

Minutes for February 24 , 2022

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

RES 22-0171 Meeting was called to order at 10:00 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.

Commissioner Porter reported that a call from Ross Hursey on Boggs Road wanting sewer. Will share with Stan when he comes in today.

Commissioner Porter asked about Captain Page getting a County email address. The Clerk has a form ready for the Commissioners to sign to approve.

The Clerk informed the Board that we received a check from Solid Waste Recycling for Washington Township and the following was considered:

RESOLUTION 22-0174 approve forwarding the amount of \$3,399.00 that was received from Treasurer of Noble County on behalf of SEO Joint Solid Waste for reimbursement for Washington Township funding, to Washington Township. These monies are provided to the County as provided in Ohio Revised Code Section 3734.57 (G) (4) as an allowable cost within District expenditures as provided by law.

Washington Township is required to complete Attachment B "Documentation of District Funding Expenditure Report".

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

The Clerk told the Board that Anthony Adornetto and Melissa Bell have both requested to be added to the Media list to receive the Commissioners' agendas.

The Commissioners received and reviewed the January 2022 Funds Report submitted from the Auditor's office.

Mark Zanghi arrived for the 10:30 bid opening.

Commissioner Porter asked who would be fixing the Soldiers and Sailors parking lot.

- Scott was called over to discuss
- Scott is contacting the Engineer's office to look at the situation
 - Will probably wait until Spring to re-asphalt
- Commissioner Porter asked if there had been any conversation with the demolition company
 - No
 - Scott said they left significant debris; County has cleaned up everything
- Commissioner Porter recommends keeping track of the hours spent with clean up

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- Will start by contacting the owners

Mark was asked about refreshing the contract with Soldiers and Sailors and also an agreement with Adrian Adornetto at The Market House for swapping spaces during working hours and business hours.

Scott reported that the jail is currently one quarter full. They are bringing the prisoners back slowly.

10:30 a.m. the following was considered:

RESOLUTION 22-0172 open bids for 333 Putnam Avenue property.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

One bid received:

J. William and Mary Straker Foundation for \$151,000 contingent upon acceptable Environmental Survey/Inspection.

RESOLUTION 22-0173 agree to take bids under advisement for 333 Putnam Avenue.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Mark said that contingencies on bids are not part of the bid process; property is sold “as is – where is”. If bidder believes they need contingency of Environment Inspection, we’ll reject the bid. If they withdraw the contingency, we can accept the bid

A call was placed to the Straker Foundation. Susan was not available, but a message was left with her assistant Pam, who informed the Commissioners that the Foundation’s Trustees are the ones that wanted that language included. Their concern was asbestos because of the renovations. She asked if they could have until the end of the day to get back to us. Commissioner Cameron suggested that the Building Department may be able to answer some questions about the asbestos.

She will let the Commissioners know by Monday.

A call was placed to Jarrett Daniels regarding the damage to the Soldiers and Sailors parking lot. He was not available...a message was left.

Todd Hixson, Treasurer and Jody Spencer and Bill Addington with Park National Bank came for Investment Committee meeting.

Eric Reed, ARPA Compliance Officer, came to update the Commissioners.

- Avondale
 - Pre-bid meeting February 18; suppliers seemed confident of availability of supplies
- Mid-East CDL
 - Talked with Colin at Tim Schaeffer’s office
 - Application due March; Mid-East is on the list
 - Eric invited them to stop in if they are in the area to view the building

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- Commissioner Cameron asked if we should invite them here. She is in favor of doing whatever it takes to get them here
- Township Fiscal Officers
 - Send email this week
 - He is keeping track of communication with each township

Larry Daniels, Veterans Services Director, came to discuss with the Commissioners the deficit in his 2022 Budget.

- Salaries
- Memorial Day
- Advertising

Commissioner Cameron asked him if it would be possible to have a port-o-let at the cemeteries for the Memorial Day Services. Commissioner Porter said if you get it for one cemetery, get it for all. Larry will suggest that to them.

The Commissioners received a message that Jarrett Daniels returned their call while they were in a meeting. They returned his call.

- What has he worked out with the demolition company or insurance

Scott Lee joined the conversation

- Jarrett is suggesting filling in the hole with stone until time for the contractor to asphalt this Spring
 - Scott agreed
- Jarrett has also called AEP and they will be coming in the next couple of days to take down the hanging wires in the alley

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

Stan Lucas, Sewer Department Manager, came to share some updates with the Commissioners regarding the following lift stations that need rehabbed.

- Avondale Lift Station
 - \$20,519
- New Southern Lift Station
 - \$14,562.00
- He would like to repair the Sewer Department parking lot, which would include patching in front of the Animal Shelter
 - \$13,805
 - Commissioner Porter advised him to check with Andy Roberts to make sure we own that portion in front of the Animal Shelter

All agreed to Stan's requests.

Commissioner Porter told Stan he had a call from Ross Hursey at 5325 Boggs Road wanting sewer.

