

Minutes for August 22, 2022

Commissioners Present: Crooks and Cameron
Commissioner Porter was absent due to illness
Staff Present: Susan Reese

RES 22-0835 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.

Prosecutor Ron Welch came to talk with the Commissioners regarding scanning in the Records Department. He mentioned that he is happy with Lucretia in the Director's position.

- He has talked with 3SG and met with Lucretia
- They have an estimated 7.5 million documents to be scanned
 - Could possibly dispose of 500,000
- 3SG's cost to scan is \$100,000 per one million documents
 - Would cost them approximately \$750,000 to get caught up
- If the Records Center would scan with the scanners and staff they have currently, it would take them 14 ½ years just to get caught up
 - Commissioner Cameron suggested offering the current staff 40 hours per week, not that it would solve the problem, but could help
- Ron estimates \$750,000 to purchase the scanners, supplies and hire the staff needed to keep up...he suggests establishing a scanning department; Ron says Clerk of Courts' office has even more documents for scanning
- Commissioner Cameron noted that she thinks it would be difficult to work underground eight hours a day
- Ron said that training would be necessary for full-time scanners, partly because of the sensitivity of the materials
- Once documents are scanned, paper can be shredded for most cases; certain cases require paper to be kept indefinitely
- Pam asked if other counties have been visited to see how they operate
 - Ron said that Lucretia has visited other counties
- Commissioner Cameron wondered if Wendy Sowers, Clerk of Courts, could use some of her Title Administrative Fund monies to help with the cost
- Commissioner Crooks asked if it would make sense to do both; hire a company to get caught up and have our staff scan, as well
 - Ron believes we would be able to maintain 7-8 employees permanently; he said they could hold off on the scanning right now if they know the County would be starting a Scanning Department
- Ron reported that they do about 700 criminal indictments a year
- Would we struggle finding someone to scan all day for \$12 an hour?
- Commissioner Cameron asked if the current staff could start scanning if additional hours were added
- Pam asked if IT should be involved

Minutes for August 22, 2022

- Ron said his office could purchase one new scanner; he could justify it being drug related with LETF funds
- A new scanning system would be needed and could cost \$50,000
- Contracting with 3SG would be a State contract – lowest rate; they are located in Columbus
- Commissioner Crooks suggested an Elected Officials meeting to discuss
 - Ron said “good luck with that”
 - Commissioner Cameron agreed that they won’t come to a once a month meeting, but if we tell them what this is about
 - Health Department
 - Board of Elections
 - Children Services
 - Engineer
 - Recorder
 - Juvenile
 - Coroner
 - Ron would let Wendy have the discussion with the Judges

Ron left and there was further discussion regarding the records scanning.

Pam asked the Commissioners about attending the CORSA meeting on September 9; 9:30 a.m. Commissioner Crooks nor Cameron will be attending.

Robert Moore, IT Director, was asked to come to session

Pam reported that they interviewed five applicants for the Desktop Technician position. Pam and Robert also included the other IT staff in the interviews. The following was now considered:

RESOLUTION 22-0842 approve the employment of Michael Hughett, contingent upon passage of the pre-employment assessments. Starting wage will be \$23.00 with re-evaluation after 180 probationary period to determine possible increase.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

There was discussion with Robert about the Prosecutor’s request for scanning.

- Robert said he does have a server specifically for scanning
- Records currently has three high speed scanners
- Matrix also has an image scanning program
- Robert says communication must get better
- Robert will talk with Lucretia and Ron

Robert reported that they will probably be moving into the Law Library area this week

The following legislation was now considered:

Minutes for August 22, 2022

RESOLUTION 22-0836 approve the line item transfer of monies within Fund Number 007 as requested by Tom Smith, MCJFS, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
007-692-501002-PA Salaries	007-692-504027-Public Assist	\$ 11,500.00
007-692-501002-PA Salaries	007-692-504027-Public Assist	\$150,000.00
007-692-502004-PA Insurance	007-692-504027-Public Assist	\$200,000.00
007-692-501002-PA Salaries	007-692-501003-PA Supplies	\$ 24,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 22-0837 accept in accordance with the Ohio Revised Code Section 5591.42 That the safe carrying capacity be updated and remove load limit for SFN 6037194, CR 33, Bagley Road (superstructure replaced) as determined by Muskingum County Engineer Mark Eicher.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 22-0838 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners, as requested by Beth Iden, Deputy Clerk.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Painters Plus-EMA Training Tower-Hail Damage	001-115-504001	\$3,850.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 22-0839 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners, as requested by Beth Iden, Deputy Clerk.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Painters Plus-EMA PPE Storage- Hail Damage	001-115-504007	\$2,150.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RESOLUTION 22-0840 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners, as requested by Beth Iden, Deputy Clerk.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Painters Plus-EMA Main bldg.-Hail Damage	001-115-504007	\$21,600.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

