

Court convened for a Regular Meeting at the Courthouse, Henderson, KY, on Tuesday, January 24, 2023 at 9:30 a.m., County Judge/Executive Brad Schneider presiding.

Call To Order

County Judge/Executive Brad Schneider called the meeting to order.

Invocation

The invocation was given by-Judge Schneider.

Pledge Of Allegiance

Judge/Executive Schneider led the Pledge of Allegiance.

Roll Call

Magistrate Berry	Absent
Magistrate Tompkins	Present
Magistrate Starks	Present
Magistrate Puttman	Present
Magistrate Southard	Present

Minutes January 10, 2023 Regular meeting

Magistrate Puttman made a motion to approve the January 10, 2023 fiscal court minutes as submitted. Magistrate Starks seconded the motion. A voice vote was held. All present voted in favor and the motion carried.

Judge's Scholars – Caleb Dant – North Middle School

A proclamation was read and presented to Caleb Dant who was named North Middle School Judge's Scholar.

Surface Mine Committee Recommendation

Judge Schneider reported that the Surface Mine Committee met this morning, ERP Environmental requested a 100% bond release on permit HC851-0052 increment #6 and the Surface Mine Committee's recommendation was to grant the total release. The parcel in question was actually a haul road that will be closed and turned back over to crop production. It was noted that this was a private road and not a county road.

Magistrate Tompkins made a motion that the bond release on permit HC851-0052 increment #6 be approved. Magistrate Southard seconded the motion. A voice vote was held and all present voted in favor.

Bid Recommendation – Henderson County Courthouse Elevator Service Agreement

James Bosler, Head of Maintenance, has reviewed the 2 bids that were received and is recommending that although TKE had a higher price the agreement be awarded to them at a cost of \$194.67 monthly. The TKE bid includes the cost of most repair parts, if needed; the Peak Performance bid did not.

Magistrate Southard made the motion to award the agreement to TKE pending review of the contract by the County Attorney. Motion was seconded by Magistrate Puttman. A voice vote was held with all present voting in favor. Motion carried.

Bid Recommendation – Judicial Center Elevator Service Agreement

James Bosler, Head of Maintenance, has reviewed the 2 bids that were received and is recommending that although TKE had a higher price, the agreement be awarded to them at a cost of \$777.60 monthly. The TKE bid includes the cost of most repair parts, if needed; the Peak Performance bid did not.

Magistrate Tompkins made the motion to award the contract to TKE pending review of the contract by the County Attorney. Motion was seconded by Magistrate Southard. A voice vote was held with all present voting in favor. Motion carried.

Bid Recommendation – Henderson County Courthouse HVAC Service Agreement

James Bosler, Head of Maintenance, has reviewed the 3 bids that were received and is recommending DeBra-Keumple be awarded the agreement at an annual cost of \$12,286.00. James explained that HMC's bid was considerably lower but when the representative who prepared the bid was contacted for some clarifications, he said that he was no longer employed with HMC. HMC's main office was contacted but the bid could not be verified by anyone.

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Magistrate Puttman made the motion to award the agreement to DeBra-Keumple pending review of the contract by the County Attorney. Motion was seconded by Magistrate Southard. A voice vote was held with all present voting in favor. Motion carried.

Bid Recommendation – Judicial Center HVAC Service Agreement

James Bosler, Head of Maintenance, has reviewed the 3 bids that were received and is recommending DeBra-Keumple be awarded the agreement at an annual cost of \$26,488.00. James explained that HMC's bid was considerably lower but when the representative who prepared the bid was contacted for some clarifications, he said that he was no longer employed with HMC. HMC's main office was contacted but the bid could not be verified by anyone. Perfection Group's bid was also lower than DeBra-Keumple's but since the technician with DeBra has worked on this system for years, his knowledge of the building and system was taken into consideration.

Magistrate Puttman made the motion to award the contract to DeBra-Keumple pending review of the contract by the County Attorney. Motion was seconded by Magistrate Southard. A voice vote was held with all present voting in favor. Motion carried.

Bid Recommendations - Road Department Materials – Nick Stallings

County Engineer Nick Stallings presented his recommendations for the Road Department's annual materials.

