

HILLSDALE COUNTY ROAD COMMISSION

January 8, 2015

MINUTES

Meeting was called to order by Chair Bob Godfrey on Thursday, January 8, 2015, at 10:00 a.m. at the road commission office.

Members present: Bob Godfrey, Mike Parney & Bill Watkins.

Staff present: Stanley Clingerman, Engineer-Manager & Janet Aemisegger, Clerk.

Visitor present: Andy Welden, County Commissioner
Andy Barrand, Hillsdale Daily News.

Agenda Approved

Having reviewed the agenda for this date, one addition was requested. The chair declared the agenda to stand approved as revised.

OFFICERS & STAFF APPOINTED FOR 2015

#15-001 Bob Godfrey moved, Bill Watkins seconded, that the following officers and staff be appointed and retained for 2015, namely the following:

Chairman:	Michael Parney
Vice-Chairman:	William Watkins
Member:	Robert Godfrey
Engineer-Manager:	Stanley Clingerman
Clerk:	Janet Aemisegger

Motion carried.

Minutes Approved

Having reviewed the minutes of the December 18, 2014, regular meeting, there were no additions, deletions or corrections to be noted. The chair declared the minutes to stand approved as presented.

CONFIRMATION OF PAYROLL AS AUTHORIZED FOR PAYMENT BY THE STAFF

#15-002 Bob Godfrey moved, Bill Watkins seconded, to confirm the payment of the payroll in the amount of \$67,494.45 per Payroll Check Register dated 12/31/2014 as authorized by the clerk and the finance support clerk. Motion carried.

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**CONFIRMATION OF ACCOUNTS PAYABLE AS AUTHORIZED
FOR PAYMENT BY THE STAFF**

#15-003 Bob Godfey moved, Bill Watkins seconded, to confirm the payment of bills in the amount of \$75,772.20 per Accounts Payable Check Register dated 12/30/2014. Motion carried.

ACCOUNTS PAYABLE APPROVED

#15-004 Bills in the amount of \$30,423.91 and electronic funds transfer in the amount of \$37,859.14 for a total amount of \$68,283.05 per Accounts Payable Check Register dated 1/08/2015 were presented for board approval. Bill Watkins moved, Bob Godfrey seconded, that these bills be allowed and orders drawn for the same. Motion carried.

Treasurer's Report Presented

The treasurer's report was presented by the clerk as follows:

Beginning Balance-Cash & Investments		\$2,735,693.29
Receipts:		
12/23/2014 R. 42826-R. 42842	\$ 22,094.95	
12/30/2014 R. 42843-R. 42852	\$ 1,563.81	
01/08/2015 R. 42853-R. 42861	\$ 10,728.89	
12/31/2014 NOW Interest (Sept.-Nov., 2014)	\$.20	
12/31/2014 *PBS Interest ((July-Nov., 2014)	\$ 1,703.77	
12/31/2014 *MMS Interest (July-Nov., 2014)	\$ 147.24	
01/06/2015 MTF/BMF's	\$330,746.33	
Total Receipts		\$ 366,985.19
Disbursements:		
12/19/2014 Compensatory Time Pay-Off PR & Mat SS	\$ 5,611.98	
Less: MERS EFT Deductions	\$ (523.14)	
	\$ 5,088.84	
12/29/2014 Payroll & Mat SS	\$71,626.47	
Less: MERS EFT Deductions	\$(4,132.02)	
	\$ 67,494.45	
12/30/2014 Accounts Payable	\$ 75,772.20	
01/08/2015 Accounts Payable	\$ 30,423.91	
01/08/2015 MERS EFT Payment	\$ 37,859.14	
Total Disbursements:		(\$ 216,638.54)

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Ending Cash & Investments Balance \$2,886,039.94

Treasurer's Report Continued Next Page

Treasurer's Report Continued

Less: Bonds in Escrow (\$ 18,750.00)

Less: Reserve Funds-Territorial Rd. Resurf Proj-PRIP Funds (\$1,550,000.00)

Ending Available Fund Balance \$ 1,317,289.94

Note: Outstanding Accounts Payable=49,464.16

As there were no questions or comments regarding the report, the chair declared the report to stand approved as read.

Need for New Trucks Discussed

Commissioner Bill Watkins expressed his concern that we haven't proceeded to take truck bids yet so we can get ordered soon. He said if we don't get the trucks ordered soon we probably won't get delivery in the fall for sure as if the sales tax increase passes in May, a lot of road commissions will be ordering trucks. The engineer-manager agreed and he said he has obtained some sample specifications. He hopes to have draft specs for the vendors to review by February 1st.

Purchase of Infrared Tube Heaters for Repair Garage Discussed

The engineer-manager presented for the board's review a quotation from Griffiths Mechanical to furnish and install four 140,000 BTU 40' long infrared tube heaters as supplemental heat in the repair garage at a cost of \$15,353.00. Mr. Clingerman said he more or less requested the quote to get some idea of what the heaters might cost. He was surprised the cost was fairly minimal for the tube heaters. The engineer-manager said the tube heaters in the truck barn work great. The current heater for the repair garage is a rapid air model. It heats fine, but it's very noisy. It was purchased as part of the cost of the repair garage itself so he's not sure how much the original heater cost. After some discussion, it was the general consensus of the board that we should ask if the price could be lowered to stay under the \$15,000 bid limit.

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CARBIDE TEETH CONTRACT EXTENSION – WINTER EQUIPMENT-APPROVED

- #15-005 Mike Parney moved, Bob Godfrey seconded, to approve and sign a contract extension with Winter Equipment to extend their 2012 bid price of \$6.51 each through the 2015 season for carbide teeth blades. Carried.

