

Minutes for January 21, 2021

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

RES 21-0070 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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

Commissioner Porter moved to approve the payroll, pending review.
Seconded by Commissioner Cameron.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

The Clerk was asked to search past minutes for discussions regarding Robert Moore's vacation time.

- Why didn't Robert get paid for his vacation time that he could not use and lost
 - The decision was based on following County policy
- Also, Vanessa at the Clerk of Courts office is asking to be paid for unused vacation time because she says she couldn't use the time because of COVID
- That is up to the Elected Official

In reviewing the minutes of January 14, 2021, Commissioner Porter clarified his explanation for changing his vote for president of the board in RES 21-0052.

- Because obviously Commissioner Crooks did not support Commissioner Porter as Vice President, that is the reason he changed his vote to nay for her to be President

Commissioner Porter moved to approve the minutes of the January 14, 2021 session, with changes. Commissioner Cameron seconded.
Vote was Crooks, aye; Porter, aye; Cameron, aye.

The following legislation was now considered:

RESOLUTION 21-0071 approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Judge Mark Fleegle, Court of Common Pleas.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|----------------------------|--------------------|---------------|
| Forensic Diagnostic Center | Evaluator's Travel | \$125.00 |
| Matthew Bender & Co. | Jury Instructions | \$596.62 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

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RESOLUTION 21-0072 re-appoint Clint Cameron, Jeff Moore, Wayne Kilpatrick, David Danison and Dick McClelland to the Muskingum County Transportation Improvement Board with this term to begin January 23, 2021 and run through January 22, 2023. Request submitted by Matt Abbott, Administrative Agent.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0073 approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Beth Iden, Deputy Clerk, Muskingum County Commissioners.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|----------------------------|--------------------|---------------|
| Muskingum County Utilities | 001-117-504001 | \$ 275.64 |
| AT&T | 001-117-504104 | \$4,448.80 |
| Verizon Maintenance | 001-117-504104 | \$ 352.27 |
| AEP | 001-117-504101 | \$3,272.42 |
| Buckeye Power Sales | 001-115-504001 | \$1,202.45 |
| Linden Lighting | 001-115-503001 | \$ 133.06 |
| Staples | 001-119-502005 | \$ 138.14 |
| Gordon Flesch | 001-102-503001 | \$ 55.12 |
| Modern Glass | 001-115-503001 | \$ 459.00 |
| Lowe's | 001-115-503001 | \$ 46.14 |
| Brandywine | 002-502-504403 | \$ 81.06 |
| COZ Utilities | 001-117-504001 | \$3,405.77 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0074 Whereas, Muskingum County seeks to repair and/or replace failing home sewage treatment systems; and

Whereas, Muskingum County intends to apply to the Water Pollution Control Loan Fund (WPCLF) for the repair and/or replacement of failing home sewage treatment systems; and

Whereas, the Ohio Water Pollution Control Loan Fund requires the government authority to pass legislation for application of a loan and the execution of a WPCLF assistance agreement; now therefore,

BE IT RESOLVED by the Board of the Commissioners of Muskingum County Ohio:

SECTION 1. That Mollie S. Crooks, President of the Board of Muskingum County Commissioners be and is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of Muskingum County, Ohio.

SECTION 2. That is resolution shall take effect and be in force from and after the earliest period allowed by law.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0075 accepts Official Amended Certificate Number One (1) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated January 11, 2021.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

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RESOLUTION 21-0076 approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager, Muskingum County Sewer Department.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------|---------------------|---------------|
| Hydro Controls, Inc. | Disc assembly | \$ 844.04 |
| Central Ohio Tire | Tire repair | \$ 19.00 |
| J&D Transmission | Transmission repair | \$4,178.00 |

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0077 approve and authorize the repayment of an ADVANCE of monies to Muskingum County General Fund 001 from Funds 087, 172 and 187 as requested by Sheila Samson, Director, Muskingum County Community Development, as follows:

