

Minutes for September 24, 2020

Commissioners Present: Porter, Cameron, Crooks
Staff Present: Susan Reese
Erin Couch from the Times Recorder was also present

RES 20-0851 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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

The following legislation was now considered:

RESOLUTION 20-0852 authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the Grant Agreement for PY2020 CD Program. Requested by Sheila Samson, Director, Muskingum County Community Development. Motion made by Commissioner Porter, seconded by Commissioner Crooks.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

RESOLUTION 20-0853 authorize the Mid-East Ohio Building Department to refund building permit fees to Fire Protection Specialists, Inc. the Mid-East Ohio Building Department does not have jurisdiction of the area where project property is located: Rolling Hills Middle School, Byesville, OH. Refund in the amount of \$339.90. The request was received from Jason Baughman, Chief Building Official.

ALSO, RESOLVED TO approve the payment of invoices incurred in 2019 with 2020 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Fire Protection Specialists, Inc	Refund – Project not within jurisdiction	\$339.90

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

RESOLUTION 20-0854 accept and approve Position Description for Operations Manager for the Muskingum County Water Department, as presented by Pam Davis, Human Resources.
Motion made by Commissioner Crooks, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, aye; Porter, nay. Motion carried.

RESOLUTION 20-0855 approve wage increase for Heath Prater of the Muskingum County Water Department. The increase will be \$0.25 per hour due to being promoted from Field Operator 2/Level 1 to Field Operator 2/Level II (5 years). This action is be retroactive to January 05, 2020.
Motion made by Commissioner Porter, seconded by Commissioner Crooks.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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RESOLUTION 20-0856 accepts Official Amended Certificate Number Seventeen (17) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated September 16, 2020.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 20-0857 approve the line item transfer of monies within Fund Number 007 as requested by Tom Smith, Fiscal Supervisor, Muskingum County Job and Family Services, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
007-692-502004 PA Insurance	007-697-504172 SS PSCA CONT	\$25,000.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0858 approve the use of the Courthouse esplanade for Domestic Violence Awareness Month sponsored by the Domestic Violence Coalition. The event will be held Monday, October 5, 2020; 4:30 – 5:30 p.m.

Also, requested to light Courthouse in purple for Domestic Violence Awareness Month. Requested by Dorothy Thomas of the Domestic Violence Coalition.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-0859 approve the line item transfer of monies within Fund Number 001 as requested by Jason Baughman, Chief Building Official, Muskingum County Building Department, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-456-506011 Motor Vehicles	001-456-504396 State of OH Assessments	\$1,000.00
001-456-506011 Motor Vehicles	001-456-504404 Village Rebates	\$5,000.00
001-456-504001 Contract Services	001-456-507001 Miscellaneous Expenses	\$4,500.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0860 authorize Cindy S. Cameron to sign Pay Application Number 1 for the Pembroke Force Main, Railroad Crossing with Pipe Bridge Project in the amount of \$23,920.00.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

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RESOLUTION 20-0861 approve and authorize the LOAN of Funds from County General Fund 001 to Fund 803 for the Muskingum Valley Park District as requested by Russell Edgington, Executive Director, as follows:

ADVANCE OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-902-507024 Other Agencies	803-000-413032 County Loan	\$188,000.00

This is a loan to fund the Westview Community Park Project until Federal Land and Water Conversation Fund grant funds are received by the Muskingum Valley Park District, at which time, the loan shall be repaid.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

The Clerk was asked to contact Russell Edgington, Director, to find out when the money would be repaid.

RESOLUTION 20-0862 approve the line item transfer of monies within Fund Number 021 as requested by Candace 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>
021-695-504329 Emergency Service Assistance	021-695-50711 Other Expenses	\$10,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

Commissioner Cameron reported that John Chalfant stopped in yesterday to deliver his letter of resignation from the Convention Facilities Board.

- He is a Commissioners' appointment
- He holds a Democrat seat
- Any suggestions for a replacement
- What skills are needed to sit on this Board

Commissioner Cameron reported on the Philo Bridge Ribbon Cutting.

- A tentative date of Friday, October 16; 1:00 p.m. has been set

Commissioner Crooks reported that she received a message from Dorothy Thomas of the Domestic Violence Coalition regarding the small gathering on October 5.

