

# Minutes for June 21, 2021

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

**RES 21-0589** Meeting was called to order at 9:00 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.

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

The following met with the Commissioners at the new Adoption Center facility:

Pat Kelly, Architect  
Doug McQuaid, Volunteer  
Deputy Zach  
Deputy Erin Fuller  
Scott Lee, Facilities Supervisor  
Amanda Dunlap, Kennel Master  
Kim Hambel, Sheriff's Office  
Captain Jeff LeCocq, Sheriff's Office  
Shawn Johnson, Engineer's Office  
Liam Blake, Flecto  
Tom Piczynski, Flecto

The following was presented as problems and concerns at the new facility:

- Concrete is wavy/not sloped towards the drains causing water/urine to sit and not drain; extremely unsanitary
  - Flecto will call epoxy contractor to address floor/drain issues
- Kennel doors are safety hazards/should be half doors
- Exterior concrete slopes back to building that will lead to water issues
  - Concrete aprons will be ground to allow water to drain from kennels
- Outdoor kennels have too large a gap that could allow smaller dogs to escape
  - Will refabricate four smallest kennels
- Paint in sally port is coming up
- Paint on walls chipping/coming off
- Paint in kennels is chipping
- Doors leading to kennels are solid which causes safety issues getting dogs in and out for walks when you can't see people inside kennel areas
  - All agreed to issue change order for nine (9) new interior doors and one (1) new exterior door to include glass.

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- Two hose connections in middle hall, should be in each kennel area. Valve to turn water on hits wall
- Walls between kennels holding fluids under them, caulking used has washed away
- Drains not sloped/hard to get water into them. Garage drain sticks out of the floor—cannot be used
- Several outlets not secure; can push all the way in and some stick out from the wall
- Electrical issues with the tankless hot water heater; breaker keeps kicking off
- Concrete splashed on front of building siding
- Mud/dirt on metal exterior in several areas; company left after install
  - The building will be power washed after grass has been established
- End kennel doors do not have a place for bowls
  - Flecto will check order to see what exactly was ordered
- AC units dripping from ceiling
  - Will address, depends on where coming from; insulation or pan
- Water stands in outdoor kennels because of slope
  - Concrete aprons will be ground to allow water to drain from kennels.
- Exterior structure beams still not fully painted to prevent rust
- Hot water heater does not work
- Meet and greet rooms are drywall; can't be sprayed down
  - It was suggested to wrap epoxy up walls to serve as backsplash
  - Also suggested installing RGP/plastic bubble board
- Need stronger/harder re-enforced kennels for dangerous dogs or when house K9 units
- Need night lights and a sound system for the pods
- Exhaust fans are not running
  - Flecto will address
- Public toilet leaking
  - Flecto will contact plumber
- Sally Port is not big enough to pull into and get dogs out
  - Will install fenced enclosure outside to Sally Port
- The Muskingum County Sewer Department will address the outside drainage issue

Commissioner Porter informed Flecto that they would not be receiving their final payment until these issues were addressed.

- He's not expecting them to be fixed overnight, but quickly

All agreed to meet again next Monday, June 28; 10:00 a.m. in the Sheriff's Conference Room

Returned to session room.

Commissioner Porter mentioned the puddling by the garage door at the Adoption Center.

- No way to get the water away without ripping up concrete
- Suggests cutting out asphalt and installing a French drain, put stone in the bottom

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- At Flecto's expense
- Commissioner Cameron asked why their costs
  - They should have known

There was brief discussion regarding overtime at Recycling.

- Commissioner Crooks would like a face to face with Mark to discuss overtime
  - Pam said her discussion regarding overtime, went well with Mark
- Commissioner Porter reported that he saw Jeff Jadwin at an event over the weekend
  - He told Commissioner Porter that Commissioner Crooks had approached him and asked him to move out of some of his area for Recycling
  - Commissioner Cameron said she has no idea what they're talking about
    - Commissioner Crooks said she did not; doesn't know what he's talking about
      - She already shared with the Board, that when she went out and looked at Recycling, Travis walked her through the space.
        - Travis said that Dr. Vinsel is not there very often and she (Commissioner Crooks) jokingly said, "That would be a nice space"
        - Jeff was nowhere around during that conversation, nor involved
      - When she met with the Mark, they only discussed Mark's area
- Commissioner Crooks will call Mark Schneider to set up a meeting regarding overtime.
  - She would also like Pam to be involved

The Clerk is to set up a meeting with Stan Lucas, Sewer Department and Shawn Johnson, Engineer's Office for Thursday.

