

Minutes for January 25, 2021

Commissioners Present: Porter, Cameron, Crooks

Staff Present: Susan Reese

RES 21-0092 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.

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

Motion carried.

Commissioner Cameron moved to approve the payment of bills, pending review.

Seconded by Commissioner Crooks.

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

Motion carried.

There was discussion about an email from Alyssa Carr regarding her concerns with Sheriff Deputies' handling of a domestic situation.

- She would like to talk with the Commissioners today
- Commissioner Cameron had asked Ms. Carr if it was okay to forward her email to Sheriff Lutz...yes

There was brief discussion regarding the Bryan Drive property and an email from Mark Zanghi regarding a reverter clause in the deed.

- There was no title search done on the property before it was sold
- Mark was asked to come this afternoon to discuss further

The Clerk reported that she could find no discussion regarding Robert Moore's vacation pay, in past minutes.

- Maybe it was discussed in Executive Session

The Commissioners started the minutes;

Commissioner Porter said he would like to hear how Alma explained the conversation between herself and Robert regarding the wiring of the County Court renovation.

- Commissioner Porter had explained Robert's side of the conversation but he didn't hear Alma's side
- Commissioner Cameron said that Alma just asked for Robert to call her because the Attorney General was waiting for her to turn this work in so she could collect money somehow
 - She's not sure if Robert and Alma ever did talk
 - She never heard back from either one of them
- Commissioner Porter reported on a short conversation with Robert this morning that cameras and everything were being installed at County Court by Dan and Robert wasn't aware of that
 - Commissioner Crooks thought Robert was aware of the three projects Dan was working on when he left

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Corrie Marple, Director, Muskingum County Records Commission, met with the Commissioners virtually, to discuss her 2021 budget.

- She is asking for an increase in her salary line item in hopes of hiring a part-time person
 - This person would just do scanning
- Commissioner Porter asked Corrie to explain prior agreements with the Clerk of Courts on who was going to pay for some of that
 - At one time we were going to do one part-time and Todd was going to do one part-time
 - Corrie briefly talked to Wendy about that because there are several of her (Wendy's) books that would be easy to scan
 - Corrie is trying to find out from other Clerks if once they are scanned can they be destroyed
 - Wendy will see what she has in her budget, because they could start with her things
 - Commissioner Porter's point would be that there's already been agreements to hire these people and certain entities were going to reimburse us so when we see the higher salary, we'll get some of that back
 - Corrie will discuss with Wendy to see if she's on board
 - One has already been hired, who's responsible for paying for her
 - Not sure it was ever decided
 - Will bring up with Records Commission again

Corrie reported that new shelving is in and sent pictures for the Commissioners

- Phase III of the shelving is included in 2021 budget – Equipment and Maintenance
- Outsourcing scanned images, indexing and consolidation included in 2021 budget – Contract Services

Robert Moore, Director, Muskingum County Information Services, came to discuss his 2021 budget with the Board. Pam Davis, Human Resources, was also present.

- Presented increases for current staff
- Online training for Chris and Greg
 - Results in Certifications
 - Who pays for Certifications
 - County usually pays for first training Certification
 - If doesn't pass first test, employee will pay for second and subsequent tests to get Certifications
 - Could Certifications be used for salary compensation
- Equipment and Maintenance increased by \$54,000 for 2021 budget
 - Some of that will be wiring in County Court renovation project
 - Shouldn't that have been included in cost of project
 - When Robert talked to Alma she asked why he's not been returning her calls
 - Alma had been calling the wrong number for Robert
 - Some for wiring of all County buildings; Courthouse, Hixson Bldg; Law Admin Bldg
 - Maintenance will help with wiring
 - Board of Elections in process now

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- Robert would like to get Barracuda, VMWare, Sophos and Team Viewer Contracts on alternating years so they're not all due on the same years

The following legislation was now considered:

RESOLUTION 21-0093 approve wage increases to be retroactive to the first pay in January 2021 as follows:

Christian Stone to \$21.00 per hour

Greg Hutchinson to \$20.00 per hour

Salaries to be revisited in six months to re-evaluate additional increase.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Commissioner Porter suggested Robert put the additional \$20,000 in License and Support and we'll trust that he'll return it if he doesn't need it.

There was discussion regarding Robert's vacation time and why he couldn't take it.

- He reported that when he did take a vacation, he was on the phone remotely, dialed in, fixing problems, because he's the only one that can do the server
 - He's trying to correct that
- He just can't take five weeks of vacation
- Dan did ask about Robert getting paid for vacation he couldn't take
- The decision was made not to pay Robert, based upon County policy, governed by ORC

There was brief discussion regarding CARES Act money that is now in the General Fund.

Jeff Jadwin, Director and Travis Roach, Assistant Director came to talk with the Commissioners about their 2021 budget.

