

# Minutes for December 01, 2022

Commissioners Present: Crooks, Porter, absent, Cameron.  
Staff Present: Beth Iden

**RES 22-1190** Meeting was called to order at 10:00 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.

Commissioner Porter was not present for session today.

The following legislation was now considered:

**RESOLUTION 22-1191** hereby grant permission to change Credit Card Companies. This is being done at the request of the Auditor's Office, due to several recent issues with improper crediting of payments from the other agencies to our account. It becomes a bookkeeping problem to get the credit switched to the right account.

THEREFORE, permission is granted to switch over at start of the new year with a credit card from Community Bank.

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

**RESOLUTION 22-1192** accept and authorize payment to the County Commissioners Association of Ohio 2022 dues in the amount of \$9,598.00  
Motion made by Commissioner Crooks, seconded by Commissioner Cameron.  
Roll call: Cameron, aye; Crooks, aye; Porter, absent. Motion carried.

**RESOLUTION 22-1193** authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Permit to Install Form A which is required for the Weber Force Main Replacement project. (see attached)

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

**RESOLUTION 22-1194** approve the Supplemental Appropriation of Funds within Fund Number 257, for the Muskingum County Commissioners, as requested by Kacey Stackhouse, Office Clerk.

## **SUPPLEMENTAL APPROPRIATION OF FUNDS**

<b><u>Description</u></b>	<b><u>Account Code</u></b>	<b><u>Amount</u></b>
Lodging Tax	257-000-511250	\$95,000.00

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

**RESOLUTION 22-1195** approve the line item transfer of monies within Fund Number 001 as requested by Maria N. Kalis, Judge, as follows:

## **LINE ITEM TRANSFER OF MONIES**

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<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-247-501002-Employee Salary	001-247-506001-Equipment	\$4,000.00
001-247-501002-Employee Salary	001-247-504001-Contract Services	\$1,400.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 22-1196** approve the decrease in Appropriations within Fund Number 001 for Muskingum County, requested by Marlee Gibson, Director, Muskingum County Board of Elections, as follows:

**DECREASE APPROPRIATIONS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Salaries (Security during election)	001-112-501002	\$9,045.82

ALSO, approve the Supplemental Appropriation of Funds within Fund Numbers 001 and 144, 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>
Salaries	001-458-501002	\$6,292.22
Salaries	144-458-501002	\$1,367.24
PERS	001-458-502003	\$1,138.89
PERS	144-458-502003	\$ 247.47

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 22-1197** approve and authorize the repayment of an ADVANCE of monies to Muskingum County Starlight Fund 018 from Fund 096 & 097 as requested by Stephanie Neuhart, Business Manager of 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>
096-694-510001-Special Ed Grant Idea FY21-22	018-000-414001-Starlight	\$33,792.63
097-694-510001-Early Childhood Ed Grant FY21-22	018-000-414001-Starlight	\$ 4,683.18

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 22-1198** approve the Supplemental Appropriation of Funds within Fund Number 037, for the Muskingum County EMA, as requested by Jeff Jadwin.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
LEPC Kitchen	037-461-511065	\$1,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 22-1199** 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**

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

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

**RESOLUTION 22-1200** approve the employment of April Pletcher as Unit Support Worker II for the Muskingum County Job and Family Services, Human Services Division, contingent upon passage of the pre-employment assessments.  
 Motion made by Commissioner Cameron, seconded by Commissioner Crooks.  
 Roll call: Cameron, aye; Crooks, aye; Porter, absent. Motion carried.

**RESOLUTION 22-1201** authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Certification Application, Ohio Natural Gas Governmental Aggregators for Falls Township, as presented by Bob Snavelly of Palmer Energy. (see attached)  
 Motion made by Commissioner Cameron, seconded by Commissioner Crooks.  
 Roll call: Cameron, aye; Crooks, aye; Porter, absent. Motion carried.

**RESOLUTION 22-1202** approve the line item transfer of monies within Fund Number 001 & 009 as requested by Mark Eicher, County Engineer, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-367-501004- Insurance	001-367-501002-Salaries	\$ 3,500.00
001-367-501004-Insurance	001-367-502003-PERS	\$ 500.00
009-368-501002-Salaries	009-368-503005-Fuel	\$ 20,000.00
009-368-501002-Salaries	009-368-503008-Materials & Bridges	\$ 30,000.00
009-368-501002-Salaries	009-368-504014-Equipment contract repairs	\$ 20,000.00
009-368-502009-Workers Comp	009-368-503015-Parts, Supplies	\$ 24,000.00

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

**RESOLUTION 22-1203** approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Treasurer, as requested by Todd Hixson.

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Services	001-104-504001	\$2,702.50

The above requested supplemental appropriations is to pay an unforeseen expense to BS & A Software for an examination/review of the General Ledger Software and bookkeeping practices to rectify the monthly reconciliation issue as highlighted by the State Audit.

