

# Minutes for January 11, 2024

Commissioners Present: Cameron, Bell, Crooks  
Staff Present: Susan Reese

**RES 24-0030** Meeting was called to order at 8:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.  
Vote was Cameron, aye; Bell, aye, Crooks, aye. Motion carried.

Commissioner Cameron moved to approve the payment of bills, pending review.  
Seconded by Commissioner Bell.  
Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Cameron reported a call from Mark Sterling in support of last night's zoning meeting.  
Robert Miller called and asked how much has been spent on the zoning consultants. The Commissioners will get the figures and return his call.

Commissioner Cameron reported that the Prosecutor called Dave Tarbert, City Law Director, regarding the costs being incurred in holding the three unclaimed bodies at SRS Services. The Prosecutor was advised to keep track of the expenses incurred.

The following legislation was now considered:

**RESOLUTION 24-0031** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners Pay Application Number 6 and the Ohio Water Development Authority Fund Payment Request for the for the Virginia Ridge, Irish Ridge, Duncan Run, Butterbean Ridge and Old River Road Project Contract One. Pay App 6 is to Zemba Bros Inc. for \$192,860.62.  
Motion made by Commissioner Crooks, seconded by Commissioner Bell.  
Roll call: Cameron, aye, Bell, aye, Crooks, aye. Motion carried.

**RESOLUTION 24-0032** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Tom Smith, Fiscal Supervisor, of Muskingum County Job & Family Services.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
ITRACK	Custom Web Design	\$ 56.00
Zane State College	D.Cox Tuition, Fees, Books	\$ 235.25
AT&T	Monthly Charges	\$ 60.31
MCJFS	OMJ Rent & Utilities	\$ 5,823.51
MCJFS	WIOA Adult RMS	\$ 4,654.48
MCJFS	WIOA RESEA RMS	\$ 4,654.48
MCJFS	WIOA Youth OOS Work	\$ 4,654.48
MCJFS	WIOA Youth In School RMS	\$ 4,654.48
MCJFS	WIOA Youth OOS RMS	\$13,971.61
MCJFS	MOU Expenses For OMJ	\$ 4,943.98
KRONOS	Contract Fees Nov 2023	\$ 28.44

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Modern Office Methods	Contract Charges	\$ 135.44
Modern Office Methods	Contract Charges	\$ 91.69
CBTS	Charges 11.10.23-12.9.2023	\$ 168.69
Staples	OMJ Supplies	\$ 105.65
Charter Communications	Dec 2023 Charges	\$ 219.98

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0033** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Tiffany Beardsley, Administrative Assistant of Muskingum County Coroner's office.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
SRS Services	Body Removals Dec 2023	\$442.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0034** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Jeff Jadwin, Director of Muskingum County EMA office.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Verizon	Cell Phone/I-Pad/Mi-Fi	\$49.07

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0035** approve the establishment of new fund, number 190, which does *not* require approval of the State Auditor's Office, and line items as requested by Kyle Dunn, Director of Community Development.

**ESTABLISH NEW FUND**

<b><u>Purpose of New Fund</u></b>	This Fund is for the Implementation and Administration of Community Housing Impact Preservation and Fair Housing.
<b><u>Fund Number</u></b>	190
<b><u>Fund Name</u></b>	2023 Lead Safe Ohio
<b><u>Department</u></b>	375
<b><u>Award Amount</u></b>	\$724,000.00
<b><u>CFDA #</u></b>	21.027
<b><u>Grant #</u></b>	LED-2023-202345
<b><u>Grant Period</u></b>	December 01, 2023 through April 30, 2026
<b><u>Grant Administrator</u></b>	Kyle Dunn
<b><u>Matching</u></b>	0.00

**LINE ITEMS TO BE CREATED**

Revenue:	Description	Fund	Dept.	Account Code
	Community Development	190	000	409010
	Intergovernmental	190	000	409182
	Advance In	190	000	414001

Expenditures:	Description	Fund	Dept.	Account Code
	Salaries	190	375	501002
	Medicare	190	375	502001
	PERS	190	375	502003
	Insurance	190	375	502004
	Workers Comp	190	375	502009
	CORSA	190	375	504141
	Administration	190	375	504300
	Supplies	190	375	503001

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Lead Safe Renovations	190	375	504422
Lead Abatement	190	375	504423
Lead Cleaning Only	190	375	504424
Advance Out	190	375	510001

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0036** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the Ohio Water Development Authority Fund Payment Request 1, 2, and 3 for the Licking View Sanitary Sewer Project (see attached)

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye, Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0037** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager of Muskingum County Water Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Eagon & Associates	Water Protection Program Existing Well Field	\$ 482.50
Badger Meter	Monthly Fees	\$ 383.48
Buckeye State Pipe	Meters, Adapters	\$52,878.21
Fishel Downey	Union Matters	\$ 50.00
Vaughn Coast Vaughn	Reimburse-Eric Ewing Virginia Ridge Project	\$ 2,490.28