- It will be much smaller than past events
- There will be no walk
- The Commissioners are invited to attend

The Clerk reported that Alma Tennent, Clerk of County Court, sent an invoice from LOTH for the Commissioners to sign.

- Furniture invoice \$81,---
- It was decided that County Court could sign the invoice for payment, because it is their money paying the bill
- Mark Zanghi will deliver the invoice back to Alma

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There was brief discussion regarding Pat Kelly's emails about the bids and contingency for the new Dog Warden facility.

Pat Kelly, Architect; Michael Holland, Assistant; Bryan Catlin, Dog Warden; and Mark Zanghi, Assistant Prosecutor met to discuss the bids for the new Dog Warden facility. The media was also present.

- Pat would recommend Flecto Construction for a pre-engineered steel structure
 - Wood prices are much higher now due to COVID and hurricanes
 - The steel structure will not absorb moisture and has a better foundation system
- He also recommends the epoxy floor alternative
 - It is a good application that resists bacteria
 - Grit can also be added to it to prevent slippage
- Flecto also included a bid for kennels from Mason Kennels
 - Pat wants to have time to look at what they are proposing and make sure the animal handlers are okay with that, before that gets awarded

Commissioner Cameron acknowledged that this is still more than we originally planned, but they are our dogs, they need taken care of and that building is not safe...it has lived its life.

Commissioner Crooks says the other huge consideration is that building was built and added on to when our operations looked differently.

- This Board has embraced a different philosophy
 - The Volunteers and Wardens are working with rescues and adoptions....a different way to do business and that facility is not conducive

Commissioner Porter confirmed with Pat that he would come back with the other \$149,704 recommendations later...yes

Commissioner Cameron said it might not be that much, when Pat researches the bids further. She asked Commissioner Porter if he had a different alternative or thought about what we should do about the Dog Pound...he just asked the man a question.

Commissioner Crooks reminded that the Volunteers have raised close to \$100,000 already and that it is their desire that the money be used for the kennels.

The following was then considered:

RESOLUTION 20-0863 approve the award of bid to Flecto Construction of Zanesville, OH in the amount of \$579,900.00 for the construction of a Dog Warden Facility for the Muskingum County Commissioners. The award will also include the epoxy floor bid of \$38,000.00.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

Pat was asked the timeline for the project.

- Flecto indicated that steel prices will escalate on September 30
- Pat will prepare the contract and send to Mark Zanghi for final approval before the Commissioners sign
- The next step will be on the County Engineer
 - Pat will contact Mark Eicher and Shawn Johnson
- Pat would estimate the lead time on the steel structure at 8-10 weeks

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Bryan stayed to discuss veterinary costs for the Pound.

- He said the main reason for the larger expense is because the Animal Shelter is not doing anything at all for us
 - The Animal Shelter had said they would contact Bryan when they could help and he's not heard anything from them
 - Dr. Gandoff, who no longer works at the Shelter, has been helping out the Pound and only charges for supplies
 - Spay or neuter is \$80 per dog
- The Dog Warden has been ordering their own vaccines
- Columbus Dog Connection fees range from \$50 to \$175 depending on size of dog and whether spay or neuter
- The Pound has had 100 more dogs so far this year than last year
 - The Animal Shelter wasn't taking any dogs for at least two months because they were closed due to COVID

Bryan reported they currently have 30 dogs at the Pound and doing well.

Pam Davis, Human Resources, came to talk with the Board.

- She reported on Water Department interviews and the following was considered:

RESOLUTION 20-0864 approve the employment of Michael Fey as Field Operator I for the Muskingum County Water Department, contingent upon passage of the pre-employment assessments. Starting wage will be \$16.00 per hour with the opportunity for a \$.50 an hour increase upon the completion of a successful 180 day probationary period.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

Motion carried.

Pam also presented revisions to the Political Activity (8.09) and Dress and Grooming Code (8.13) policies for the County.

- She has consulted with Jeff Stankunus at CORSA who advised a "neutral position" on clothing
- Mark Zanghi, Assistant Prosecutor, was consulted on the wording of the policy

The following was then considered:

RESOLUTION 20-0865 approve and accept revisions made to County Policy 8.09; Political Activity and Policy 8.13; Dress and Grooming Code as presented by Pam Davis, Human Resources.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

Motion carried.

