

Minutes for November 29, 2021

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

RES 21-1146 Meeting was called to order at 8:03 a.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.
Vote was Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

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

RESOLUTION 21-1183 declare an Executive Session at 8:05 p.m. for the purpose of discussing a Matter of Employee Evaluations for Muskingum County employees. This session ended about 9:02 p.m.
Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

At 9:03 a.m. Robert Moore, Director, Information Services, came to discuss his 2022 Budget with the Commissioners.

- Robert has been working with Christian Stone to promote to Network Administrator
 - Christian is doing a great job and Robert would recommend a \$2.00 an hour wage increase
 - He has the funds in his budget
- Robert has included \$70,000 in his 2022 Budget to hire a Systems Administrator
- Robert will need \$229,000 in Equipment to complete the Courthouse next year
- Robert also explained the need for an Ethernet adapter

The following legislation was considered:

RESOLUTION 21-1184 authorize the purchase of DMX Ethernet Adapter for the Muskingum County Information Services Department as requested by Robert Moore, Director.
Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

RESOLUTION 21-1185 approve wage increase of \$2.00 per hour for Christian Stone, Network Administrator, for Muskingum County Information Services, as requested by Robert Moore, Director. Increase to be effective November 21, 2021.
Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

There was discussion regarding the outdoor Christmas decorations. The following was then considered:

Minutes for November 29, 2021

RESOLUTION 21-1186 authorize the purchase of various outdoor Christmas decorations for the Courthouse lawn.
 Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
 Roll Call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

RESOLUTION 21-1187 declare an Executive Session at 9:44 p.m. for the purpose of discussing Employee Evaluations for the Muskingum County. This session ended about 10:08 a.m.
 Motion made by Commissioner Cameron, seconded by Commissioner Crooks.
 Roll Call: Crooks, aye; Porter, absent at the time of voting; Cameron, aye. Motion carried.

Commissioner Porter joined session at 10:00 a.m.

Commissioner Cameron reported that she forwarded the communication from Thomas Moore to Mark Zanghi, Assistant Prosecutor.

Commissioner Crooks reported that Adam Dickerson from the Health Department called saying he had received a request from Theresa Hildebrand requesting to address the Health Department Board regarding the feral cat issue.

The following legislation was now considered:

RESOLUTION 21-1188 approve the line item transfer of monies within Fund Number 014 as requested by Peggy Taylor, Office Manager, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
014-373-503007- Material	014-373-504001-Contract Services	\$20,000.00

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

RESOLUTION 21-1189 approve the establishment of new fund, number 031 , which does *not* require approval of the State Auditor’s Office, and line items as requested by Matthew J. Lutz, Sheriff for the Muskingum County Sheriff’s Department

ESTABLISH NEW FUND

<u>Purpose of New Fund</u>	To account for the activity associated with Recovery Ohio Major Drug Interdiction Funding.
<u>Fund Number</u>	031
<u>Fund Name</u>	Recovery Ohio Drug Interdiction Program
<u>Department</u>	458
<u>Function</u>	Public Safety
<u>Grant Administrator</u>	John Deal
<u>Matching</u>	No
<u>Type</u>	Special Revenue- State

LINE ITEMS TO BE CREATED

<u>Revenue:Description</u>	<u>Fund</u>	<u>Dept.</u>	<u>Account Code</u>
State of Ohio	031	000	409028
Advance In	031	000	414001
Transfer In	031	000	414002
<u>Expenditures:Description</u>	<u>Fund</u>	<u>Dept.</u>	<u>Account Code</u>
Salaries	031	458	501002
Medicare	031	458	502001

Minutes for November 29, 2021

PERS	031	458	502003
Insurance	031	458	502004
Workers Comp	031	458	502009
Advance Out	031	458	510001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-1190 approve and authorize the ADVANCE of Funds from County General Fund 001 to Fund and Supplemental Appropriation of Funds for the Muskingum County Sheriff's Department as requested by Matthew J. Lutz, Sheriff, as follows:

ADVANCE OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-General Fund	031-Drug Interdiction	\$35,000.00

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Salaries	031-458-501002	\$5,500.00
Medicare	031-458-502001	\$ 100.00
PERS	031-458-502003	\$1,000.00
Insurance	031-458-502004	\$1,500.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-1191 approve the establishment of new fund, number 071, which does *not* require approval of the State Auditor's Office, and line items as requested by Matthew J. Lutz for the Muskingum County Sheriff's Department

