

Minutes for August 23, 2021

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

RES 21-0793 Meeting was called to order at 10:00 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 Crooks asked about having Debbie Nye, Auditor, come down some time to talk about the Compliance Officer and setting things up with him.

The Commissioners discussed an email from Corrie Marple at the Records Center.

- She is requesting to bring baby squirrels, that she is rehabilitating, to work so she can feed them every three hours
 - She said she would clock in and out each time as if going to lunch, or using vacation.

Commissioner Crooks reported that she talked with Mayor Mason regarding the next meeting with Washington Township regarding the JEDD.

- A tentative date of October 7; 8:30 a.m. at the Welcome Center was set
 - Commissioner Crooks will check with Mayor Mason before the Clerk sends an invitation to other attendees

Commissioner Crooks asked if anyone had heard an update from Captain Page

- Commissioner Porter reported he is out of the hospital and is going to work with someone that has driven the boat before to try to keep the boat going
 - Commissioner Crooks would like to meet this person
- Commissioner Crooks said that Mark Zanghi recommended drafting a Job Description for the Captain of the Lorena
 - Pam will start researching for a job description
 - Captain Page and the Coast Guard would be good resources

Commissioner Crooks noted that Beth Ann Ingram, Founder of I AM a Warrior, Suicide Prevention would like to meet with the Commissioners.

- She is asking if the County would place bumper stickers on County vehicles
- Commissioner Cameron asked if the schools would pay for the signs for their campuses
- The Clerk will contact her to set up a meeting

Commissioner Crooks brought to attention the invitation from Governor DeWine for a SouthEast Ohio Call; Friday, August 27; 12:00 Noon to 1:00 p.m.

- Only one Commissioner per county to speak

Minutes for August 23, 2021

- However, all Commissioners can join the meeting to listen

Commissioner Crooks asked Commissioner Porter if, in the future, he is not going to be here, as a professional courtesy, to let us know you're not going to be here.

- Commissioner Porter asked if it would make a difference
- Commissioner Crooks said it's a courtesy, we all make sure to say if we are going to be out for any reason
- Commissioner Cameron told Commissioner Porter, whether he thinks much of us or not, there are three of us...three of us for a reason
 - She'd rather not make decisions if we're not all here
- Commissioner Crooks said it's frustrating when he can call someone he's meeting with and tell them he's going to be here, but, couldn't call or text us
 - Commissioner Porter said he just asked Don what he would miss from Don's presentation, if he wasn't here
 - Not how Commissioner Crooks understood it

The following legislation was now considered:

RESOLUTION 21-0794 approve the payment of invoices incurred in 2019 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager, Muskingum County Water Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Custom Vehicles of Zanesville	Light, controls	\$1,379.91

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0795 approve the payment of invoices incurred in 2016 with 2021 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Peggy Taylor, Office Manager, Muskingum County Sewer Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Custom Vehicles of Zanesville	Floor mat	\$100.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0796 authorize Mollie S. Crooks to sign Change Order Number 1, for the County Line Road Water Main Extension. This Change Order is a deduct from the contract for \$12,409.50.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0797 authorize Mollie S. Crooks to sign Pay Application Number 2, for the County Line Road Water Main Extension. This Pay Application is for \$204,851.28 made payable to Hazen Services LLC.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Minutes for August 23, 2021

RESOLUTION 21-0798 approve the use of the Courthouse esplanade for the United Way Muskingum County Government Campaign Kick-off to be held, September 17. The request is to host two food trucks on the Courthouse Esplanade; 10:30 a.m. – 2:00 p.m. Motion made by Commissioner Porter, seconded by Commissioner Cameron. Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-0799 approve the line item transfer of monies within Fund Number 007 as requested by Tom Smith, Fiscal Supervisor, 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	007-692-504400 TANF	\$100,000.00
007-692-504007 PA Contract Repairs	007-692-504400 TANF	\$ 80,000.00
007-692-507001 PA Misc Expense	007-692-504400 TANF	\$ 80,000.00
007-692-503017 PA Fisc Rec/COVID	007-692-507202 PA Facilities	\$ 19,000.00

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

RESOLUTION 21-0800 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	167-000-414002	\$15,112.35
009-368-510002	056-000-414002	\$31,873.74

These transfers are to meet OPWC Debt service obligations due 12/31/2021. Motion made by Commissioner Porter, seconded by Commissioner Cameron. Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-0801 approve the Supplemental Appropriation of Funds within Fund Number 088, for the Muskingum County Compliance Officer.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	088-102-501002	\$19,200.00
Medicare	088-102-502001	\$ 278.40
Worker's Compensation	088-102-502009	\$ 268.80
PERS	088-102-502003	\$ 2,688.00
Supplies	088-102-503001	\$ 500.00
Equipment	088-102-506001	\$ 2,000.00

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

RESOLUTION 21-0802 accept the Muskingum County Engineer's recommendation of a township road name change as follows:

Otis Lane, TR684, Meigs Township – change road name to Sterling Lane
Otis Lane begins on Blue Rock Church Road in Meigs Township and terminates 0.187 miles to the south.

A request was received from the property owner, Caleb Sterling, to change the road name, since they are the only residents on the road.