Pam also discussed insurance renewals for 2021.

- Superior Dental and Vision Service Plan will see no increase
- Overall out of Pocket Limit
 - Suggests increasing to IRS Limits
- Ventegra prescription plan
 - Coupon co-pay assistance program

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- If agreed, employee will not get credit for amount of coupon towards deductible/out of pocket expense
- A decision will need to be made regarding the Well Living Compliance differential
- There has been discussion with how to handle open enrollment this year
 - Possibly do a power-point presentation with voice over
 - Dan would help with this
- The Forker Company sought out bids for life insurance quotes
 - Currently with UNUM
 - Northwestern Mutual presented a quote that would promote a saving of \$11,224 annually for the County
 - Benefits and cost the same to current employees
 - Retirees cost would increase by \$2.93 per month

The Commissioners agreed to all that Pam presented today

- The out of pocket increase
- Coupon Co-pay
- Northwestern for life insurance

The Commissioners adjourned for lunch to resume session at 1:30 p.m. in Judge Cottrill's Courtroom for Dog Warden Volunteer meeting.

Sheriff Lutz met with about 13 Dog Warden Volunteers to discuss possible changes when the Sheriff takes over the Dog Warden responsibilities.

- Jane Cooper addressed the Sheriff by giving some facts and figures about some of the volunteers' responsibilities
 - The volunteers asked how they can help with the transition
 - Doug McQuaid addressed the Sheriff by saying they respect his position and want to make this a first class operation; something to be proud of
 - Sheriff Lutz wanted to make it clear that he has never had the thought of shooting animals, unless it is the last option
- He said he needs the volunteers and their input; he wants them to continue to be involved
- He wants to do what is in the best interest for the dogs and this County
- He would like the volunteers input to help establish policies and procedures
- He doesn't foresee a lot of changes
- The Sheriff's office currently has a good working relationship with the Animal Shelter and would like to continue that; there is a need for both

Sheriff Lutz was asked about the new hierarchy when the Sheriff takes over.

- Sheriff said his top priority is enforcement

Will the new deputies at the Pound be trained in dog handling?

- Yes, Sheriff firmly believes in training

Would he be agreeable is continuing to use rescues?

- Yes, whatever is best for the dog

Will the volunteers still be involved in setting up meetings?

- They could be, that could be a huge benefit, but would like to see a better record of communication

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- An “official” record of communication
- What would the adoption process look like?
 - That would be something that would have to be worked through
 - Sheriff has visited Sheriff Paden, who is also the Dog Warden in Guernsey County
- One of the volunteers mentioned HB33 that is now in the Senate
 - This will give more credence to holding people accountable for animal abuse
- Many volunteers mentioned their appreciation of Carolyn Hughes, Humane Officer

Would the Sheriff consider hiring a veterinarian? Emergency vetting a big concern

- That would be up to the Commissioners
 - At this time Sheriff would be neutral on that subject

Commissioner Cameron asked the volunteers if they are still wanting the money they have raised, to be used for the new kennels

- Yes

Would the potential deputies for this position want to visit the Pound.?

- The Sheriff explained that the position will have to be posted
 - The perfect candidate will have to have compassion for the dogs
 - Work well with others
 - Have an interest in working with the dogs
- Deputy will be answering dog calls
 - Still working on what their duties will be
 - They will work the street when not handling dog calls
 - Seven day a week; eight hours a day

Sheriff would like to have a meeting with all volunteers when transition gets closer.

Sheriff thanked all the volunteers and assured them they would be involved.

The volunteers thanked the Sheriff for his time and discussion.

The volunteers also thanked the Commissioners for awarding the bid today for the new facility.

Commissioner Cameron informed the Board that Bob Kendrick called again about Google Maps taking trucks on Old Raiders Road instead of Old Loop Road.

- He’s asking if the name of Old Raiders can be changed

Also, Roger Hogue called asking if there would be CARES Act money available to purchase the Adamsville Community Center a new furnace.

Chad Sawyer also left a message about purchasing Chrome Books with CARES Act money for West Muskingum Schools.

Commissioner Crooks moved to accept and approve the minutes of the September 21, 2020 minutes. Commissioner Porter seconded.

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

Motion carried.

