

Commissioners Present: Porter, Crooks, Cameron absent for an appointment
Staff Present: Beth Iden

RES 20-0912 Meeting was called to order at 9:00 a.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.
Vote was Cameron, absent; Crooks, aye; Porter, aye. Motion carried.

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

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

Eric Martin, Account Executive with Patterson-Pope gave a presentation to the Commissioners regarding new shelving for the Records Department. They provide high density mobile shelving for storage solutions. Corrie Marple, Records, was also present.

Commissioner Cameron came in at 9:20 a.m.

Dave Connelly and Ron Tallon, Jr with RDT Concepts gave a presentation to the Commissioners regarding new shelving for the Records Department. They provide high density storage space shelving. Corrie Marple, Records, was also present.

Commissioner Crooks talked to Corrie about scanning records and the expense involved with the scanning process.

The following legislation was now considered:

RESOLUTION 20-0913 approve the Supplemental Appropriation of Funds within Fund Number 191, for the Muskingum County Community Development, as requested by Sheila Samson, Director.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	191-375-501002	\$ 5,000.00
Medicare	191-375-502001	\$ 73.00
PERS	191-375-502003	\$ 700.00
Insurance	191-375-502004	\$ 2,000.00
Supplies & Other Expenses	191-375-503001	\$ 1,000.00
Home Repair	191-375-504341	\$25,000.00

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

RESOLUTION 20-0914 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 Jason Baughman, Chief Building Official, Mid-East Ohio Building Department.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Staples	Supplies	\$92.54

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-0915 approve the line item transfer of monies within Fund Number 103 as requested by Michael Babcock, Chief Deputy, Muskingum County Auditor's Office as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
Contract Services 001-103-504001	Salaries 001-103-501002	\$17,800.00
Contract Services 001-103-504001	Equipment 001-103-506001	\$ 3,350.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0916 accepts Official Amended Certificate Number Twenty-One (21) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated October 08, 2020.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0917 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 Alma J Tennent, Clerk.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Covius Document Services	Equipment	\$272.06

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0918 approve the line item transfer of monies within Fund Number 690 as requested by Larry Daniels, County Veterans Services Officer as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-690-506011	001-690-504402	\$4,639.67

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-0919 accept the resignation Tim Parrill from the Muskingum County Sewer Department to be effective October 16, 2020.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-0920 approve the posting of the position of Field Supervisor for the Muskingum County Sewer Department. Rate of pay posted at \$20.00 - \$25.00 per hour. This request was submitted by Pam Davis, Human Resources.
 Motion made by Commissioner Crooks, seconded by Commissioner Porter.
 Roll call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

RESOLUTION 20-0921 approve the Supplemental Appropriation of Funds within Fund Number 460, for the Muskingum County Maintenance, as requested by Beth Iden, Deputy Clerk.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Building & Regulation Misc Expense	001-460-507001	\$3,000.00

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

RESOLUTION 20-0922 authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners Pay Application Number 9 and associated paperwork in the amount of \$111,263.94 for the Water Main Extensions to North Moose Eye, Lodge, Maplebrook, Nel-Damar, Tammy, McKinley & Tavenner Roads (see attached)
 Motion made by Commissioner Crooks, seconded by Commissioner Porter.
 Roll call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

RESOLUTION 20-0923 approve the Supplemental Appropriation of Funds within Fund Number 033, for the Muskingum County Common Pleas Juvenile Division, as requested by Vicki Vallee, Finance Manager .

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Spec.Docket-Payroll	033-244-501002	\$28,000.00
Spec.Docket-Medicare	033-244-502001	435.00
Spec.Docket-PERS	033-244-502003	4,200.00
Spec.Docket-Insurance	033-244-502004	6,000.00
Spec.Docket-Supplies	033-244-503001	10,000.00
Spec.Docket-Incentives	033-244-504344	10,000.00

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

RESOLUTION 20-0924 authorize signing the Private Water Agreement between Muskingum County and Justin Dick to allow for the extension of public water along US Rt. 40 West Pike. Mr. Dick will be responsible for the excavation and installation of most of the waterline. (see attached)
 Motion made by Commissioner Crooks, seconded by Commissioner Porter.
 Roll call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Discussion on purchasing a new phone system for the Commissioners Session room.

- Would enhance conference calls
- Zoom meetings
- Can it be purchased with CARES ACT money?

Motion made by Commissioner Crooks and seconded by Commissioner Cameron to purchase new phone system for the Commissioners Session room, enhance conference calls, capable of having Zoom meetings. Commissioner Crooks will check with Dan Long to see what other details will be capable with the new system.

