

Minutes for October 01, 2020

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

RES 20-0875 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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

Commissioner Cameron noted that Mark Eicher, Engineer, texted the Commissioners the proposed plaque for the new Philo Bridge.

- The ribbon cutting ceremony will be Friday, October 16; 1:00 p.m.

Commissioner Porter said Kenny Staker sent him a text last Thursday inviting him to a caravan across the bridge October 18.

- More details the first of next week

The following legislation was now considered:

RESOLUTION 20-0876 accept the resignation without notice of Brittany M. Russell, Muskingum County Maintenance/Housekeeping, effective September 25, 2020.
Motion made by Commissioner Porter, seconded by Commissioner Crooks.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

RESOLUTION 20-0877 accept and sign Agreement with Flecto Construction and The Board of County Commissioners, Muskingum County, Ohio for the Muskingum County Dog Warden's Office Project. Total sum being \$612,127.00.
Motion made by Commissioner Crooks, seconded by Commissioner Porter.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

RESOLUTION 20-0878 approve the Supplemental Appropriation of Funds within Fund Number 159, for the Muskingum County Emergency Management Agency, as requested by Tiffany Beardsley for Jeff Jadwin.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
FY2019 SHSG Regional Grant-Equipment	159-461-506001	\$100,000.00
FY2019 SHSG Regional Grant-Contracts	159-461-504001	\$ 37,000.00

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

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RESOLUTION 20-0879 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Coroner, as requested by Tiffany Beardsley, Administrative Assistant.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Services	001-457-504001	\$20,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-0880 approve the Supplemental Appropriation of Funds within Fund Number 065, for the Muskingum County Court, as requested by Tammy Blake, Director of MIRACLE Court..

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Salaries	065-242-501002	\$1,509.15
PERS	065-242-502003	\$ 211.28
Workers' Comp	065-242-502009	\$ 36.48
Medicare	065-242-502001	\$ 21.87
Program Expenses	065-242-504024	\$ 0.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

There was discussion regarding the request from Common Pleas Court for a supplemental appropriation for new video equipment.

- A call was placed to Dan Long
- They are upgrading the old system
- Could this be paid for from the Clerk of Courts Computer Fund
- Commissioner Cameron will send a message to Wendy Sowers, Clerk of Courts

Commissioner Porter asked if the Board had done a Certificate of Appreciation for Don McKee.

- Commissioner Crooks said she didn't know he'd left
- Commissioner Porter said February 8
- The Clerk will do a Certificate for Mr. McKee

A call was placed to Tiffany Beardsley, Administrative Assistant for the Coroner.

- Is the Coroner aware that he is almost out of money in Contract Services
 - She's not sure, but didn't think so

Commissioner Porter received a phone call and left session at 10:22 a.m.

Wendy Sowers, Clerk of Courts, texted Commissioner Cameron back and said she was in a trial, and will get back with the Board as soon as she can.

There was brief discussion regarding Mayor Mason's request for \$5,000 towards a grant for property on West Main Street by the Licking River.

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Commissioner Cameron reported that Pickaway County is using CARES Act money to pay for the transfer of their Records to digital so they will not have to be touched when someone is searching.

- Records Department and Recorder

Commissioner Crooks moved to accept and approve the minutes of the September 28, 2020 session. Commissioner Cameron seconded.

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

Motion carried.

The Commissioners participated in a CARES Act Webinar organized by State Auditor Keith Faber.

Commissioner Porter called during the Webinar and talked with the Clerk to say that Doug Hobson had called about an opportunity with Farm and Family First Network.

Mark Zanghi, Assistant Prosecutor, stopped down to let the Commissioners know that they are still in discussion with Prosecutor Haddox regarding the Records Commission matter.

Doug Hobson, Assistant Fire Chief, called the Commissioners.

- Farm and Family First Network is working with a grant for Muskingum County
- They will be donating food boxes with many items such as:
 - Milk, chicken, apples, oranges, butter, etc
- For the month of October Muskingum County will receive the following each week
 - 300 boxes for Christ Table
 - 450 boxes for the Center for Seniors commodity give away
 - 700 boxes for the County homebound meal recipients
 - Every student at the Zanesville Community School and Foxfire School will receive a box
- He has contacted USPS, UPS, National Guard about delivery of the boxes
 - It was suggested he also reach out to the Sheriff's Office and Rotary, Kiwanis and Jaycees

A call was placed to Ann Combs. Pam Davis, Human Resources, was also present for the call.

- Because of a positive tested employee, they currently have 22 employees on quarantine, three of which wanted to turn in their resignations today, but Ann would not accept
 - Eleven employees are not quarantined; nine County employees and two temps
 - However, there will be no work for those eleven employees
 - Will they be eligible for Paid Administrative Leave...yes
 - Ann will contact Action Temporary regarding their two employees
 - Seniors have "shelf meals: to help sustain them until delivered meals resume

Pam presented to the Commissioners a memorandum from Genesis regarding CDC Recommendations for Testing of COVID.

