

Minutes for August 12, 2021

Commissioners Present: Crooks, Cameron
Commissioner Porter was absent
Staff Present: Susan Reese

RES 21-0750 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.
Vote was Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

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

Pam Davis, Human Resources, Stan Lucas, Sewer Department Manager and Jake Batteiger, Field Supervisor came to meet with the Commissioners and the following was considered:

RESOLUTION 21-0751 declare an Executive Session at 11:37 a.m. for the purpose of discussing a Personnel/Disciplinary Matter pertaining to that of a public employee of Muskingum County Sewer Department. This session ended about 11:48 a.m.
Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

Commissioner Cameron suggested that she wouldn't care if they would develop a new pay chart for the Sewer Department.

- She also suggested that other departments may need adjustments.

RESOLUTION 21-0752 approve the postings of the positions of Full Time Field Operators (2) for the Muskingum County Sewer Department. Starting wage to be posted at \$16 - \$18 an hour. This request was submitted by Pam Davis, Human Resources.
Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

Due to the posting for full time Field Operators and the new wage, Commissioner Cameron suggested that Stan tell his employees that there are ongoing discussions that may result in current employee salary adjustments.

- Commissioner Crooks noted that there are many places, in this area, hiring at the same or more than Sewer Department employees start at
 - We have to act or we're going to lose the good people we have

Commissioner Cameron reported that she will need to leave by 3:15 - 3:30 p.m. this afternoon.

The Commissioners left session to attend a Corrections Board Meeting in the Jury Room at 12:00 Noon.

The Commissioners resumed session at 1:12 p.m.

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The Clerk, nor Commissioners Crooks and Cameron, heard from Commissioner Porter and were not aware that he was not going to be here today.

Prosecutor Ron Welch came to meet with the Commissioners and the following was considered:

RESOLUTION 21-0753 declare an Executive Session at 1:15 p.m. for the purpose of discussing a Pending Litigation pertaining to Muskingum County. This session ended about 1:27 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

The following legislation was now considered:

RESOLUTION 21-0754 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 Mark C. Fleegle, Administrative Judge, Muskingum County Court of Common Pleas.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Supreme Court of Ohio	Reimbursement - Retired assigned Judges	\$378.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0755 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners, as requested by Stephanie Spencer, Chief Administrator, for the Dog Warden Office Project.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
General Fund – Transfer Out	001-999-510002	\$7,352.68

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0756 approve the fund to fund transfer of monies for the Muskingum County Commissioners for the Dog Warden Project/Kennel Building as requested by Stephanie Spencer, Chief Administrator, as follows:

FUND TRANSFER OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-999-510002 Transfer Out	053-000-414002 Transfer In	\$7,352.68

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0757 approve the Supplemental Appropriation of Funds within Fund Number 009, for the Muskingum County Commissioners, as requested by Mark Eicher, County Engineer.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Materials – Roads	009-368-503009	\$300,000.00
Materials – Bridges	009-368-503008	\$ 50,000.00
Transfer Out	009-368-510002	\$100,000.00

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Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0758 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the OPWC Round 36, 2022 Applications for Financial Assistance, County Road Resurfacing, for the Muskingum County Engineer.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0759 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the OPWC Round 36, 2022 Applications for Financial Assistance, County and Village Paving, for the Muskingum County Engineer.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0760 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the OPWC Round 36, 2022 Applications for Financial Assistance, Bagley Road Bridge Replacement, for the Muskingum County Engineer.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0761 approve and authorize the ADVANCE of Funds from County General Fund 001 to Funds 177 and 191 for the Muskingum County Community Development, as requested by Sheila Samson, Director, as follows:

ADVANCE OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-990-510001	177-000-414001	\$10,000.00
001-990-510001	191-000-414001	\$ 5,000.00

These funds will be returned when funds requested have been issued.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0762 sign official certification of the local government monies to be received in calendar year 2022 as submitted by the Muskingum County Auditor.

Local Government Revenues for 2022 \$825,924.26

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0763 approve and authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Change Order for Dog Adoption Center Floor Drain Improvements as submitted by Pat Kelly, Kelly Architectural Services, in the amount of \$97,340.00.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0764 accepts Official Amended Certificate Number Twenty (20) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated August 04, 2021.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

RESOLUTION 21-0765 sign the Agreement between the Board of County Commissioners of Muskingum County and The Commissioners of Guernsey County through its Clerk entering into an agreement with Muskingum County for the enforcement of the Ohio Building Code within the limits of said County whereby the Muskingum County Building Department is to exercise all enforcement authority necessary within Guernsey County.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

RESOLUTION 21-0766 approve the line item transfer of monies within Fund Number 021 as requested by Candy Emmert, Executive Director, Muskingum County Adult and Child Protective Services, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
021-695-504170 Adoption Services	021-695-504393 Settlement Deduction	\$7,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

RESOLUTION 21-0767 approve and authorize the payment of invoices incurred prior to funds being encumbered as requested by Vicki Vallee, Finance Manager, Muskingum County Juvenile Court.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

The Commissioners reviewed an email from Mark Eicher regarding the possibility of turning Loop Road over to the County.