- Says his kids can't even play in the creek because of the waste running in the creek
- Commissioner Porter told him he would mention to Stan
- Stan will check with the Health Department

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The Commissioners met virtually with ODOT regarding IR70 updates.
The following legislation was now considered:

RESOLUTION 22-0175 authorize the signing of Pay Application No. 1 for the Muskingum County Well Number 7 project.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0176 approve the payment of invoices incurred in 2021 with 2022 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Crystal Brokaw, Clerk of county Court

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Modern Office Methods	Copier Contract Services	\$178.98

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 22-0177 approve the decrease in Appropriations within Fund Number 063 for Muskingum County as follows:

DECREASE APPROPRIATIONS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Program Expenses	063-242-504024	\$3,535.00
Insurance	063-242-502004	\$1,979.73
Workers Comp	063-242-502009	\$ 300.00
PERS	063-242-502003	\$ 60.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-0178 approve the payment of invoices incurred in 2021 with 2022 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>
Sanorbix, LLC	Annual Contract Renewal Inv.	\$7,930.15

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 22-0179 approve the Supplemental Appropriation of Funds within Fund Number 181, for the Muskingum County Water Department, as requested by Water Department.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Engineering Fees	181-373-504013	\$30,000.00
Land	181-373-506030	\$ 7,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-0180 accepts Official Amended Certificate Number Four (4) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated February 16, 2022.

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

RESOLUTION 22-0181 authorize a travel request for Shawn Bell, Devin Snider, Jeff Fraunfelter, Shane Van Dusen, Nate Kosco, Tanner Kuhn, Ashley Ross, Hannah Offinger for the Ohio Juvenile Detention Services Association Conference April 6th - 8th 2022 in Sandusky, Ohio Estimated cost: \$1,812.00
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0182 authorize the signing of Pay Application No. 1 for the Water Main Extensions to Imlay Road and Wilsonwood Road. Payment amount is \$130,065.00
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0183 Authorize Mollie S. Crooks to sign Change Order Number 3 for the Muskingum County Water Systems, New Well Number Seven with Downing Construction Company, Inc. This change order is an additional cost for a new 8 inch pressure relief valve which provides a safety for the main pump line, the existing pressure relief valve is too small and does not have enough capacity for the well field expansion.
Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0184 approve the line item transfer of monies within Fund Number 001 as requested by Jason Baughman, Chief Building Official, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-456-504404- Village Rebates	001-456-503001-Supplies/other Expenses	\$4,440.00

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

RESOLUTION 22-0185 accept and sign Amendment Number 4, Employee Benefit Plan; Silver Option and High Deductible Option; effective January 01, 2022, as requested by Pam Davis, Human Resources.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0186 approve and authorize the execution of the jail contract between Washington County and Muskingum County for the period of April 1, 2022 through March 31, 2023 as submitted by the Muskingum County Sheriff Matthew J. Lutz.
Motion made by Commissioner Porter, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0187 authorize Mollie S. Crooks to sign on behalf of the Muskingum County Board of Commissioners, the Benefit Management Agreement with Medical Benefits Administrators, Inc., as requested by Pam Davis, Human Resources.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

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RESOLUTION 22-0188 approve the payment of invoices incurred in 2021 with 2022 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>
Keefe Commissary Network	Jail Commissary Supplies	\$20,319.13
Inmate Calling Solutions	Inmate phone calls	\$30,044.93

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

RESOLUTION 22-0189 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Enterprise Agreement State and Local – Volume Licensing with Microsoft for Muskingum County Information Services as requested by Robert Moore, Director.

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

RESOLUTION 22-0190 approve the line funds transfer of monies from Fund Number 020 as requested by Shannon Bell, Executive Director, Muskingum TB and Respiratory Clinic, as follows:

TRANSFER OF MONIES

<u>From Line Item</u>	<u>To</u>	<u>Amount</u>
020-585-507001 Miscellaneous Exp	Park Nat'l Checking Acct 5524	\$200.00

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

RESOLUTION 22-0191 approve and authorize the ADVANCE of Funds from County General Fund 001 to Fund for the Muskingum County Community Development as requested by Kyle Dunn, Director of Community Development as follows:

ADVANCE OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-990-510001	195-375-504365	\$33,052.77

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

RESOLUTION 22-0192 approve to close Fund 153 and transfer the remaining funds \$38,845.65 to Fund 014 for the Muskingum County Water Department.

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

RESOLUTION 22-0193 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Veterans Services.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Advertising	001-691-504121	\$5,000
Memorial Day	001-691-503040	\$2,000
Salaries	001-691-501002	\$3,000
Medicare	001-691-502001	\$ 43

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PERS 001-691-502003 \$ 420
Workers Comp 001-691-502009 \$ 45

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Andy Roberts, GIS and Stan Lucas, Sewer Department Manager, came to see the Commissioners regarding an easement across Zane State that was not obtained at the time of sewer installation. Andy will work on this and get back with the Commissioners.

Pam Davis, Human Resources, came to meet with the Commissioners.

