

# Minutes for September 14, 2023

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

The Commissioners attended a Department Head Meeting at 8:30 a.m. at Bryan Place and then a Post Audit Meeting with the State Auditors in the session room.

**RES 23-0935** Meeting was called to order at 10:35 a.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.  
Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

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

**RESOLUTION 23-0947** open bids for the Licking View Sanitary Sewer Project.  
Motion made by Commissioner Cameron, seconded by Commissioner Bell.  
Roll Call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

**RESOLUTION 23-0948** take bids under advisement for the Licking View Sanitary Sewer Project.  
Motion made by Commissioner Bell, seconded by Commissioner Crooks.  
Roll Call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

KE Site Company dba Kendrick of Frazeesburg;	\$5,404,782.00
Zemba Companies of Zanesville;	\$4,390,056.98

**RESOLUTION 23-0949** declare an Executive Session at 10:43 a.m. for the purpose of discussing a Real Estate Matter of the Muskingum County Commissioners. This session ended about 10.55 a.m.  
Motion made by Commissioner Crooks, seconded by Commissioner Bell.  
Roll Call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Mark Eicher, Engineer stayed after the bid openings to discuss the Village of Philo, Front Street.

- Mark said he has talked with the Village Mayor and it is agreed for Engineer and Village to each to pay ½ of the cost to repair the Street properly
  - The Engineer volunteered to provide the equipment and manpower

The Commissioners attended an Investment Committee meeting with Todd Hixson, County Treasurer and Jody Spencer of Park National Bank.

Andy Roberts, Landbank Director; Sheriff Matt Lutz and Eric Reed, County Administrator, came to talk with the Commissioners and the following was considered:

**RESOLUTION 23-0950** declare an Executive Session at 11:41 a.m. for the purpose of discussing a Real Estate Matter of the Muskingum County Commissioners. This session ended about 12:20 p.m.

# Minutes for September 14, 2023

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

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

Debra Nye, County Auditor; Tina Huebner, Chief Deputy; Marlee Gibson, BOE Director; Kate Klinehoffer, BOE Deputy Director; Jennifer Norman, BOE Financial Director; and Karen Vincent and Pat Hennessey Board of Elections Board Members, met to discuss the expenses billed to East Muskingum Schools, Hopewell Township, Zanesville City Schools and Village of Gratiot for the May election.

- Marlee and Jennifer explained that the estimate given the government entity, is only 65% of the total estimated cost and must be paid upfront for a special election
  - That is explained on the ballot application, but all admitted the wording could be confusing
    - Marlee has called the Secretary of State's office to discuss the application
- Estimate is calculated from prior elections
- May 5 election was not finalized until July 10
- According to Secretary of State guidelines, billing the remaining cost must be done within 60 days of the election
  - Marlee says that is not feasible
  - Invoice to Hopewell Township dated August 6 and received by Hopewell Township August 22
- Marlee will contact Village of Gratiot regarding their outstanding May election invoice
  - Debbie Nye suggested that she send the invoice to the Village Mayor, as well as, the Council members
- Commissioner Bell will contact Tom Roberts of Hopewell Township
- Board of Elections employee overtime was also discussed
  - The State Auditor brought it to the attention of the Commissioners that there is not a policy for BOE employees' overtime
  - Marlee reported that they only claim overtime over 40 hours
  - Mr. Hennessey signs overtime requests
  - They are working on establishing overtime policy

Don Madden, Projects Manager and Zack Forker, Assistant Projects Director, came to talk with the Commissioners and the following was considered:

**RESOLUTION 23-0951** declare an Executive Session at 3:31 p.m. for the purpose of discussing a Real Estate Matter of the Muskingum County Commissioners. This session ended about 3:51 p.m.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

Motion carried.

There was discussion regarding Licking View bids and who will pay if there are additional change orders.

They also discussed tap fees for the project.

# Minutes for September 14, 2023

---

Commissioner Crooks will be going to the OMEGA Semi-Annual meeting next Tuesday.

Eric Reed, County Administrator, came back to session and the following was discussed and considered:

**RESOLUTION 23-0952** approve funding an award of \$1,000.00 (one thousand dollars) to Heroes Landing Children Justice Center. This award will be sourced from the FY2022 & FY 2023 Local Assistance and Tribal Consistency Fund.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Pam Davis, Human Resources, came in to talk with the Commissioners and the following was considered:

**RESOLUTION 23-0953** acknowledge the resignation, without notice, of Crystal Linscott from Muskingum County Maintenance/Housekeeping.