Tim Thompson, Director and Marlee Gibson, Deputy Director came to meet at the Commissioners’ request.

- They were asked to explain the large amounts of supplemental appropriations they asked for.

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- Extended March Election
- Overtime coming
- Hired four new employees
- Leasing additional equipment for polls
- Outsourcing mailing of ballots
- Commissioner Cameron asked why the sawhorses in front of the entrance and why no one is permitted inside
 - People drive right up to the front door
 - Glass shields are not up yet

Commissioner Crooks told them that the perception they have set is not a positive one

The following was considered:

RESOLUTION 20-0866 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Board of Elections, as requested by Timothy Thompson, Director.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employees	001-112-501002	\$50,000.00
Election Workers>\$600	001-112-501005	\$10,000.00
Judges/Clerks	001-112-504161	\$25,000.00
Supplies	001-112-503001	\$15,000.00
Travel	001-112-502013	\$ 5,000.00
Contract Services	001-112-504001	\$30,000.00
PERS	001-112-502003	\$12,000.00
Medicare	001-112-502001	\$ 300.00

Due to unforeseen extended Primary Election and the nature of the 2020 General Election, we are experiencing greater expenditures than anticipated for staff, election workers, judges/clerks, supplies, delivery of equipment, and contract services.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Debra Nye, Auditor and Tina Huebner, Deputy Auditor, came at the Commissioners' request. They were asked if any of the Board of Elections additional expenses could be considered COVID expense.

- Debbie said she would be willing to talk with the Board of Elections to evaluate some of the expenses

Debbie was asked about the shelving request of \$173,000 from the Records Department.

- Debbie went over to the Records Center to talk with Corrie about this request yesterday
- Debbie reported that there are currently approximately 10,000 boxes of records in the Fifth Street building
 - An additional 6,000 boxes at the Adamsville site
- It is her understanding that Phase I carriages would hold 1,890 boxes
 - Phase II carriages would hold 1,845 boxes
 - Phase I and II would only hold the boxes in the conference room and around the walls of the Fifth Street site
 - That would still leave 12, 265 boxes not in carriages
- She believes that the Records Commission needs to attack the root of the problem
 - If records are scanned can the hard copies be eliminated?

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- There needs to be a determination with each department the actual time to keep their records
- Are there records that could be eliminated now?

Commissioner Porter believes that Phase I could free up 50% space; both Phases could double capacity.

- Commissioner Porter also said she had done a complete 180 from the Records meeting last week. She was even willing to send a recommendation for purchase.

Debbie suggested asking the company providing the carriages to come in to demonstrate the system.

Debbie was asked about the Commissioners request to Records to have the video records retained for 90 days.

- She understood the issue to be having two records of the same event
- She thinks it is probably up to this Board what they want to do with the recordings
 - Who has the final say?
- Commissioner Crooks and Commissioner Porter had different interpretations of Mark Zanghi's response
 - Commissioner Cameron suggested we get clarification
- Debbie said anyone has the opportunity to attend a Records meeting

There was also discussion regarding CARES Act money.

- The third round has been approved
 - Based on population
 - \$2,296,210.00

Tina gave an update on rounds one and two of the CARES Act funding.

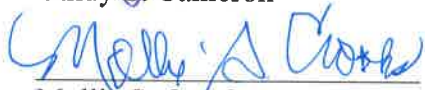
- County total distribution \$3,386,980.25
- Approximately \$293,181.92 remains
- The October 15 deadline for the money to be encumbered has been extended to November 20
- November 25 redistribution can begin
- Concerning townships and villages – the County is not the watchdog – the County Auditor does put out information and guidelines, but townships and villages are responsible for spending their money appropriately
- All unspent monies must be returned to OBM by December 30
- Reports are due to OBM by February
- Tina updated current invoices and payroll
- There was continued discussion about other ways of utilizing these funds
 - Public safety
 - Employee laptop computers
- It may be helpful for a task force to address requests for CARES Act money
 - Applications
 - Review board

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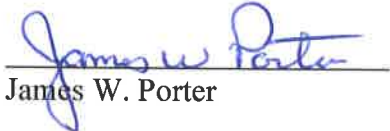
With no further business being before the Board, the meeting was adjourned at approximately 4:30 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.



Cindy S. Cameron



Mollie S. Crooks



James W. Porter

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