

Minutes for November 30, 2020

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

RES 20-1085 Meeting was called to order at 10:01 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.

The following legislation was now considered:

RESOLUTION 20-1086 approve the line item transfer of monies within Fund Number 014 as requested by Peggy Taylor, Office Manager, Muskingum County Water Department, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
014-373-506001 Equip & Maint	014-373-503003 Chemicals	\$8,000.00

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

RESOLUTION 20-1087 approve the line item transfer of monies within Fund Numbers 01, 098 and 106 as requested by Sheriff Matthew Lutz, as follows:

<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>	<u>AMOUNT</u>
001-458-502003 PERS	001-458-501002 Salaries	\$10,000.00
001-458-5060012 Equipment	001-458-501002 Salaries	\$ 5,000.00
001-458-506002 Computer Equip	001-458-501002 Salaries	\$35,000.00
001-458-502001 Medicare	001-458-502006 Unemployment	\$ 2,000.00
001-458-506001 Equipment	001-458-504348 Jail Kitchen	\$15,000.00
098-458-502003 CCW-PERS	098-458-502004 CCW-Insurance	\$ 1,500.00
098-458-503001 CCW-Supplies	098-458-504001 CCW-Contract Ser	\$ 3,500.00
106-458-506001 Commissary Equip	106-458-504347 Commissary Cont Ser	\$ 25,000.00

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

RESOLUTION 20-1088 approve the Supplemental Appropriation and Transfer of Funds within Fund Number 001, for the Muskingum County Probate Court, as requested by Judge Eric Martin.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
COVID-19	001-238-503017	\$2,253.25

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-238-502013 Travel & Expense	001-238-503017	\$ 500.00
001-238-506001 Equip & Maint	001-238-503017	\$3,224.33

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

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RESOLUTION 20-1089 approve the line item transfer of monies within Fund Number 187 as requested by Sheila Samson, Director, Muskingum County Community Development , as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
187-375-502004 Insurance	187-375-504222 Washington Twp	\$500.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-1090 approve the line item transfer of monies within Fund Number 192 as requested by Sheila Samson, Director, Muskingum County Community Development, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
192-375-504300 Admin	192-375-502003 PERS	\$ 660.00
192-375-504375 Owner Rehab	192-375-502003 PERS	\$ 40.00
192-375-504375 Owner Rehab	192-375-501001 Medicare	\$ 35.00
192-375-504375 Owner Rehab	192-375-502004 Insurance	\$4,000.00
192-375-504375 Owner Rehab	192-375-504341 Home Repair	\$22,081.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-1091 approve and authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the Pay Request Number One (1) in the amount of (\$120,552.45) to The Shelly Company for the Washington Township Various Street Resurfacing Project. Requested by Sheila Samson, Director, Muskingum County Community Development.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-1092 approve the line item transfer of monies within Fund Number 007 as requested by Tom Smith, Fiscal Supervisor, Muskingum County Job and Family Services , as follows:

LINE ITEM TRANSFERS

Line Item Transfer of Monies for 2nd Quarter SS Share Transfer SFY20 (Oct-Dec 2019)

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
007-697-501002 SS Salaries	007-692-501002 PA Salaries	\$ 8,467.26
007-697-502003 SS PERS	007-692-502003 PA PERS	\$ 1,077.09
007-697-502004 SS Insurance	007-692-502004 PA Insurance	\$ 2,614.57
007-697-502001 SS Medicare	007-692-502001 PA Medicare	\$ 105.93
007-697-502009 SS BWC	007-692-502009 PA BWC	\$ 326.90
007-697-507001 SS Other	007-692-507001 PA Other	\$ 105.69

Line Item Transfer of Monies for 3rd Quarter SS Share Transfer SFY20 (Jan-Mar 2020)

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
007-697-501002 SS Salaries	007-692-501002 PA Salaries	\$ 6,664.06
007-697-502003 SS PERS	007-692-502003 PA PERS	\$ 902.83
007-697-502004 SS Insurance	007-692-502004 PA Insurance	\$ 2,388.90
007-697-502001 SS Medicare	007-692-502001 PA Medicare	\$ 88.51
007-697-507001 SS Other	007-692-507001 PA Other	\$ 1,164.03

Line Item Transfer of Monies for 4th Quarter SS Share Transfer SFY20 (Apr-Jun 2020)