Commissioner Porter asked what Shawn's role is in this project (Adoption Center).

- Commissioner Crooks thought Commissioner Porter had asked Shawn to be involved from the beginning
  - Commissioner Porter thought he had kept his mouth shut about most of this stuff (regarding the Adoption Center)
    - His opinion would be that Pat Kelly is being well paid, he's the one that should be calling the shots and reporting to us...he hasn't
- Commissioner Cameron said that Pat Kelly cannot blame it on Shawn
  - When they were both in here, since Pat doesn't have a lot of contact with us, we all agreed that Shawn would look at some things at the new facility
    - She doesn't think fair to say that Pat's confused about who's doing what
      - The drains or none of that stuff is on Bryan Catlin or Shawn

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- In fact, we have a couple of extra drains because he (Shawn) brought it to our attention
- Commissioner Crooks is not sure what Shawn's role is
  - He's been helpful
  - Commissioner Cameron said that Shawn's role is to have the County's best interest in mind
    - More than once he has brought things up that Pat has not
- Commissioner Porter would suggest that we identify one person as our contact to get all these items done
  - In his opinion, Pat Kelly is the one being paid to do this
- Commissioner Cameron said that Shawn was there today because Flecto called him and asked him to come
  - That tells what Flecto's relationship is with Pat
- Commissioner Crooks' opinion would be that having communication with everyone involved is the best way to handle

Commissioner Porter commended Amanda

- Shawn Johnson's wife wanted Amanda to go to Shawn to make some decisions regarding the new facility
  - Amanda refused to do that
    - Everything goes through Sheriff Lutz

There needs to be a doorbell or buzzer so they know when someone comes in the door.

- Who mans the front desk
  - Can the deputies do that

Amanda is there by herself quite a bit.

- She had to pick up dog food Friday
  - The deputies told her that was not part of their duties
    - The Sheriff said they were to step up and help
- Amanda was there more than she was expected to be over the weekend
  - She is building a relationship with Dr. Gandholf
- Commissioner Porter said "Kennel Master" implies in charge of what happens in the building
  - Captain LeCocq agreed

There was continued discussion regarding the organization of the facility, both staffing and facility.

The following legislation was now considered:

**RESOLUTION 21-0590** approve the Supplemental Appropriation of Funds within Fund Number 123, for the Muskingum County Board of Elections, as requested by Marlee Gibson, Director.

## **SUPPLEMENTAL APPROPRIATION OF FUNDS**

<b><u>Description</u></b>	<b><u>Account Code</u></b>	<b><u>Amount</u></b>
Supplies & Other	123-112-503001	\$708.93

## **LINE ITEM TRANSFER OF MONIES**

<b><u>From Line Item</u></b>	<b><u>To Line Item</u></b>	<b><u>Amount</u></b>
123-112-503001- Supplies & Other	123-112-507027-Remit to State	\$11,404.80

The Reason for the Transfer is to reimburse the State for Federal monies that we were not able to use, including interest.

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

Motion carried.

**RESOLUTION 21-0591** approve the line item transfer of monies within Fund Number 130 as requested by Jeff Jadwin, Director EMA as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
130-461-506001- Equipment	130-461-504001-Contract Services	\$5,000.00

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

Motion carried.

**RESOLUTION 21-0592** approve the fund to fund transfer of monies for the Muskingum County Commissioners as requested by Beth Iden, as follows:

**FUND TRANSFER OF MONIES**

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-999-51002- General Fund	196-000-414002-Lorena	\$20,000.00

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

Motion carried.

There was discussion regarding the above resolution.

