

# Minutes for October 23, 2023

Commissioners Present: Cameron, Crooks  
Commissioner Bell absent due to illness  
Staff Present: Susan Reese

**RES 23-1078** Meeting was called to order at 8:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.  
Vote was Cameron, aye; Bell, absent, Crooks, aye. Motion carried.

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

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

The following legislation was now considered:

**RESOLUTION 23-1079** approve the Supplemental Appropriation of Funds within Fund Number 046, for the Muskingum County Court of Common Pleas, as requested by Mark C. Fleegle, Judge.

## SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Services	046-240-504001	\$7,000.00

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

**RESOLUTION 23-1080** approve the line item transfer of monies within Fund Number 128 as requested by Marlee Gibson, Director of Board of Elections, as follows:

## LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
128-112-504001-Contract Services	128-112-501002-Employee Salaries	\$2,456.69
128-112-502001-Medicare	128-112-501005-County Seasonal Elect Wrk	\$ 131.21
128-112-503001-Supplies & Other Exp	128-112-501005-County Seasonal Elect Wrk	\$ 399.36
128-112-504120-Advertising & Printing	128-112-501005-County Seasonal Elect Wrk	\$ 33.68
128-112-503001-Supplies & other Exp	128-112-502003-PERS	\$ 788.63
128-112-504001-Contract Services	128-112-502003-PERS	\$ 859.24

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

**RESOLUTION 23-1081** approve the Supplemental Appropriation of Funds within Fund Number 123, for the Muskingum County Board of Elections, as requested by Marlee Gibson, Director.

## SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Equipment & Maintenance	123-112-506001	\$10,000.00

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

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**RESOLUTION 23-1082** approve the amendment of Resolution 23-1001 dated 09.28.2023 to approve travel request in the amount of 1,202.69 rather than the amount of \$522.69, due to lunch being reimbursable, only if purchased out of the County.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

**RESOLUTION 23-1083** approve the employment of Alaina Bowen for the position of Unit Support Worker II, requested by Amy Sprankle, Human Resources Manager of MCJFS, contingent upon passage of the pre-employment assessments.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

**RESOLUTION 23-1084** accept and sign Engagement Letter for Bricker Graydon, LLP; 100 South Third Street, Columbus, OH 43215, to represent the County in land use planning activities.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

**RESOLUTION 23-1085** approve the award of bid to JA. Burke Company in the amount of \$26,595 for the repair/replacement of a septic system for Melissa Caplinger & Kelly & Joshua Haist, requested by Kyle Dunn, Director of Community Development.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

The Commissioners discussed the 2024 Holiday Schedule and decided to add an extra day during the Fourth of July holiday. It was noted that employees will have 15 paid holidays in 2024, which the Commissioners feel is generous.

The following was now considered:

**RESOLUTION 23-1086** accept and approve Holiday Schedule for 2024 as presented by Pam Davis, Human Resources.

Martin Luther King Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth Day	Wednesday, June 19, 2024
Fourth of July	Thursday, July 4, 2024
	Friday, July 5, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday December 25, 2024
New Year's Eve	Tuesday, December 31, 2024
New Year's Day	Wednesday, January 1, 2025

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

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Commissioner Cameron informed the Board that she had talked with Denis Swierz about the sign on SR719 for Coconis.

- Denis says that the area in question, El Camino Drive, must be vacated
- Commissioner Cameron asked why we couldn't just lease him the piece of property he needs

Andy Roberts, GIS and Landbank Director, came to update the Commissioners on the progress of the blighted properties in Frazeyburg at Second and Basin Streets.

- They will be presented at the November 2 Landbank meeting to accept and then advertise for demolition bids

The Commissioners talked with Mark Zanghi, Assistant Prosecutor, regarding the vacation of El Camino Drive.

- Mark Zanghi will prepare the necessary paperwork
- Mark suggested a courtesy call to the Springfield Township Trustees
- The Township will have to request the vacation
- A call was placed to Dale Phillips, Springfield Township Trustee
  - He was not available and a message was left

Mark was also asked about the process for increasing the bed tax.

- Mark will research

Calls were placed to Doug Hobson and Keely Warden asking them if they are willing to continue serving on the SouthEast Area Transit Board. They both agreed and the following was considered:

**RESOLUTION 23-1087** re-appoint Doug Hobson and Keely Warden to the SouthEast Area Transit (SEAT) Board of Trustees with a term to commence January 1, 2024 and end on December 31, 2026.

Motion made by Commissioner Crooks, seconded by Commissioner Cameron.

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

Motion carried.

**RESOLUTION 23-1088** declare an Executive Session at 9:41 a.m. for the purpose of discussing a Personnel Matter of the Muskingum County Projects Department. This session ended about 9:53 a.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

Carlene Barnes joined session with questions regarding the jail on the Mosaic site.