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
007-697-501002 SS Salaries	007-692-501002 PA Salaries	\$ 8,691.31
007-697-502003 SS PERS	007-692-502003 PA PERS	\$ 1,216.76

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007-697-502004 SS Insurance	007-692-502004 PA Insurance	\$ 1,930.61
007-697-502001 SS Medicare	007-692-502001 PA Medicare	\$ 119.95
007-697-504141 SS CORSA	007-692-504141 PA CORSA	\$ 106.13
007-697-507001 SS Other	007-692-507001 PA Other	\$ 412.25

Line Item Transfer of Monies for 1st Quarter SS Share Transfer SFY21 (Jul-Sept 2020)

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
007-697-501002 SS Salaries	007-692-501002 PA Salaries	\$ 7,852.69
007-697-502003 SS PERS	007-692-502003 PA PERS	\$ 1,091.08
007-697-502004 SS Insurance	007-692-502004 PA Insurance	\$ 2,042.79
007-697-502001 SS Medicare	007-692-502001 PA Medicare	\$ 107.49
007-697-507001 SS Other	007-692-507001 PA Other	\$ 723.43

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-1093 WHEREAS, a request for payment to the County's flexible spending account for the period of October 1, 2020 through December 31, 2020, in the amount of \$137,500.00 has been submitted by the Muskingum County Department of Job and Family Services, Fiscal Supervisor, Tom Smith, and

WHEREAS, the transfer of funds in said amount, \$137,500.00 is now requested as follows:

FUND TO FUND TRANSFER

<u>From Transfer Out</u>	<u>To Transfer In</u>	<u>Amount</u>
001-999-99602	069-000-414002	\$137,500.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-1094 WHEREAS, a request for payment of the county's mandated share of the Income Maintenance programs for the fiscal year of 2020 was requested to be paid for the period of October through December 2020, in the amount of \$53,383.00 has been submitted by the Muskingum County Department of Job and Family Services, Fiscal Supervisor, Tom Smith, as follows:

FUND TO FUND TRANSFER

<u>From Transfer Out</u>	<u>To Transfer In</u>	<u>Amount</u>
001-999-510004 County General	007-000-414002 PA Fund	\$53,383.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-1095 approve the Supplemental Appropriation of Funds within Fund Number 007, for the Muskingum County Job and Family Services, as requested by Tom Smith, Fiscal Supervisor.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
PA Salaries	007-692-501002	\$40,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

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RESOLUTION 20-1096 approve the Supplemental Appropriation of Funds within Fund Number 196, for the Muskingum County Commissioners for the Lorena, as requested by Stephanie Spencer, Chief Administrator, Muskingum County Auditor.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Salaries	196-102-501002	\$1,312.36
Medicare	196-102-502001	\$ 5.58

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-1097 approve and authorize the ADVANCE of Funds from County General Fund 001 to Fund 187 for the Muskingum County Community Development as requested by Sheila Samson, Director, as follows:

ADVANCE OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-990-510001	187-000-101000	10,000.00

These funds will be returned when the funds requested have been received.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-1098 approve the Supplemental Appropriation of Funds within Fund Number 002, for the Muskingum County Dog Warden, as requested by Stephanie Spencer, Chief Administrator, Muskingum County Auditor.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	002-502-501002	\$6,000.00
Medicare	002-502-502001	\$ 100.00
Workers Compensation	002-502-502009	\$ 100.00

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-1099 approve the line item transfer of monies within Fund Number 128 as requested by Timothy Thompson, Director, Muskingum County Board of Elections, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
128-112-503001 Supplies	128-112-501005 Election Wrkr >600	\$694.50
128-112-503001 Supplies	128-112-502001 Medicare	\$ 10.09

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-1100 grant permission for Ray Mennega to complete the ASFPM CFM Renewal Application to renew his Floodplain Manager Certification.

Estimated expenses: \$80 Renewal Application Fee if received by 01.01.2021

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

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RESOLUTION 20-1101 approve the Supplemental Appropriation of Funds within Fund Number 183 and the Decrease of Appropriations in Fund 168, for the Muskingum County Water Department, as requested by Peggy Taylor, Office Manager.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Services	183-373-504001	\$131,862.79

DECREASE APPROPRIATIONS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Services	168-372-504001	\$18,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

The Commissioners discussed an email from Corey Hamilton, Health Commissioner, regarding the possibility of employee overtime being paid out of County CARES Grant money.