- The Lorena fund is currently in the red by \$8,000+
  - Partly due to the fact that neither the City nor the Chamber have reimbursed their 1/3 of the cost of insurance for the Lorena
- Commissioner Crooks asked Commissioner Porter if he was aware of the recent expenditure for security cameras for the Lorena
  - Aware when Beth emailed Commissioner Porter to let Captain Page know to come in to complete an expenditure form for the purchase
  - Commissioner Cameron noted that sales tax cannot be reimbursed
    - Commissioner Porter emailed Captain Page who later called him and explained what it was for
- Commissioner Crooks said that Captain can't randomly spend money without communicating
  - Commissioner Porter asked why we don't give him (Captain Page/Lorena) a budget
    - Not sure why CVB not paying for part of the expenses
    - Camera is asset for safety issues
    - Should have budget for maintenance
- Commissioner Crooks would like to see him come in to explain purchases; he doesn't just have an open checkbook; we're ultimately responsible

**RESOLUTION 21-0593** approve the establishment of new fund, number 151, which does *not* require approval of the State Auditor's Office, and line items as requested by Don Madden for the Muskingum County Water Dept

**ESTABLISH NEW FUND**

**Purpose of New Fund** Construct the Norfield Arch Hill Road Water Project

**Fund Number** 164

**Fund Name** Norfield Road Water

**Department** Projects Dept

**Type** Capital Project Fund

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**LINE ITEMS TO BE CREATED**

<b>Revenue:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
OWDA Loan	Loan Funds	164	000	410016
Advance In		164	000	414001
Transfer In		164	000	414002
<b>Expenditures:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
Contract Service		164	373	504001
Engineering Fees		164	373	504013
Contingency		164	373	504999
Land Acquisition		164	373	506030
Advance Out		164	373	510001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

**RESOLUTION 21-0594** approve the establishment of new fund, number 173, which does *not* require approval of the State Auditor's Office, and line items as requested by Don Madden for the Muskingum County Water Dept

**ESTABLISH NEW FUND**

**Purpose of New Fund** Construct the Licking View Sanitary Sewer Project

**Fund Number** 173

**Fund Name** Licking View

**Department** Projects Dept

**Type** Capital Project Fund

**LINE ITEMS TO BE CREATED**

<b>Revenue:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
OWDA Loan	Loan Funds	173	000	410016
Advance In		173	000	414001
Transfer In		173	000	414002
<b>Expenditures:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
Contract Service		173	372	504001
Engineering Fees		173	372	504013
Contingency		173	372	504999
Land Acquisition		173	372	506030
Advance Out		173	372	510001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

**RESOLUTION 21-0595** approve the establishment of new fund, number 151, which does *not* require approval of the State Auditor's Office, and line items as requested by Don Madden for the Muskingum County Water Dept

**ESTABLISH NEW FUND**

**Purpose of New Fund** Construct the Virginia Ridge Water Project

**Fund Number** 151

**Fund Name** Virginia Ridge Water

**Department** Projects Dept

**Type** Capital Project Fund

**LINE ITEMS TO BE CREATED**

<b>Revenue:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
OWDA Loan	Loan Funds	151	000	410016
Advance In		151	000	414001
Transfer In		151	000	414002
<b>Expenditures:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
Contract Service		151	373	504001
Engineering Fees		151	373	504013

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Contingency	151	373	504999
Land Acquisition	151	373	506030
Advance Out	151	373	510001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

**RESOLUTION 21-0596** approve the establishment of new fund, number 189, which does *not* require approval of the State Auditor’s Office, and line items as requested by Don Madden for the Muskingum County Water Dept

**ESTABLISH NEW FUND**

**Purpose of New Fund** Construct the Sunflower Road Water Project

**Fund Number** 189

**Fund Name** Sunflower Road Water

**Department** Projects Dept

**Type** Capital Project Fund

**LINE ITEMS TO BE CREATED**

<b>Revenue:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
OWDA Loan	Loan Funds	189	000	410016
Advance In		189	000	414001
Transfer In		189	000	414002
<b>Expenditures:</b>	<b>Description</b>	<b>Fund</b>	<b>Dept.</b>	<b>Account Code</b>
Contract Service		189	373	504001
Engineering Fees		189	373	504013
Contingency		189	373	504999
Land Acquisition		189	373	506030
Advance Out		189	373	510001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

The Clerk informed the Board that David Boyer asked to come in Thursday to meet with the Board.

- Discussion regarding levy
- Commissioner Cameron is pretty certain they are also going to ask about building rent

Pam Davis, Human Resources, came to talk with the Commissioners about the Juneteenth Holiday.