Commissioner Bell joined session at 10:20 a.m.

Dale Phillips, Springfield Township Trustee, returned the Commissioners' call regarding the need for the vacation of El Camino Drive.

- Mark Zanghi, Assistant Prosecutor, will send the proposed vacation drawing to Mr. Phillips

Eric Reed, County Administrator, came to update the Commissioners on the following projects:

- Eric presented a Bricker Graydon invoice for services through September 30
  - The Commissioners signed and approved
- Cleanface
  - Eric presented a cost spreadsheet
  - The project is considered closed-out
    - The final pay app was approved last week

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- Eric will provide the spreadsheet and final plans to the Fair Board for their future reference
- Center for Seniors
  - Eric reported that the Center was able to purchase 2.5 vehicles because of the ARPA monies the Commissioners granted them, plus 1,000 shelf-stable meals
- Avondale
  - HVAC Engineer visited the Youth Center and will provide a scope of work within the next three weeks, for review
  - The Engineer thought the building was well built for its age
- Commissioners' Video
  - The Commissioners will contact CGI Video regarding their contract
- Zoning Informational Meeting
  - Thursday, October 26; 6:00 p.m.; Tri-Valley Administration Building
    - Cass, Hopewell, Jackson, Jefferson, Muskingum, Licking and Falls Township Trustees have been invited. As well as, Village of Dresden, Village of Frazeyburg, Port Authority Director, Matt Abbott.
- Jail Narrative discussion

Eric Reed, County Administrator; Don Madden, Projects Manager and Zach Forker, Assistant Projects Manager, came to discuss water projects with the Commissioners.

- Don and Zach presented a list of potential projects
- All agreed to proceed with Pearl, Herron and Claysville project
  - Projects Department will notify residents

There was continued discussion regarding the jail narrative/FAQ sheet.

There was discussion regarding the need for the Commissioners to have a FaceBook page for informational purposes...no comments permitted.

- It was agreed it could be helpful in providing information to the public
- Commissioner Bell will set up the FaceBook page

Pam Davis, Human Resources, came to see the Commissioners and presented the following for consideration:

**RESOLUTION 23-1089** approve the employment of Holly McConiha, as full time Housekeeper, contingent upon passage of the pre-employment assessments. Starting wage will be \$12 per hour with the opportunity for a \$.50 per hour increase at the completion of the 180 day probationary period.

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

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

Motion carried.

**RESOLUTION 23-1090** approve the employment of Casey Howard as full time Field Operator 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 per hour increase upon the successful completion of the 180 day probationary period.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

Motion carried.

Pam also presented a current Action Temporary employee who Maintenance would like to hire for Housekeeping. Action Temporary requires for the employee to have worked 240 hours for them before

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the current employer can hire them. However, we can buy the 118 hours left on her contract for \$250.10. All agreed to allow Housekeeping to proceed.

Pam requested permission to attend a seminar presented by Fisher, Downey and Albright on November 29 at a cost of \$175. Mark Zanghi, Assistant Prosecutor, will also attend. The Commissioners will pay his registration fee, as well.

Commissioner Crooks moved to approve the minutes of the October 5, 2023 session. Commissioner Bell seconded. Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Crooks moved to approve the minutes of the October 12, 2023 session. Commissioner Bell seconded. Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

There was brief discussion regarding the Commissioners' appointments to the Convention Facilities Board and the Center for Seniors Board. The following was then considered:

**RESOLUTION 23-1091** appoint Jeff Tilton to the Muskingum County Center for Seniors Board of Directors with a term to commence immediately, due to the resignation of Sheryl Derry and end on February 29, 2024. Mr. Tilton will then be considered for a full term appointment beginning March 1, 2024.

A call was placed to Stephanie Spencer, Chief Administrator, with questions regarding a pending property purchase. The following was then considered:

**RESOLUTION 23-1092** approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners.

## SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Capital Projects – West Main Property	001-114-506040	\$2,300,000

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

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

**RESOLUTION 23-1093** declare an Executive Session at 1:55 p.m. for the purpose of discussing a Personnel Matter pertaining to public employees of Muskingum County Water Department. This session ended about 2:23 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Bell.

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

**RESOLUTION 23-1094** declare an Executive Session at 2:28 p.m. for the purpose of discussing a Real Estate Matter. This session ended about 2:45 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Kate Paul, Center for Seniors Director, came to discuss the Healthy Aging Grant with the Commissioners. Commissioner Cameron signed the acceptance of the grant to be submitted to the Ohio Department of Aging.

Dawn Greulich, Amber Greulich and Carlene Barnes came to discuss the new jail with the Board. Eric Reed, County Administrator was also present at the Commissioners' request.

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With no further business being before the Board, the meeting was adjourned at approximately 4:38 p.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.


4:38



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.*