# Pike County Board

# Meeting Minutes

November 22nd, 2021

1. Call to order

Chairman Jim Sheppard called to order the regular meeting of the Pike County Board at 7:05 p.m. in the upper courtroom of the Pike County Courthouse.

1. Invocation and Pledge of Allegiance

Michael Boren gave the invocation and Chairman Sheppard led in the Pledge of Allegiance.

1. Roll Call

Members present were Jim Sheppard, Amy Gates, Reta Hoskin, Tom Lewis, and Mark Sprague.

1. Approval of Minutes from Pike County Board meeting on October 25th, 2021

Mark Sprague made a motion to approve the minutes. Tom Lewis seconded. Voice vote 4-0. Motion approved.

1. Accept resignation of County Board Member Rodger Hannel

Chairman Sheppard stated that Mr. Hannel submitted his resignation to Chairman Sheppard of his resignation. Chairman Sheppard approved the resignation, and he will alert Republican Party Chairman John Birch of the vacancy and ask for three names to fill the position.

1. Appointment of temporary committee member to Finance Committee

Chairman Sheppard appointed Mark Sprague as interim member to the finance committee.

1. Approval of 2022 Budget

Chairman Sheppard stated two errors. A step increase will be added in the amount of $500 to the Supervisor of Assessment salary line. In Probation, $1033.00 will be added for the secretary.

Tom Lewis made a motion to approve the 2022 budget. Mark Sprague seconded.

Reta Hoskin asked about the $10,000 for grant writing added into the Administration part of the budget. Chairman Sheppard stated that it is not earmarked for anyone, and the board would approve its expenditure.

Reta asked about paycom budget. Jim stated we would transfer from ARPA funds to reimburse it from the Administration part of the budget. Chairman Sheppard stated that he would be able to strike that expense.

Reta Hoskin asked about ARPA funds under the administration. Chairman Sheppard claimed to fill in lines under “administration.” He stated the board would have full control over its expenditure.

Reta Hoskin asked about the record automation. Chairman Sheppard stated that the amounts would be approved by the board but need to be budgeted upon.

Reta Hoskin asked about the Recording Fund. Chairman Sheppard stated that due to the integration with MyDec, we had to transfer the “revenue stamp” line and the administration line is salaries. Reta Hoskin asked if the same amount would benefit County General. Chairman Sheppard stated it is out of the boards control due to it being a special fund. A start was to be made and now it will show the loss in revenue and the expenses will be offset in the general. Reta Hoskin asked if there is a way to show that it is going to general. Chairman Sheppard stated that the general fund is saving the amount that is going to be paid out in administration from the special fund. Reta Hoskin stated that was appropriate.

Amy Gates stated that we are changing the Ambulance Administrator Salary to $60,000.00 and the salary line will change to $971,120.00.

Amy Gates made a motion to table the budget to next Monday. Tom Lewis seconded. Voice vote 4-0. Motion approved.

1. Approval of 2022 Tax Levy

Chairman Sheppard stated they will address this next Monday night with the budget.

1. Approval of Landfill Distribution Fees

Chairman Sheppard stated that last year the Highway distribution was cut by 10%. The current figures now increase the amount to 5% for a total of 25%. Amy Gates made a motion. Mark Sprague seconded. Voice vote 4-0. Motion approved,

Reta Hoskin made a motion to approve the minutes. Tom Lewis seconded. Voice vote 4-0. Motion approved.

1. Approval of General Fund Anticipation Note

Amy Gates made a motion to approve Farmer’ State Bank anticipation note bid. Reta Hoskin seconded. Voice vote 4-0. Motion approved.

1. Approval on Pike County (Trustee) Quit Claim Deed parcel #43-050-08

Mark Sprague made a motion to approve. Reta Hoskin seconded. Voice vote 4-0. Motion carried.

1. Committee Reports

Finance

The Finance Committee was called to order at 5:30 p.m. Members in attendance were Amy Gates and Reta Hoskin. Also present were Board Chairman Jim Sheppard, County Clerk Natalie Roseberry, County Treasurer Scott Syrcle, Sheriff David Greenwood, Kerri Rodhouse and Dawn Leahr from the Treasurers’ Office, Angie Gratton from the State’s Attorney’s Office, and Nicole McDonald from the Assessors’ Office.

Amy made a motion to pay $64,478.83 in bills. Reta seconded the motion. Motion approved.

Under Old Business, the Committee reviewed a previous motion requiring Departments to make time and attendance changes effective December 1st, 2021. There is consensus this date and change is not workable for the Sheriff’s Office. Amy made a motion that the County will implement the time and attendance change on January 1, 2022, instead of December 1, 2021, with training for each Department by the County Clerk’s Office prior to implementation. Reta seconded the motion. Motion approved. Reta made an additional motion that the Sheriff’s, Ambulance, and Highway Offices will be excluded from the January 1, 2022 deadline. Amy seconded the motion. Motion approved.