RIGHT OF WAYS SIGNED:

**Columbia Gas; Columbus
Washington Township; Boggs Rd intersection
Gas service line abandonment
Start date: 08.23.2022; Same day completion**

Minutes for August 22, 2022

The Clerk brought to the Commissioners' attention the email from Stephanie Spencer, Chief Administrator, regarding the \$200 balance in the Adoption Center Pass-Through Fund at the Community Foundation. It is the Commissioners' thought to keep the fund open for future donations. The Clerk will communicate this to Stephanie.

Commissioner Cameron understood that Commissioner Crooks had talked to Scott Lee and told him to talk to Jeff Jadwin. Commissioner Crooks said she did not tell him to talk to Jeff. Commissioner Cameron said that Mark Eicher had sent a picture of a vehicle they got for Denis, the surveyor, and she told Scott he might want to talk to the Engineer because they always go through another website. Nobody else will sell at State pricing right now, because they can get so much more...

Commissioner Crooks said she noticed one of the Maintenance trucks one day and asked Scott if he'd considered replacing. Her intent was for the budget next year. She didn't expect Jeff to do it for Scott, but Jeff did look into it for Scott.

Mark Blatt, who owns property at 2010 Galena Avenue in Licking View, stopped in to discuss flooding issues. He indicated that Steve Dillon, Falls Township Trustee, had indicated that he thought the project would be completed this year.

Eric Reed was called down to help explain the project and funding process.

Commissioner Cameron reported that Jennifer Shuey of DLZ, sent her a message to say they are still on target for September. She was going to check with Eric Ratz to make sure of the time. She also said that they could definitely help with the application for the jail grant through CCAO, if we wanted them to. Commissioner Cameron told her she would make Commissioners Crooks and Porter aware. Commissioner Crooks said she would be fine with them helping with that.

Commissioner Crooks had asked Commissioner Cameron if she could meet Wednesday instead of Thursday this week, because Commissioner Crooks will be attending CCAO Families and Children Symposium and Commissioner Porter will be out for medical reasons. Commissioner Cameron said she has three things scheduled for that day, one of which she absolutely cannot cancel.

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

Pastor Joe Dunlap, House of Grace; Stan Lucas, Sewer Department Manager and Don Madden, Projects Director, came to meet with the Commissioners at Pastor Dunlap's request regarding past due sewer bills.

WHIZ came to cover the story, but Commissioner Crooks explained to them the nature of the discussion and the News Director decided not to cover the story.

Pastor Dunlap's initial dispute against paying the bills was that he had been told not to worry about the bills by a former Sewer Manager.

Commissioner Crooks explained that she had talked with Pastor Dunlap at the fair last week. Since that time Pastor Dunlap has talked with Todd Hixson regarding the Watershed and Newton Township light charges.

Stan explained that last year, the church's sewer bills did not get assessed to the tax bill. So, this September there will be an additional two years assessed amounting to an additional \$1,200.

Minutes for August 22, 2022

There is additional \$9,877.89 due from back sewer bills, Watershed and township lighting. Don explained the assessment process.

Stan explained that the charge for sewer is based on benefited unit; church's benefited units are based on seating and number of people in the church. House of Grace has been reduced over the years and is currently at one benefited unit, which is what a normal household is charged.

Pastor Dunlap noted that House of Grace has given back to the community in many different ways.

Stan asked if there is another building, on the property, tapped in to the sewer. Yes, that has two bathrooms. Use on Sunday mornings; 60-70 people and Saturday nights; 40 people.

Stan said he will need to re-assess and will also check water usage at the facilities.

Pastor Dunlap said that they have replaced all the toilets to lower water bills

Pastor Dunlap said he will pay towards the past bills. But, the former Sewer Manager had told him not to worry about the bills saying "what are we going to do, shut your sewer off?"

He noted that the Sewer Department laid the pipe for the new lift station on their property when constructing the New Life Lift Station. He also said that when it rains hard, toilet paper overflows from the manhole cover. Stan said that he and Rich walked it and didn't see anything.

Commissioner Cameron asked Pastor Dunlap to send pictures the next time that happens.

Pastor Dunlap also said that the Sewer Department trucks contributed to the holes in their driveways and throws gravels when coming out of the lift station. Stan told him that the Sewer Department maintains the road on the Right of Way.