REPAYMENT OF ADVANCE OF FUNDS

| <u>From Fund</u> | <u>To Fund</u> | <u>Amount</u> |
|------------------|----------------|---------------|
| 087-375-510001 | 001-000-414001 | \$ 109.75 |
| 172-375-510001 | 001-000-414001 | \$152,025.00 |
| 187-375-510001 | 001-000-414001 | \$ 10,000.00 |

Also, requesting a partial Advance of Funds be forgiven. These funds were for admin costs to administer the program over 24 months. PY2016 Grant did not include administration in the grant award. The amount requested to be forgiven is \$4,890.25.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0078 approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Sheila Samson, Director, Muskingum County Community Development.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------|-----------------------------|---------------|
| JABurke Co | Alexander final grade (172) | \$800.00 |
| JABurke Co | Lavendar final grade (172) | \$800.00 |
| Tom's Print Shop | Envelopes (001) | \$120.00 |
| Verizon Wireless | Wireless Service | \$ 54.24 |

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Commissioner Porter said he wouldn't be opposed to disbanding the Planning Commission because it's nothing but zoning that the voters didn't have the option to vote on.

- If you look at their track record, it's just another fee with a rubber stamp
- Commissioner Cameron said they do sometimes put things in the deed and make them subject to the maintenance agreements
- Commissioner Porter doesn't remember anything ever getting denied; they pay their fee and get variance

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RESOLUTION 21-0079 re-appoint Jim Swingle, Brian Cox and Derrick Moorehead to the Muskingum County Planning Commission Board with the new term to commence March 28, 2021 and end on March 27, 2024.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Does Andy Roberts need to be talked to about Commissioner Porter's concerns?

- Why is it up to this group (Planning Commission) to tell landowner what can be done with property
 - Wasn't done with voters' approval

Commissioner Porter is not a fan of zoning.

RESOLUTION 21-0080 approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Tom Smith, Fiscal Officer, Muskingum County Job and Family Services.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------|---------------------|---------------|
| Kellogg's | On the job training | \$4,903.79 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0081 hereby approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------|--------------------|---------------|
| Avertest, LLC | SCRAM Bracelet | \$3,984.50 |

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0082 approve the payment of invoices incurred in 2020 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Sheriff Matthew Lutz.

| <u>Name of Vendor</u> | <u>Description</u> | <u>Amount</u> |
|-----------------------|--------------------------|---------------|
| Treas of State | LEADS Jan 1-Dec 31, 2020 | \$7,200.00 |
| Bakers Welding | 2 drawer SRT box | \$2,051.70 |
| Bakers Welding | 2 drawer SRT box | \$2,600.00 |
| AT&T Mobility | Dec 5 – Jan 4 | \$ 500.99 |
| Wex Bank | Marathon Fuel | \$ 387.40 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0083 approve the Supplemental Appropriation of Funds within Fund Numbers 095 and 063, for the Muskingum County Court , as requested by Alma Tennent, Clerk .

SUPPLEMENTAL APPROPRIATION OF FUNDS

| <u>Description</u> | <u>Account Code</u> | <u>Amount</u> |
|--------------------|---------------------|---------------|
| Program Expenses | 095-242-550128 | \$ 2,396.09 |
| Salary | 063-242-520003 | \$23,594.40 |
| PERS | 063-242-521001 | \$ 3,303.22 |
| W/C | 063-242-502009 | \$ 570.28 |

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Medicare 063-242-521003 \$ 342.12
Program Expense 063-242-550128 \$ 443.38

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0084 approve the fund to fund transfer of monies for the Muskingum County Water Department as requested by Peggy Taylor, Office Manager, Muskingum County Water Department, as follows:

FUND TRANSFER OF MONIES

| <u>From Fund</u> | <u>To Fund</u> | <u>Amount</u> |
|--|---|---------------|
| 014-373-510002 Water Fund Transfer Out | 154-000-414002 Big B Road Transfer In | \$100,000.00 |
| 014-373-510002 Water Fund Transfer Out | 153-000-414002 County Line Road Transfer In | \$475,000.00 |

AND, ALSO approve the Supplemental Appropriation of Funds within Fund Numbers 014, for the Muskingum County Water Department, as follows:

SUPPLEMENTAL APPROPRIATION OF FUNDS

| <u>Description</u> | <u>Account Code</u> | <u>Amount</u> |
|--------------------|---------------------|---------------|
| Transfer Out | 014-373-510002 | \$675,000.00 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0085 approve the employment of Carrie Zimmer, contingent upon passage of the pre-employment assessments. Starting wage will be \$21.00 per hour with the opportunity for an increase of \$.50 an hour at the end of a successful 180 day probationary period. Position is 24 hours a week or 48 hours per pay period.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Commissioner Porter reported on a phone call he received last Friday about someone living in the Zanesville Historical Apartments.

- All three Commissioners received a call
 - Mayor Mason says that the situation is taken care of and he will contact the tenant again

Commissioner Porter reported that Robert Moore, IT Director, said that Alma Tennent, County Court, said that the wiring would need to be in in two weeks.

- Robert says there are no walls yet
 - He is currently working at Board of Elections
- Commissioner Porter would support Robert, he doesn't answer to Alma
- Commissioner Cameron said that is not how Alma explained it
 - She asked Robert to call Alma

Commissioner Porter asked if people were giving resumes to Robert for the IT position.

- He didn't want Robert to feel that there was any pressure to hire friends or family

There was discussion regarding Tiffany coming back to work in the office full time at EMA.

- Commissioner Crooks feels it's Jeff's department, his decision
- Commissioner Porter said whatever Jeff wants to do
- Commissioner Cameron told Jeff that most of our staff is back full time

There was brief discussion regarding an email from Sheetz.

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Commissioner Crooks gave the Board a flyer from the National Atomic Veterans.

- July 16 Atomic Veterans Day
 - Has asked to be recognized
 - Larry at Veterans' Services is not aware of group

Sheriff Lutz and John Deal joined the Commissioners virtually to discuss their 2021 budget.

- Has concerns with only having 25% of 2021 budget
 - Some full contract payments are due beginning of year

Sheriff Lutz also reported that he has started interviews for the Kennel Master position.

- Would like to hire two full-time
 - \$14.50 hour

Commissioner Crooks suggested looking at raising dog license fees in 2022 to raise additional revenue and protection for dogs to be returned to their homes

- Sheriff would like to maintain for 2021 then re-visit
 - Sheriff doesn't see it necessarily as a money-maker

There was also discussion regarding the need for veterinarian services

The Dog Warden fund will remain 002 to pay kennel expenses and Kennel Master salaries

- The regular Dog Warden deputies will be paid from Sheriff's budget
- The Clerk was asked to send Sheriff and John 2021 budget for Fund 002

Sheriff said they are willing to go with Humane Officer any time she needs them.

Pam Davis, Human Resources, came to talk with the Commissioners regarding Information Services hiring.

- Robert has contacted Zane State and OUZ with no luck
- Also contacted Muskingum University with no response yet
- Commissioner Cameron suggested Mid-East
- Robert said he is pleased with how Chris and Greg have stepped up during the transition
- Robert has been working with Chris towards software administrator

The following legislation was then considered:

RESOLUTION 21-0086 approve the posting of the position of full-time (40 hours weekly) Desktop Technician for the Muskingum County Information Services. This position will be posted at \$17 - \$19 per hour. This request was submitted by Pam Davis, Human Resources. Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Crooks, aye; Porter, aye; Cameron, aye.

Motion carried.