Mark Zanghi, Assistant Prosecutor, sent documents requiring signatures, for the sale of the Zane Street property. The following was then considered:

RESOLUTION 20-1102 authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the documents pertaining to the sale of 655 Zane Street property as presented by Assistant Prosecutor, Mark Zanghi.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

Jason Baughman, Chief Building Official, came to see the Commissioners to inform them of a potential change with City building inspections.

- Jason has heard from Tim Smith that the Mayor is considering hiring a licensed architect to do the City building inspections
- Tim Smith told the Mayor he was not in favor of taking that back
 - He believes the Mayor wants a new revenue stream
- Jason estimates an annual loss to the County of approximately \$70,000
- Jason also told the Board that the Coshocton City Mayor is pushing for Chris Wilson to take over their building inspections
 - One reason is because Chris is willing to put an office there
 - Jason said if they would give him an office space, he would go there one day a week to do inspections
 - The Commissioners would agree to do that for six months then re-evaluate
- Jason informed the Commissioners that he has also been talking with the Guernsey County Commissioners about building inspections
 - He asked if the Commissioners would be willing to call Guernsey County to discuss
 - They will

There was continued discussion regarding Corey Hamilton's request for overtime time for her employees at the Health Department. The following was then considered:

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RESOLUTION 20-1103 approve CARES Grant for payment of employee overtime at the Muskingum County Health Department due to COVID-19 Emergency Response to offset expenses due to COVID-19 pandemic. Amount submitted is \$110,041.96. Final number to be verified through Erin Wood at the MC Health Department.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

The Clerk received some other resolutions for the Board to consider:

RESOLUTION 20-1104 approve Cameron to sign RROF for B-C-20-1CC-1 AND B-F-20-1CC-1 as requested by Sheila Samson, Director, Muskingum County Community Development.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

RESOLUTION 20-1105 authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the AEP Contribution-In-Aid-Of-Construction Agreement for the new Dog Warden Facility, East Pike.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

RESOLUTION 20-1106 accept and sign Donation Letter and Easement for Muskingum County Parcel 84-25-02-04-000 for ODOT I70 Project.

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

Chris Crooks from The Times Recorder joined session.

Commissioner Porter moved to approve the minutes of the November 19, 2020 session. Commissioner Crooks seconded.

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

Commissioner Crooks moved to approve the minutes of the November 23, 2020 session with correction. Commissioner Porter seconded.

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

Commissioner Cameron reported that Kim from Bookkeeping came down last week and said that it was unrealistic to think the checks for CARES Grant could be done by December 4.

- Kim will talk to Tina about it
- Commissioner Cameron said that she had sent texts to Commissioners Crooks and Porter about the award list being posted on the County website stating that it could be a partial or full grant
- Erin Couch from the Times Recorder called on Tuesday and asked for the list and Commissioner Cameron also sent that request to Commissioners Crooks and Porter
- Erin called again on Wednesday morning

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- Mark Zanghi, Assistant Prosecutor, said we have to release the information
 - It says on the application it was public record
- Commissioner Cameron is assuming Erin got the information, because it was in the newspaper Friday
 - Also, the website was updated to reflect the names and amounts
- Beth and Teddy have been told to let people know, if they call, they cannot pick up their checks in our office
- Stephanie and Mike from the Auditor's office came and took all of the applications to scan for their records
- The W-9's were checked three times, including once with Kim from Bookkeeping.
- There were eight CARES Grant applications found in Spam
 - They were sent on time so the Commissioners will consider
- Is the resolution enough to generate a check for Genesis, Library, Center for Seniors and Health Department
 - The Clerk will contact the Auditor's Office

Commissioner Crooks reported an email she received from a mother who is claiming poor treatment of her son in the County jail.

- Commissioner Crooks will follow up with Captain Suciu

Commissioner Cameron reported a two hour phone call Saturday about a dog that had been taken from a Greenwood Avenue residence.

