

July 26, 1966

Present: All commissioners.

Systems Manual

Mr. David Gruber and Mr. W. S. Donaldson. Mr. Gruber reported on the Systems Manuals for the office of the treasurer and trial magistrate. These manuals spell out procedures to be used in the two offices. He stated that they took the systems they have been using in the trial magistrate's office and tightened them up, and installed an internal audit control which Mr. Donaldson will run from his office. This will protect the county money. They have not touched the Department of Motor Vehicles funds, as this is the responsibility of that department. The internal control will be retroactive to the first of the year and will account for every docket since that date. The manuals have been reviewed by Mr. Guyther and he said they were in order. Sections of the manuals are cross-referenced, noting the article in the Annotated Code granting the authority for a given action. The commissioners reviewed the manuals and approved both of them.

Roads

Mr. D. Bond and Mr. Pantaleo. Col. Duke was present to discuss possibility of the county constructing the Long Road through to Route 238 or to the Dr. Johnson Road. Mr. Gillingham is willing to have the road go through his property at the end of the present road, and Col. Duke stated he owned the remainder of the property. He wanted to find out if the county would consider building the road. He stated he would be willing to give the needed right of way if the road goes through his land, and follows the existing old road. However, if it is constructed straight through to Route 238, right of way will have to be gotten from the people owning the property involved. So far as he is concerned, Col. Duke said he would give right of way no matter where the road was brought through.

Mr. Burch informed Col. Duke that the commissioners will study this request, and have Mr. Pantaleo make an estimate for their consideration.

Mr. Bond said that the Bill Dixon Road will be mowed tomorrow and it was agreed by the commissioners that this road should be surface treated. There are 14 or 15 houses here. The oiling schedule begins in about two weeks, and Mr. Bond will see Dean & Beavers about when the blacktopping can be started. Portion of Old Clarks Landing Road that was abandoned when the new road was built, and is 600 to 700 feet long, needs to be graded and graveled. Mr. James Norris has requested that this road be placed back in the county system. He has been keeping it maintained himself. Before the road could be worked on at all, it will have to be deeded and recorded. Mr. Pantaleo and Mr. Burch will inspect the road.

White Neck Creek Wharf Bid Opening

Mr. Mark Pratt submitted only bid, in the amount of \$5,200. Mr. Pantaleo said this was in line with his estimate of the cost. Permit for this wharf has been granted by the Corp of Engineers. Contract awarded to Mr. Pratt.

Civil Defense Building Hearing

Mr. F. Tilp, Major Ellison, Gen. Hogaboom, Mr. O. Guyther, Mr. O. Wood, Mr. C. Loffler, Mr. Passarelli, Mr. J. Fisher (Enterprise), Mr. Gibson of Avenue Construction Company, and Mr. Paul Bailey representing him. Mr. Burch read letter from Mr. Bailey to the commissioners requesting a hearing for his client, Avenue Construction Company, as the latter felt they should have been awarded the contract for the new Civil Defense Building, rather than Bacon & Passarelli. Mr. Burch also read letter from Mr. Tilp, architect, recommending that the commissioners grant the hearing requested and have present all other contractors, and federal and state agencies involved.

Mr. Bailey stated that the other contractors were never notified that the contract had been awarded, and it was explained to him that they had not been notified because the contract had not yet been awarded, as we were awaiting federal approval.

Mr. Guyther read from the minutes of the meeting when the bids were opened, which show that in the general discussion following the opening of the bids, the architect recommended that the commissioners accept alternates 1, 2, 3, and 5, and Gen. Hogaboom and Major Ellison concurred, and this was done. Mr. Bailey asked if alternates 4 and 6 would ever be added, and Mr. Guyther explained that 4 is not actually an alternate, but was simply done to compute the footage of the wall, and the government will not participate in the lesser wall. Mr. Burch explained that even with alternate 6 added, Bacon & Passarelli would still be the low bidder. Major Ellison stated that the federal government will compute alternate 4 and Bacon & Passarelli will have a deduct and not an add, and because of this the federal government has deducted \$750 from their participating funds.