ESTABLISH NEW FUND

<u>Purpose of New Fund</u>	To account to the activity associated with the Coronavirus Emergency Supplemental Funding
<u>Fund Number</u>	071
<u>Fund Name</u>	2020 Coronavirus Emergency Supplemental Funding Program
<u>Department</u>	458
<u>Award Amount</u>	\$103,415.00
<u>CFDA #</u>	16.034
<u>Function</u>	Public Safety
<u>Grant #</u>	2020-CE-LEF-2332
<u>Grant Period</u>	04/07/2020-06/30/2021
<u>Grant Administrator</u>	John Deal
<u>Matching</u>	No
<u>Type</u>	Special Revenue- Federal

LINE ITEMS TO BE CREATED

Revenue:	Description	Fund	Dept.	Account Code
	U.S. Dept of Justice	071	000	409024
Expenditures:	Description	Fund	Dept.	Account Code
	Contract Services	071	458	504001

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-1192 approve the establishment of new fund, number 458, which does *not* require approval of the State Auditor's Office, and line items as requested by Matthew J. Lutz, Sheriff for the Muskingum County Sheriff's Department

ESTABLISH NEW FUND

<u>Purpose of New Fund</u>	To account for the activity associated with the FY2021 LE SHSP Regional Grant
-----------------------------------	---

Minutes for November 29, 2021

Fund Number 032
Fund Name FY2021 Terrorism Prevention Program
Department 458
Award Amount \$95,446.00
CFDA # 97.067
Function Public Safety
Grant # EMW-2021-SS-00004
Grant Period 09/01/2021-03/31/2024
Grant Administrator Sheila Samson
Matching No
Type Special Revenue - Federal

LINE ITEMS TO BE CREATED

Revenue:	Description	Fund	Dept.	Account Code
	Homeland Security	032	000	409024
	Advance In	032	000	414001
Expenditures:	Description	Fund	Dept.	Account Code
	Salaries	032	458	501002
	Medicare	032	458	502001
	PERS	032	458	502003
	Workers Comp	032	458	502009
	Travel	032	458	502013
	Supplies	032	458	503001
	Equipment	032	458	503032
	Contract Services	032	458	504001
	Training	032	458	504111
	Equipment & Maint.	032	458	506001
	Advance Out	032	458	510001

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-1193 approve the line item transfer of monies within Fund Number 001 as requested by Vicki Vallee, Finance Manager, Juvenile Court, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-244-501002- Salaries	001-244-502004- Insurance	\$2,800.00
001-245-501002-Salaries	001-245-502004-Insurance	\$5,800.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-1194 approve the line item transfer of monies within Fund Number 001 as requested by Stephanie Spencer, Chief Administrator, for Municipal Court, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-243-502004- Insurance	001-243-501002-Salaries	\$1,500.00
001-243-502004-Insurance	001-243-502001-Medicare	\$ 50.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Minutes for November 29, 2021

RESOLUTION 21-1195 approve the line item transfer of monies within Fund Number 001 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>
001-112-504161-Judges & Clerks	001-112-501004-Insurance	\$11,000.00
001-112-504161-Judges & Clerks	001-112-501001-Elected Officials	\$ 0.21
001-112-504161-Judges & Clerks	001-112-501005-Election Wks>600	\$ 235.94

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-1196 approve the line item transfer of monies within Fund Number 001 as requested by Ronald Welch, Prosecuting Attorney, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-105-504021- Process Service Fees	001-105-503001-Supplies&Other Exp	\$8,000.00
001-105-502006- Unemployment	001-105-506001-Equip&Maint	\$1,000.00
001-105-504007- Contract Repairs	001-105-502013-Travel&Training Expenses	\$1,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-1197 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the change order (additional \$1,680.00) & pay request (\$33,886.00) for Hillcrest Drive Asphalt Paving, Community Development.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-1198 appoint Steve Baldwin to the Rambo Memorial Health Center Board of Trustees with a term to commence January 01, 2022 and end on December 31, 2024, Requested by, Shannon Bell, Executive Director of Rambo Memorial Health

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 21-1199 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners, as requested by Beth Iden, Deputy clerk.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Ohio Public Defenders	001-249-504028	\$218,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 21-1200 approve and authorize the repayment of an ADVANCE of monies Starlight 018 from Fund 083 & 086 and forgive the advance balance of \$359.53 as requested by Stephanie Neuhart from the Muskingum County Board of Developmental Disabilities, as follows:

REPAYMENT OF ADVANCE OF FUNDS

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
083-694-5100001	018-000-414001	\$30,906.69
Special Education Grant IDEA FY19-20	Starlight	
086-694-510001	018-000-414001	\$4,518.59

