

HILLSDALE COUNTY ROAD COMMISSION

April 23, 2020

MINUTES

Meeting was called to order by chair Bob Godfrey on Thursday, April 23, 2020, at 10:00 a.m. at the maintenance garage/truck storage building.

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

Staff present: John Sanders, Manager & Marilyn Kilpatrick, Clerk.

Visitors present: Julie Games, Hillsdale County Commissioner.  
Jim Koers, HCRC Association President

**Agenda Approved**

Having reviewed the agenda for this date, there were no additions or deletions. The chair declared the agenda to stand approved as presented.

**Limited Public Comment**

At 10:05 a.m., the chair opened the meeting to limited public comment. Commissioner Games addressed the board on how operations were being conducted during the 2 week shutdown at HCRC during COVID 19. The manager explained the procedures to Commissioner Games on handling of operations during the 2 week period.

Jim Koers, HCRC Association President thanked the board and manager for looking out for the HCRC family. He addressed budget concerns and the ability to keep all of the employees working.

**Minutes Approved**

Having reviewed the minutes of the March 5, 2020 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**

**#20-019** Bill Watkins moved, Mike Parney seconded, to confirm the payment of the regular payroll in the amount of \$90,160.34 per Payroll Check Register dated 3/19/20, the regular payroll in the amount of \$87,927.55 per Payroll Check Register dated 4/2/20 and the regular payroll in the amount of \$90,319.55 per Payroll Check Register dated 4/16/20 as authorized by the manager and the clerk. Motion carried.

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

#20-020 Bill Watkins moved, Mike Parney seconded, to confirm the payment of the bills in the amount of \$888,003.62 and electronic funds transfer in the amount of \$56,338.26 for a total amount of \$944,341.88 per Accounts Payable Check Registers dated 3/12/20, bills in the amount of \$128,448.16 per Accounts Payable Check Register dated 3/26/20 and bills in the amount of \$50,704.68 and electronic funds transfer in the amount of \$56,470.01 for a total amount of \$107,174.69 per Accounts Payable Check Register dated 4/9/20 as authorized by the manager and clerk. Motion carried.

**APPROVAL OF ACCOUNTS PAYABLE**

#20-021 Bills in the amount of \$268,974.26 per Accounts Payable Check Register dated 4/23/20 were presented for board approval. Bill Watkins moved, Mike Parney 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	\$3,073,478.85
Receipts	\$1,649,627.87
Disbursements:	(\$1,717,346.17)
Ending Cash & Investments Balance	\$3,005,760.55
Less: Bonds in Escrow	(\$ 14,250.00)
Reserved CD SMBT	(\$ 914,147.33)
Ending Available Fund Balance	\$ 2,077,363.22

Note: Outstanding Accounts Payable=\$ 4,212.50

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

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**2019 ACT 51 ANNUAL FINANCIAL REPORT APPROVED & AUTHORIZATION FOR PRIMARY ROAD FUND TRANSFER TO LOCAL ROAD FUND TO BALANCE FUNDS**

**#20-022** Mike Parney moved, that the 2019 Hillsdale County Road Commission annual financial report be approved, subject to audit, and that the chairman and the clerk be authorized to sign the attest page. He further moved to authorize the clerk to transfer from the primary road fund, to the local road fund, to eliminate the local road fund deficit (\$321,101.78). Bill Watkins seconded. Carried.

**TOWNSHIP AGREEMENTS APPROVED**

The following township agreements were presented for board approval:

<u>Township</u>	<u>Work Type</u>	<u>Est. Cost</u>	<u>Twp. Share</u>
Cambria	Cooper Road Culvert	\$ 24,297.60	\$ 24,297.60
Camden	Road Stabilization – one time only	\$ 15,660.00	\$ 6,264.00
Camden	Limestone Patch	\$ 55,800.00	\$ 34,825.00
Jefferson	Road Stabilization one time only	\$ 19,980.00	\$ 7,992.00
Ransom	Gravel Patch	\$ 9,500.00	\$ 4,750.00
Reading	Road Stabilization – one time only	\$ 18,360.00	\$ 7,344.00
Reading	Limestone Patch	\$ 13,500.00	\$ 4,625.00
Reading	Quackenbush Road – Chip/Fog Seal	\$ 48,000.00	\$ 33,600.00
Woodbridge	Road Stabilization – one time only	\$ 15,660.00	\$ 6,264.00
Woodbridge	Limestone Patch	\$ 28,600.00	\$ 14,700.00
Wright	Road Stabilization one time only	\$ 21,600.00	\$ 8,640.00
Wright	Limestone Patch	\$ 54,800.00	\$ 33,075.00
Wright	Lickley Road – Chip/Fog Seal	\$ 35,760.00	\$ 25,032.00
Wright	Hartley Road – Chip/Fog Seal	\$ 22,800.00	\$ 15,960.00

**#20-023** Mike Parney moved, Bill Watkins seconded, that the township agreements be approved and signed. Carried.

**COLD MIX BID EXTENSION APPROVED - UNIQUE PAVING MATERIALS**

Recommend approval of agreement to extend cold mix contract with Unique Paving Materials, at the same bid price from last year.

**#20-024** Bill Watkins moved, Mike Parney seconded, to approve and sign an agreement with Unique Paving Materials to extend their cold mix bid for the 2020 season at the same price as their 2019 bid of \$100.75 per ton. Carried.

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**PAVEMENT MARKING CONTRACT EXTENDED M&M PAVEMENT MARKING, INC.**

Recommend approval of agreement to extend pavement marking contract with M & M Pavement Marking, Inc., at the same bid price from their 2014 bid as show below.

	<u>Waterborne</u>
No Pass Zone	\$0.0440 Lft.
Skip Line Yellow	\$0.0440 Lft.
Edge Line-White	\$0.0440 Lft.
Railroad Crossings	\$75.00/ Each
School Zones	\$50.00/Each
Stop Bars	\$1,500 Lft.

**#20-025** Bill Watkins moved, Mike Parney seconded, to approve and sign a contract extension for one year with M & M Pavement Marking, Inc., for pavement markings. Carried.

**ASPHALT EMULSION CONTRACT EXTENDED ASPHALT MATERIALS, INC.**

Recommend approval of agreement to extend asphalt emulsion contract with Asphalt Materials, Inc., at the same bid price from their 2019 bid.

**#20-026** Mike Parney moved, Bill Watkins seconded, to approve and sign an agreement with Asphalt Materials, Inc. for furnishing and delivering our season's requirement of asphalt emulsion for the 2020 season at the bid price of \$1.7812 per gallon for HFRS-2. Carried.

**DUST CONTROL PERMITS APPROVED**

**#20-027** Mike Parney moved, Bill Watkins seconded, to approve and sign the following dust control permits:

Ivy MMR, LLC – blanket dust control permit #2020-000020  
McConnell & Scully, Inc. – blanket dust control permit #2020-000022

Carried.

**Limited Public Comment**

Commissioner Games advised the board that three interested candidates are running to replace Bill as road commissioner.

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**Meeting Adjourned – 10:51 a.m.**

As there was no further business, the chair declared the meeting adjourned at 10:51 a.m.

  
Chair

  
Clerk