

# Minutes for August 18, 2021

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

**RES 21-0773** Meeting was called to order at 8:00 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.

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

The following legislation was now considered:

**RESOLUTION 21-0774** approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Prosecuting Attorney, as requested by Ron Welch.

## SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	001-105-501002	\$48,000.00
Medicare	001-105-502001	\$ 696.00
PERS	001-105-502003	\$ 6,720.00
Worker's Compensation	001-105-502009	\$ 720.00

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

**RESOLUTION 21-0775** approve fund transfers of monies for the Muskingum County Auditor to meet debt service obligations for Various Purpose 2012, 2013, 2016 and 2019 Bond Issues, due 121.31.2021, as requested by Stephanie Spencer, Chief Administrator, as follows:

## FUND TRANSFER OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
013-372-510003	040-000-414002	\$ 92,700.00
013-372-510003	124-000-414002	\$ 15,450.00
013-372-510003	190-000-414002	\$ 15,450.00
013-372-510003	126-000-414002	\$ 89,553.25
013-372-510003	061-000-414002	\$625,801.36
013-372-510003	067-000-414002	\$ 73,903.16
014-372-510003	178-000-414002	\$510,664.00
001-999-510003	044-000-414002	\$ 87,550.00
001-999-510003	125-000-414002	\$ 67,025.00

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001-999-510003	119-000-414002	\$ 35,975.00
001-999-510003	058-000-414002	\$ 61,131.25
001-999-510003	188-000-414002	\$ 18,216.18
039-801-510002	148-000-414002	\$ 53,128.54

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

**RESOLUTION 21-0776** authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Nomination Form for the 2022 HSTS Grant as requested by Sheila Samson, Director, Muskingum County Community Development.

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

**RESOLUTION 21-0777** accept the recommendation of 2020 Home Septic Treatment System Grant bids for the Muskingum County Community Development, as follows:

<b>Beagle Hill Services, LLC</b>	
101 N. Sundale Road, Norwich	\$17,947
7690 Old Town Road, Mt. Perry	\$10,988
<b>Contract Amount:</b>	<b>\$28,935</b>

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

**RESOLUTION 21-0778** accept and sign Cooperation Agreement, State of Ohio, Muskingum County, Village of South Zanesville which is part of the County and Village Paving OPWC Application.

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

**RESOLUTION 21-0779** authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners The Organization Contact form for approval for the OCEAN system that is used to administer the OCD CHIP Program. Requested by Sheila Samson, Director, Muskingum County Community Development.

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

**RESOLUTION 21-0780** approve the Supplemental Appropriation of Funds within Fund Number 105, for the Muskingum Adult and Child Protective Services, as requested by Candace Emmert, Executive Director.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Supplies for Avondale	105-698-503001	\$61,616.36

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

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**RESOLUTION 21-0781** authorize that Zackhery Forker, Muskingum County Water/Projects Department, be granted prior service credit 2.1167 years to reflect his prior service to:

Muskingum County Water Department; 06.17.2019 to 04.17.2020 = 0.833 years

City of Mouny Vernon; 04.20.2020 to 08.02.2021 = 1.2833 years

**Total prior service to be credited: 2.1167 years**

**His total eligible transferrable Accrued Sick Leave balance is 269.833**

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 21-0782** approve the funds transfer of monies for the Muskingum County Auditor, as requested by Stephanie Spencer, Chief Administrator, as follows:

**FUND TRANSFER OF MONIES**

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
013-372-510003	131-000-414002	\$329,631.48
014-373-510003	141-000-414002	\$286,510.06
001-999-510003	133-000-414002	\$ 4,939.89

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 21-0783** authorizes the advertisement of bids for the Imlay Road and Wilsonwood Road Water Main Extension in the *Zanesville Times Recorder* on August 22, 2021 with a bid opening on September 9, 2021 at 10:30 am in the Muskingum County Commissioners office.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 21-0784** approve the Supplemental Appropriation of Funds within Fund Number 114, for the Muskingum County Juvenile Court, as requested by Vicki Vallee, Finance Manager.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Foster Care/IV-E	114-244-504182	\$50,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 21-0785** approve the employment of Danielle Hardwick as Unit Support Worker II for the Human Services Division of the Muskingum County Job and Family Services, contingent upon passage of the pre-employment assessments.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 21-0786** approve the employment of Stefanie Tipton as Clerical Specialist 3 for the Child Support Division of the Muskingum County Job and Family Services, contingent upon passage of the pre-employment assessments.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