Pastor Dunlap said he will pay the \$1,200 and will start making payments towards the \$9,877.89.

Eric Reed, ARPA Compliance Officer; Mark Eicher, County Engineer; Heidi Johnson, Engineer's Office; Don Madden, Projects Director; Zach Forker, Projects Assistant; and Stan Lucas, Sewer Department Manager, came to meet with the Commissioners regarding Licking View sewer.

Don presented the following for consideration:

RESOLUTION 22-0841 authorize and approve the connection fee and monthly charge for the Licking View Sanitary Sewer Project. The connection charge will be \$4,850.00 with a \$75.00 inspection fee and the monthly sewer rate will be \$48.50 per benefited unit. A benefited unit is the equivalent of one home.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

Commissioner Crooks shared a story about a conversation she had with a gentleman at the fair who did not want sewer in the Licking View area.

There was discussion regarding Burnham hooking on. Don and Stan both agreed that when they talked to them, it didn't seem to be a problem. They are currently maintaining a package plant.

Commissioner Crooks suggested preparing a "facts sheet" for residents of the area.

Mark said they were trying to decide whether to include the storm sewer in the plans or not to include the storm sewer in the plans. They relocated the line out of Brown Alley because it was very tight with the storm sewer that is there already....they moved it out to Licking Road. Mark distributed maps for the Commissioners' reference and explained what he and Denis found in doing research at the site.

After the last conversation he was not planning on putting the storm water in the plans, but if they are willing to put the \$150,000 it would cover that portion of the plans.

Minutes for August 22, 2022

Commissioner Cameron asked if we should have that in writing from the Township. Eric said the last time the Township was in here, they said they had passed a resolution committing to the \$150,000. But, Don doesn't think it will be a problem getting it in writing.

Mark said this will not eliminate flooding, it will help, but it will not eliminate flooding. But will be storm water, not sewage.

Don says that the projected cost estimate for the sewer project is approximately \$4.5 million.

That does not include storm water. Don asked how much to ask for in the application to WPCLF. There could be up to \$750,000 eligible through CDBG. But, if we apply for CDBG they will be out of money for their program year before we ever get the PTI. We'd have to wait until July 2023, before their new year money is available. Don also reported that applying local dollars does not impact WPCLF scoring. WPCLF would provide up to 50% principal forgiveness. You do not have to take the loan (the other half). Don is looking for direction from the Board. The Commissioners have agreed to apply for 50% of the entire amount. Don will have the nomination form ready for signature Thursday.

Commissioner Cameron feels badly that we won't be in session Thursday, because we were only in session on day last week and then only one day Labor Day. Commissioner Crooks said she could stop in Wednesday to sign, if it will be ready by then.

RESOLUTION 22-0843 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the WPCLF Nomination Form for the Licking View Sewer Project.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Don explained that this is a strong application, but the competition is much more severe. However, it is a project that the State is well aware of the need.

- Timing in regards to building and construction
 - Mark believes we could have the PTI by Christmas
 - Don says they are so far behind and there are hoops that have to be jumped through, that are out of Mark and Don's control
 - This will be a process

Stan stayed after this meeting and Pam Davis, Human Resources, joined session.

- Stan would like to re-visit the Assistant Field Supervisor Position
The following was then considered

RESOLUTION 22-0844 approve the posting of the position of Assistant Field Supervisor for the Muskingum County Sewer Department. This request was submitted by Pam Davis, Human Resources and Stan Lucas, Sewer Department Manager.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

Commissioner Crooks received a return text from Todd Hixson. He apologized he just got the message from earlier when he was asked to come down to meet with Pastor Dunlap. Todd talked with Pastor Dunlap this morning about the additional owed. Todd explained to Pastor Dunlap that he has nothing to do with the assessment, he just collects the assessment. Pastor

Minutes for August 22, 2022

Dunlap just called Todd and said he will pay most recent \$1,200 today. He was instructed to go to Richards Road office to confirm exact amount.

A return call was placed to Pastor Dunlap. He had already got his question answered by Todd Hixson.

Commissioner Cameron reported that Sheila Hina returned our call and has someone interested in working at the K-9 Adoption Center. She will take her out to the Center to let her visit and talk with Amanda. She understands that she would be cleaning kennels. If she is interested, she will bring her in to meet the Board.

They would still like for Seth to go full time at the Center.

Commissioner Cameron referred to an ARPA request from the Mid-Ohio Food Bank for \$91,400. She will forward to Eric Reed, ARPA Compliance Officer.

Commissioner Cameron moved to approve the minutes of August 11, 2022, 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 3:20 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.