

# Minutes for June 14, 2021

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

**RES 21-0573** 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 Crooks.  
Vote was Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

Commissioner Cameron reported on an email asking for help in having someone cremated.

- Delong and Baker will be doing the cremation and turning it in to the City
- The City will only pay \$500 to the funeral home
  - The funeral home says they lose money and that's not right because the City gets reimbursed from the State
- Townships pay \$1,000
  - Commissioner Porter said townships do not get reimbursed

Commissioner Crooks reported that after the EODA meeting on Friday, she stopped at the new Adoption Center.

- They were having problems with their air conditioner causing the floor to be damp
- There was also a water leak in one of the sinks
  - Someone was there looking at that
- Dr. Gandolf was there and Commissioner Crooks had an opportunity to talk with her
  - Dr. Gandolf is interested in helping as she can with the feral cat situation
- Commissioner Crooks was not as impressed with one of the Kennel Master's (Amanda) that was borderline rude to her
  - If not for the Commissioners, they wouldn't have this new facility
- Commissioner Cameron thought Liam did the walk-through on Thursday
  - They must not have been having those issues on Thursday

There was discussion regarding an email from Sheriff Lutz regarding probable costs for a new 300-350 bed jail facility.

Commissioner Crooks asked if anyone had heard from Mark Zanghi, Assistant Prosecutor regarding Dunfalls.

- Has he had a chance to talk with Grant Stubbins regarding Dunfalls decision to not allow anyone else to tap onto their sewer system
  - No one has heard from Mark

Commissioner Cameron reported that she asked Mark Zanghi about the Washington Township JEDD.

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- If the County and Township agree, can they change the JEDD without the City agreeing
- She has not heard back from him

The following legislation was now considered:

**RESOLUTION 21-0574** approve the line item transfer of monies within Fund Number 063 as requested by Crystal Brokaw, Clerk Of County Court 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>
063-242-501002 Emp. Salaries	063-242-504024 Insurance	\$499.97
063-242-502001 Medicare	063-242-504024 Insurance	\$ 19.08
063-242-502003 PERS	063-242-504024 Insurance	\$ 69.99
063-242-502009 Workers Comp	063-242-504024 Insurance	\$ 532.93

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0575** approve the line item transfer of monies within Fund Number 095 as requested by Crystal Brokaw, Clerk of Court 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>
095-242-502009 Workers Comp.	095-242-502004 Insurance	\$21.60

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

**RESOLUTION 21-0576** approve the line item transfer of monies within Fund Number 001 as requested by Beth Iden, Deputy Clerk 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>
001-115-504007 Contract Repairs	001-115-502006 Unemployment	\$5,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0577** approve the line item transfer of monies within Fund Numbers 007 and 069 as requested by Tom Smith, Fiscal Supervisor, 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>
007-692-501002 PA Salaries	007-692-506001 PA Equipment	\$30,000.00
007-697-501002 SS Salaries	007-697-506001 SS Equipment	\$ 5,000.00
069-692-501002 CSEA Salaries	069-692-506001 CSEA Equipment	\$10,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Commissioner Cameron moved to approve the minutes of the June 07, 2021 session, with corrections. Commissioner Porter seconded.

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

The Clerk was asked to clarify some things in the June 10 minutes, via the recording.

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Pam Davis, Human Resources and Robbie Frame, Housekeeping Supervisor, came to talk with the Board.

- Robbie brought a proposal to move everyone to dayshift
- Pam sent an email to Department Heads and Elected Officials regarding the switch to dayshift
  - She has not received any feedback – positive or negative
- Robbie has spoken with all current employees about the change
  - All were open to those hours
- Robbie will be replacing one position and eliminating one position
- Robbie has restructured the crews and added the cleaning of EMA and the Engineer's offices to Housekeeping
  - EMA and Engineer's office will be cleaned everyday
  - He is hopeful that this restructuring will cut down on overtime and reduce call-offs and no-shows
    - It should also cut down on idle-time
- Pam presented the proposed Housekeeping restructure, as well as, a spreadsheet showing current employees and cost
- Commissioner Cameron suggested contacting the former Housekeeping employee that had to resign because of the nightshift hours to see if she's interested in a position
- Pam said that she did reach out to the City regarding their Housekeeping/Custodial positions
  - They have two positions; Union
    - City Hall
    - Safety Center
    - Starting wage \$15.25 hourly
- Robbie asked the possibility of doing tier level wages for employees based on years of service
  - Upon further discussion, it was suggested that the following also be considered in tier wage increases
  - No disciplinary actions
  - Good reviews
  - Attendance
- It was agreed to proceed changing Housekeeping to dayshift
- Robbie would also like to purchase t-shirts identifying the Housekeeping employees
  - All agreed
- Pam informed the Board that they have adopted a policy for Housekeeping employees for no slippers and no open-toed shoes
- Commissioner Porter let Robbie know that he would support an employee Tier Plan