Mr. Gibson said that he would come in and do some of the work for the other alternates for the price quoted, but Mr. Tilp said he had never seen this done in all of his years as an architect. He stated that accepting a base bid and then letting other contractors do the other work is not wise. Gen. Hogaboom explained that he had recommended the alternates and this was because they were trying to get the best building possible for the least money. He told Mr. Bailey that he did not recommend acceptance of alternate 6 from any of the bidders, as the prices quoted were too high for what they would be getting. Mr. Tilp was asked if the waterproofing could be done for the \$2,000 quoted by Bacon & Passarelli, and he said no, it could not, and Gen. Hogaboom then stated that it must be done for that amount by the contractor, as this was his problem.

Major Ellison said that as far as the state is concerned, the decision to accept the alternates recommended and award the contract to the lowest bidder was a prudent one. Mr. Gibson asked why the partitions were eliminated when he was the low bidder for that alternate, and Mr. Burch explained again that even if they had been added, Bacon & Passarelli would still be the low bidder. He then read figures of what the bids would be if alternate 6 were added, and Bacon & Passarelli are still low by some \$400. Mr. Tilp then explained how bids are awarded based on the alternates, and because a low base bid is submitted does not necessarily mean that a contractor will get the contract.

The secretary reported that Chris Brown and Alton Engineers, the other two bidders, had telephoned to say they would not be present for the hearing today, but that they were satisfied with the award of the contract to Bacon & Passarelli as low

bidders. The contractors present were asked if they were satisfied with the award of the contract to Bacon & Passerelli, and they said they were. They left the meeting, as did Mr. Bailey and his client.

Major Ellison informed the commissioners that approval would be sent by Monday, and the contract can then be formally awarded.

Insurance Buyers Council

Mr. C. Henkel and Mr. R. C. Sleeper, Mr. W. S. Donaldson, Mr. Guyther. Mr. Sleeper stated they have completed their study of the insurance coverage for the county and wanted to review the submitted report with the commissioners. They have made general recommendations and outlined what they feel should be the insurance for the county. They feel the most economical way to purchase same is to use a competitive bidding approach. When the bids are in they are proposing that they analyze these and make a final recommendation to the commissioners of what should be accepted. They can work with Mr. Donaldson in supervising the insurance program on a continuing basis.

Mr. Sleeper said that the competitive bidding should produce savings from 20 to 40%, but they are recommending some additional insurance which would offset some of this saving. They are recommending that the nursing home be consolidated with all the rest of the county insurance, and if the Board of Education could also be included, this would be to the advantage of the county. Mr. Donaldson said it is his recommendation to allow these people to handle and submit the bids to the various companies. They would like to establish a continuing contract with the county so that they can be hired year after year to administer the program, and suggested they be employed for one year, to begin. Their minimum fee would be \$600 and maximum, \$750. After the first year the annual fee would be less, in the vicinity of \$500.

Mr. Sleeper said they would have the specifications finalized and the bidders would have six weeks to submit bids, then after about one week, he would make recommendations. Their work would take approximately two months total time. The commissioners agreed that Mr. Sleeper should go ahead with the program and finalize this information. They agreed that they would like to confine the business to the agents in the county.

Mr. Sleeper will go over the report in detail with Mr. Donaldson and Mr. Guyther, and have the specifications printed. The commissioners that this should be advertised in local papers.

Air Conditioning Health Building

The commissioners approved final payment to Mr. Winters for this project, as recommended by Mr. R. Chandler, engineer.

Committing Magistrate - Gatton

The commissioners agreed that Mrs. Gatton's salary for committing magistrate should be increased to \$1200 per year, retroactive to July 1, 1966.

Speed Limit on Route 245

The commissioners agreed that a letter would be written to the SRC requesting that the speed limit on Route 245 from Old Cemetery Road to McKay's Store be reduced from 50 miles per hour to 30 miles per hour. A carbon copy of the letter will be sent to Mr. Ralph Waters.

Vouchers #26432 through 26567 approved for payment and signed by Mr. Burch.

Meeting adjourned.

Approved,

F. Elliott Burch, President