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

**RESOLUTION 22-1204** 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>
001-112-501005-County Seas Elect Workers	001-112-501002-Employee Salaries	\$ 2,393.39
001-112-503001-Supplies & Other	001-112-504001-Contract Services	\$20,000.00
001-112-504007-Contract Repairs	001-112-504001-Contract Services	\$ 2,000.00

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001-112-504120-Advertising & Printing	001-112-504001-Contract Services	\$20,000.00
001-112-504160-Election Wokers	001-112-504001-Contract Services	\$ 7,855.84
001-112-504161- Judges & Clerks	001-112-504001-Contract Services	\$ 177.51
001-112-506001-Equip & Maintenance	001-112-504001-Contract Services	\$ 8,567.12
001-112-506001-Equip & Maintenance	001-112-501001-Elected Officials	\$ 1.12

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

**RESOLUTION 22-1205** approve the line item transfer of monies within Fund Number 001 as requested by Matthew J. Lutz, Sheriff, as follows:

**LINE ITEM TRANSFER OF MONIES**

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-458-502009-Workers Comp	001-458-501002-Salaries	\$60,000.00
001-458-502009-Workers Comp	001-458-502003-PERS	\$10,000.00
001-458-502006-Unemployment	001-458-502003-PERS	\$ 3,000.00
001-458-502013-Travel	001-458-502003-PERS	\$ 3,500.00
001-458-504349-Jail Medical	001-458-504348-Jail-Kitchen	\$12,000.00
001-458-506001-Equipment	001-458-504348-Jail Kitchen	\$16,000.00
001-458-506001-Equipment	001-458-506002-Computer Equip	\$24,000.00

**SUPPLEMENTAL APPROPRIATION OF FUNDS**

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Dog & Kennel-Supplies	002-502-503001	\$5,000.00
Dog & Kennel-Vet Exp	002-502-504403	\$8,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

Commissioner Cameron asked the clerk if there has been any communication from Commissioner Porter and if he was coming in. There has not been any communication. Commissioner Cameron has mentioned a couple of times that she would like for Commissioner Porter to be here for the bonus discussion, but the decision needs to be made soon in order for bookkeeping to have time to process.

Kyle Dunn, Community Development Director, came to give Commissioners updates.

- Allocation 22 for Community Development and CHIP have been awarded and he will have the notice published in the Zanesville Times Recorder
- HSTS will have \$150,000 available to spend
- Wrapping up 2021 CHIP and reviewing 2022 CHIP applications

Sheriff Lutz and John Deal came to discuss their 2023 Budget with the Commissioners.

- Discussion on increasing the 2023 Dog License fee
- Reported Sheriff vehicles are now being purchased instead of leased
- Discussion on the 3 year contract for the jail kitchen with Aramark
- Discussion on County insurance policies

The Commissioners adjourned for lunch to attend the LEPC meeting and resumed session at 1:30 p.m.

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Howard Stewart with South East Area Transit came to meet with the Commissioners to share the annual update and ask the Commissioners for their continued support.

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

- Fairground
  - Display cases have been delivered to the fairgrounds
- Avondale
  - Waiting on information from HUD on the HVAC grant
- Appalachian Community Grant
  - Eric gave a brief review of the applications that have been submitted

Marlee Gibson, Board of Election Director, Jennifer Horman and Katie Klinehoffer came to discuss their 2023 Budget with the Commissioners.

- Will be hiring additional staff for the 2024 election
- Discussed issues with in-office security on early election days

The Board adjourned at approximately 3:33 p.m. to attend an Opioid Meeting on the motion of Commissioner Cameron and the second of Commissioner Crooks.

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

Session was resumed at 4:27 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.

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

Eric Reed came in to report Sunday Creek Horizons responses to an email regarding Eric's questions on his Appalachian Community Grant application.

Commissioner Cameron moved to approve the minutes of the November 28, 2022 session, with changes. Commissioner Crooks seconded.

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

Discussion on employee bonuses for County employees.

- Commissioner Cameron said this has been talked about before and we can't sustain huge raises, but with inflation, definitely not an every year thing, but if we can do it this year, we should.
- Commissioner Crooks said we are looking at this as an employee recognition and retention bonus. Appreciate the dedication and hard work and financially we're able to do this at this time. Happy to do so. It's an investment in our employees.

The following legislation was now considered:

**RESOLUTION 22-1206** approve to grant bonuses, to show appreciation, for the 107 Employees under the Commissioners' Appointing Authority. All Departments' Budgets can accommodate the bonuses for their Department. Bonuses will be granted as follows:

81 Full-time Employees @ \$ 550.00 each

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18 Part-time Employees	@	\$ 300.00 each
<u>8 Probationary Employees</u>	@	<u>\$ 175.00 each</u>
Total		\$42,475.00

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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


**RESOLUTION 22-1207** approve the use of a portion of State awarded FY2021 EMPG-ARPA grant monies for EMA employee compensation in the amount of \$450 for each employee.

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

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

There was discussion regarding Convention Facility Board.

With no further business being before the Board, the meeting was adjourned at approximately 5:04 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.

  
Mollie S. Crooks

ABSENT  
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.*