The following legislature was considered:

RESOLUTION 20-0925 approve the purchase of a necessary expansion of the phone system for the Commissioners Session Room to incorporate enhanced teleconferencing abilities.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

Commissioner Porter followed up with a response from Denise at Chase Bank regarding the owner of the property at the corner of Fifth and Main St.

- Denise said it is in the hands of their legal department
- Commissioner Porter forwarded the e-mail to the Prosecutor's Office

County Engineer, Mark Eicher, reported that he looked at the property on Sugar Grove Rd and said there are trees that need to be removed, but not 80-100 of them as reported by Don Palko.

Corrie Marple came back in to session upon Commissioner Porter's request.

- What is the next step in choosing a company for shelving
- Corrie recommends RDT – Licking County installation made her question some issues
- She preferred the particle board over wire shelving (wire damages bottom of boxes)
- Commissioner Porter asked if she was sticking with RDT – Yes
- Commissioner Cameron asked if departments could be asked to not send so many records and keep their own
- Corrie said she goes through the retention schedule and is able to destroy some records
- Adamsville Rd storage is used mainly for permanent records, but not touched
- Commissioner Crooks asked Corrie if there is any further info on what Todd Bickle was working on w/scanning equipment

Commissioner Porter made a motion to go with Phase 1 & 2 in the amount of \$173,415.00 with possible discounted amount to be paid using Capital Improvements Fund. This is the Records Retention Board recommendation.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Cameron, aye; Crooks, aye; Porter, aye

The following legislature was required:

RESOLUTION 20-0926 approve the purchase of mobile shelving from RDT Concepts in the amount of \$173,415 pending any discounts for the Records Department.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Commissioners told Corrie they appreciated the amount of time and research that she has spent in researching for the shelving space problem.

Commissioner Cameron moved to approve the minutes of October 05, 2020 and October 08, 2020. Seconded by Commissioner Crooks.

Commissioner Cameron said that Pam Davis would like for the Commissioners to call her.

Commissioner Crooks said Michelle Shroyer called to give an update on the Tobacco Coalition. Michelle said she would send an e-mail to the Commissioners.

Pam Davis called and said the Health Department sent her a survey to share with departments because some agencies are not 100% tobacco free

- 20 responses will be sufficient
- Send to Department Heads and Elected Officials
- They can pass the link to their employees
- Take survey only if they wish to
- Will results be shared.....Pam did not know
- Defensive driving training link sent to Department Heads
- Stan will have his employees take it
- Can CARES ACT money be used for T.V. and DVD for Sewer Department that can be used for training purposes:

Commissioner Porter asked Pam if she could do an Exit Interview with Tim Parrill

- Yes, if Board agrees to have in person or phone.....Phone
- Pam will be back to work on October 21, 2020

Commissioner Cameron said that Genesis is getting ready to use a COVID testing machine

- Genesis tracks work related exposure....Genesis reports back to employer
- Health Department tracks non-work related exposure....Health Department does not report back to employer

Commissioner Cameron said Gary from the Avondale Home asked about CARES money.

- He was told to get in touch with Candy Emmert at Childrens Services

John Matesich told Commissioner Cameron that he will be able to get some donations for the Dog Adoption Center

- Talked to volunteers about having a fundraiser for kennels for \$1,000 each
- Commissioner Porter suggested Gold; Silver; and Bronze levels
- Heather Williams was asked and she thought donors would be interested
- Commissioner Cameron said maybe even smaller donations could be recognized
- Who takes the first step in the building process

Corey Hamilton said the Governor wants news on why Muskingum County is in Red

- She asked if the Commissioners had any information they would like her to share

Discussion on how to distribute the CARES ACT money

- Application, request, letter from individuals or businesses?
- Library was contacted to see if they had any COVID expenses
- Commissioner Porter like Plan B...Use CARES ACT money to pay Sheriff's payroll and then put his encumbered back to General Fund
- Commissioner Crooks would like part of CARES ACT for the Sheriff and part to other entities
- JFS – Troy McCollister has an outreach program....Commissioners would like to contact everyone, not just his clients
- Mayor Mason gives to non-profit in the City
- Commissioner Porter says the County has to account for all CARES money...impacted by COVID
- County wants to reach everyone and do it fairly
- Make application available on Web-site
- Nov 20, 2020 deadline for all money to be encumbered
- Dec 30, 2020 deadline for product or equipment to be on site
- Application has to include the purchase receipt showing the impact from COVID


Suggestions on individuals to fill the vacancy for the Convention Facility Board.

Commissioner Cameron will not be in session on Thursday, October 22, 2020.

With no further business being before the Board, the meeting was adjourned at approximately 12:35 p.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.


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.