

# Minutes for Thursday, January 30, 2025

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

**RES 25-0109** Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Prouty.  
Vote was Bell, aye; Prouty, aye, Cameron, aye. Motion carried.

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

The following legislation was now considered:

**RESOLUTION 25-0110** approve the payment of invoices incurred in 2024 with 2025 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>
City of Zanesville	Dec. Utility Invoice	\$44.13

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

**RESOLUTION 25-0111** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager of Sewer Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Tree Top Services	Weber-Tree Work	\$6,000.00
Verizon	Dec/Jan Cell	\$554.47

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

**RESOLUTION 25-0112** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager of Water Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Elan Financial	Tank	\$194.35

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

**RESOLUTION 25-0113** approve the line item transfer of monies within Fund Number 014 as requested by Peggy Taylor, Office Manager, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
014-373-5042000-Capital Projects	014-373-504227-Big Run Waterline	\$10,000.00

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

# Minutes for Thursday, January 30, 2025

---

**RESOLUTION 25-0114** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Stephanie Neuhart, Business Manager.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
PAR	Time Tamer Zoom	\$47.00

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

**RESOLUTION 25-0115** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Stephanie Neuhart, Business Manager.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Muskingum Valley ESC	Dec 2024 Speech Services	\$310.80
Alfred Nickles Bakery Inc.	Buns	\$ 15.96

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

**RESOLUTION 25-0116** approve and authorize the advertisement of a Request for Qualifications from Engineering Firms for possible upcoming public water and sewer projects in calendar year 2025 for Muskingum County.

**REQUEST FOR QUALIFICATIONS**

The Muskingum County Commissioners will accept qualifications from engineering firms for possible upcoming public water and sewer projects for calendar year 2025 within Muskingum County. Therefore, the following Request for Qualifications is being posted for public information for any water and sewer projects. Muskingum County reserves the right to design projects with county employees as needed.

Please send 4 copies of qualification submittals by 4:00 pm February 26, 2025 to:  
 Muskingum County Utilities Office  
 375 Richards Road  
 Zanesville, OH 43701

Motion made by Commissioner Prouty, seconded by Commissioner Cameron.  
 Roll Call: Bell, aye ;Prouty, aye; Cameron, aye. Motion carried.

**RESOLUTION 25-0117** approve the line item transfer of monies within Fund Number 147 & 146 as requested by Peggy Taylor, Office Manager, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
147-373-504999-Norwich-Cont.	147-373-506030-Norwich-Land	\$1,610.00
146-372-504999-Boggs-Cont.	146-372-506030-Boggs-Land	\$ 100.00

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

**RESOLUTION 25-0118** approve and authorize the ADVANCE of Funds from Fund 014 to Fund 181 for the Muskingum County Water Department as requested by Peggy Taylor, Office Manager, as follows:

**ADVANCE OF MONIES**

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
014-373-510001-Advance Out	181-000-414001-Advance In-The Wilds	\$6,228.43

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

# Minutes for Thursday, January 30, 2025

**RESOLUTION 25-0119** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Rachael Dille, Finance Manager.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Modern Office Methods	Cont. Serv-Equip. Services	\$158.23

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

**RESOLUTION 25-0120** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Mark Eicher, Engineer.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Bentley Systems, Inc	Invoice	\$2,349.00

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

**RESOLUTION 25-0121** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Deborah Tolley, Manager.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Modern Office Methods	PST Kits	\$35.34

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

**RESOLUTION 25-0122** approve the payment of invoices incurred in 2024 with 2025 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Matthew J. Lutz, Sheriff.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Zemba Companies	Portalet-12.06.2024	\$110.00

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

**RESOLUTION 25-0123** authorize Melissa J. Bell to sign on behalf of the Board of Muskingum County Commissioners the OPWC Round 39 Project Applications for Financial Assistance and Project Agreements Authorization. Requested by Mark Eicher, Engineer.  
Motion made by Commissioner Prouty, seconded by Commissioner Cameron.  
Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Cameron reported on Monday night's City Council meeting regarding the proposed TIF.

Commissioner Prouty reported that he gave Mary Jane Shackelford the spreadsheet prepared by Auditor Nye regarding her property taxes on her Northpointe property.