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0038** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager of Muskingum County Sewer Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
City Electric	Pole Replacement	\$6,373.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0039** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Stephanie Spencer, Chief Administrator of Muskingum County Auditor's office.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
West Law Subscription	December 2023	\$533.00

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

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**RESOLUTION 24-0040** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Maria Kalis, Judge of Muskingum County Domestic Court.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Bryan Cooper Cabinetry	Color Match/Refinish Bench Seat	\$550.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0041** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners Pay Application Number 6 and the Ohio Water Development Authority Fund Payment Request for the for the Virginia Ridge, Irish Ridge, Duncan Run, Butterbean Ridge and Old River Road Project Contract Two. Pay App 6 is to Stonegate Construction Inc. for \$520,582.77. (see attached)

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye, Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0042** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Stephanie Neuhart, Business Manager of Muskingum County Board of Developmental Disabilities.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Genesis Occupational Health Serv.	Pre-Employment Physical	\$95.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0043** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Tom Smith, Fiscal Officer of Muskingum County Job & Family Services office.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Koorsen Fire & Security	PA Annual Fire Alarm Inspection	\$1,143.06
Koorsen Fire & Security	SS Annual Fire Alarm Inspection	\$ 47.62
ZMC Chamber of Comm	PA 2024 Membership Invest	\$ 240.00
Stewart Security Inc.	PA Repairs to Alarm Lock	\$ 347.05
Stewart Security Inc.	SS Repairs to Alarm Lock	\$ 14.45
Columbia Gas	PA Gas Services	\$1,013.63
Confidential Mobile Shredding Of SEO LLC	CSEA Mobile Document Shredding	\$ 160.00

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

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**RESOLUTION 24-0044** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Beth Iden, Deputy Clerk of Muskingum County Commissioners office.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Columbia Gas	December Invoice	\$1,361.20
Advance Professional	December Invoice	\$ 941.43

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0045** approve the Supplemental Appropriation of Funds within Fund Number 002, for the Muskingum Sheriff's Office, as requested by Matthew J. Lutz, Sheriff.

## SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Dog & Kennel-Supplies	002-502-503001	\$3,533.75

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0046** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Mark Eicher, County Engineer of Muskingum County Engineer's office.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
American Electric Power	Rehl Rd Unit #1	\$807.77

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0047** approve the payment of invoices incurred in 2023 with 2024 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Tom Smith, Fiscal Officer of Muskingum County Job & Family Services.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
East Central Career Programs	Dec 2023 Client Services	\$5,462.64
Pitney Bowes	Charges Dec 2023	\$ 35.00
Pitney Bowes	Red Ink Cartridge	\$ 127.48
AT&T	Monthly Services	\$ 133.20
East Central Career Programs	Dec 2023 Client Services	\$7,118.91

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0048** approve the waiving of all Floodplain permit fees for the Governmental Jurisdictions and Departments for the year 2024. Requested by Ray Mennega, Floodplain Administrator.

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Crooks, aye; Bell, aye; Cameron, aye. Motion carried.

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**RESOLUTION 24-0049** approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Court of Common Pleas, as requested by Mark C. Fleegle, Judge due to budget oversight.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	001-241-501002	\$48,065.27
Medicare	001-241-502001	\$ 696.95
PERS	001-241-502003	\$ 6,729.13
Workers Comp	001-241-502009	\$ 720.98

Motion made by Commissioner Crooks, seconded by Commissioner Bell.  
 Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0050** approve the establishment of the New Fund, Number 048, which does not require approval of the State Auditor’s Office, and line items by Eric Reed County Administrator.

**ESTABLISH A NEW FUND**

Purpose of the Fund: The purpose of this fund is for construction of the new Muskingum County Jail.

Fund Number: 048  
 Fund Name: Jail Construction Fund  
 Department: 102 Commissioners  
 Classification: Capital Projects Fund Type  
 Administrator: Eric Reed

The following revenue and expenditure line items will be created to reflect the activity of the fund as well as the corresponding appropriations:

<u>Description</u>	<u>Fund</u>	<u>Dept</u>	<u>Acct.</u>
<b>Revenues:</b>			
Note Proceeds	048	000	410003
Transfer-In	048	000	414002
<b>Expenditures:</b>			
Engineering Fees	048	102	504013
Construction Law Services	048	102	504043
Architect Services	048	102	504044
New Construction	048	102	504365

Motion made by Commissioner Crooks, seconded by Commissioner Bell.  
 Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0051** approve the Board of Muskingum County Commissioners to sign the 2023 County Highway System Mileage Certification as requested by Mark Eicher, County Engineer.

Motion made by Commissioner Bell, seconded by Commissioner Crooks.  
 Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 24-0052** approve the fund to fund transfer of monies for the Muskingum County Lorena , as follows:

**FUND TRANSFER OF MONIES**

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-999-510002 General Fund	196000-414002 Lorena	\$26,000.00

ALSO, BE IT RESOLVED, to approve the Supplemental Appropriation of Funds within Fund Number 196, for the Muskingum Lorena, as follows,.

