

Minutes for October 19, 2020

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

RES 20-0927 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.
Vote was Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

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

Commissioner Cameron relayed a message from Pam Davis, Human Resources, asking if everyone would agree to not having the Department Head meeting this Thursday.

- All Agreed

Commissioner Crooks asked the Clerk to begin scheduling budget discussions with Elected Officials and Department Heads for the month of November.

- CCAO virtual conference will be December 9, 10
 - Avoid scheduling discussions for December 10

Commissioner Cameron received a letter announcing a \$50,000 anonymous donation to the Muskingum Community Foundation for the Dog Pound fund.

Teddy gave the Commissioners a message from Carlton Rambo that he left on the answering machine over the weekend.
A call was placed to Mark Eicher regarding Mr. Rambo's situation.

- Mark was not available

Scott Lee, Facilities Superintendent, came to meet with the Commissioners to talk about the Fleet Garage employees' wages.

- He has enough in his budget to cover increases
- The increase would be considered a market increase

The following was then considered:

RESOLUTION 20-0928 approve wage adjustment for employees of the Muskingum County Fleet Garage. Wage increase will be \$1.25 per hour to begin October 25, 2020.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Commissioner Cameron commented that she believes there are several department wages that need reviewed.

Commissioner Cameron reported that she received a call from Mr. Citchen of Lancaster selling sanitizing machines.

- She referred him to Scott Lee
- Scott said the current Clorox 360 is working well.

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- Housekeeping says it is easy to use
- There have been no complaints of smell or residue

Mark Eicher, Engineer, returned the Commissioners' call regarding Carlton Rambo.

- Gary is preparing a report on Mr. Rambo's property
- All of the water flow, including Mr. Rambo's two neighbors', is flowing in to an 18" pipe that has been there since the 1930's
 - Mark acknowledged that there are issues affecting Mr. Rambo
 - An option may be replacing three driveway culverts
 - A catch basin has been installed
 - There is less water now than pre-SR16
- Mark said he does not have a good answer
 - Fixing Mr. Rambo's problem would create problems with the neighboring landowner
 - Mr. Rambo purchased this property with these existing conditions
 - Mark is willing to clean the ditch
 - Mark would suggest contacting Mark Zanghi, Assistant Prosecutor, to ask who is responsible for maintaining
 - 2012 is the Engineer's first record of contact from Mr. Rambo
 - Mr. Rambo bought the house in 1991
 - Mr. Rambo has gone to ODOT
 - ODOT at one point mentioned buying the house/property
 - It is believed Mr. Rambo is still hoping for that
 - It has been reported that Mr. Rambo threatened an ODOT employee

Scott Lee reported to the Commissioners on the elevator updates.

- He is still waiting to hear from ThyssenKrupp Elevator
- Otis sent an estimate for
 - Cab interior: \$35,000
 - New cylinder: \$80,000
 - Modernized elevator: \$150,000

There was also discussion about the current jail elevator.

- Even when a new jail is built, that building will still house offices and will need an elevator

Commissioner Crooks left the room to participate in a conference call with Lt. Governor Husted.

The following legislation was now considered:

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RESOLUTION 20-0929 approve the Supplemental Appropriation of Funds within Fund Number 461, for the Muskingum County Emergency Management Agency, as requested by Tiffany Beardsley, Administrative Assistant.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Salaries	130-461-501002	\$2,000.00
PERS	130-461-502003	\$1,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0930 approve the establishment of new fund, number 128, which does *not* require approval of the State Auditor’s Office, and line items as requested by for the Muskingum County Board of Elections.

ESTABLISH NEW FUND

Purpose of New Fund – To reflect the financial activity of the Center for Tech and Civic Life Grant

<u>Fund Number</u>	#128
<u>Fund Name</u>	CTCL Grant Fund
<u>Department</u>	Board of Elections (#112)
<u>Award Amount</u>	\$39,276.00
<u>Grant Period</u>	From 10/08/2020 until 01/31/2021
<u>Grant Administrator</u>	Timothy Thompson
<u>Matching</u>	None
<u>Type</u>	Special Revenue – Federal Grant

LINE ITEMS TO BE CREATED

Revenue:	Description	Fund	Dept.	Account Code
	Grant	123	000	415152
Expenditures:	Description	Fund	Dept.	Account Code
	Election Workers	128	112	501005
	Supplies	128	112	503001
	Contract Services	128	112	504001
	Advertising/Printing	128	112	504120

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0931 approve the Supplemental Appropriation of Funds within Fund Number 238, for the Muskingum County Court of Common Pleas Probate Division, as requested by Eric D Martin, Judge.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Special Projects (Equipment & Maint)	027-238-506001	\$10,000.00
Special Projects (Misc)	027-238-507001	\$10,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0932 approve the Supplemental Appropriation of Funds within Fund Number 801, for the Muskingum County Engineer’s Office, as requested by Mark J Eicher, Engineer.