Prior to the meeting, Scott provided a report showing known current balances. Natalie is working with Josh Faivre from the auditing firm to make audit adjustments on the lines impacted by Paycom. Natalie will coordinate with the Treasurer’s Office to make sure all information is current and accurate in the accounting system that needed information is available for fiscal year close out activity. A payment was not made on November 17, 2021 to the State for IMRF due to uncertainty regarding fund balances. This must be corrected quickly to avoid additional interest. The Clerk’s and Treasurer’s Offices will work to resolve this on November 18th, 2021.

Prior to the meeting, the Treasurer’s Office sought bids for the issuance of anticipation note. Four bids were received. Amy made a motion to accept the lowest bid, which was from the Farmer’s State Bank at 1.23%. Reta seconded the motion. Motion approved.

The Committee discussed possible payment to Brenda DeSpain for the overtime she worked on GIS/IT issues due to the lightening strikes. Based on data submitted b Brenda, Amy made a n motion to pay Brenda, Amy made a motion to pay Brenda $1,930.57. Reta seconded the motion. Motion approved. Natalie indicated this amount would be included in the December 10th payroll.

During the public comment time, individuals asked about the status of the 2020 wages for County Employees being shown in the Social Security Administration system. The status is the same as during our prior meeting. All necessary documents have been submitted and will be processed. In the meantime, any employees retiring are being directed to take their specific information to the Quincy Office for necessary action.

Amy Gates made a motion to approve the Finance Committee minutes. Tom Lewis seconded. Voice vote 4-0. Motion approved.

Highway

The Road and Bridge Committee met Wednesday, November 17th, 2021 at 4:00 p.m. at the County Highway Department. The meeting was called to order at 4:6 p.m.

Members present were John Birch, Reta Hoskin, and Jim Sheppard. Mark Sprague was absent. Chris Johnson was also present.

A motion as made by Reta Hoskin, seconded by John Birch to pay claims per claim reports dated November 17, 2021. All in favor. Motion carried.

After discussion, a motion was made by Reta Hoskin, seconded by John Birch to increase the County Engineer salary by 4% for cost-of-living increase for the year 2022, subject to full board approval, and to execute the appropriate resolution and agreement as required by the Illinois Department of Transportation. All in favor. Motion carried.

A motion was made by Reta Hoskin, seconded by John Birch to approve the 2022 County Motor Fuel Tax program in the sum of $740,069.00 and the 2022 Township Motor Fuel Tax program in the sum of $3,959,158.62, and to execute the appropriate resolutions as required by the Illinois department of Transportation. All in favor. Motion carried.

County Engineer’s Report: The Highway department salt contract has increased to $85.95/ton this year up from $70.12/ton last year.

Winter season- we have salt and sand in stock to address the upcoming winter season.

Landfill Proceeds- The highway department will receive 25% of the landfill tipping fees effective January 1, 2022. Fees to the County should increase due to the increase in the consumer price index.

Motion was made by Reta Hoskin, seconded by John Birch to adjourn meeting at 4:30 p.m. All in favor. Motion carried.

Amy Gates made a motion to approve Chris Johnson’s salary increase. Reta Hoskin seconded. Voice vote 2-1-1. Tom Lewis voted no, Mark Sprague abstained, Chairman Sheppard voted yes for a 3-1-1.

Reta Hoskin made a motion to approve the transfer of Engineers salary. Mark Sprague seconded. Voice vote 4-0. Motion carried.

Tom Lewis made a motion to approve the County Motor Fuel tax transfer. Mark Sprague seconded. Voice vote 4-0. Motion approved

Reta Hoskin made a motion to approve the Township Motor Fuel tax. Seconded by Lewis. Voice vote 4-0.

Amy Gates made a motion to approve committee report. Reta Hoskin seconded. Voice vote 4-0. Minutes approved.

Building and Grounds

GIS/IT

The GIS/IT Committee was called to order at 5:36 PM on November 9th, 2021. Those in attendance were committee members Derek Ross, Amy Gates, Reta Hoskin, and Jim Sheppard. Also in attendance were Brenda Despain, Dan Brennecke. Also in attendance via zoom were Dave Hockgraber, Natalie Roseberry, and Sean Sowers.

Under new business: Adams County IT (Dave Hochgraber) presented how they would go about getting the Government Building wiring and hardware upgrades that should be covered by HAVA grants. They also presented the possibility of them becoming the Managed IT Support for Pike County. A lengthy discussion of the committee followed, but ultimately the GIS/IT committee agreed to direct Chairman Sheppard to reach out to Adams County to begin discussions regarding an Intergovernmental Agreement between Adams County and Pike County for IT services.