Commissioner Cameron reported that she spoke with Ron Welch, Prosecuting Attorney, regarding the hiring of an additional attorney and assistant, at the Commissioners' expense, to handle real estate tax delinquencies. She asked him to write a job description for the positions.

# Minutes for Thursday, January 30, 2025

---

Commissioner Bell will send an email on behalf of the Commissioners to Trevor Scott regarding his sewer bill.

Mark Zanghi, Assistant Prosecutor, came to session. The Commissioners asked if the County could give their portion of the Lorena Sternwheeler to the City. Mark will research and get back with the Commissioners.

Eric Reed, County Administrator, came to update the Commissioners.

- ARPA Funding
  - Eric has submitted the fourth quarter 2024 ARPA report
  - 100% funds have been obligated in 39 projects
- Fairgrounds South Entrance Restroom
  - Construction material testing
    - Jeremy received two proposals
      - PSI lowest
      - All agreed to allow APG to proceed with PSI
  - Will start pouring concrete and laying block soon
- Avondale HVAC
  - Generator schedule to be on site February 5
    - The following was then considered:

**RESOLUTION 25-0124** approve a twenty eight (28) calendar day extension of the HVAC Replacement Project at the Avondale Youth Center to allow for generator delivery and installation. The substantial completion date will be February 28<sup>th</sup>, 2025.

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.

Roll Call: Bell, aye; Prouty, aye; Cameron, aye.

Motion carried.

Eric continued with his updates:

- Jail
  - OAC Update
    - Discussed potential Change Order 1
      - \$30,870.32 under review
    - DLZ plans to issue Bulletin 2 on February 6
  - AEP
    - Eric called in order
    - 600 amps temporary power
    - 1200 amps permanent power
      - Account number set up
        - Granger and sub-contractors will manage from here
    - Construction trailer will move in week of February 10
  - BAD Updates
    - Phase I and II letters received
    - Phase III – DLZ monitoring
    - DRC will be sending letter to Building Department authorizing site work to begin

# Minutes for Thursday, January 30, 2025

---

- COZ Storm Water Permit
  - Application submitted October 5
  - Received Comment Letter December 16
  - DLZ preparing response
- Building Department
  - Received second Comment Letter January 3
    - Kyle at DLZ preparing response
  - Building Department requiring fire rated wall inspection
    - Building Department not staffed to perform this inspection
      - Eric and Brian Addis are requesting fees for this inspection from CTL
- ProCore
  - Software used to upload all construction and project related documents
- Audit
  - Eric working with Auditor to ensure all wires are complete for pay applications

Carolyn Hughes, Humane Officer, came to see the Commissioners.

- She will be resigning from her position. She feels challenged and not supported.
- She will stay until March so someone can be trained to fill the position
- A meeting was set up with the Commissioners, Carolyn and the Humane Society for February 20; 3:00 p.m.

There was brief discussion regarding the “Path to Peace” request to hold a peaceful gathering on the Courthouse Esplanade March 22. Discussion will continue Monday.

The Commissioners discussed Zack Forker’s email regarding the mowing contract for this year. Commissioner Prouty suggested proceeding this year with bidding, but consider other options for next year. All agreed and Commissioner Bell will email Zack.

Robert Moore, IT Director, came to discuss billing the Center for Seniors for IT work. Robert reported that he talked with Kate Paul, CFS Director, who said she would prefer an annual contract as opposed to an hourly billing. Robert suggested \$10,000 for this first year and he will log the amount of time spent this year and revisit annual amount for 2026. All agreed.

**RESOLUTION 24-0125** declare an Executive Session at 11:11 a.m. for the purpose of discussing a Personnel Matter pertaining to that of a public employee of Muskingum County Humane Society. This session ended about 11:27 a.m.

Motion made by Commissioner Prouty, seconded by Commissioner Cameron.

Roll Call: Bell, aye; Prouty, aye; Cameron, aye.

Motion carried.

The Commissioners spent the afternoon working on the 2025 General Budget.


## Minutes for Thursday, January 30, 2025

---

With no further business being before the Board, the meeting was adjourned at approximately 4:30 p.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.

  
Melissa J. Bell

  
Drake L. Prouty

  
Cindy S. Cameron