

# Minutes for April 06, 2020

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Commissioners Present: Porter, Cameron, Crooks

Staff Present: Susan Reese

**RES 20-0311** Meeting was called to order at 10:55 a.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.

Vote was Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

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

Seconded by Commissioner Cameron.

Vote was Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

The Commissioners moved outside to the Courthouse Esplanade to open bids for the Board of Elections HVAC project. Those in attendance were:

Scott Lee, Facilities Superintendent

Jeremy Davis, APG Architects

Roger Touvell, Touvell Heating and Air Conditioning

Kevin Bailey, Buckeye Mechanical

Commissioners Cameron, Crooks and Porter

Clerk Susan Reese

WHIZ

The Times Recorder

The following legislation was considered:

**RESOLUTION 20-0312** open bids for Board of Elections, HVAC Project.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

**RESOLUTION 20-0313** take bids under advisement for HVAC Project for the Muskingum County Board of Elections.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

The Commissioners returned to the session room and the following legislation was considered:

**RESOLUTION 20-0314** approve the award of bid to Shelly and Sands, Inc.; 3570

South River Road, Zanesville, OH 43701, in the amount of \$235,640.40 for the Road

Resurfacing Project 2020-A3 (448 Asphalt) for the Muskingum County Engineer.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

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**RESOLUTION 20-0315** approve the line item transfer of monies within Fund Number 014 as requested by Peggy Taylor, Office Manager, Muskingum County Water Department, as follows:

**LINE ITEM TRANSFER OF MONIES**

<b><u>From Line Item</u></b>	<b><u>To Line Item</u></b>	<b><u>Amount</u></b>
014-373-503007 Material	014-373-503017	\$500.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

**RESOLUTION 20-0316** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners Pay Request Number 3 for the Leffler Road, Nostine Road, Baughman Run Road, Swackhammer Road, Cannelville Road, Gils Hollow Road and Roseville Water Tank Site payable to Muskingum County Treasurer in the amount of \$182,889.74 for reimbursement to the Muskingum County Water Department.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

Commissioner Cameron reported that she had talked with Jason Baughman at the Building Department. He has decided to alternate Michael and Nikki by week.

She also talked with Jeff and Tiffany at EMA about Tiffany teleworking. Jeff said there is no way that he and Travis can handle the calls at the EMA office. Commissioner Cameron asked him about having the calls forwarded to Tiffany's cell phone. Tiffany did call and ABI told her they can set it up so the calls would be forwarded to her cell phone...for EMA and Coroner. Commissioner Cameron told Dan to go ahead and order another laptop for Tiffany. She thought Jeff could cover that. Dan said there are two other laptops available, should he order?

Commissioner Cameron said she would discuss in session. Dan will look at the new one Tiffany just bought to see if it is compatible for her working at home. Jeff then sent an email saying that Corey at the Health Department said that Tiffany needs to be at home.

Jason Baughman also talked with ABI who told him the same thing about forwarding their calls. But, Jason plans to stay in the office.

There are still concerns about the Board of Elections having all employees there every day.

Commissioner Porter reported that in the Records Department, Corrie and Lucretia, will be rotating weeks starting this week.

Pam Davis, Human Resources, came to explain CORSA's revisions to the Temporary Emergency Sick Leave Policy and Temporary Family Medical Leave Act. Both address the definition of "Emergency Responder". Pam will send emails to Elected Officials asking if they have employees that they would consider "Emergency Responders".

Commissioner Crooks explained that she has been struggling with shutting down adoptions at the Dog Pound. She asked Dr. Butterfield his thoughts who said it was not his decision, that would up to Unified Command, although she realizes that ultimately the Commissioners would have the final decision. Commissioners Cameron and Porter said they would not be in favor of opening the Pound up to adoptions at this time. Commissioner Porter asked how would the dogs be spayed or neutered? Also, they are still working in a very small space. He asked what the Dog Warden's intake of dogs has been the last two weeks. Commissioner Cameron said there are currently 22 dogs at the Pound. She doesn't think Alisha and Mason should even be out

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there together in that small space. Pam suggested that one come in and feed on alternating days while carrying the pager. It was also suggested to limit the hours at the Pound.

It was decided to continue to not allow adoptions during this time. They will continue to feed, clean and respond to calls as needed. Fostering will still be permitted. Volunteers will continue to schedule only two at a time to walk dogs. Mason is keeping a list of people interested in dogs, to be called when the "Stay at Home" Order is lifted.

Pam Davis, Human Resources asked and the following was considered:

**RESOLUTION 20-0317** declare an Executive Session at 12.02 p.m. for the purpose of discussing a Personnel Matter pertaining to that of a public employee of Muskingum County Maintenance/Housekeeping. This session ended about 12:11 p.m.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

**RESOLUTION 20-0318** approve 48.46 Vacation Hours be reinstated to Robbie Frame, Muskingum County Maintenance/Housekeeping. Due to inaccurate documentation, Robbie's vacation anniversary date was recorded incorrectly in the new BS&A Accounting System, resulting in taking 48.46 hours from his Vacation bank.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

There was discussion regarding the handling of employees who will ask for time off because of lack of childcare due to schools not being in session. Policy reads that they will be paid 2/3 of their regular wage during that time. All were in favor of allowing 1/3 of their salary to be supplemented through accrued vacation, personal or compensatory time.

There was continued discussion regarding the definition of "Emergency Responders".

Commissioner Cameron reported that Rambo Memorial Health is closed per Gloria. She is checking on the temperature of the refrigerators regularly.

There was further discussion regarding the Dog Warden. It was decided to ask the Wardens to rotate weeks, so they are not both there together. Does that mean seven days on and seven days off, or five days on and five days off? Commissioner Cameron said she could call and ask the Wardens what they might prefer.

Commissioner Cameron said that Grant Stubbins from the Law Library called her back and said they would prefer the Library stay open.

Commissioner Crooks moved to approve the minutes of the April 02, 2020 session.

Commissioner Porter seconded.

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

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**RESOLUTION 20-0319** approve the payment of \$25,000 from 001-902-507024 (Intergovernmental-Outside Agencies) issued to Muskingum County EMA to be paid into Fund 130 to be used for COVID-19 expenses.

AND ALSO, approve the Supplemental Appropriation of Funds within Fund Number 130, for the Muskingum County EMA, as follows:

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Intergovernmental – Outside Agencies	001-902-507024	\$25,000.00

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contagion Emergency Supplies	130-461-503017	\$25,000.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

Commissioner Cameron said she would call Travis at EMA and ask him to send the Commissioners the spreadsheet showing the expenses to date for COVID-19.

With no further business being before the Board, the meeting was adjourned at approximately 12:55 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.



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.*