

## Minutes for March 04, 2021

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

**RES 21-0238** Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Porter  
Vote was Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

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

It was agreed to cancel the Investment Committee meeting for Monday.

- Reschedule in about a month

Commissioner Porter reported that July 24 will be Solid Waste Collection Day

- OUZ parking lot

Don Madden, Projects Director, came to discuss the bids for County Line Road.

- Morgan Coast sent a letter with recommendations
- Hazen was low bidder, but more for each individual water tap
- Perry Reclaiming was second lowest bidder, but cheaper on each individual tap
- If more taps are sold (minimum of seven), Perry would be the low bidder, because they are cheaper on taps
- Customers have until March 25 to purchase tap
- County can hold bids for 60 days, after opening, to award
- Don says they typically sell more taps because when equipment in front of someone's house, folks are more inclined to purchase
- Don would recommend waiting until March 25 to see how many taps are sold
- Clock starts when NTP is issued
- Don would be upfront with bidders/contractors why holding award of bid

Commissioner Cameron reported she has not completed typing her notes from the Park District meeting.

- She wanted to clarify that it was not a Board meeting, there were only five people in attendance

Commissioner Cameron also wanted to clarify that she had previously stated that ASK had submitted bids for three projects inaccurately. In researching, she found that it was only twice, and wanted to the record to reflect her error.

Commissioner Porter reported that Hazard Waste Collections Days for Solid Waste will be July 10 for Washington, Noble and Monroe Counties.

July 24 for Muskingum, Morgan and Guernsey Counties at OUZ parking lot.

June 14 will the next Solid Waste Meeting.

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Commissioner Porter gave an update on the Solid Waste Meeting held Monday, March 1.

- It left off from the last meeting with \$8,000 being returned to Monroe County
- Rob threatened to quit/retire
- There are a lot of new folks on that Board of Directors
  - They have a lot to figure out

Commissioner Porter reported that he called some folks about the Starlight workers.

- Corrie at Records
  - wants to know how much an hour before she commits
- Mark Schneider at Recycling
  - He is on board
    - Might even clean offices at EMA
- The Clerk has called Sheila Hina from Starlight; she will be coming in next Thursday

Commissioner Crooks reported she received a call from Katie Imlay, who owns a barber shop in Duncan Falls.

- She wanted to discuss getting a new sewer and what they can do about their current one
- Commissioner Crooks called Stan and asked him what he knew about the sewer
  - They have their own private package plant
  - Kenny had said 20 years ago that it probably needed updated
- It is a private system, run by a private board
- Commissioner Porter said there is history there, they won't connect to the manhole and won't let any new people on
  - Until the County has a sewer or package plant down there, nothing to do about it
  - It is impossible to deal with that board, he tried
- Imlay was approved to get on it once and then the board backed out and told her she wasn't one of the original members
  - She claims there were other people added that were not original members
- They have dry wells and EPA has said they don't do those anymore
- Zemba says package plant currently at 25% capacity
- Stan is willing to check into the situation

Commissioner Crooks distributed renderings for lettering on the Fifth Street side of the Law Administration Building from Scott from Kesslers.

- Not what Commissioner Crooks had in mind
  - Would like larger letters and spanning more of the building
  - Should be more eye catching
  - Okay'd to ask for rendering of larger letters
  - There is a sign before the parking lot directing folks to the entrance
  - Commissioner Porter mentioned that the door and trim needs cleaned up, also

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Dave Connelly, RDT and Corrie Marple, Director, Records Center, came to meet with the Commissioners regarding Phases III and IV of shelving installation.

- Mr. Connelly updated the Commissioners on the success of Phases I and II
  - Phase I and II are completed
    - Took an extra two-three days for completion
    - One because of snow; two for glitches
    - There were delays, misinformation and lack of information
      - Corrie called the owner and discussed the disappointments
        - As a result, the owner granted a \$5,000 compensation
- Phase III was reduced by an additional 5% = \$124,384.00
- Phase IV will remain the same, could not reduce any further due to errors made at the company; errors in the County's favor = \$211,096.00
- Corrie said this will nearly double their capacity
- Phase IV itself provides for 6700 boxes
  - Currently have 8,088 boxes in Records Center
  - Phases I, II, III and IV will provide for just under 16,000 boxes
  - Commissioner Porter asked Corrie how many years that will buy us
  - She will have to figure that
    - Two years after building the current space, they were already out of room
      - Part of that was using space poorly, in her opinion
- Management will be two-fold and Commissioner Crooks confirmed that Corrie was being assertive about moving out what is not needed and holding departments accountable for storage and disposal
- Corrie sees the Records Center moving more towards "records management" rather than a dumping ground
- Phase III is already budgeted in Records' 2021 Budget
- Price protection until June...if ordered by June 1
  - Don't have to take delivery until end of year
- Six to eight weeks delivery from time of notification to proceed
- Commissioner Crooks asked if the Records Commission was on board
  - Commissioner Porter said that a motion was actually made at the last meeting, but because it was an Emergency Meeting and this was not on the agenda, the decision/resolution could not be made
    - The Commission is okay with the purchases, but has not been done formally

The following was then considered:

**RESOLUTION 21-0253** authorize the purchase of Phase III and IV of shelving from RDT for the Muskingum County Records Center.