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SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
SIB Loan Principal Philo Brg	056-801-508005	\$600.00
SIB Loan Interest Philo Brg	056-801-509015	\$400.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0933 approve the fund to fund transfer of monies for the Muskingum County Engineer's Office as requested by Mark J Eicher, Engineer, as follows:

FUND TRANSFER OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
009-368-414002	056-000-414002	\$1,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0934 approve the Supplemental Appropriation of Funds within Fund Number 694, for the Muskingum County Board of Developmental Disabilities, as requested by Stephanie Neuhart, Business Manager.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
ODE Broadband Connectivity Grant	018-694-503020	\$ 6,200.00
Governors' Emergency Education Relief Funds	018-694-503021	\$39,281.47
Resource Management	018-694-504389	\$ 5,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0935 approve the line item transfer of monies within Fund Number 247 as requested by Jeffrey A Hooper, Judge, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
049-247-504218 (Special projects)	049-247-503017 (Covid19)	\$600.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0936 accepts Official Amended Certificate Number Twenty-Two (22) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated October 16, 2020.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0937 authorize Cindy S. Cameron to sign Pay Application Number 2 for the Pembroke Force Main, Railroad Crossing with Pipe Bridge Project in the amount of \$101,221.36.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

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RESOLUTION 20-0938 approve the Supplemental Appropriation of Funds within Fund Number 902, for the Muskingum Valley Advance for Park Loan, as requested by Mike Babcock, Chief Administrator.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Advance for Park Loan	001-902-507024	\$188,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

RESOLUTION 20-0939 rescind RES 20-0849 dated September 21, 2020 due to the candidate declining the position for Rambo Health Clinic.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried

RESOLUTION 20-0940 authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the Ford Motor Credit Company Municipal Finance Application Lease for Bid Number 7251213 for the lease of five 2020 Ford Police Interceptor Utility vehicles to be used by the Muskingum County Sheriff's Office. The lease is for a three year term.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

Commissioner Porter reported that he had a request for session DVD's for December 12, 2019; December 26, 2019; January 2,9,16; February 10 and 20, 2020. Commissioner Porter already has hard copies of these minutes to give the requestor and will see that he gets those.

- Commissioner Porter explained to him the process of requesting the DVD's

The Clerk informed the Board that Craig Miller has requested a DVD of the October 01, 2020 session.

Commissioner Porter asked when the CARES Act Guidelines and Application were worked on.

- Commissioner Cameron said it was discussed in Thursday's session
- But, Commissioner Porter said the drafts were not done then and there was an email sent out that said that Cindy and "I" (Commissioner Crooks) had been working on
- Commissioner Cameron said they did work on the documents on Friday
 - They were sent as drafts
 - She has asked three times if we could work on these together so we can get something on the website because time is running out
- Commissioner Cameron believes that according to the Auditor and what the Townships have to do, the Commissioners have to do a resolution declaring that they will be doing something with the CARES Act money.

Jeff Jadwin, EMA Director, came in to have vacation and comp time papers approved.

- Jeff will be on vacation beginning Thursday.

The following legislation was now considered:

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RESOLUTION 20-0941 approve announcement of CARES Act Grant Application.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Cameron, aye; Crooks, absent at the time of voting; Porter, aye. Motion carried.

There was discussion regarding Debbie Irwin's retirement as Benefits Administrator.

- Commissioner Porter thinks Human Resources and Benefits Administrator should be two separate positions
- Commissioner Cameron reported that she did tell Dan Long, IS Director, to order an updated computer for Mackenzie
 - He thought CARES money could be used for that since it needs updated for ZOOM meetings, etc.

Commissioner Porter said he talked with Dan about the message he sent to him last Thursday and Dan said he never received it.

Commissioner Cameron reported that she had asked Mackenzie Hill, our current intern, to submit a resume to the Board. Everyone should have a copy.

There was discussion regarding the meeting with the shelving companies and Corrie for the Records Center.

- Commissioner Cameron thought the meetings were very helpful
- Commissioner Porter said Debra Nye delayed the progress of this project by giving misinformation
- Corrie tried to call a special meeting of the Records Board, but no one would respond to her
- There is still no Records Retention Policy for the Commissioners

There was continued discussion regarding the CARES Grant application process.