Minutes for November 29, 2021

Early Childhood Grant IDEA FY19-20 Starlight
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-1201 authorize payment of 2022 Zanesville-Muskingum County Chamber of Commerce Annual Membership - \$230.00.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-1202 approve the line item transfer of monies within Fund Number 001 as requested by Vicki Vallee, Muskingum County Juvenile, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-246-501002-Salaries	001-246-502004-Insurance	\$5,000.00
033-244-503001-Supplies	033-244-502004-Insurance	\$4,000.00

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

RESOLUTION 21-1203 approve the execution of the contract by and between the Board of County Commissioners of Muskingum County, Ohio and the Zanesville-Muskingum County Health Department for the services of the Muskingum County Information Services department at a rate of \$5,500 per month payable in four quarterly payments of \$16,500 each. The term of this contract is twelve (12) months effective from January 1, 2022.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 21-1204 approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Commissioners, as requested by Beth Iden, Deputy Clerk.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Supplies & Other Expenses - Fleet	001-116-503001	\$5,000.00

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

RESOLUTION 21-1205 authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Release of Mortgage form for the mortgage of Renetta Walters, in the original amount of \$5,000.00 for the Muskingum County Community Housing Improvement Program. This request was submitted by Sheila Samson, Program Director.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

Minutes for November 29, 2021

RESOLUTION 21-1206 hereby authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Release of Mortgage form for the mortgage of Renetta Walters, in the original amount of \$17,305.00 for the Muskingum County Community Housing Improvement Program. This request was submitted by Sheila Samson, Program Director.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

RIGHT OF WAY PERMITS SIGNED:

**Columbia Gas of Ohio; Zanesville
Falls Township; Holbein Drive
Install underground gas line- extend service to customer
Begin on 12.15.2021; Completion 12.20.2021**

**Columbia Gas of Ohio; Columbus
Springfield Township; Ridge Rd
Install new plastic short gas service line
Begin within 10 days of approval; same day completion**

**Lumen-Heather Martin; Lorain
Jackson Township; Mt. Zion- Near Riley Rd
Road Bore phone line
Begin upon receiving permit; Completion 90 days**

Corrie Marple, Records Center Director, came at the Commissioners' request to discuss what needs to be addressed in the department when she leaves on Friday.

- Corrie presented an estimate for boxes to purchase
 - The Prosecutor's Office has already requested a large amount
 - Records Commission no longer approves purchases
 - The Commissioners approved the purchase through the following resolution

RESOLUTION 21-1207 approve purchase of 1020 Flip-top storage file boxes from ULINE in the amount of 4,117.22 for the Muskingum County Records Center.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

Corrie reported that the next Records Commission meeting is scheduled for December 20.

Corrie presented an email from Andrews Software regarding an increase in software support and licensing fees.

- Corrie is to ask Robert Moore, IT Director, his opinion about the proposal

Corrie said the carpet should be completed this week

She has not done the budget for 2022, but says there is no difference from her July proposal.

- She was asked to carry those numbers over to the requested column in BS&A

Commissioner Cameron asked Corrie about complaints that she had received regarding lack of organization at the Records Center.

Minutes for November 29, 2021

- Corrie said that was before the shelving, everything is now organized
- Corrie also noted that the departments have a responsibility, as well, in clearly marking the contents of the boxes when they are sent to the Records Center

Commissioner Cameron also asked Corrie about payroll and who would be responsible

- Corrie said that someone would bring it over to Pam
 - Commissioner Cameron asked who would sign off on it
 - No response

Corrie said that even though her ARPA proposal was denied, she still has money in the 2021 Budget to pay for the new scanning equipment.

Corrie also presented an OHRAB Achievement Award for 2021 for the Muskingum County Records Center.

Eric Reed, Compliance Officer, came to give the Commissioners ARPA updates.

- Munson School
 - Agreement from APG Architects with estimate of \$9,200 to create Scope and Estimate
 - Received one bid for the roof, but cannot get supplies until March 2022
- Clean Face Waterline
 - Eric contacted State Auditor Lisa Weisand regarding the \$50,000 threshold, upon Commissioner Porter's request
 - Lisa said she is not really sure and we should contact our legal counsel
 - Eric will contact the Prosecutor and the County Auditor
 - Meeting Thursday at 10:00 a.m. with Jeremy Davis at Clean Face facility
 - Commissioner Crooks reported that she called Dave Kreis regarding the changes to the waterline project
 - Don Madden will provide an updated map
- EMA Building Request
 - 40 x 60; cost is high
 - Commissioner Porter would rather improve the Recycling Center
 - Won't support new building

Jim Shaw from the Ohio Attorney General's office came to meet with the Commissioners to update them on the Opioid Settlement

- Jim explained the process of electing representatives for the Settlement Board
 - Counties included in our district
 - Muskingum
 - Coshocton
 - Perry
 - Morgan
 - Noble
 - Guernsey
 - Monroe
 - Washington
 - Funds can be used for EMS/First Responder equipment and opioid remediation and treatment

Minutes for November 29, 2021

The Commissioners adjourned for lunch to resume session at 1:30 p.m.