Phase III Cost: \$124,384.00

Phase IV Cost: \$211,096.00

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Phase IV is to be paid from Commissioners' Economic Development, Capital Projects 001-114-506040. The Commissioners are to be the Authority signing the agreement.

ALSO, BE IT RESOLVED, that this Board of County Commissioners of Muskingum County, Ohio does hereby approve the line item transfer of monies within Fund Number 001 as follows:

### LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-114-506040 Comm.Capital Projects	001-109-506001 Records-Equip & Maint	\$211,096.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

Discussion before Roll Call:

- Commissioner Crooks thinks it's a lot of money, but does want to see Corrie continue educating and working with the departments; only way to move forward
- Commissioner Porter said there will always be a need; preparing for the future
- Commissioner Cameron asked if Corrie is going follow-up with how many more years this will serve the County
  - Commissioner Porter will follow-up with Corrie

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

Motion carried.

The Clerk reported that Deputy Hanning came to see her Tuesday.

- All deliveries, FedEx, UPS and the Postal Service are still being left with security
- He spoke with Judge Fleegle and he said that had not been his decision
- Deputy Hanning would like for the deliveries to be made directly to the departments
- A Courthouse department complained about not receiving the mail in a timely manner
- He believes UPS and FedEx will not mind, but thinks the Postman will not want to do that
- Commissioner Cameron never understood why they couldn't just call the department and have them come down to get their delivery/mail
  - She thinks Cindy Rodgers had asked them to do that after a delivery sat in security overnight
- Commissioner Crooks not sure of job descriptions, but doesn't think they're too busy, as to why this would be an issue for them
  - The pandemic is not over
- Commissioner Porter thinks they are not overwhelmed and it might be good to have officers seen in the Courthouse
- Commissioner Cameron said sometimes there are three officers standing down here and the less time a UPS or FedEx man is in our building, the better

Ron Welch, Prosecuting Attorney, came to meet with the Commissioners regarding On-Watch and online training regarding Human Trafficking.

- He feels each County employee should be asked to participate
- He is requesting that this training be mandatory
  - Sign in to Malouf and enter your information
- He is developing further training to educate teachers

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- With the hope saving children from abusive/neglected homes
- Ron will talk with Pam Davis, Human Resources

He thanked the Commissioners for his office being adequately staffed for the first time in 10 years.

- They are seeking a grant that could add another person

They are looking at a fully integrated case tracking system – Prosecutor based

- Pioneer is not working
- The new system would cost \$100,000 up front then \$10,000 annual maintenance

Ron told the Commissioners if he could get 100 people off the streets it could reduce the crime by 30%.

He reported that Judge Cottrill has discontinued his Drug Court because the State of Ohio has now said to operate a drug treatment court you have to sign off on drug assisted therapy.

- Diversion Program will need a site
  - Commissioner Crooks suggested 333 Putnam
  - Law Library being relocated?

Child Advocacy is currently being done in Columbus because no facility here

Commissioner Porter asked if Genesis would be involved

- Ron said they have had no interest from Genesis; In his opinion it's because it isn't a money-maker

Commissioner Cameron reminded the Board that Security Deputy for County Court is out for two weeks.

There was brief discussion regarding the invitation for the Forever Dads event next Thursday.

- It's Commissioner Porter opinion that they've put fundraising above the health of every individual they've asked to attend

The following legislation was now considered:

**RESOLUTION 21-0239** authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Release of Mortgage form for the mortgage of David Wright and Margot Wright, in the original amount of \$21,000.00 for the Muskingum County Community Housing Improvement Program. 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 21-0240** 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>
Beagle Hill Services	Maxwell Final Invoice	\$6,523.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

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**RESOLUTION 21-0241** hereby approve the Supplemental Appropriation of Funds within Fund Number 014, for the Muskingum County Water Department, as requested by Peggy Taylor, Office Manager.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Transfer Out	014-373-510002	\$400,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

**RESOLUTION 21-0242** approve the establishment of new fund, number 136, which does *not* require approval of the State Auditor's Office, and line items as requested by Sheriff Matthew Lutz, for the Muskingum County Sheriff's Office.

