

Warren County Commissioners Public Meeting
November 9, 2022 12:04 p.m.
Jackson Courtroom

Commissioner Tricia Durbin called the meeting of the Warren County Commissioners to order with Commissioner Benjamin Kafferlin present, and Commissioner Jeff Eggleston present by phone

Staff Present: Staff Present: Pamela Matve, Chief Clerk, Attorney Nathaniel Schmidt, Lisa Hagberg, Finance Director, Krystle Ransom, Director of Elections, Kenneth McCarrison, Public Safety Director, Phil Gilbert, Director of Tax Claim, Tina Britt, HR Generalist, and Kaylan Miller, Employee Benefits & Risk Administrator

Citizens Present: Josh Cotton (WTO)

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

Meetings held since the last meeting: Commissioner Tricia Durbin stated that since the last meeting there was one executive session held.

Correspondence: None

Public Comment: None

Consent Agenda:

Minutes from the October 26, 2022 Public Meeting & Public Hearing: No corrections or additions to be made.

Finance Report: Lisa Hagberg, Finance Director stated that the money in the general fund is \$5,375,879.00. With the tax revenues coming in we have paid off the 2022 TAN.

Lisa stated that we have received the second ARPA payment, and will be receiving two more at a smaller amount.

The 2023 budget is 90% completed

Human Resource Report: Kaylan Miller, Employee Benefits & Risk Administrator reviewed the changes in staffing for October.

Monthly Departmental Reports: Commissioner Tricia Durbin highlighted some areas in the various departments with things that are happening.

Proclamation(s):

National Alzheimer's Disease Awareness Month

Veterans Day 2022

Greif Awareness Month

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to approve the consent agenda as presented. Motion carried unanimously.

Old Business: None

New Business:

Resolution #3230 Adoption of Act 57: Commissioner Tricia Durbin explained that this resolution is for Tax Collectors to waive additional real estate taxes provided the tax payer complies with all the requirements. This will take effect January 1, 2023.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to adopt Resolution 3230 for Act 57 as presented. Motion carried unanimously.

Resolution #3231 Adoption of the Emergency Operations Plan: Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to adopt the Emergency Operations Plan as presented. Motion carried unanimously.

Approval of the SBM Electronics Maint. Agreement: Kenneth McCarrison, Public Safety Director explained that this is part of the Northern Tier program, and now each county must pay their portion directly. He did have SBM break out the contract for 2023 at a cost of \$4,591.67 (from July Dec 2021) and for 2024 at a cost of 9,183.33.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to approve the SBM agreements as presented for 2022 and 2024. Motion carried unanimously.

Approval of the GSS Agreement: Phil Gilbert, Director of Tax Claim explained that this company provides services for both Tax Claim and Assessment. He has negotiated the price down to \$2,400.00 per month From January 1, 2023 through December 31, 2025.

Discussion took place one the length of the contract. Commissioner Benjamin Kafferlin commented that he would like to see one year, so that if they make a change in the program and we do not like it we are not tied for more than one year.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to approve the Government Software Services agreement for one year from January 1 through December 31, 2023. Motion carried unanimously.

Repository Tax Bid(s): Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to approve the tax bid for parcel WN-688-684180-000 from Jessica Fileger in the amount of \$300.00. Motion carried unanimously.

Approval of the Homeland Security Grant Program for FY 2022: Kenneth McCarrison, Public Safety Director stated that this agreement is through PEMA and the allocation for Warren County is \$306,111.00.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Tricia Durbin to approve the Homeland Security Grant Program for FY 2022 as presented. Motion carried unanimously.

Momentum Agreement: Commissioner Benjamin Kafferlin explained that he and Lisa Hagberg, Finance Director had visited the offices of Momentum then he and Pamela Matve, Chief Clerk had a zoom call to layout the agreement process of how they get into Laserfiche. The proposal is \$12,500.00 for them to program the work flow. He is asking the Commissioners to approve this proposal.

Commissioner Tricia Durbin stated that she would like to table this and asked they come up and make a presentation.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Benjamin Kafferlin to table this until a further date. Motion carried unanimously.

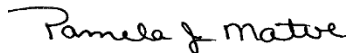
Commissioner Comments: Commissioner Benjamin Kafferlin stated that he has been doing a time management class with Tina Britt, HR Generalist, Jolean Ishman, Finance Administrator, Pamela Matve, Chief Clerk, Daniel Flasher, Grants Administrator, and Kim Slocum, Grant Writer; he stated that he wanted to thank them for their time and they have been showing great progress.

Attorney Nathaniel Schmidt stated that he wanted to echo the Commissioners earlier comments on the election staff and the hard work they put in.

Adjournment: Motion was made by Commissioner Jeff Eggleston, second Commissioner Benjamin Kafferlin to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:25 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston
Warren County Commissioner