Don Madden, Projects Director came in to meet with the Commissioners and Pam Davis, Human Resources.

- Pam presented proposals for Position Descriptions and Job Postings for two part-time positions for Water Department/Projects Department

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- Plant Operator; 20 hours per week
- Project Coordinator/Projects Assistant; 20 hours per week
  - Hours to be determined by Department Manager
- Pam would propose presenting as two different positions
  - Not sure how the Union would feel about it being posted as a combined position
    - Project Coordinator/Assistant will not be part of the Union
    - Plant Operator will be a Union position
  - Commissioner Porter asked if that would affect benefits
    - No, similar to how GIS and Projects/Water Department position currently
  - Will applicants recognize this is a combined full-time position?
    - Pam will reach out to Ben Albrecht, as our Attorney for Union, for his opinion
- Commissioner Crooks likes the title “Assistant Projects Director”
- Commissioner Porter asked if this person has the potential to take Don’s place when he retires
  - Yes, that is Don’s intent
- Commissioner Crooks feels the positions should be posted combined to be clear about what the position is
- Pam says there is also concern about the wage
  - Union defines the Plant Operator position at \$16 per hour
    - Union may agree to \$16.50 depending on applicant’s experience
  - What would the Assistant Projects Director’s wage need to be to increase the average hourly wage

Commissioner Porter asked Don for the pipe specs for County Line Road water project.

- Mr. Roberts said he would buy the pipe if he had to
  - Commissioner Porter understands that Mr. Roberts works for Shelly and Sands
  - Don said if you would maintain the same diameter pipe – it’s 8”, C900
    - He will double check on the exact specs
  - Don said he inquired about 3” pipe to run to Mr. Roberts, for economic reasons
  - A pipe supplier said that they could not get 3” pipe this year
  - Commissioner Porter asked if Don has considered steel pipe
    - Yes, actually more expensive than PVC
- Don has talked with the State Auditor regarding bidding pipe for future projects
  - Yes, that is permitted
  - Don expects that we will get bids in which the supplier says this is our bid as of today, but will reprice twelve weeks from today when delivered
  - Don’s goal is to present, by bid, 4” pipe and fittings to suppliers with 12 weeks to deliver
    - Risk to the supplier is gone, County would be taking risk for the cost of the pipe
    - Contractor would be labor only

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- Already has pipe for Imlay-Wilsonwood
- Pipe suppliers have told Don there will be a price increase in July and August
- Morgan Coast, Engineer, suggested making sure WSRLA is okay with reimbursing the County for the pipe
- Don has a concern about where to store that much pipe; would want somewhere secured by fence
  - Thought he would ask Jeff about storage at EMA
  - Sewer Department was also suggested; they have a secure spot
- All agreed to have Don pursue the purchase of pipe
- Commissioner Porter asked if there is a way to protect the County by limiting the percentage of increase, within reason
  - Commissioner Crooks asked if we would run the risk of suppliers not bidding
  - Don said he would talk to Mark Zanghi about our options
- Commissioner Cameron asked if we definitely have to bid...would this be considered an emergency
- Commissioner Porter said that if we are going to move forward with our water projects, we are going to have to pay

Don brought in a map of County Line Road to show where the project is scheduled to end and where Mr. Roberts is asking to extend the project.