**ESTABLISH NEW FUND**

**Purpose of New Fund** To account for the activity associated with the FY2020 LE SHSP Regional Grant

<b><u>Fund Number</u></b>	136
<b><u>Fund Name</u></b>	FY2020 Terrorism Prevention Program
<b><u>Department</u></b>	458
<b><u>Award Amount</u></b>	\$99,943.00
<b><u>CFDA #</u></b>	97.067
<b><u>Function</u></b>	Public Safety
<b><u>Grant #</u></b>	EMW-2020-SS-00037-S01
<b><u>Grant Period</u></b>	09/01/2020 – 03/31/2023
<b><u>Grant Administrator</u></b>	Sheila Samson
<b><u>Matching</u></b>	No
<b><u>Type</u></b>	Special Revenue - Federal

**LINE ITEMS TO BE CREATED**

<b>Revenue:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
	Homeland Security	136	000	409028
<b>Expenditures:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
	Salaries	136	458	501002
	Medicare	136	458	502001
	PERS	136	458	502003
	Workers Comp	136	458	502009
	Travel	136	458	502013
	Supplies	136	458	503001
	Equipment (>\$5,000.00)	136	458	503032
	Contract Services	136	458	504001
	Training	136	458	504111
	Equip & Maint	136	458	506001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0243** approve and authorize the ADVANCE of Funds from County General Fund 001 to Fund for the Muskingum County Sheriff's Office as requested by Matthew Lutz, as follows:

**ADVANCE OF MONIES**

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
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General Fund 139-000-414001 Terrorism Prevention \$16,000.00

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Equipment	139-458-506001	\$16,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

**RESOLUTION 21-0244** approve the Supplemental Appropriation of Funds within Fund Number 092 and 065, 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	092-242-504024	\$7,736.97
Program Expenses	065-242-504024	\$1,778.78

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0245** 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 Tiffany Beardsley, Administrative Assistant, Muskingum County Emergency Management Agency.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Civil Air Patrol	2020 Food Delivery – COVID	\$620.50

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

**RESOLUTION 21-0246** approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Juvenile Court, as requested by Vicki Vallee, Finance Manager .

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Probation – PERS	001-245-502003	\$61,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0247** approve the line item transfer of monies within Fund Number 064 as requested by Vicki Vallee, Finance Manager, Muskingum County Juvenile Court, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
064-444-504303 New Life Skills Ctr	064-444-504308 Reentry Svcs. Assess/Counsel	\$12,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

**RESOLUTION 21-0248** approve sale of 2002 Gravely Brush Chipper, Model HD1300D, S/N 000511 to Blue Rock Township.

This equipment is no longer needed by the Engineer's Office and would assist the township with their maintenance.

The recommended sale price is \$3,500. The Township has agreed to the purchase price.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

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**RESOLUTION 21-0249** 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	001-242-503001	\$1,685.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

**RESOLUTION 21-0250** 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>
Telemetry & Process	2 PC's	\$4,002.82

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0251** rescind Resolution 21-0210 dated 02.25.2021 for the Muskingum County Water Department. Approval to pay 2020 with 2021 is no longer needed per Peggy Taylor, Office Manager.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0252** approve the Supplemental Appropriation of Funds within Fund Number 055, Maysville Sewer, for the Muskingum County Sewer Department, as requested by Peggy Taylor, Office Manager.

### SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Services	055-372-504001	\$130,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

The Commissioners attended a virtual LEPC meeting at 12 Noon.

Session resumed at 1:45 p.m.

There was discussion regarding the checks to the Townships.

- Commissioner Crooks believes there should be a letter enclosed with the check and also ask the Townships to report back regarding how they spent the money
  - Also, do they have a plan for repair and maintenance of roads
  - Could this be considered ongoing money if they used the money the way it's intended
  - She asked a Trustee if they would be offended if they were asked to report what they used the money for...no
- There was Township last time that was mad when they were told to use the money for roads
- Commissioner Crooks believes if they are getting \$20,000 we have a right to know how the money was used



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- Her personal feeling is, if they don't reply back and tell us how the money was used, and we look at doing this in the future, then we take into consideration whether they get the money in the future or how much they get
- Biggest complaint in this office is roads and if we can help, the common response is we don't have the money, that should be a good partnership
  - \$20,000 from \$2,500 is a big difference
- She feels strongly we need a letter, because of the amount being more
- Commissioner Cameron said that her Township Trustees said they will be putting it into chip and seal; the resolution tells them what they have to do
- Commissioner Crooks' concern is that there is one township that, when asked to work together in a partnership, blew us off and said they didn't have to do anything
- Commissioner Porter says there is no better, efficient government than townships, used to doing tons with nothing
  - This sounds like we don't trust
  - They are capable and willing
- Commissioner Crooks said residents hold us accountable for how we spend the money and only equally fair that we hold the townships accountable
  - Then we have information, when we're questioned; hard data to share
  - Doesn't see it as a trust issue; strengthening a partnership
  - Good ammunition because we can say this is what was done with our investment
- Commissioner Porter not in favor of a letter
- Commissioner Cameron just wants them to get their check, it's been in the news, and the resolution tells them what they have to do with it

Commissioner Porter asked how it got to the news media

- He's received several calls thanking him
- He would have rather us given the townships the good news instead of a half-assed story in the Times Recorder

Erin was in session when we the resolution was passed.

