

# Minutes for June 15, 2020

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

**RES 20-0511** Meeting was called to order at 10:00 a.m. on the motion of Commissioner Crooks and the second of Commissioner Porter.  
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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

The Commissioners participated in the Unified Command conference call at 10:00 a.m.

- COVID-19 Cases
  - 55 Confirmed cases
  - 4 Probable Cases
  - 50 Total Cases
  - 0 Current Hospitalizations/12 Total Hospitalizations
  - 57 Recovered
  - 1 Death
- A report was given on the Biker Fest at the Rushing Winds Church
- The Call Center should be online July 1
- With the recent Court ruling, would fireworks be reconsidered?
  - Command should talk about at Wednesday morning meeting
- Fair Board meeting tomorrow night to discuss fair plans
  - Counties have been encouraged to proceed with Junior Fairs. There is funding incentive from the State of \$50,000. \$15,000 if no Junior Fair
  - Pickaway County would be a good resource for details in holding a Junior Fair
- Wednesday, 9:00 a.m. – Command Sub-group

Commissioner Cameron reported a phone call from Mrs. Bell who would like to see the Center for Seniors reopen.

- Commissioner Cameron took her phone number and Ann Combs, Director, Center for Seniors, will call her
  - Ann thought they could slowly begin to open. Perhaps classes where they could social distance
  - No consideration of meals being served yet

The following legislation was now considered:

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**RESOLUTION 20-0512** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners Pay Application Number 5 and associated paperwork in the amount of \$101,164.47 for the Water Main Extensions to North Moose Eye, Lodge, Maplebrook, Nel-Damar, Tammy, McKinley & Tavenner Roads.  
Motion made by Commissioner Crooks, seconded by Commissioner Porter.  
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

**RESOLUTION 20-0513** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners Pay Application Number 8 for the Weber Lift Station Renovation Project in the amount of \$104,457.90.  
Motion made by Commissioner Porter, seconded by Commissioner Crooks.  
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

**RESOLUTION 20-0514** approve the Supplemental Appropriation of Funds within Fund Number 070, 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>
Indigent Alcohol Treatment	070-642-504345	\$13,650.00

**FUND TRANSFER OF MONIES**

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
070-642-504345 Indigent Alcohol Treatment	034-442-503001 House Arrest	\$13,650.00

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

Commissioner Cameron reported that Beth is off today and Don Madden will be taking some time off this afternoon.

Bid openings for National Road at the Port Authority this Thursday, June 18; 3:00 p.m.

Commissioner Porter has a Records Commission meeting this Thursday at 2:30 p.m.

LandBank will open bids this Friday and award at their June 30 meeting.

Commissioner Porter reported dates for upcoming appointments, but said to proceed with business as usual.

There was discussion regarding Dan's proposal for a new recording system for session. There was discussion about making a policy for retaining the recordings for public requests, for 90 days. Commissioner Porter will check with Corrie at the Records Department about retention policies.

Tim Thompson, Director; Marlee Gibson, Deputy Director; Board Members, Karen Vincent, Pat Hennessey, Jackson Boyd and Roberta Durfee of the Muskingum County Board of Elections came to see the Commissioners. Grant Hutcheson was also in attendance.

- The Board of Elections is requesting to purchase a mail folder/stuffing machine from Pitney Bowes in order to help them get ballots out in the mail this fall

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- The cost of this machine is \$49,659.41; can save \$4,555.49 by purchasing outright by June 20
- In 2016 they mailed out 8,400 ballots; for the 2020 Primary 8,442 ballots
- They are anticipating doubling mail-outs for the November Election
- Financially, they cannot afford the machine
  - They were asked if they could pay for it now and be reimbursed when CARES money is received; it was decided that is what they will do
  - All agreed to the purchase
- They have concerns about having enough poll workers
- They are also in need of employees to work from September to December to help with the Presidential Election

Dan Long, IT Director, came to see the Commissioners about the video recording system.

- Each Commissioner will have access to viewing the videos on their computers
- The recordings can be kept as long as the Commissioners wish, but the policy needs to state how long they will be retained for public records requests...he would suggest consistency
- Dan would rather not get in to a situation that we are retaining so many recordings that data storage space becomes an issue.
- Any recording can be saved to an individual's desktop
- What if a court matter would require video recordings? If there is a records retention policy in place that states the recordings are only kept for X number of days, then we can't be required to produce them if that time has lapsed
- Currently, there is no known policy in place
- When Dan installs another camera, we will still be able to use the TV and record at the same time

There was also discussion about a system for conference calls.

- There is no digital analog phone out line
- Has ordered and waiting on a converter to hook up

The following legislation was considered from earlier discussions:

**RESOLUTION 20-0515** approve the line item transfer of monies within Fund Number 001 as requested by Timothy Thompson, Director, Muskingum County Board of Elections, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-112-504161 Judges/Clerks	001-112503017 COVID-19	\$45,103.92

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

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**RESOLUTION 20-0516** approve purchase of Session Room Recording System to replace the current session recording system, as proposed by Dan Long, IT Director. Cost proposal: \$2,193.98.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

The Commissioners reviewed an email from Stan Lucas, Sewer Department Manager, that included a letter to the current customers of South Zanesville. The letter will be sent to inform them of Muskingum County's takeover of the system. Some changes were made to the proposed letter and forwarded to Stan. The Clerk is to ask Stan, who will be signing the letter?

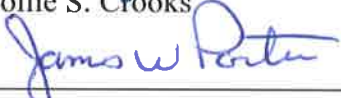
With no further business being before the Board, the meeting was adjourned at approximately 12:00 Noon on the motion of Commissioner Cameron and the second of Commissioner Crooks.



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.*