Debra Nye, Auditor and Michael Babcock and Stephanie Spencer Deputy Auditors, joined by phone.

- Jeff asked how to get the \$66,000 from last year's COVID account
 - He has 2021 bills to pay
 - How does he get it into a 2021 line item and new purchase order
 - Debbie asked if Health Department 2020 is complete
 - Debbie asked if Tiffany has been tracking COVID expenditures and reimbursements
 - Jeff said that they weren't made aware of reimbursements from the Auditor's office
 - Debbie said it wasn't their (Auditor) responsibility to track the Health Department
 - Debbie says that Tiffany needs to go back to 2020 and identify the \$50,000 seed money to the Health Department and then identify all the expenditures that were COVID related that were submitted to fund 088 for reimbursement
 - Jeff said not sure what she's expecting...they are just managing the account

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- Debbie said up to the Commissioners if they want to transfer money into your fund 130 to start paying bills
- Commissioner Porter suggested asking the Health Department for some financial aid, as well
- The \$66,000 is a purchase order carry over to pay any invoices dated 2020
- A resolution would need to be passed to transfer money from the General Fund to Fund 130 to pay for 2021 invoices only; COVID related
- Close the \$66,000 PO and the Commissioners can do a resolution to allow to keep the \$66,000 and use to pay 2021 invoices; re-appropriate the money and put it on a purchase order
- If the purchase order had been closed or reduced prior to end of 2020, the money would be available this year, but because it wasn't closed out, that actual \$66,000 is not available until next year.

Commissioner Porter asked and the Auditor has budgeted a 3% wage increase for her employees for 2021

The Auditor's office asks that the Commissioners hold off approving supplemental appropriations until the budget is finalized.

Jeff and Travis continued about their budget for 2021.

- Jeff reminded the Auditor and the Board that to get their annual appropriations, the Commissioners pass a resolution to transfer the money from the General Fund, 001-902-504024 to Fund 130 EMA.
- Travis' hours have increased from 30 hours per week to 35
- A 3% wage increase for their employees has been figured into the 2021 budget

Jeff reported that Tiffany will be starting back in the office next week.

Jeff said that IT has suggested a new TV for the EMA

- Touchscreen
- 85" or 96" would be Robert's recommendation
- A quote from CDW-G for 98" is \$13,051.15
 - Commissioner Porter asked what happened to the TV at the Board of Elections
 - Will this take care of the FaceBook Live issues
 - They say it will
 - Should we have more than one quote
 - Is this State Purchasing price
 - Would this be covered with CARES money
 - Commissioner Cameron thought they had discussed moving the money from the General fund and putting back into a COVID line

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

Wendy Sowers, Clerk of Courts, met with the Commissioners virtually to discuss her 2021 budget.

- She has included a 3% increase for employee salaries; but the figures reflect more than that

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- Commissioner Porter asked for a detailed report of expenditures in Fund 118, the Title Administration Fund
 - Commissioner Porter said Bud Chess would say to either use the money or reduce the fees...it doesn't look well to be sitting on that kind of money
 - She has used this to pay for Sheriff Deputy cruisers and Hixson Building security
- Wendy asked about renovations for her office
- Feels it needs to be brought current
 - Commissioner Porter said an excess could be declared in Fund 118 to help pay for the renovations upon on the agreement of the Clerk and the Commissioners
 - Commissioner Cameron would suggest lowering the counters for customers

Judge Vinsel, Alma Tennent and Crystal Brokaw met with the Commissioners virtually to discuss their 2021 budget.

- They will be purchasing a new computer system through Pioneer
 - Their computer fund will be pretty much exhausted after purchasing their new system
- They will double check their employee salary line item to determine increases

Commissioner Porter asked Alma about their remodel

- He understands that IT has been asked to replace some internet lines
 - Can that be added to the total of the project
 - Alma said she spoke with Robert this morning and told him she has a call in to Cole Ryan, because she thought the cabling was included in the project

The following legislation was now considered:

RESOLUTION 21-0094 authorize Mollie S. Crooks to sign Change Order Number 21 for the EastPointe Waterline Project to serve AMG. Change Order Number 2 is a decrease of \$2,622.41.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0095 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 Supervisor.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Musk Co Adult and Child	Kinship CC Prg Nov-Dec 2020	\$24,467.94

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0096 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.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
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Guernsey Muskingum	001-117-504101	\$ 32.07
DeLille	001-115-504001	\$ 18.90
AEP	001-115-504001	\$4,380.88
Urgent Care	001-102-504022	\$ 570.00
Gordon Flesch	001-119-502005	\$ 12.17
Isaac Wiles	001-502-504022	\$ 162.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0097 approve and authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Pay Request Number Three (3) in the amount of \$158,047.92 to Flecto Construction for the Dog Warden Facility, 1840 East Pike. Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0098 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 Alma Tennent, Clerk, Muskingum County Court.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Staples Business Credit	076-242-503001	\$ 668.55
Visa (Jeter)	001-242-503001	\$1,300.77
Visa (Nikko's)	001-242-503001	\$ 13.50

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0099 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>
AT&T	911 Wireless	\$687.30
Twin Peaks	Towing	\$240.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

The Commissioners took a call from Alyssa Carr who had sent an email to the Commissioners regarding concerns with Sheriff Deputies' handling of a domestic call. Sheriff Lutz was also present for the call.