Bookkeeping will bring down the checks and a copy of the resolution will be included and sent to the attention of the Fiscal Officers.

Commissioner Porter reported that Corrie Marple, Records Center Director, said that this new shelving will provide enough space for 10-12 years growth with no scanning.

Commissioner Porter placed a call to Corrie.

- She was told okay to proceed with RDT for Phase III and Phase IV
- RDT will need to provide contract

Commissioner Porter asked why we wouldn't make an effort to meet with Genesis regarding the Child Advocacy program.

- It's going to take several partners to make it work
- In a way, Genesis already is involved, they already have to report anything suspicious

Commissioner Cameron asked how would it pay for itself, not that we shouldn't ask them

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- Why wouldn't Children's Hospital support a satellite office here
  - Sometimes it's how and who presents it

Commissioner Porter received a call from Scott Staker regarding the package plant in Duncan Falls.

- He is on the Business Board in Duncan Falls
- He was told to call the Clerk to make an appointment for their Business Board, the Sewer Board and Stan to come in talk with the Commissioners
  - He has talked to Katie Imlay

Scott Lee, Facilities Supervisor, came in at request. He was asked if he can tell how many people enter the Law Library...yes

- Asked to report how many a week to get an idea how often it's used

Scott was asked who cleans the EMA offices

- Robbie cleans once a week
  - They maintain their own trash
- Scott would agree with a Starlight client helping clean EMA
- He and/or Robbie were invited to the meeting with Sheila Hina

Scott was asked his opinion about deliveries to Security versus the individual departments

- Scott would think that's the Sheriff's call

The Sheriff was called regarding Deputy Hanning's request for deliveries.

- The Sheriff said Deputy Hanning is his employee and shouldn't be going to the Judge or the Commissioners
  - There is a Chain of Command in Law Enforcement
- Mail delivery will be added to his job description
  - He has two jobs
    - Do what he's told
    - Keep the Courthouse safe

There was discussion with Scott about signage for the Law Administration Building.

Commissioner Porter also mentioned to Scott that there appears to be repairs needed on the outside of the Law Administration Building. Scott said that is on his list to do.

Scott also reported that the Auditor gave up her three spots in the Soldiers and Sailors parking lot. That will help him get caught up with parking requests.

Commissioner Porter moved to approve the minutes of the February 25, 2021 session.

Commissioner Cameron seconded.

Vote: Crooks, aye; Porter, aye, watch the tape; Cameron, aye. Motion carried.

Commissioner Porter moved to approve the minutes of the March 01, 2021 session.

Commissioner Cameron seconded.

Vote: Crooks, aye; Porter, aye, watch the tape; Cameron, aye. Motion carried.

Commissioner Porter said he talked with Dave Wilson, Guernsey County Commissioner, about AVC Communications, Joel Losego.

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Commissioner Crooks mentioned Old Business of the Records Center being under the authority of the Commissioners.

- Commissioner Porter's question would be, do the Commissioners make the resolution to take it back or does the Records Commission give it back

Commissioner Crooks said she called Erin Welch yesterday about the 333 Putnam building.

- COVID has kicked their ideas to the sidelines for now
- Sounds similar to the Care Team concept

Debra Nye, Auditor, asked Commissioner Crooks if they would be interested in meeting with Kathleen Clark from Fifth Third when she comes in this month

- May have questions for her

Commissioner Cameron mentioned that the Board gave Kenzie and Kacey the 3% increase for this year, even though they were in their probationary period, because they were employed by the County in their previous positions.

- Beth, however, did not get the 3% increase when she was in her probationary period and she was employed by the County in her previous position
  - The Clerk will find her date of employment with the Commissioners
- Commissioner Porter asked for a copy of Beth's latest evaluation

Commissioner Porter reported that Juanetti, Records Center, did not get her 3% even though Pam says she's eligible.

Commissioner Cameron suggested the Board make a decision about doing evaluations, we expect other departments to do them.

Commissioner Crooks suggested the scoring method for the evaluations.

There was continued discussion regarding Beth's 3%.

- What's fair
- Wasn't intentional
- It has been done in different years, for other people, as well
- Will it be retroactive

With no further business being before the Board, the meeting was adjourned at approximately 3:43 p.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.



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.*