUNTY BRIDGES**

Woodall felt once we have all the bridge inspections, he wants a meeting set up to review the pattern of the bridges regarding their structural integrity.

**ARPA GRANT**

Woodall report completed that was due April 30<sup>th</sup>.

**OPIOID SETTLEMENT FUNDS**

Karen Martoglio said the committee would recommend spreading out the money on how it is distributed. There will be another grant process coming out in June and due in August.

**ANNUAL COMMON SCHOOL REPORT**

Auditor Berish had filled out and submitted for review and signatures of the Commissioners. Helmer made the motion to approve and sign. Berry seconded. The motion passed unanimously.

**MAIL**

The Board of Commissioners acknowledged their mail.

**ADJOURN**

Berry made a motion to adjourn. Woodall seconded. The motion passed unanimously.

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**Thomas Helmer, President**

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**David Berry, Vice President**

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**Rick Woodall**

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**Attest: Auditor's Office  
Kristina Berish**