- Julie has put together a potential mailing list that starts at County Line Road and goes north out Mt Olive Road to the county line; Flint Ridge Road from the intersection of County Line and coming to the county line---on the map Brushy Fork is Licking County so it would stop before then; also, coming back around the other way to Flint Ridge Road and it could make a loop and tie into North Hopewell and to the other end of Flint Ridge toward Mt. Sterling
  - Is that hitting the area we want to hit
  - Commissioner Crooks doesn't see being able to put Mr. Roberts property on the current project
    - On another project and pick up more taps
    - Running one tap for \$100,000 is not a good business decision
  - Don thinks there are "ballpark" 60 homes in this proposed project
    - A lot of pipe in this project...a big project
    - Commissioner Porter would say millions for this proposed project, versus \$100,000 to run to Mr. Roberts
  - Commissioner Porter would disagree with Commissioner Crooks, he would like to see Mr. Roberts get water
    - Don said no 3" pipe this year; for 8" pipe 10-12 weeks out
      - He would expect Hazen to be gone by then
    - Commissioner Porter suggested doing it in house
      - We have done that before
      - Don said we could
    - Commissioner Crooks would say she's never known us to do that in the past (send out a crew to run to one house)

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- Commissioner Crooks told Commissioner Porter that he made a complaint with spending an extra \$362, saying it was not a good business decision, but spending \$100,000 for one individual, she's saying, is not a good business decision
- Commissioner Cameron asked if Mr. Roberts has to be the landowner
  - It doesn't appear that he owns the property
  - The tax mailing property is 1940 County Line Road, but there is no house there
  - When did Mr. Roberts move in to the trailer?
    - It's believed that his Uncle owns the property
  - Trailer taxes and real estate taxes go to 1940 County Line Road and that's the address Mr. Roberts gave as his address, but the property is not listed in Jeff Roberts' name
  - Can you request water to be run to property that you don't own?
- Commissioner Crooks thought she misspoke when she said we got a "no" from the Mackenzie's
  - Don said Julie sent interest letters clear to the end of the road; 2600
    - The last yes was 1625
    - The only other card returned was 1705 and they were a "no"
- Commissioner Cameron asked again, if you're not the landowner, do you have to have permission from the landowner
  - According to the Auditor's website, he's the only one that lives there in a trailer, no other house on the property, other than a very dilapidated house that appears to have no one living in it
- Commissioner Porter understood from Mr. Roberts that there would be two taps
  - That was Don's understanding, as well

Commissioner Cameron reminded Don that Mike Young called and said to count him in as a yes on Twin Hills.

Don reported that County Line pipe is here and they are preparing to start. Imlay-Wilsonwood pipe is on site.

Commissioner Crooks reported that Deputy Paxton came to check the security buttons

- He said many of them did not work properly
  - Very old system
  - Who initiated this system
  - Scott Lee, Facilities Superintendent, said the system was here when he started
  - Robert Moore, IT Director, is not sure...perhaps Judge Fleegle's office
    - Deputy Paxton said Robert wasn't available when he was working with the system, so he called Dan Long
      - Commissioner Crooks explained to him that Dan is no longer in IT, he works for the Prosecutor
  - Most of the buttons worked the last time he checked them

A return call was placed to Jenny Vaughn at Lowes regarding their offer to help light the Courthouse.

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- She said Lowes would be happy to assist with the lighting
- Robert Moore told her a little of what we have and what we'd be looking for
- She explained that she would have access to lighting that is not available in the stores, at a significant discount
- Commissioner Crooks told her we would do more research on what we needed and get back to her

There was continued discussion regarding the Courthouse security system

- Commissioner Cameron said she's not sure it's Deputy Paxton's call

The Commissioners' acknowledged a letter from an upset citizen, regarding the closing of the post office in the mall.

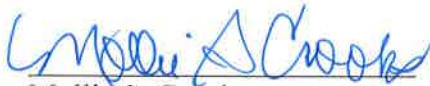
- Not the Commissioners' call
- There are Post Offices in Nashport and Dresden and maybe Frazeysburg

Commissioner Crooks reported that Carolyn Hughes texted to say the neighbors said that people snooping around house in Chandlersville.

Commissioner Cameron commented that we need to be making decisions about the jail.

- Referring to latest cost estimate, Commissioner Porter said we could jeopardize the borrowing power for the whole County, to borrow that much

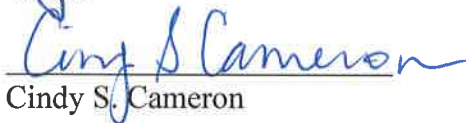
With no further business being before the Board, the meeting was adjourned at approximately 12:34 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.



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.*