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**RESOLUTION 21-00787** 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 Vicki Vallee, Finance Manager, Muskingum County Juvenile Court.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
James Electric and Security	Inv 3276	\$1,695.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 21-0788** sign FY22 Ohio Department of Job and Family Services Subgrant Agreement as requested by Lindsay Daniels, Grant Administrator, Muskingum County Juvenile Court.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

## **RIGHT OF WAY PERMIT SIGNED:**

**Columbia Gas of Ohio – Construction; Columbus  
Springfield Twp; Pinkerton Road  
Install 1” underground gas service line at 2570 Pinkerton  
Begin w/I 10 days of approval; Same day completion**

Commissioner Cameron reported that she looked at the available office upstairs, where Julie Jones used to work, for a space for the Compliance Officer.

- There is a phone, a computer, an empty filing cabinet and the desk is pretty much empty
- Pam is hopeful that Eric can start August 30

Commissioner Crooks reported on the OMEGA meeting yesterday at The Wilds.

- Jan Ramer, of The Wilds, approached her and asked her about International Way and Zion Ridge Road
  - They need chip and seal and asked where they are on the priority list
    - Commissioner Crooks told her she would ask Mark Eicher

8:30 a.m. The Commissioners attended the Unified Command meeting via Zoom.

Commissioner Crooks reported that she received a voice mail from a lady who feeds feral cats and is very upset with the Animal Shelter and the person in charge there.

- Commissioner Cameron suggested she write a letter to the Editor of the newspaper
- Commissioner Crooks returned her call but never heard back

Pam Davis, Human Resources, came to discuss COVID leave.

- Pam reported that she had done some research in regards to an employee asking if they could use Sick Leave because their daycare was closed
  - She contacted Jeff Stankunas who said that this would not qualify for sick time
    - There was not an exposure for the employee or the children; not in quarantine

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- He also stated that the Commissioners would have to pass a resolution to extend and reinstate the additional ten days available
  - If the additional days would be reinstated, time off for lack of daycare would only be paid at 2/3 pay; does not qualify for full pay
  - Payroll will also have to reinstate the COVID Sick Leave line if additional days reinstated

- Pam will contact Stephanie Spencer to ask her

Pam asked if there will be a separate GL fund for the Compliance Officer to easily track his expenses.

The Commissioners left 9:50 a.m. to attend the Port Authority meeting at 10:00 a.m.

11:15 a.m. The Commissioners returned to session and Mark Eicher, Engineer and Matt Abbott, Port Authority Director, came to meet with the Commissioners regarding Loop Road.

- Located in East Central Ohio Business Park
- Home to six businesses
- Estimated cost to bring this roadway back to its original state
  - \$627,581.90
- If the Engineer can receive funding from various outlets, he would be willing to assume responsibility for the maintenance and upkeep of Loop Road and dedicate this important route as a County roadway

Commissioner Crooks asked Mark about International Way and Zion Ridge Roads.

- He said will not be chip and sealed this year, but within the next two years

Mark provided a spreadsheet with proposed Water and Sewer projects to present for HB168 funding.

The Commissioners adjourned for lunch to resume session at 1:00 p.m.

Jason Baughman, Chief Building Official, came to meet with the Commissioners.

- Jason reported that estimated revenue for the Building Department for 2021 was \$450,000; to date revenue is \$418,000
- Would like new carpet in their offices
  - Thought maybe they could get a discount if they installed same time as the Records Center
  - He already has one quote from Lavy; \$9,000
- He also is concerned about one of their vehicles; 195,000 miles
  - Would like to purchase new vehicle
- He was told to get estimates for both requests to present to the Board
- Jason also mentioned that building fees have not increased since 2009
  - Should we consider increasing fees
- Jason reported that Lynn will be retiring in March 2022 and Scott will be retiring in October 2022

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1:30 p.m. Stan Lucas, Sewer Department Manager; Don Madden, Water Department Manager and Zach Forker, Projects Assistant came to meet with the Commissioners.

- Zach presented a spreadsheet with results of a survey of surrounding counties of employee wages for these departments
- Stan also presented a Proposed Pay Scale for the Sewer Department employees
  - Level promotions should be based on knowledge, experience and ability to work independently

Don mentioned the HB168 Priority List from Mark Eicher.