Commissioner Porter asked Pam if she was involved in the hiring of a potential GIS employee...no.

The following was now considered:

RESOLUTION 22-0194 declare an Executive Session at 2:36 p.m. for the purpose of discussing a Personnel Matter pertaining to that of a potential public employee of Muskingum County Auditor/GIS. This session ended about 2:47 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Pam reported that Robbie and she interviewed four applicants for the open Housekeeping position and proposed the following for consideration.

RESOLUTION 22-0195 approve the employment of Sharon Ward as full-time housekeeper for the Muskingum County Maintenance/Housekeeping, contingent upon passage of the pre-employment assessments. Beginning wage will be \$11.00 per hour with the potential for a \$.50 per hour increase upon the successful completion of the 180 day probationary period.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

She also presented the following for consideration at the recommendation of Jason Baughman, Chief Building Official.

RESOLUTION 22-0196 approve the employment of James Barbour as Electrical Safety Inspector/Building Inspector for the Muskingum County Building Department, contingent upon passage of the pre-employment assessments. Beginning wage will be \$26.00 per hour with the potential for a \$.50 per hour increase upon the successful completion of the 180 day probationary period.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-0197 approve the re-hire of Raymond Mennega as Muskingum County Flood Plain Administrator. Beginning wage will be \$23.67 for 20 hours per week. Raymond will begin his position March 07, 2022.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

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The Commissioners agreed there is no need to for pre-employment testing on Ray, since he has been a County employee.

Commissioner Porter asked Pam about an incident with a County vehicle's GPS tracking. Pam said that Don is implementing closer watch on those. He has assigned an office employee to monitor daily. He has requested four more units to be placed on additional vehicles. He also had a meeting with all of his employees emphasizing and communicating the use of the Verizon connect units and that he will not tolerate misuse.

Pam presented candidates for the JFS Director position.

It was decided to interview three candidates on Thursday, March 3; 9:30, 10:30 and 3:30 p.m.

Commissioner Porter called Rob Reiter regarding the Solid Waste meeting on March 7. It will be in person.

Commissioner Crooks would like to revisit Mark Schneider's wages and the Inclement Weather Policy. Pam will draft a new policy to present to the Board Monday, as well as, the Sick Leave Donation Policy.

There was discussion regarding Recycling wage increases. The Commissioners already approved an increase for John, but there is still question about an increase for Mark.

RESOLUTION 22-0198 authorize and approve a wage increase for Mark Schneider, Supervisor, Muskingum County Recycling. Increase to \$18.00 per hour to be effective January 02, 2022.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Commissioner Porter noted his nay vote is because when Mark called in here he was worried John was leaving. He specifically said he was worried about John, not himself.

Commissioner Cameron said she was looking more at the difference in the two's wages. He did not ask for anything extra.

Commissioner Crooks would say that Mark is doing his job, as a manager, looking out for his guys...Mark works directly for us and our job is to look out for him.

There was discussion regarding Don Madden's request for employee wage increases.

It is Pam's opinion that Peggy is fairly compensated for the job that she does. However, she believes that the operation may not run as smoothly as it does without Chad.

After much discussion, the following was now considered:

RESOLUTION 22-0199 authorize and approve a wage increase or Chad Hutchins, Operations Manager, Muskingum County Water Department. Increase to \$30.84 per hour to be effective January 02, 2022.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

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Commissioner Porter explained his nay vote saying Chad should only get the 3% like everyone else.

Peggy will get the 3% increase already approved for County employees.

Pam will notify Don of the decisions and also clarify Peggy's cleaning concerns and offer Housekeeping services to that department.

Commissioner Cameron would like to again introduce the idea of doing a feasibility study for the jail.

- The Sheriff gave her the names of some firms that would do feasibility studies
 - DLZ did Harrison County
 - K2M Design did Warren County
- Commissioner Porter would suggest requesting RFQ's for the feasibility study
- Commissioner Cameron was thinking RFQ's would be more for the design and building
- Commissioner Crooks asked if RFQ's would just draw out the process longer
 - She had some other names of firms
 - CGL and Associates
 - Granger
 - McAnally
- Commissioner Cameron is sure the Sheriff should be involved

Commissioner Cameron also suggested a follow-up for a fire alarm system in the Courthouse

- That's why we had Brian Addis draw the plans of the Courthouse
- Commissioner Porter doesn't care how much it costs, we have to have it
- Commissioner Porter will call Assistant Chief Hobson to ask who could write what we need to proceed

Commissioner Cameron moved to approve the minutes of the February 07, 2022 session.

Commissioner Porter seconded.

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

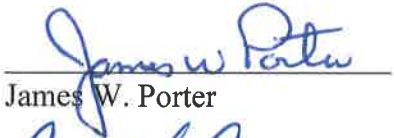
Motion carried.

Commissioner Porter will follow-up with Dave Arter regarding the Soldiers and Sailors parking lot.

With no further business being before the Board, the meeting was adjourned at approximately 4:24 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.