

Minutes for February 11, 2021

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

RES 21-0156 Meeting was called to order at 9:56 a.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.
Vote was Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

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

Sheriff Lutz came to introduce the two new Kennel Masters to the Commissioners.

- Katlyn O’Conner
- Macey Fowler
 - They will begin their new positions Tuesday, February 16.

Sheriff reported that Heidi Buckley is working, on the Sheriff/Dog Warden’s behalf, on a grant with the Straker Foundation for cameras at the Dog Facility and to cover the difference in the cost of the kennels from the funds that the volunteers raised that are being held at the Community Foundation.

Robert Moore, IT Director, later joined the conversation to discuss wiring at the new Dog Facility.

- Robert is waiting to hear back from AT&T

Sheriff Lutz would like to have an Open House when the Dog Facility is completed.

- There was discussion regarding sponsorships for the Community to participate in for the new facility
- The new name will be “Muskingum County K-9 Adoption Center”
 - Mid-East Career Center students are working on a new logo
- Commissioner Porter suggested a super adoption event so they wouldn’t have to move so many dogs from the old building to the new

Commissioner Porter moved to accept and approve the minutes of the February 04, 2021 session.
Commissioner Cameron seconded.
Vote was Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

The Clerk was asked to re-watch the video from the February 08 session to clarify some comments.

Commissioner Crooks asked about getting back to shorter, more concise minutes again.

The Clerk asked about starting to back up session videos again. She will talk to Robert to see if this is possible and how to have one of the office staff to do it on a regular basis, as was done previously.

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Commissioner Porter initiated conversation about the Records Commission.

- Pam was trying to get the Records employee rate increases completed and Commissioner Porter sent an email to the Records Commission members regarding the increase
 - After he sent the email, he received an email from Mark Zanghi about open meetings
 - The Auditor sent an email asking if the increase would be based on her evaluation
 - She's only had one evaluation since she took this position, even though her Board members have been asked to complete evaluations
- Commissioner Porter reports that no one will attend the Records Commission meetings, then there is not a quorum to make any decisions
- The Records Commission is overseen by a Board
- Commissioner Crooks asked about putting the Records Commission employees under the authority of the Commissioners

The Commissioners held a bid opening for the Maysville Sewer Project virtually. The following was considered:

RESOLUTION 21-0157 Authorize the opening of bids for the Maysville Ave Sanitary Sewer Improvements

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0158 Authorize taking bids under advisement for the Maysville Ave Sanitary Sewer Improvements

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

The following legislation was now considered:

RESOLUTION 21-0159 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Release of Mortgage form for the mortgage of Julie Paden, in the original amount of \$5,000.00 for the Muskingum County Community Housing Improvement Program. This homeowner has met all the Mortgage requirements. This request was submitted by Sheila Samson, Program Director.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0160 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.

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<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Beagle Hill Services	Hammers Site Evaluation	\$1,500.00
RoxSol LLC	Edwards Site Evaluation	\$1,500.00
Motion made by Commissioner Cameron, seconded by Commissioner Porter.		
Roll Call: Crooks, aye; Porter, aye; Cameron, aye.		Motion carried.

RESOLUTION 21-0161 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 Thomas Smith, Fiscal Supervisor, Muskingum County Job and Family Services.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Performance Training Solutions	WIOA Dislocated Worker	\$13,490.00
Motion made by Commissioner Porter, seconded by Commissioner Cameron.		
Roll Call: Crooks, aye; Porter, aye; Cameron, aye.		Motion carried.

RESOLUTION 21-0162 hereby accepts Official Amended Certificate Number Two (2) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated February 04, 2021.

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

RESOLUTION 21-0163 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 Water Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Buckeye State Pike	144 Meters	\$39,476.16
Motion made by Commissioner Porter, seconded by Commissioner Cameron.		
Roll Call: Crooks, aye; Porter, aye; Cameron, aye.		Motion carried.

RESOLUTION 21-0164 approve and authorize the repayment of an ADVANCE of monies to Muskingum County General Fund 001 from Fund 193 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>
193-375-510001	001-000-414001	\$45,000

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

RESOLUTION 21-0165 approve the Supplemental Appropriation of Funds within Fund Number 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>
Employee Salaries	063-242-501002	\$20,808.00
Medicare	063-242-502001	\$ 301.72

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PERS	063-242-502003	\$ 2,913.12
Workers' Comp	063-242-502009	\$ 502.93
Program Expenses	063-242-504024	\$ 3,727.63

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0166 approve the Supplemental Appropriation of Funds within Fund Number 055, for the Muskingum County Sewer Department, as requested by Peggy Taylor, Office Manager, Muskingum County Sewer Department.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Engineering – Maysville Sewer	055-372-504013	\$ 5,000.00
Contingency – Maysville Sewer	055-372-504999	\$10,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0167 approve the Supplemental Appropriation of Funds within Fund Number 095, 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	095-242-504024	\$2,396.09

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Dr. Seth Vinsel came to introduce himself as the new Coroner for Muskingum County.