Commissioner Cameron presented a spreadsheet, prepared by Pam Davis, Human Resources, showing the funds left in salary line items at the end of the year, for the departments under the Commissioners' appointing authority.

- She pointed out that we didn't have to use COVID money to pay employees extra
- One-time bonus
- Cost of living increase
 - Can't afford to sustain that with 5-6% wage increase
- Could help in retaining employees
- Commissioner Cameron asked Commissioners Crooks and Porter their opinions about year-end bonuses
- Commissioner Porter asked if the departments that have asked for 5-6% wage increases for 2022, think they are going to be approved because there was no opposition communicated from the Commissioners
- She's estimated the following employees under the Commissioners' Appointing Authority:
 - 69 full time employees
 - 10 part time employees
 - 8 probationary employees
- Commissioner Crooks would suggest calling it "Showing Appreciation"
 - We did receive ARPA dollars to help us do some things we wouldn't normally be doing
- Departments will have the money in their salary items to cover the "bonus"
- Commissioner Porter offered no opinion

Commissioner Porter indicated he must have missed something and asked if we gave Genesis \$2.3 million

- Yes, on October 28
- Commissioner Cameron pointed out that Commissioner Porter had already indicated that he thought it was a good idea, but was not comfortable voting on that because his daughter works at Genesis
- Commissioner Cameron asked again Commissioner Porter's opinion about bonuses
 - No response

Pam Davis, Human Resources, came to talk to the Commissioners regarding Personal Time for the Water Department.

- Union Contract offers employees an extra 8 hours Personal Time if they have used less than 24 hours of sick time during the year
- Pam has asked permission to add that 8 hours to their Personal Time bank to be used before the end of this year
 - All agreed

Kelly Brown, Stephanie Neuhart and Melinda Russell from Starlight Programs came to talk with the Commissioners about their 2022 Budget.

Minutes for November 29, 2021

- The would like to propose school staff wage adjustments
 - Increase entry by \$3.00
 - Increase cap by \$2.00
- Across the board increase of 1.5%
- Lump sum of 1% based on performance evaluation
- Full-time employees are offered Student Loan Assistance; tax free benefit
 - Up to \$300 for one month

RESOLUTION 21-1208 declare an Executive Session at 2:44 p.m. for the purpose of discussing a Personnel Matter pending potential discipline of a public employee of Muskingum County Auditor. This session ended about 3:28 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

Commissioner Porter left session at 3:30 p.m.

Debra Nye, Auditor and Stephanie Spencer, Chief Administrator, came to meet with the Commissioners regarding their 2022 Budget.

- Proposing 3% wage increase for employees
- Reduction in Contract Services because Stephanie will be doing the CAFR for 2022
- If considering raising dog tag fees, it must be determined by August to be implemented the following January

RESOLUTION 21-1209 declare an Executive Session at 4:08 p.m. for the purpose of discussing Payroll and bonuses for Muskingum County Employees. This session ended about 4:27 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Motion carried.

Commissioner Cameron reported that she talked to Jeff Jadwin about his participation in the gas leak last week in the Airport Exit area, and asked if he and Travis were both at the scene in the EMA truck for the day.

- Jeff said that he was not on the scene for the gas leak, he was in Logan that day. Left Logan at 3:30 to come to site

There was further discussion regarding bonuses.

- Commissioner Cameron noted that she asked Commissioner Porter twice about his thoughts and opinion with no response

The following was then considered:

RESOLUTION 21-1210 approve to grant bonuses, to show appreciation, for the 90 Employees under the Commissioners' Appointing Authority. All Departments' Budgets can accommodate the bonuses for their Department. Bonuses will be granted as follows:

68 Full-time Employees	@	\$ 400.00 each
13 Part-time Employees	@	\$ 225.00 each
<u>9 Probationary Employees</u>	<u>@</u>	<u>\$ 125.00 each</u>
Total		\$31,650.00


Minutes for November 29, 2021

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

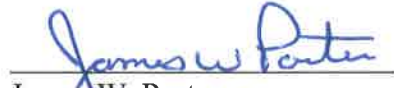
Roll Call: Crooks, aye; Porter, absent; Cameron, aye.

Motion carried.

With no further business being before the Board, the meeting was adjourned at approximately 4:43 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.



Mollie S. Crooks



James W. Porter



Cindy S. Cameron

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