

**Warren County Commissioners
Work Session
Commissioners Conference Room
November 7, 2022 12:09 p.m.**

Commissioner Tricia Durbin called the work session of the Warren County commissioners to order with Commissioner Benjamin Kafferlin, and Commissioner Jeff Eggleston present.

Staff Present: Pamela Matve, Chief Clerk, Attorney Nathaniel Schmidt, Lisa Hagberg, Finance Director, Kenneth McCarrison, Public Safety Director, and Phil Gilbert, Director of Tax Claim

Citizens Present: Josh Cotton (WTO), and Any Close

Announcements: Commissioner Tricia Durbin announced that the meeting is being recorded

Public Hearings: None

Public Comment: None

New Items of Discussion:

Emergency Operations Plan: Kenneth McCarrison, Public Safety Director stated the Emergency Operations Plan is completed and ready for approval on Wednesday at the Public Meeting. Once this is done, the municipalities will join by also adopting a resolution.

Commissioner Tricia Durbin asked if there were any major changes to the plan.

Ken stated that there have been some changes to do more with less and still fit the guidelines.

Commissioner Tricia Durbin asked if COVID has any impact to which Kenneth McCarrison, Public Safety Director stated yes, we did add a pandemic portion, and allowing an Emergency Operations Center to be able to go virtual if needed.

SBM Maintenance Agreement (renewal): Kenneth McCarrison, Public Safety Director stated that this is an agreement through the Norther Tier Consortium. He has made taken the agreement and had them adjust time frame. One Wednesday he is asking for the Commissioners approval for the two agreements. The first running until December 31, 2022 and the second running January to December 2023 so that it follows our fiscal year.

Government Software Services Agreement (renewal): Phil Gilbert, Director of Tax Claim stated that it is time to renew the agreement with GSS. This company is used to collect delinquent taxes. The agreement has gone up by \$500 per year for a total of \$1,800.00. And on the Assessment side of this agreement, the cost was reduced by \$400.00

Commissioner Tricia Durbin asked if there are any other services out there that provide this type of service?

Phil stated that yes there are, but overall GSS is the better software.

Momentum: Commissioner Benjamin Kafferlin stated that this company is licensed for Laserfiche services. Lisa and Commissioner Benjamin Kafferlin met with a representative from Momentum few weeks ago, then he and Pamela Matve, Chief Clerk has a zoom call regarding a work flow process for agreements and contracts.

They sent in their proposal to do this work flow, which is complex and the cost is approximately \$12,500.00. He is asking that on Wednesday the Commissioners approve this proposal.

Commissioner Tricia Durbin stated that since they are located in Pennsylvania, she would like to see them come in and give a presentation on their company and the services they provide.

Old Items:

Policies & Procedures:

Projects:

Upcoming Commissioner Meeting Review: The agenda for the November 9, 2022 Public Meeting was reviewed.

Department/Committee Updates:

General Discussion:

Phil Gilbert reviewed a dedication for Donna Adams that will happen on November 14, 2022. Donna was an employee of the county that deceased while being actively employed in 1981. At that time there was a dedication in her honor; to which you can see the plaque on the large stone at the corner of the jail. At that time, they planted a Birch tree to which had to be cut down.

Phil stated that he worked with the City of Warren, and they agreed to plant a new birch tree in her honor at the rededication.

Kenneth McCarrison, Public Safety Director stated that he would like to engage the commissioners for a way that the Emergency Operations Plan can be accessed by officials.

Commissioner Benjamin Kafferlin stated that Laserfiche would be the best way to go, as there is a public portal that they must have a password to get in.

With nothing further, the work session was adjourned at 12:31 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