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

**RESOLUTION 23-0954** approve the posting of the position of full-time Housekeeper for Muskingum County Maintenance/Housekeeping. This request was submitted by Pam Davis, Human Resources.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 23-0955** approve the employment of Teresa Purdue, contingent upon passage of the pre-employment assessments. Starting wage will be \$12.00 per hour with the opportunity of an additional \$.50 per hour upon the successful completion of a 180 day probationary period.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

**RESOLUTION 23-0956** approve the hiring of an Action Temporary employee for Muskingum County Maintenance/Housekeeping

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

The following legislation was now considered:

**RESOLUTION 23-0936** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the 2024 WPCLF (Water Pollution Control Loan Fund) Nomination Form for the Licking View Sanitary Sewer Project

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

# Minutes for September 14, 2023

**RESOLUTION 23-0937** acknowledge the resignation of Heath Prater, Muskingum County Water Department with a termination date of 09.20.2023.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

Motion carried.

**RESOLUTION 23-0938** approve the line item transfer of monies within Fund Number 001 as requested by Andy Roberts, Executive Director of Muskingum County Planning Commission, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-366-502004-Insurance	001-366-501002-Employee Salaries	\$8,600.00
001-366-502004-Insurance	001-366-502001-Medicare	\$ 100.00
001-366-502004-Insurance	001-366-502003-PERS	\$1,300.00

Motion made by Commissioner Bell, seconded by Commissioner Cameron.

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

Motion carried.

**RESOLUTION 23-0939** approve the Supplemental Appropriation of Funds within Fund Number 011, for the Muskingum County Job & Family Services, as requested by Tom Smith, Fiscal Supervisor of MCJFS.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
WIOA Youth	011-692-504181	\$43,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

Motion carried.

**RESOLUTION 23-0940** approve the Supplemental Appropriation of Funds within Fund Number 007, for the Muskingum County Job & Family Services, as requested by Tom Smith, Fiscal Officer of MCJFS.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
CCMEP TANF	007-692-504180	\$20,318.51

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

Motion carried.

**RESOLUTION 23-0941** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the CDBG Allocation 2022, Requested by Kyle Dunn, Director of Community Development.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

Motion carried.

**RESOLUTION 23-0942** approve the line item transfer of monies within Fund Number 001 as requested by Beth Iden, Deputy Clerk, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-115-504007-Contract Repairs	001-115-504001-Contract Services	\$15,000.00

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

Motion carried.

# Minutes for September 14, 2023

**RESOLUTION 23-0943** authorize the Muskingum County Building Department/aka Mid-East Ohio Building Department to waive building fees for a small pavilion at Skips Landing in Coshocton in the amount of \$226.60 for Owen Walters, Boy Scout, Troop 402, Coshocton Ohio.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

Motion carried.

**RESOLUTION 23-0944** authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the easement from the City of Zanesville for the Licking View Sanitary Sewer Project

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

Motion carried.

**RESOLUTION 23-0945** accept the County Engineer's recommendation for Ferncliff Road (CR14) and Reicker Hill Road (TR166) Adams Township as follows:

The Engineer's Office realigned Ferncliff Road (County Road 14) in 2012, in order to eliminate a bridge from their inventory. In the process of vacating a portion of Ferncliff Road (County Road 14) and dedicating another portion of Ferncliff Road (County Road 14), they created a gap in Ferncliff Road that is currently Reicker Hill Road (Township Road 166). To remedy this, the Engineer is recommending that the portion of Reicker Hill Road (Township Road 166) between the two sections of Ferncliff Road (County Road 14), be taken off of the township road inventory and put on the county road inventory as Ferncliff Road (County Road 14). There are no residences or businesses on this road. This length of road is 527 feet in length (0.100 miles).

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

Motion carried.

**RESOLUTION 23-0946** accept the County Engineer's recommendation for Wills Creek Road (Township Road 431) and Township Road 113, Adams Township as follows:

The Engineer's Office realigned Wills Creek Road (Township Road 431) in 2012, in order to eliminate a bridge from their inventory. In the process of vacating a portion of Wills Creek Road (Township Road 431) and dedicating another portion of Wills Creek Road (Township Road 431), they created a gap in Wills Creek Road by connecting it with existing Township Road 113. In order to have Wills Creek Road flow continuously from State Route 83 to Highwater Road (Township Road 628). The Engineer is recommending that a portion of Township Road 113 that runs between two sections of Wills Creek Road (Township Road 431) be renamed to Wills Creek Road. There are no residences or businesses on this section of road, which is 0.559 miles long.

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

Motion carried.

With no further business being before the Board, the meeting was adjourned at approximately 4:40 p.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.

  
Cindy S. Cameron

  
Melissa J. Bell

  
Mollie S. Crooks

*This is a condensed version of today's session. For a more detailed account, feel free to request a DVD recording.*