Concrete: Meuth Concrete (only bidder)
 Culvert Pipe: Ohio Valley Drainage (only bidder)
 Aggregates: Audubon Sand & Gravel for size: 3's, 57's, 68's, 9M's, DGA, Fill Sand & Gravel.
 Mulzer: Rip Rap 10", Rip Rap 12", Rip Rap 18" and Mortar Sand.

Motion was made by Magistrate Southard to accept Nick's recommendation regarding the Concrete, Culvert Pipe and Aggregates. The motion was seconded by Magistrate Tompkins. A voice vote was held with all present voting in favor. The motion carried.

Nick stated that Home Oil had contacted his office and had overlooked the fuel bidding process. Some discussion ensued and Magistrate Tompkins made the motion we rebid the road department fuel. Magistrate Puttman seconded the motion. A voice vote was held with all present voting in favor. Bid will be advertised with a closing date of February 14. Bids will be opened at the Fiscal Court meeting on that morning.

Road Department Personnel Actions – County Engineer Nick Stallings

Nick reported that Nancy Watkins has resigned and he will assume the duties of the solid waste coordinator until the job can be filled. Eric Higgs, a current recycling employee will be taking on many of the Recycling Supervisor duties until the position can be properly filled. He would like to request a raise for Eric from \$15.50 to \$17.50 an hour since he will be assuming more responsibilities. Eric is aware this is a temporary raise until he resumes his normal duties. He would also like to ask the court to allow him to hire Keith Combest fulltime. Keith is currently a 100 day employee. This would also raise Keith's pay from \$12.00 to \$15.50 per hour.

A motion was made by Magistrate Puttman to approve the hire & rate of pay. Motion was seconded by Magistrate Starks. A voice vote was held with all present voting in favor.

Nick will be posting the job opening this afternoon with the hopes of having someone hired by the February 28th meeting.

County Clerk's 2023 Fee Office Budget – County Clerk Renesa Abner

Renesa presented the County Clerk's Fee Office Budget of \$15,042,329.14 for 2023, as required by the Department of Local Government.

Magistrate Puttman made a motion to approve the County Clerk's 2023 Fee Office budget. Magistrate Southard seconded the motion. A voice vote was held with all member present voting in favor. The motion carried.

Approval of the Order Setting Maximum Salaries for Deputies and Assistants (Clerks) – County Clerk Renesa Abner

Renesa presented the Clerk's 2023 Annual Order Setting the Maximum Salaries of \$1,147,000. This annual order is required by the Department of Local Government.

Magistrate Southard made a motion to approve the Clerk's Annual Order. Magistrate Tompkins seconded the motion. A voice vote was held with all members present voting in favor. The motion carried.

County Clerk's Report: - Renesa Abner

Renesa presented the monthly, quarterly and annual reports and turned over a check for \$100,794.18 in excess fees for a total of \$149,255.42 turned over to the county this month. She also turned over a check for \$14.99 of interest in her usage account.

Magistrate Tompkins made a motion to accept the County Clerk's monthly, quarterly & annual reports into the record. Magistrate Southard seconded the motion. A voice vote was held. All present voted in favor and the motion carried.

Renesa also brought to the courts attention the need to purchase E-Poll books. The current E-Poll books are owned by the state and the contract is expiring. The state is requiring every county to purchase their own E-Poll books and will reimburse the expense. The state has not finalized the procurement process or the reimbursement process. Because of the timeliness of these purchases a special called meeting may be needed for Fiscal Court's approval. She said the price may be around \$104,000.

Approval of the Order Setting Maximum Salaries for Deputies and Assistants (Sheriff's Office) – Sheriff Stauffer

Sheriff Stauffer presented the Sheriff's 2023 Annual Order Setting the Maximum Salaries of \$3,029,147.23. This amount reflected a 3% increase across the board. This is an annual requirement of the Department of Local Government.

Magistrate Tompkins made a motion to approve the Sheriff's Annual Order. Magistrate Starks seconded the motion. A voice vote was held with all present voting in favor. The motion carried.

County Sheriff's Monthly Report: - Sheriff Chip Stauffer

Sheriff Stauffer presented the monthly reports.

Magistrate Puttman made a motion to accept the Sheriff's monthly report into the record. Magistrate Southard seconded the motion. A voice vote was held, all approved, motion carried.