Motion to pay bills in the amount of $9,500.57 was made by Amy Gates and 2nd by Reta Hoskin. The motion passed.

Reta Hoskin made a motion and Amy Gates seconded to adjourn. The motion passed and the meeting adjourned at 7:25 p.m.

Mark Sprague made a motion to approve the minutes. Amy Gates seconded. Voice vote 4-0. Motion passed.

Public Safety

The Public Safety Committee met at 7:00 p.m. at the Pike County Ambulance Building. Members present were Tom Lewis, Amy Gates, Derek Ross, and Jim Sheppard. Also present were Josh Martin, Pike County EMA Director, Kasey Kendall, Ambulance Administrator, and Pike County Ambulance Employees.

Josh Martin discussed with the committee some of the upcoming deadlines for policies for the Pike County EMA. From natural hazard mitigation plan to the Storm Ready County Renewal. Josh gave the committee a list of these projects with estimated completion dates and that is attached to these minutes. Josh also gave a list of assets that the County EMA has and that is also attached.

Administrator’s Report: Kasey reported that the ambulance service ran 228 calls for the month of October with 53 of those calls being transferred from one facility to another. Kasey states that expenses were up last month due to maintenance agreement that came due along with having to purchase new CPR machines due not requirements from the American Heart Association and Uniforms for a new employee. The new Life Pack 15 that had to be returned last month is back and has been put into service. Lucas automatic CPR devices are in and an inservice is scheduled for Monday the 22nd. A second Life Pack has been ordered and should arrive in the next week or so. Kasey stated that Education has been a big focus this last month and that he has submitted the schedule for continuing education to the Quincy Area EMS office for approval so that training can be had at the Ambulance Building for employees of the Ambulance Service along with 1st responders in the county. Kasey has gotten his CPR Instructor’s certificate and will start offering CPR classes to the public. Kasey also told the committee that the has a few applications for Paramedics and EMT’s and will be doing interviews in the next few weeks. At this time, we are short a couple of employees.

Bills in the4 amount of $41,978.20 were approved by a motion by Gates and seconded by Ross.

Motion to adjourn at 7:40 p.m by Gates and seconded Ross.

Minutes submitted by Tom Lewis.

Amy Gates made a motion to approve the Public Safety Committee minutes Mark Sprague seconded. Voice vote 4-0. Minutes approved.

BG

The November meeting of the Pike Co Board Building and Grounds committee was called to order at 3:01 p.m. by Chairman Mark Sprague.

Members also present were Tom Lewis, Mark Mountain, and Jim Sheppard

Others present were Natalie Roseberry, Darwin Fenstra, Jeff Griggs, and Tom Reinhardt.

Bills in the amount of $8,169.28 were approved on a motion by Mountain and a second by Lewis.

The County Annex building will need a handicapped parking spot per unfunded State mandate for polling.  It was agreed to put it on Washington St at the east end of the block.  On a motion by Lewis and a second by Mountain, the committee approved letting Co Clerk Roseberry work with Pittsfield employees Griggs and Reinhardt to sort out the details.

Roseberry is continuing to work on changing the vender for uniforms and AED to save the County money.

Mr Fenstra reported on the work in the upper court room and the new air conditioner projects at the courthouse.

There being no further business before the committee, the meeting was adjourned at 3:47 pm on a motion by Lewis and second by Mountain.

Respectfully submitted,

Mark Sprague

1. New Business

Chairman Sheppard stated the December meeting falls on a county holiday. The board decided they would meet as a whole on December 20th at 7:00 p.m. in the upper courtroom of the Pike County Courthouse.

Treasurer Scott Syrcle asked that since the budget was not approved, if the anticipation Note could be held until the budget was passed.

The Board will meet on November 29th, 2021 at 7:00 p.m. to discuss the budget.

1. Old Business

State’s Attorney Zack Boren stated that the Opioid settlement has released more information and we will be following it through December.

1. Chairman’s Remarks

None

1. Summary of Expenses for the Month/Mileage & Per Diem Report

Tom Lewis made a motion to approve expenses and Mileage and Per Diem. Amy Gates seconded. Voice vote 4-0. Motion approved.

1. Questions from Press and Visitors

Angie Gratton inquired as to the “grant administrator” expense budgeted in the County Board budget. Chairman Sheppard stated that is approved through the Board.

An individual from Chambersburg inquired as to how to get relief from shrinking property. He was directed the Army Corps of Engineers and the Highway Department.

1. Adjournment

Amy Gates made a motion to adjourn, seconded by Tom Lewis. Meeting adjourned at 8:12 p.m.

Minutes submitted by Natalie Roseberry