- Commissioner Crooks mentioned that she talked with Jan Ramer at The Wilds yesterday
  - They are hoping to start their campground construction next year and should be completed by 2023
    - Asked about getting water there
  - Don said originally they talked about a master meter at a pump station and from there on it would be The Wilds infrastructure
    - This campground, most likely, will not use enough to debt service the project
    - Don has explained to them (The Wilds) that they would need to provide some gap funding, coming from their side, to make this project work
    - If then, they don't meet the County standards, would the County take it over and be the owner of all the infrastructure in the campground
      - The advantage would be that we could put a meter on each campsite and issue a monthly bill for each campsite generating more revenue, which could possibly debt service the project
    - Commissioner Cameron noted that Mark Eicher said he is much more interested in providing to residential than to campers; he felt that was more fair...more the right thing to do

Don asked about sending the plans for Imlay-Wilsonwood to Mr. Cherevas, because of his request before the plans were completed.

- Mark Zanghi said it was up to the Commissioners; but under no obligation to send
- Commissioner Crooks said public records requests cannot include "future" documents
- Commissioner Cameron asked, "but, is there a reason not to send?"
  - It was agreed to send

There was brief discussion regarding Licking View.

- Matching funds will be 50%
- Don did find out that tap fees can be included in the funding request
  - If at least 50% of residents are low-moderate income, they would qualify for CDBG and cannot be charged a tap fee
    - Typically \$100,000 eligible

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- Individual tap fees would be \$4,850 plus \$75 inspection fee

Pam stayed to talk to the Commissioners regarding the Compliance Officer.

- She did talk to Stephanie Spencer in the Auditor's office and Eric's expenses will be put in the 088 Fund
  - We will need to set up appropriations for the salary items

There was discussion regarding the possibility of re-activating COVID Sick Time

- Pam has done a broadcast email to see how other counties are handling
  - Response from five counties so far
    - Four of those never reinstated
    - One county never did away with it but never gave anyone the ten additional days
  - The tax credits related to COVID Sick is part of ARPA
  - Commissioners will wait to see if other counties respond and how they handled

The teleworking policy should, perhaps, be revisited, as well.

Pam also asked about putting the Plexiglas back up in the front office.

- Mackenzie and Sheila both have put theirs back up

Commissioner Cameron addressed the security Deputies, this week, reading books while on duty.

There was continued discussion regarding Sewer and Maintenance wages.

The following was then considered:

**RESOLUTION 21-0789** accept Market Adjustments for Maintenance Technician Levels as attached and presented by Scott Lee, Facilities Superintendent.

ALSO, BE IT RESOLVED, to approve to move Jeff Butler, John Estep and Jason Lumbatis to Level V Technician, and Theodore Bugglin to Level III Technician in Muskingum County Maintenance.

Increases and promotions to be effective August 29, 2021.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

Scott reported that they had several call-outs over the weekend for clogged toilets at the jail.

- Inmates are trying to flush their towels down the toilet

**RESOLUTION 21-0790** declare an Executive Session at 3:31 p.m. for the purpose of discussing a Personnel Matter pertaining to compensation of a public employee of Muskingum County Maintenance. This session ended about 3:53 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

**RESOLUTION 21-0791** approve wage increase for Robbie Frame of the Muskingum County Maintenance Department. Increase is to be \$2.00 per hour, effective August 29, 2021.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

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Scott reported on the flooring at the Records Center.

- The company that is installing the shelving gave the County a credit of \$7,500 because of sending mismatched flooring during installation
- Corrie Marple, Director, has three quotes:
  - Modern Glass \$14,500.00
  - Decorator's Den \$13,012.00
  - Lavy Carpet \$13,974.60

The Commissioners approved accepting the \$7,500 credit

Scott was asked to find out which business has the quickest availability and could get the work completed the soonest.

This will run through Maintenance's budget.

The following was also considered:

**RESOLUTION 21-0792** accept Field Operator Pay Scale for the Muskingum County Sewer Department, as attached and presented by Stan Lucas, Sewer Department Manager, to be effective August 29, 2021.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Commissioner Cameron moved to approve the minutes of the August 09, 2021 session, with changes. Commissioner Crooks seconded.

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

Commissioner Cameron moved to approve the minutes of the August 12, 2021 session, with changes. Commissioner Crooks seconded.

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

With no further business being before the Board, the meeting was adjourned at approximately 4:52 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.*