Sheriff Stauffer said Sheriff Crafton had started looking at the replacement of the body cameras and in car cameras. Because of several issues with the system, including glitches and the system being outdated, he would like to pursue this further. The estimated cost is around \$280,000 for a new system. They will be outfitting 25 body cameras and 25 in car cameras. Magistrate Tompkins asked about the lifecycle of cameras. The sheriff replied it seems to be about 4 years. Some companies will offer upgrades at a reduced cost after 4 years. It has not been researched fully, but they would like to be able to send out a RFP. The court agreed the camera upgrade was a needed item. Magistrate Starks asked about being able to retrieve footage that is being stored. Sheriff Stauffer said footage will be able to be retrieved but he is unsure of the format.

Magistrate Tompkins made a motion for the Sheriff to advertise for a RFP for the cameras. Magistrate Puttman seconded the motion. A voice vote was held, all approved, motion carried.

Resolution #23-06 – EMA/State Annual MOA – Kenny Garrett

**RESOLUTION AUTHORIZING COUNTY JUDGE/EXECUTIVE TO EXECUTE
MEMORANDUM OF AGREEMENT WITH KENTUCKY DEPARTMENT OF
MILITARY AFFAIRS, DIVISION OF EMERGENCY MANAGEMENT REGARDING
FEDERAL EMERGENCY MANAGEMENT PERFORMANCE GRANT ("EMPG")
ELIGIBILITY**

Magistrate Starks made a motion to authorize the Judge/Executive to execute the MOA. Magistrate Tompkins seconded the motion. A voice vote was held. All present voted in favor and the motion carried.

Animal Control Reports – Kendra Gallagher-Strawn – Humane Society Director

Kendra presented the monthly reports and introduced Melissa Fambrough, the new Executive Director. All three Animal Control Officers have now completed both their KACCA (Kentucky Animal Care & Control Association) and Euthanasia training. They have been picking up a lot of dogs running at large. They received a grant to fix the front gate at the shelter. Melissa said that she had recently been working at a bank but has 25 years of experience at veterinarian offices. She is looking forward to the new position.

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Detention Center Report: - Chief of Admin – Lori Quarles

Lori presented the quarterly report for the period of 1 Oct – 31 Dec 2022. They are still experiencing low staff levels.

Motion was made by Magistrate Puttman to accept the quarterly report. Motion seconded by Magistrate Southard. A voice vote was held with all present voting in favor.

Lori presented the Canteen Reconciliation and the Inmate Trust Account Report to the court, which were completed at the change of the Jailer.

Personnel Actions - Detention Center - Chief of Admin – Lori Quarles

Two pay rate changes are being proposed. Lt Christina Grillon, Booking Supervisor, from \$22.53 to \$25.53 an hour and Maj. William Payne, Guard Commander, from \$26.96 to \$28.96 an hour. Both of these personnel have spent hours outside their normal duties to keep the Detention Center running smoothly. Judge Schneider said that Jailer Todd had sent him a text supporting this decision.

Magistrate Tompkins made a motion to approve the raises for Lt Grillon and Maj Payne. Magistrate Puttman seconded the motion. A voice vote was held with all present voting in favor.

Judge Schneider also said that Jailer Todd is requesting a raise for Lori Quarles from \$28.35 to \$30.35 an hour for the additional duties she has been assigned due to his absence.

Magistrate Puttman made a motion to approve the raise for Lori Quarles. Magistrate Tompkins seconded the motion. A voice vote was held with all present voting in favor.

County Attorney Report: - Steve Gold

County Attorney Steve Gold presented a report of payments dated January 24, 2023 and turned over \$12,439.70 in various checks to the court.

Magistrate Puttman made a motion to accept the County Attorney's payments into the record. Magistrate Starks seconded the motion. A voice vote was held. All present voted in favor and the motion carried.

Budget Amendment - Ord #23-01 Amendment #4 – 2nd Reading – Treasurer Brenda Rider

This will move monies from last year's surplus to the General Fund and transferred to the Economic Development Fund

Magistrate Southard made a motion to approve the budget amendment. Magistrate Puttman seconded the motion. A voice vote was held. All present voted in favor and the motion was approved.