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## **SUPPLEMENTAL APPROPRIATION OF FUNDS**

<b><u>Description</u></b>	<b><u>Account Code</u></b>	<b><u>Amount</u></b>
Contract Services	196-102-504001	\$21,000
Marine Insurance	196-102-504145	\$ 5,000
Motion made by Commissioner Crooks, seconded by Commissioner Bell.		
Roll call: Cameron, aye; Bell, aye; Crooks, aye.		Motion carried.

Commissioner Crooks reported that she called Stan Lucas about the Sewer Repair policy. Stan will follow-up with Mark Zanghi, Assistant Prosecutor.

Commissioner Crooks said that she talked with Mike Maniaci, Muskingum Township Trustee, regarding the zoning meetings. He told her the Trustees were not notified of these meetings.

The Clerk was asked to notify the media regarding the Gaysport Bridge Opening Ceremony; Monday, January 22; 9:00 a.m.

Eric told the Commissioners that APG has asked for an updated general referral letter. Eric prepared a draft for the Commissioners' approval. The Commissioners approved and signed.

There was discussion with Eric regarding a possible renovation of the south entrance restrooms at the Fairgrounds. Eric will start discussions.

The Commissioners received and reviewed the December 2023 Fund Report from the Auditor's office.

Eric reported that he received an email from Jeff Jadwin, EMA Director regarding the ARPA funding for MARCS radios. Jeff said that he received an invoice from the Newton Township Fire Chief, Craig Knox, asking if radios they purchased, could be reimbursed with their portion of the ARPA grant. "Yes, as long as we get documentation of what they paid & received the new radios (allotment is \$4,050.00)." Eric will follow up with Newton Township, to see where they are in the process of the purchase.

There was discussion with Eric regarding the Evaluation Committee for the jail project.

Charity Whitmer, President and Jane Cooper, Secretary of the Muskingum County Humane Society, came to see the Commissioners. Carolyn Hughes, Humane Officer, also joined the meeting.

Charity updated the Commissioners on the Humane Society and progress that has, and is, being made.

They feel there is a need for a second Humane Officer to work part-time, because there is currently no coverage for Carolyn. Commissioner Cameron said there is no reason why Carolyn can't schedule time off...the Sheriff and Deputy Dog Warden's can cover for her. Charity questioned if the Deputy Dog Wardens have received Humane Officer Training.

Sheriff Lutz was called in to discuss. It is his feeling that his deputies would be able to handle Humane calls, because sometimes they are faced with that in other situations. Sheriff will check with Prosecutor, to verify.

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The question was raised of how to handle calls about cats. We have no County “brick and mortar” to house cats and the Animal Shelter will not take them. There is also a need for veterinarian assistance when it comes to necessary euthanasia. The Animal Shelter will not help with that either.

The Commissioners were visited by the Ohio Fairs Queen, Leah Schuhart. She shared with the Commissioners the process of becoming the Muskingum County Fair Queen and then winning the Ohio Fairs Queen title at the Ohio Fair Managers Convention, last weekend.

The Commissioners left to attend the road vacation viewing of Irondale Addition in Dresden.

**RESOLUTION 24-0053** WHEREAS, a public viewing was held today at 11:30 a.m. to view a portion of an alley in Irondale Addition to Dresden, Jefferson Township, Muskingum County, Ohio as follows: Being a proposed vacation of an alley in the Irondale Addition (Plat Book 2, Page 146), Jefferson Township, Quarter Township 4, Township 3 North, Range 8 West; now therefore

BE IT RESOLVED, that this Board of County Commissioners of Muskingum County, Ohio hereby viewed the area with the following also in attendance: Denis Swierz, P.S., MCEO; Susan Reese, Clerk.

The hearing will be held on Monday, January 22, 2024 at 11:30 p.m. in the Commissioners’ Office; 401 Main Street, Zanesville, OH.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

Roll Call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

The Commissioner adjourned for lunch to resume session at 1:30 p.m. at the Avondale Youth Center to meet with Eric Reed, County Administrator, and the Engineering firm for the HVAC project.

The Commissioners returned at 2:50 p.m.

There was continued discussion regarding the zoning meetings and the Zoning Purpose and Fact Sheet.

Don Madden and Zack Forker, Projects Department, came to speak with the Commissioners regarding an easement agreement for the Maysville Water Extension Project. All agreed with Don’s proposal.

Commissioner Crooks moved to approve the minutes of the December 21, 2023 session.

Commissioner Bell seconded.

Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Crooks moved to approve the minutes of the December 28, 2023 session.

Commissioner Cameron seconded.

Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Crooks moved to approve the minutes of the January 04, 2024 session.

Commissioner Bell seconded.



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Vote was Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

With no further business being before the Board, the meeting was adjourned at approximately 4:28 p.m. on the motion of Commissioner Bell and the second of Commissioner Cameron.

  
Cindy S. Cameron

  
Melissa J. Bell

  
Mollie S. Crooks

*This is a condensed version of today's session. For a more detailed account, feel free to request a DVD recording.*