- He is trying to redirect the calls from the hospital and funeral homes
 - Trying to take some of the load off Tiffany
- His current back-up is Greg Jadwin who has been a huge help to him
- Who orders the autopsies
 - The coroner

Jeff Jadwin, EMA Director, also joined the conversation and the following was considered:

RESOLUTION 21-0168 declare an Executive Session at .m. for the purpose of discussing a Personnel/Wage Matter pertaining to public employees of Muskingum County EMA and Coroner. This session ended about 12:10 p.m.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Commissioner Porter received a text saying that the bidders instruction clearly states that the bidders packet must include a signed receipt of addendum.

- This was a concern because one of bids didn't appear to have a signed receipt
- Don Madden also received that text.
- Teresa from Sands Decker (Engineer) said two of the bids had irregularities
- Mark Zanghi, Assistant Prosecutor, will review bids and advise

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

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Jamie McConnell, Extension 4-H Educator; Eliza Jane Morrow and Alyssa Derry, 4-H Ambassadors, joined the Commissioners virtually to promote Muskingum County 4-H Kick-Off week to begin February 14 and run through February 20.

Mayor Don Mason, City of Zanesville and Jason Baughman, Chief Building Official, Muskingum County, came to meet with the Commissioners regarding the transitioning of the Building Department by upgrading the agreement.

- The Mayor is looking to hire a City Architect Code Enforcement
- Tim Smith is phasing into retirement
- Mayor is happy working with Muskingum County's Building Department
- Mayor feels there is enough work to go around...no reason to reinvent the wheel
- He will send proposed agreement

There was brief discussion with the Mayor regarding appointments to the Solid Waste Policy Committee.

- Thomas Stratford - Health Department is still interested
- Matthew Scott is no longer with the County
- Candy Robinson – Industrial sector
- Matt Grimm – Township Trustee
- Jim Porter – County Commissioner
- Don Madden – Public Sector

Mayor reported City is recycling now and taking to County Recycling.

There was discussion regarding the 4-H video.

- Commissioner Crooks asked why Commissioners Porter and Cameron are not going to participate
- Commissioner Porter said he thought it was decided in session to do it all together and he didn't think Commissioner Crooks liked that decision so she called Jamie
 - Commissioner Crooks said that's not what she meant at all; she was concerned about all three being in video without masks and asked Jamie's opinion on what all three would say
 - Commissioner Porter said she's welcome to do it, he did his last night on FaceBook

Pam Davis, Human Resources, came to talk to the Board for clarification on some wage increases.

- Would Debbie Irwin be eligible for the increase
 - It was retroactive to her retirement date but resolution was made after termination date
 - Not eligible
- Dog and Kennel employees eligible for 3%
 - Yes
- Captain Page eligible
 - Yes

Pam reported that Stan, Chad Bay and herself held interviews for field operators for the Sewer Department.

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The following was then considered:

RESOLUTION 21-0169 approve the employment of Ronald Selogy and Hunter Clark as Field Operators for the Muskingum County Sewer Department, contingent upon passage of the pre-employment assessments. Starting wage will be \$16.00 per hour with the opportunity for a \$.50 an hour increase upon the completion of a successful 180 day probationary period.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Commissioner Porter asked if we have access to the Sewer Department's work logs.

- Why no more in-house projects

RESOLUTION 21-0170 declare an Executive Session at 2:53 p.m. for the purpose of discussing a Personnel Matter of the Muskingum County IT Department. 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.

Commissioner Crooks noted that the hand washing station is still in the security area in the Courthouse and it appears that no one is using it.

- Is it okay to cancel and remove this station
 - Agreed

Commissioner Crooks said she talked with Deputy Pitcock regarding the purse locker request from Deputy Hanning.

- It was her impression that he didn't think it was a big deal
- It would just be less work for Deputy Paxson in Court

There was continued discussion regarding keeping video recordings of sessions.

- The Clerk will talk with Robert

Commissioner Porter reported that he is still receiving phone calls from Mr. Hill.

- He told Mr. Hill that he has to cooperate, too

The Clerk reported that two resolutions from 2000 were found regarding funding of townships and fire departments.

- She was asked to forward to Mark Zanghi for reference

There was brief, continued discussion regarding wage increase for the staff at EMA and Administrative Assistant for the Coroner.

- Commissioner Crooks believes it would be helpful to have some comparables for the positions

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With no further business being before the Board, the meeting was adjourned at approximately 3:44 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.


Mollie S. Crooks


James W. Porter


Cindy S. Cameron

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