Fund Transfers – Treasurer Brenda Rider

Treasurer Brenda Rider reported the transfers are to redistribute appropriations within the budget for this fiscal year and also to correct wire transfers from the state that were sent to the wrong account.

Magistrate Starks made a motion to approve the transfers. Seconded by Magistrate Southard and all present voted in favor when the voice vote was held.

Claims – Treasurer Brenda Rider

Treasurer Brenda Rider presented the monthly claims and the bank balances after the claims are paid. She also presented that following additional claims for payment.

General Fund:	\$712.34 Tim Southard (Training expenses reimbursement)
	\$712.34 Bill Starks (Training expenses reimbursement)
	\$701.78 Taylor Tompkins (Training expenses reimbursement)
	\$6,500.00 Sheriff's Associate (Property room audit expenses)
	\$517.25 Kenny Garrett (Misc. EMA supplies)
Road Fund	\$1,041.30 Visa (Training & travel expenses)
Jail Fund:	\$612.60 Republic Services (Waste services)
State Grants:	\$500.00 Henderson Humane Society (Spay & neuter grant)
Economic Development:	\$184,143.81 City of Henderson (Pratt access road)

Magistrate Puttman made a motion to pay the claims. Magistrate Tompkins seconded the motion. A voice vote was held. All present voted in favor and the motion was approved.

Old Business - Judge Schneider

County Attorney Steve Gold has created contracts for "Clean Team" for the courthouse and Judicial Center cleaning. The costs of the semiannual floor stripping and waxing were removed from all bids since this raised the prices considerably.

Magistrate Tompkins made a motion to authorize the Judge to execute both the Courthouse and Judicial Center cleaning contracts with Clean Team. Motion was seconded by Magistrate Starks. A voice vote was held with all present voting in favor.

Good of the County

Judge Schneider – Kentucky General Assembly has set a pot of money aside for improving the state parks. The Commissioner is asking cities and counties to help the parks spend this money. He would like the courts permission to send a letter to the state in support of Audubon State Park receiving a 50/50 match for a grant.

Magistrate Starks made a motion for the Judge to submit a letter of support for Audubon State Park. Magistrate Tompkins seconded the motion. A voice vote was held with all present voting in favor.

Larry Majors – wanted to address the following findings of the state audit report that had been recently been released.

1. The Judge's staff has been taking Friday afternoons off and falsifying their timesheets to reflect they were working that afternoon. He was wondering if that practice has ceased and the staff is now truthfully filling out their timesheets and taking comp time only when appropriate. Judge Schneider responded they were operating under U.S. Labor Laws and were under the impression the employees were salary exempt. The auditors said this was incorrect and a directive had been issued 4 years ago clarifying that only elected officials were salary exempt. Although no record of this directive could be produced, the office is now following the auditors' guidelines.
2. In over 80% of the invoices examined it was noted the purchase orders were being prepared after the invoices were received. Judge Schneider responded this was a glitch in the computer system and has hopefully been corrected.
3. It was stated the county lacked internal controls over the county's finances in the auditor's reports for the last 6 years. Judge responded if there were any findings they were minor findings. He then pointed out that in each audit the general opinion of the auditors was an unmodified positive report that the county was handling its money correctly.

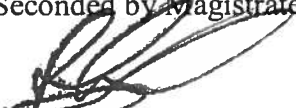
Sheriff Chip Stauffer – wanted to let the court know the Sheriff's Office had an audit of the inventory of their evidence property room starting from when it was established and the auditors were able to account for every piece of property that was supposed to be there. He wanted to commend Lt John Book who is the property room custodian for the great job.

Executive Session

A motion was made by Judge Schneider to go into an Executive Session per KRS 61.810(c); Discussions of proposed or pending litigation against or on behalf of the public agency. Motion was seconded by Magistrate Puttman. A voice vote was held with all present voting in favor.

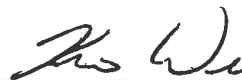
After approximately 35 minutes Magistrate Puttman made a motion to return to the regular court session. Magistrate Tompkins seconded the motion. A voice vote was held and all present voted in favor of returning to the regular session.

There being no further business to come before the court, Magistrate Puttman made a motion to adjourn. Seconded by Magistrate Tompkins.



Brad Schneider
County Judge Executive

ATTEST:



Kurt Wiesen
Fiscal Court Clerk