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- Should this be sent to all Elected Officials and Department Heads
 - Wouldn't hurt to send
- Could 1-2 hours a day of HR COVID related work be designated for COVID expenses...yes
- Is EMA included in the Public Health and Public Safety COVID expenses

Pam was asked about Job Descriptions and plan for Benefits and HR positions when Debbie Irwin retires.

- Pam has nothing in writing to present yet
- Her first option would be:
 - Change her title to HR and Insurance Administrator/Manager
 - Hire an HR Generalist
 - Help with new hire processing
 - Maybe some interviews
 - Backup for Workers' Compensation and Risk Management
 - Also backup to the Benefits Specialist
 - Help with Payroll
 - Also, hire a Benefits Specialist
 - Processing monthly bills
 - Employee benefits meetings with new hires
 - Basically what Debbie does now
- Kenzie could be a prospect for either position

The other option would be for Pam to move to Benefits and hire the HR position

- She was being honest in saying that she has an issue if the Board hires someone for HR making more than she does now
- She can handle either of these positions and would like to see herself getting a raise
- Time to look at restructuring that office and competitiveness
 - She now makes less than any other HR person in the County with the additional responsibilities of Workers' Comp, Risk Management and Benefits Plans
- Commissioner Crooks would like to see Salary Surveys from Counties that are comparable to our size
 - Pam has a few already
- Another option that was presented was to use the Commissioners' Office Clerk position as a shared position with HR/Benefits

Sheriff Lutz texted Commissioner Cameron to ask if the Domestic Violence Awareness event was still scheduled for Monday since the County has moved to red.

- She has not heard otherwise, but the event was not brought before Unified Command

A call was placed to Ed Hill, Hopewell Township Trustee, regarding a complaint on Warner Lane.

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- Mildred Tysinger called to voice her concerns with the condition of the road and the Township's lack of response
 - She said the road was nearly impassable
- Mr. Hill said he will check out the situation and send a grader to work on the road
- Mr. Hill said Roger Gard, another Township Trustee has been out there

A call was placed to Don Madden, Projects Manager, because it is believed that part of the issue is where the Water Department put in their water line; when it rains there is a surge in the ditch line which holds water then it runs out on to the road.

Don Madden returned the call.

- Roger has called and told Don that when the waterline was installed up to the trailer park on Warner Lane, the surge was put in the ditch line.
 - Mr. Gard said that it is high enough that it is putting water out on the road, instead of keeping it in the ditch
- Mr. Hill called back and said Mr. Gard was out there this morning and the problem will be taken care of the first of next week
- A call was placed to Mrs. Tysinger and explained that it would be taken care of first of next week

While on the phone with Don, he explained that he has been in a Roseville Progress meeting this morning with the contractor, LED.

- They basically just want to walk away and not put in any of the remaining 21 taps in that are still on the list to do
 - Eleven of those 21 are on the bid tab
 - Don told them they had to complete what they bid
 - They will do those
 - There are 10-11 left that are people who bought taps since the project was bid
 - Don will probably have Perry Reclaiming come in and do those

The Commissioners placed a call to Matt Russell regarding a complaint from Craig Miller about Highland Township.

- Mr. Miller lives at the corner of Maplebrook and North Moose
- Highland Township has \$36,000 in their bank at the Engineer's office
 - This is labor and equipment not materials
- They would help Highland if they asked, they have not asked for this area
 - Matt said they will say they don't have the money for the materials

The Commissioners placed a call to Dan Downey, Highland Township Trustee.

- He said they haven't done much to that road because of the water lines
- Cannot chip and seal that road; don't have the money to maintain
- The residents know what the road is like when they buy those lots and build those big houses
- Commissioner Crooks asked if the Township has a plan for future
 - They fix the roads as needed; they try to do something to all roads every year
- Commissioner Cameron sent a message to Matt Russell asking him the cost of chip and seal for one mile

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There was continued discussion regarding the Mayor's request for \$5,000 toward a \$300,000 grant to purchase property on West Main Street.

- If there are three sources contributing to the funding, their grant application will increase by 15 points
- Muskingum County Community Foundation is donating 25% in-kind

There was discussion about property on Central Avenue

- Who owns

There was discussion regarding the CARES Act money third round.

- Estimated \$3.1 for the County
- Estimated \$906,000 for the City
- What is best for the County
- Who is most impacted by COVID-19

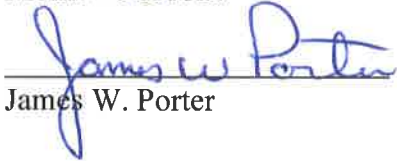
With no further business being before the Board, the meeting was adjourned at approximately 2:24 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.



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.