- She spoke with Jeff Stankunas at CORSA and he said that granting it as a floating holiday this year is perfectly acceptable

The following was then considered:

**RESOLUTION 21-0598** approve granting the Juneteenth Holiday as a Floating Holiday for 2021 to be used at the employee’s request and upon the approval of the appointing authority, before December 31, 2021.

Hereafter, it will be observed on June 19 according to County Holiday policy.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

There was discussion regarding holiday schedule for 2021. It has already been approved.

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

Travis Roach, Deputy Director, EMA, came to talk with the Commissioners about a groundhog problem at EMA/Recycling.

- Maintenance has helped, previously, but have caught nothing this year
- Should we hire someone to help with the problem
- A call was placed to Pam in HR regarding shooting on County property by a County employee
  - CORSA frowns upon this idea
  - CORSA would probably be okay with contracting with someone if they have liability insurance

A call was placed to Don Hunter, who traps nuisance rodents.

- \$150 set up fee
- \$20 per animal
- Landowner checks traps
- Traps until no more

Mr. Hunter will meet Travis at the site to begin the process.

Commissioner Cameron mentioned the email regarding the reinstatement of the broadband grant monies

Commissioner Crooks commented on an email from Debra Nye regarding questions from Anthony Adornetto for the jail grant.

- The questions may be more for the Commissioners rather than the Auditor

The Commissioners received an email from Sheriff Lutz regarding pricing for a new jail.

- Answers to the jail grant

Commissioner Porter mentioned an email from Sharon Parker regarding autopsies for the County.

- She said it would take a large restructure to consider Genesis
- Could sit down to discuss
- Worth looking in to
- The Clerk is to set up a meeting with Prosecutor, Coroner, Commissioners and Genesis

There was further discussion regarding the Law Library's request for the purchase of software and security cameras.

Commissioner Porter left for a Records Commission Meeting

- A call was placed to Mark Zanghi
  - Concerns with security
  - People taking books
  - People having access to new computer and copier
- Is there still a need for the Law Library
  - Could it be moved to Public Library



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- Judge Vinsel has expressed his opinion about it being “wasted space”
- Commissioner Cameron has talked with Stacey Russell at the Muskingum County Library who said their Board had discussed; would not do for free
  - Commissioner Cameron also understood that Stacey has talked with the Prosecutor’s office
    - Law Library would supply computer and printer at the Public Library for Law Library research only
    - Sharon Ball currently make \$13 an hour/ 20 hours per pay
- Commissioner Cameron will reach out to Stacey Russell again
- Commissioner Crooks will contact the Law Library President, Jillian VonGutten

Commissioner Porter returned from the Records Commission meeting.

- He reported that the Prosecutor nor Auditor attended the meeting
- Corrie would like to change some of the shelving which would cost an additional \$5,087; she has the money in her budget
  - This would help gain more space
  - Commissioner Crooks would like Corrie to present the plan to the Commissioners

Commissioner Porter reported that he talked to Stan during lunch.

- Stan said it was a good thing someone didn’t provide him with the name of the drain manufacturer, because they would have capped the drains
- Who made the decision to stop the drains
  - During final inspection

There was discussion regarding an email from Anthony Adornetto about the jail grant application.

Commissioner Crooks reported another call about stray/feral cats.

The Clerk is to contact Robert Moore regarding his evaluation.

- Date to consider: Monday, June 28

Commissioner Cameron moved to approve the June 10, 2021 minutes, with changes.

Commissioner Porter seconded.

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

Motion carried.

Commissioner Porter reported that he talked with Tom Roberts at a function Saturday night.

- He said there would be three additional taps on County Line Road
- He also said that he can prove that there are 31 Licking County residents on this Muskingum County project

Commissioner Cameron moved to approve the minutes of the June 14, 2021 session.

Commissioner Porter seconded.

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

Motion carried.

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The conversation with Mark Zanghi regarding the Law Library request was explained to Commissioner Porter.

Commissioner Porter mentioned that the Hixson Building still has sign that says masks are required.

- Commissioner Cameron would think the sign should be when you get to Domestic Court
  - Up to each Elected Official

The Clerk reported that Starlight asked to put the advertisement for a Cooling Tower, for their Administration building, on the County website.

The Clerk is to ask Mark Zanghi about Starlight advertising and requesting bids when the building belongs to the County Commissioners.

With no further business being before the Board, the meeting was adjourned at approximately 4:21 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.*