- Ms. Carr's concern was with the Deputies' overall attitude and unprofessionalism
 - There was no need for snide remarks
 - They should have been more compassionate and understanding
- Sheriff Lutz said he's had no former complaints on these Deputies
- The Deputies spent two hours at the residence talking through the situation
- Sheriff Lutz apologized to Ms. Carr for her negative interpretation of the incident
- Sheriff Lutz will talk with the Deputies involved

The following resolution was considered:

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RESOLUTION 21-0100 declare an Executive Session at 2:52 p.m. for the purpose of discussing a Personnel Matter pertaining to the hiring of a public employee for Muskingum County Dog Warden. This session ended about 3:14 p.m.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

Mark Zanghi, Assistant Prosecutor, came to talk with the Board about the Bryan Drive property.

- A Title Search was not done when the property was sold to Adam Martin
- There is a reverter clause on the deed which said the property was to go back to the previous owner, Jack Downing, if the property was no longer used for a water tower.
- Mark believes Mr. Downing will accept a payment of the purchase price Mr. Martin paid the County, for the deed to be released
- Mark will call Mr. Downing

Mark reported a call from Ray Mennega, Flood Plain Management regarding agreements signed stating that the County would take over Flood Plain Management for Villages and such.

- Ray asked Mark if he issued a violation and they needed to be appealed, how would they be appealed?
 - Does it go through the Village Appeals Board or the County Appeals Board?
- Building Code does their appeals through the State
- The Clerk will search for a resolution with Flood Plain Management and Villages in 2010

The Commissioners came back to the minutes of 01.21.2021.

Commissioner Porter stated that he did not know where Commissioner Cameron was going when she didn't come back from lunch last Thursday, January 21.

- Commissioner Cameron said she reported the week before that it was the same kind of meeting that she went to for the City with Don Mason and also when she left she said she was going to the same kind of meeting and it was at Zane State
- She thought the reason we ordered pizza Thursday was to work through lunch because she was leaving at 1:30
- She didn't know until Thursday morning that it was being held at Zane State
 - She brought copies of the information from the meeting for the other Commissioners
 - The meeting was about the AEP building on Shinnick and going to the Convention Center to see if they would be interested in doing something with that building

Commissioner Porter also wanted it clarified that he didn't want all squads to be labeled as not making runs and not responding to 911 calls, because they are.

If they have to wait eight hours for Community or Value Care, there is a problem...that's a Genesis problem, as far as getting patients transferred.

He's cautious about emails floating around that say people have to wait eight hours in the County.

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Commissioner Porter moved to approve the minutes of the January 21, 2021 session with changes. Commissioner Cameron seconded.

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

Motion carried.

Mike Babcock came down to discuss recording of the 2021 Budget in BS&A.

There was brief discussion regarding approving the budget.

Commissioner wanted to remind the Board that the difference between a 2% and a 3% wage increase across the County is more than \$200-\$300.

Commissioner Porter said that some departments are very good to work with the budget and others know how to do it.

There was discussion about the new Coroner. Commissioner Cameron will ask him if he would want to come in to introduce himself to the Board.

The Board agreed to work on the Budget Monday, February 01 morning.

Commissioner Crooks reported that she talked with Andy Roberts about the LandBank meeting tomorrow and told him about Commissioner Porter's comment regarding Planning Commission hardly ever denying variances. Andy's response was that he tries to work with the landowner so that by the time it gets to Planning Commission, it's ready to approve.

Commissioner Porter said there is history before Andy Roberts, too.

There was brief discussion regarding a meeting with the Health Department regarding COVID funding. The Clerk is to set up a meeting with Corey and Erin.

Commissioner Porter requested a spreadsheet showing the different COVID and CARES Grants they've received.

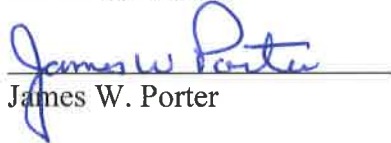
With no further business being before the Board, the meeting was adjourned at approximately 4:18 p.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.



Cindy S. Cameron



Mollie S. Crooks



James W. Porter

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