- Mark will be asked to come in to discuss

Shannon Bell from Rambo asked if the Board wants to do on-site flu shots for the employees or just an announcement that they can get them at Rambo's office.

- It was decided to ask Rambo to do the flu shots on-site

The Clerk reported that Kennedy Webb-Blakley of OMEGA, called and asked to hold a meeting with the Commissioners regarding Broadband Consultation.

- She offered two dates of August 24 and September 7; both Tuesdays
- Commissioner Crooks will call Jeanette Weirzbicki to try to schedule on a session day

Don Madden, Projects Manager, stopped in to ask the Commissioners about approval of bid specs and advertisement for Pipe Bids.

- He learned that the purchase of the pipe can be used as the 50% match for funding from HB168
- The following was then considered

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RESOLUTION 21-0768 accept the specification and authorize the advertisement of Pipe Bids for the Muskingum County Projects Department. Advertisement to be in the August 18 and August 25, 2021 editions of the Zanesville Times Recorder. Bids will be opened Thursday, September 02, 2021; 10:30 a.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Don wanted to clarify his conversation on County Line Road, stating that it would cost approximately \$10,000 to drill a water well to the Big Engine.

- Roger Gard, Driller, said it would be more like \$18,000

There was discussion regarding an email from Tina Penn about speeding and engine braking on SR 60 near Gaysport.

- Commissioner Cameron forwarded the email to the Sheriff
 - He said he has added this location to the list of “routine” checks
- The Clerk is to email Ms. Penn to let her know

There was discussion about an email from Troy McCollister, Director MCJFS, regarding ARPA monies.

- HVAC duct work cleaned – Woodlawn Building
 - Carpet Care Plus estimate
 - \$13,665.00
- Is this an eligible expense...don't believe it would be considered ARPA eligible
- Could be run through Maintenance budget and if Scott runs short later in the year, he can ask for supplementals

The Clerk is to contact Troy to ask him to be in contact with Scott regarding his intentions.

The Commissioners received and reviewed the Monthly Funds Report from the Auditor, for July 2021.

Pam Davis, Human Resources, came to meet with the Commissioners.

The following was then considered:

RESOLUTION 21-0769 declare an Executive Session at 2:10 p.m. for the purpose of discussing a Personnel Matter pertaining to the hiring of a public employee of Muskingum County Commissioners, Maintenance and Housekeeping. This session ended about 2:51 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 21-0770 approve the employment of Jonathan Wires as Maintenance Tech I, for the Muskingum County Maintenance Department, contingent upon passage of the pre-employment assessments. Starting wage will be \$14.00 per hour with the opportunity for a \$.50 increase upon the completion of a 180 day probationary period.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

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There was continued discussion regarding the Compliance Officer position.

- Commissioner Cameron really wishes Commissioner Porter would have been here and participated in the interviews and to be a part of the hiring because this is going to be an important position
 - Would have learned things about all of the candidates
- Commissioner Crooks agreed that she learned a lot in the interviews
 - It's hard to tell about someone from just a few written words
 - She anticipated the possibility of a second interview
 - Would have been comfortable with any of the top three candidates
- Commissioner Cameron referred to Commissioner Porter's comment about the person already being picked out
 - And his earlier comment, before we even knew who had applied, about picking someone based on what they can do, not just someone's friend
 - Would be hard pressed to find five people to interview that someone here doesn't know
- Commissioner Crooks underscored this is an important position
 - Commissioner Cameron thinks the communication part of this position is really important
- Commissioner Crooks noted that the characteristics and strengths that she was looking for were not something that you could find on paper, needed to observe in person; she was pleasantly surprised by the caliber of people interested in the position

The following was then considered:

RESOLUTION 21-0771 approve the employment of Eric Reed as Compliance Officer for the Muskingum County Commissioners, contingent upon passage of the pre-employment assessments. Starting wage will be \$30.00 per hour. Eric is to be evaluated at the end of a 180 Probationary Period.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

Commissioner Cameron said that she believes we really need to get back to doing annual employee evaluations.

- How do people know if they're doing a good job or a bad job
- Commissioner Crooks agreed and said she plans on the Board doing evaluations this year, even if not all Commissioners choose to participate

Pam will let Shannon Bell from Rambo know that the Board decided to have the flu shots given on site at the Courthouse.

After some discussion and explanation from Pam about the delay in receiving BCI Background Checks, the following was considered:

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RESOLUTION 21-0772 authorize proceeding with employment of Kristen Cramer in Muskingum County Housekeeping while waiting on BCI Background Check. The Background Check information has been submitted more than 30 days ago, but due to BCI software system upgrades, it can't be verified if the application has been received by BCI. Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

Scott will update the Commissioners on the Records Center's flooring concerns on Wednesday.

Commissioner Crooks reported on the Chamber's video Leader Training.

Pam will notify Eric Reed regarding the Compliance Officer position. She will also call the other applicants to let them know the position has been filled.

With no further business being before the Board, the meeting was adjourned at approximately 3:15 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.



Mollie S. Crooks

ABSENT

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.