WRIGHT TOWNSHIP INTEREST BILL TO BE WAIVED

The board considered a request from Wright Township to waive a \$168.89 interest charge for a 31 day late payment on the \$16,570.90 final invoice for limestone. Mr. Clingerman explained that we had sent the township the final invoice on 10/07/2014. The next day, we caught an error on the bill, so Sharon Zimmerman was immediately advised and a revised invoice was faxed to her so she could cut the check for the right amount. According to the township clerk, after she received the faxed invoice, she somehow put it in the wrong file folder and did not cut the check at that time. Thus, the township didn't get the bill paid until December when we called them to check on the past due status. The engineer-manager suggested the board might want to consider revising the "Township Interest Assessment & Payment Policy" to allow the townships 90 days before interest will be assessed if payment is received after the 45 day payment term.

TOWNSHIP INTEREST ASSESSMENT & PAYMENT POLICY REVISED

- #15-006 Bob Godfrey moved, Bill Watkins seconded, that the payment terms for the "Township Interest Assessment & Payment Policy" be revised as follows:

"Net 45 days from date of invoice with interest to be assessed on unpaid balances beginning on the 46th day and that the townships be allowed 90 days before interest will be assessed if payment is received after the 45 day payment terms."

Motion carried.

AUTHORIZATION FOR DENTAL/VISION INSURANCE FOR "HEALTH INSURANCE BUY-OUT" PARTICIPANTS IF NO SPOUSAL COVERAGE FOR SAME

Clarification was requested as to whether an employee's decision to opt out of the employer provided health insurance would preclude them from having the new employer paid dental/vision insurance also? The office looked back to see if the management health insurance buy-out participants were provided employer paid dental/vision coverage and they were exempted from the coverage. Thus, when the new contract language was added for the dental/vision insurance for the Association employees, clarification to this effect was included showing that the health insurance buy-out participants would be not be eligible for the dental/vision coverage. This particular question did not surface during contract negotiations, but the engineer-manager and the office manager discussed including the clarification in the new dental/vision section before it was added.

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In retrospect, Mr. Clingerman said since the state law does not classify dental/vision insurance as health insurance and it is not required to include dental/vision insurance in the state cap calculations, he feels that any health insurance buy-out participant, who does not have dental/vision coverage through a spouse's insurance plan, should be eligible for the road commission's dental/vision insurance. The board had no problem with that reasoning.

#15-007 Bob Godfrey moved, Mike Parney seconded, that any health insurance buy-out participant, who furnishes satisfactory proof that said employee does not have dental/vision insurance coverage through their spouse's employer paid insurance plan, shall be eligible for the road commission's employer paid dental/vision insurance, the same as the rest of the Association employees. Carried.

Cash Revenues & Expenses as of December 31, 2014

The board reviewed the actual cash revenues and expenses as of December 31, 2014. A summary of the expenses and revenues follows:

	<u>Actual</u>	<u>Budget</u>	
Revenues	\$6,816,586	\$6,713,400	101.5%
Expenses	<u>\$6,630,215</u>	<u>\$6,584,000</u>	100.7%
Revenues over (under) expenses	\$ 186,371	\$ 129,100	

Mr. Clingerman noted that we had a nice ending surplus, but we are trying to live within our means. We need to buy some new equipment. If we hadn't received the \$375,000 special legislative appropriations, the year-end cash balance would be a lot different.

Tentative 2014 Township Contributions Reviewed

The board reviewed the following tentative 2014 tally of 2014 township contributions (up 20% from the previous 3 year average):

SOMERSET	\$115,039.44	
CAMBRIA	\$83,542.71	
FAYETTE	\$78,367.19	
WRIGHT	\$71,321.22	
READING	\$57,955.07	
WOODBRIIDGE	\$57,239.08	
SCIPIO	\$52,053.59	
JEFFERSON	\$38,666.80	
AMBOY	\$36,535.52	
CAMDEN	\$33,815.63	
LITCHFIELD	\$30,972.93	
ALLEN	\$30,287.23	
RANSOM	\$30,123.31	
PITTSFORD	\$29,156.37	
HILLSDALE	\$28,399.64	
ADAMS	\$26,955.72	
WHEATLAND	\$12,564.97	
MOSCOW	\$ -	
TOTAL:	\$812,996.42	
2013 = \$519,656	2012 = \$764,111	2011 = \$739,961

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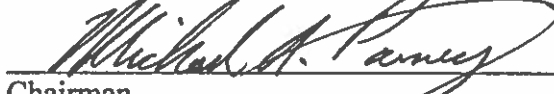
The engineer-manager said we're thankful for the township contributions. The local gravel roads would be a lot worse if the townships didn't contribute.

Preliminary Plans for Hillsdale Municipal Airport New Taxiway & Access Road Reviewed

The board reviewed the preliminary plans for a new taxiway and access road for the Hillsdale Municipal Airport, which would require the abandonment of approximately 2,400 feet (0.45 mile) of Airport Road. It is proposed to construct a new taxiway parallel to the current runway. The access road would run through the former Albert Hall property. A cul-de-sac would be constructed where Airport Road would end so the road commission trucks could turn around when maintaining the county road. It was reported that the city has federal funds in place for the airport project.

Meeting Adjourned – 11:20 a.m.

As there was no further business, the chair declared the meeting adjourned at 11:20 a.m.



Chairman

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Clerk