Minutes for August 23, 2021

A letter of request has also been received from the Meigs Township Trustees, to change the name to Sterling Lane.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0803 accept the resignation of Donald Iwaniec II, for the reason of retirement, from the Muskingum County Maintenance Department. Effective date of November 05, 2021.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0804 RESOLVED, By the Board of County Commissioners of Muskingum County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2022, and

WHEREAS, The Budget Commission of Muskingum County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of County Commissioners of Muskingum County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as attached:

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0805 authorize increase of wage for Johnathon Wires, Maintenance Tech I, to \$15.00 per hour effective August 29, 2021 due to the new pay scale for the Maintenance Department.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0806 sign Local Government Services Contract with Ohio Auditor of State, Keith Faber, for the Muskingum County Treasurer, Todd Hixson.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

The Clerk reported an email from Susan Jones at Pollock Apartments requesting consideration for funding of a generator.

- The Clerk will contact her to set up a time to meet with the Commissioners and Eric Reed, Compliance Officer
 - After August 30

Commissioner Cameron moved to accept the minutes of the August 18, 2021 session.

Commissioner Crooks seconded.

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

Minutes for August 23, 2021

Commissioner Crooks asked if the Board wants to discuss the reinstatement of the 10 day COVID Sick Leave.

Commissioner Porter asked if Eric Reed, Compliance Officer, would be available to the townships, too, as far as guidance.

- Commissioner Crooks said that is what his Job Description states
- Commissioner Cameron noted that everyone that was interviewed was told that was part of the position

Robert Moore, IT Director, came to ask about a printer for Recycling.

- He was given the approval to purchase

Mark Eicher, Engineer and Matt Russell came for the following bid openings:

11:30 a.m.

RESOLUTION 21-0807 open bids for Pavement Marking for the Muskingum County Engineer.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-0808 take bids under advisement for Pavement Marking for the Muskingum County Engineer.

Mark let the Commissioners know that ODOT has to review bids that are Federal projects, such as these.

11:45 a.m.

RESOLUTION 21-0809 open bids for Guardrail Improvements for the Muskingum County Engineer.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-0810 take bids under advisement for Guardrail Improvements for the Muskingum County Engineer.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Mark told the Commissioners that Housekeeping is doing a good job for them at the Engineer's facilities.

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

Commissioner Cameron did not return due to a medical procedure.

Minutes for August 23, 2021

1:30 p.m.

Stan Lucas, Sewer Department Manager, came to meet with the Commissioners
Stan briefly discussed HB168.

Pam Davis, Human Resources, joined the discussion.

- An amended “Field Operator Pay Scale” was presented
- They would also propose anniversary evaluations versus November evaluations
- They would also like to propose the following promotions, in addition to accepting the amended Pay Scale
 - Clayton Carpenter to Field Operator Class 5
 - Tyler Purdue to Field Operator Class 4
 - Rich Nelson to Field Operator Class 5
 - Jacob Battieger to Field Supervisor
- Pam is also in the process of updating the job descriptions
 - She will bring those in Thursday for review
- Commissioner Porter asked if all this can be done without rate increases to the customer
 - Stan said yes
 - They have experienced increased revenue with acquiring South Zanesville
 - He has no plans of rate increases

Pam reported that they will be doing interviews for two sewer positions

Commissioner Porter asked Pam for a spreadsheet showing current wages for employees, what the proposed increase would be and the percentage of increase.

- He feels others will be asking for the percentages, as well

Commissioner Crooks moved to accept the amendments to the “Field Operator Pay Scale” as presented by Stan Lucas and Pam Davis.

No second and motion died.

Commissioner Porter said would have to wait for Cameron to be here, because he wasn't part of the original discussion.

No further action was taken.

Pam will bring the additional requested information Thursday.

Stan explained that they contacted other water and sewer systems to find out their wages

- Most places had a pay scale with steps to follow
- Helps to hire and keep quality employees
- Step scale encourages better employees and something for them to work towards

There was continued conversation about Corrie Marple's request.

- It was agreed that Commissioner Crooks would contact her and let her know that her request would not be permitted

Debra Nye, Auditor, came to meet with the Commissioners regarding the ARPA funds and the Compliance Officer.

- Eric Reed's tentative starting date is August 30

Minutes for August 23, 2021

- Debbie reported that for the October report they are asking for a listing of potential projects with dollar figures
- She would like for Todd (Treasurer) to share the portal information with her, that would help with her reporting
- Debbie is creating a spreadsheet with information from all Ohio County Auditors, that shows what type of projects they are using ARPA monies for
- It was suggested that Eric watch informational webinars with NACO (from US Treasury) and OBM (Office of Budget and Management)
 - Also, would be good for him to spend time with Jennifer Wilson in Bookkeeping and Stephanie Spencer, Chief Administrator
- New Water and Sewer Funds will be set up separately for ARPA funding

Debbie would like to use the back office in the Projects Department for her appraisers to meet with folks about the new property values

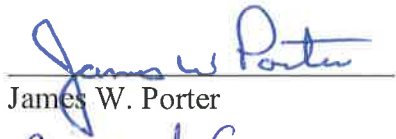
- Two weeks; October 4-15

Debbie reported that she has had two unexpected retirements that will have an effect on her budget, due to payouts.

With no further business being before the Board, the meeting was adjourned at approximately 3:01 p.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.



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.