- Commissioner Porter said it is setting up for a lot of work and a lot of disappointed people. It's his opinion there are going to be people mad as hell at you guys because of the way it's being decided who gets the money
- Commissioner Cameron said she didn't think we had decided who and how it's decided who gets it. She thought all three had decided to some kind of application and put it on the website. She thought it was decided that the Board of Commissioners would review the applications, even if the applications are reviewed on a non-session day.
- Commissioner Porter made the point that the Commissioners are the ones that passed the resolution to expend the money on this grant. He could see this getting real political.
- Dan said the application could be loaded on the website as a PDF so folks can fill it out on line.

There was discussion regarding the Human Resources and Benefits Administrator.

- Mackenzie has already been working with Debbie on many duties and is currently working on Open Enrollment with her
- She has also been doing payroll for Pam

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Commissioner Cameron moved to accept and approve the minutes of the October 15, 2020 session with corrections. Commissioner Crooks seconded.

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

Motion carried.

Commissioner Crooks expressed her desire to work with Heather Williams, Adoption Center Volunteer and Brian Wagner, Muskingum County Community Foundation, to develop a plan for a fund raising event (to adopt a kennel) for the new Adoption Center facility.

- Commissioner Cameron asked if that would come back to the Board before approval...yes

The Commissioners adjourned for lunch to resume session at 1:30 p.m. to work on CARES Grant application and guidelines.

Matt Abbott, Mark Zanghi, Debra Nye and Dana Matz were asked to participate in working on the Grant application.

Commissioner Cameron gave a brief update on the Unified Command meeting today.

There was much discussion regarding the Grant application and guidelines.

- It was decided it was necessary to include on the application that the meeting reviewing applications would be a public meeting
- Deadline for applications will be Friday, November 6, 2020

Debra Nye, Auditor and Tina Huebner and Caitlin Tacker joined the meeting. Dana Matz joined by phone. Erin Couch from the Times Recorder was also present.

- It was suggested that a W-9 be included with the application for applicants to complete and return with the application
- The Auditor will be responsible for monitoring sub-grants
- Verbiage should be included stating – “Entities receiving CARES Act Grant monies are responsible for spending properly”
- Also, “All documents submitted are subject to Public Records Request”

There was much discussion regarding the listing of “Ineligible Businesses” on the Guidelines

- Why would these businesses be ineligible?
 - Is there a reason?
 - Ineligible because of ORC?
 - Ineligible because of Coronavirus Relief Fund Guidelines?
 - Because of a moral issue?
- Should we call other counties and ask their practice?
- Any and all non-profits can apply

It was decided to remove the Ineligible Small Businesses from the Guidelines

- Commissioner Crooks does not agree
 - She feels these businesses do not contribute to the health and safety of the community
 - Commissioner Porter and Dana Matz agreed that however, they do pay taxes into the community

It was decided to post the application without the Review Committee names

The final draft of the application and guidelines will go the Prosecutor’s office for final review.

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They will then be sent to Brian Diamond to be posted on the County website.
Debra Nye, Auditor, said their office will set up a new line item for sub-grants
The following was then considered:

RESOLUTION 20-0942 adopt Guidelines and Application for the Muskingum County CARES Act Grant Program based on the Prosecuting Attorney's approval.
Motion made by Commissioner Porter, seconded by Commissioner Crooks.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.

Commissioner Crooks will finalize and send drafts of guidelines and application to Mark Zanghi for final approval.

Commissioner Cameron reported that Doug Hobson has been asked the names of the food donors so we can send a thank you note to them. Also, the Clerk is to create a Certificate of Appreciation for Mr. Hobson.

There was brief discussion regarding appointments to the Convention Facilities Board. The following was then considered:

RESOLUTION 20-0943 re-appoint Terry Tysinger and Scott Kennedy to the Muskingum County Convention Facilities Authority with this term to commence December 15, 2020 and end on December 14, 2024.
Motion made by Commissioner Porter, seconded by Commissioner Crooks.
Roll Call: Cameron, aye; Crooks, aye; Porter, aye. Motion carried.


Commissioner Porter asked the Clerk to send a letter to the Village Mayors telling them that we have tried twice to get them together to appoint their replacement of Bobbi Lepi to the Convention Facilities Board, to no avail. It will be up to them to find a replacement on their own.

Commissioner Cameron said she would call Greg Orofino to ask if he would be willing to fill John Chalfant's vacated seat.

With no further business being before the Board, the meeting was adjourned at approximately 3:49 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.


Cindy S. Cameron


Mollie S. Crooks


James W. Porter

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