- The case had gone to Municipal Court
 - The owner could not appear in Court because she was in rehab
- The dog is currently with the Dog Warden
 - Humane Officer says the dog cannot be adopted to this person who wants to adopt
 - Humane Officer is afraid this person will return the dog to the previous owner once out of rehab
 - The potential adopter says no, just visits with the previous owner
- Commissioner Cameron placed a call to Mason and Bryan
 - Both have said the dog can be adopted
 - Commissioner Cameron asked Mason and Bryan to tell volunteers not to post or adopt the dog until this situation is resolved
- Commissioner Porter said he saw a post that Bryan said there are too many volunteers coming to the Pound at once
- Commissioner Cameron will call Municipal Court to find out the status of this case

Commissioner Cameron asked if Commissioner Crooks or Porter would be calling Guernsey County Commissioners about Jason Baughman's request.

- Commissioner Crooks said she could

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- Commissioner Porter said he would see Commissioner Gombeda at Solid Waste meeting tomorrow

Commissioner Porter said he is a little upset with the City of Zanesville regarding the building inspections.

- Couldn't we work this out maybe...
 - What about collaboration

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

Sheriff Lutz would like to come in this afternoon to discuss County Court security.

Commissioner Crooks reported on her conversation with Captain Suciu regarding her message from a mother of an inmate.

Commissioner Cameron suggested we update the IT Director job description.

- She thinks we'll be looking for a new one soon

Pam Davis, Human Resources, was called over to discuss the declaring of the Sheriff as Dog Warden.

- Jeff Stankunus would recommend going over Retention Rights with current employees, even though there are no other jobs for them to go to
- Fourteen day notice is required, but feels better to give them official notice as early as we can

Sheriff Lutz also came in.

- Sheriff reported that there are currently 190 inmates in the County jail
- There was discussion regarding the Dog Warden position, as well as, the Kennel Master position
 - Will the Kennel Master position be under the Sheriff or the Commissioners
 - Sheriff is okay with that position being under his supervision, but he has no knowledge of that position
 - His main concern is to hire someone with the knowledge of the dogs, diseases and control
 - Commissioner Porter said he would hate to see the Kennel Master, if they get upset, run to us (Commissioners) complaining, then we have to come to Sheriff to work it out. Makes sense to him (Commissioner Porter) that the Sheriff would oversee the whole thing
 - Sheriff was given some names to consider
 - Commissioner Crooks asked who is going to be the go-to person for the volunteers
 - Sheriff Lutz said he would be the one that handles the volunteers
 - On a daily basis?
 - Commissioner Cameron said they shouldn't have to be handled daily

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- Sheriff Lutz said if everything is done right, they shouldn't have to be
- Sheriff said they would answer to Kennel Master as to what he wants done and that'll be through Sheriff

According to ORC 955.121, the resolution/agreement to appoint the Sheriff as Dog Warden must be done the first meeting in January following a General Election in which one of more Commissioners is elected.

RESOLUTION 20-1107 agree to move forward in appointing Matthew Lutz, Muskingum County Sheriff, as Muskingum County Dog Warden pursuant to ORC 955.121. This appointment and agreement to take place and be effective at the January 4, 2021 meeting of the Muskingum County Commissioners.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

Motion carried.

Commissioner Crooks suggested to Sheriff Lutz that he consider rebranding the name of the Dog Warden and Adoption Center.

- He will consider

There was discussion regarding security at County Court.

- Will the Prosecutor share cost
- Commissioner Cameron talked with Alma who explained that they hold Court everyday
- They currently have three probation officers
 - How many security officers would be needed
 - Sheriff would like to know as soon as possible, so he can start training
 - He thinks he will have funding in budget to cover overtime for vacations or sick time
 - Is this a conversation that needs to happen with the Judge
 - Sheriff said it doesn't matter to him one way or the other, he just needs to know...needs to get people hired and trained
- Will Judge Fleegle be involved since Adult Felony Probation is on the fourth floor
 - Is he paying towards the security...not his courtroom
 - Perhaps inform him as a courtesy
- One deputy and one probation officer could be sufficient

Sheriff Lutz gave an update on COVID procedures

- Midnight shift at the jail is cleaning and disinfecting every night
- They are sending quarantine letter via email now

After Sheriff Lutz left Commissioner Cameron requested the following:

RESOLUTION 20-1108 declare an Executive Session at 2:25 p.m. for the purpose of discussing a Personnel Matters pertaining to employees of Muskingum County Commissioners. This session ended about 2:41 p.m.

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Motion made by Commissioner Crooks, seconded by Commissioner Cameron.


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

Motion carried.

With no further business being before the Board, the meeting was adjourned at approximately 2:43 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.