The following was also considered at Pam Davis' request:

RESOLUTION 21-0087 approve the employment of Lynnetta Scipio as full time Housekeeper for the Muskingum County Maintenance Department, contingent upon passage of the pre-employment assessments. Starting wage will be \$11.00 per hour with the opportunity for an increase of \$.50 per hour upon the successful completion of 180 probationary period. Motion made by Commissioner Cameron, seconded by Commissioner Porter.

Roll Call: Crooks, aye; Porter, aye; Cameron, aye.

Motion carried.

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RESOLUTION 21-0088 accept the resignation of Beth Andrews from the Muskingum County Water Department to be effective January 29, 2021.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-0089 declare an Executive Session at 11:55 a.m. for the purpose of discussing a Personnel Matter pertaining to that of a public employee of Muskingum County Sewer Department. This session ended about 12:20 p.m.
Motion made by Commissioner Crooks, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-0090 approve the posting of the position of full-time Field Operator for the Muskingum County Sewer Department to be posted at \$16 - \$17.50 per hour. This request was submitted by Pam Davis, Human Resources.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

There was discussion regarding the request for Maintenance to spray to sanitize after the vaccine event at the Fairgrounds Saturday.

- Agreed

The Commissioners adjourned for lunch to resume session at 1:30 p.m.

Commissioner Cameron did not return after lunch because she was attending a meeting at Zane State.

Debra Nye, Auditor; Michael Babcock and Stephanie Spencer met with the Commissioners via phone call to discuss their 2021 Budget.

- There is a bill pending that would put \$350 million COVID money back to state and local governments
- We have to be accountable to anything related to COVID

Commissioner Porter asked if the Board could pass just the Sheriff's Department budget today.

- It makes extra work to just approve one department...
 - The Board can do it if they so choose, just creates more work

CAFR will be done in house in 2022 by Stephanie Spencer.

If a grant is obtained for the Dog Warden Facility the funds can go directly to the County if the grant is awarded to the County.

- It depends on how the grant is awarded
 - Also dependent upon whether a reimbursement grant

The Auditor's Office was asked to participate in the EMA budget discussion on Monday.

- Debbie, Mike and Stephanie will all participate by phone

If the Board chooses to reimburse the Health Department for COVID overtime hours it should be done in the form of a grant by resolution.

Commissioner Porter asked for regular budget and cash reports for the Health Department.

Commissioner Porter pointed out that the Title Administration Fund (118) currently has \$1.235 million.

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Commissioner Crooks discussed editing the Commissioners' Agenda to include Commissioner Communication Updates; Old Business and New Business.

Commissioner Crooks said she asked Brian Diamond to add a tab under COVID for updates.

- Should Shrivvers Pharmacy be included in locations for vaccines
- Commissioner Porter suggested putting all locations including MVHC and Kroger
 - Commissioner Crooks will look into other locations

There was discussion regarding Jeff Jadwin's email about transport delays.

- Commissioner Porter would advise against County-wide EMS District

There was brief discussion regarding the walking trail at new the Dog Warden facility.

There was also discussion regarding the lack of a bathing station in the new facility.

- Commissioner Crooks will contact Pat Kelly and Shawn Johnson

The Clerk told the board that Don Madden and Shawn Johnson had questions about the water line size and tap fee for the new Dog Warden facility. The following was then considered:

RESOLUTION 21-0091 authorize waiving Water Tap Fee for the Muskingum County Dog Warden Facility, 1860 East Pike.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

Roll Call: Crooks, aye; Porter, aye; Cameron, absent at the time of voting. Motion carried.

Don Madden also asked about a location for the bid opening on February 4 for the Maysville Sewer Project.


- Commissioner Porter suggested to present documentation at pre-bid meeting and send all bidders an invitation to GoogleMeet for bid opening.


The Clerk reported that Marlee Gibson from the Board of Elections called to ask if they needed to come back in for another Budget discussion.

- No

With no further business being before the Board, the meeting was adjourned at approximately 3:01 p.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.


Cindy S. Cameron


Mollie S. Crooks


James W. Porter

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