

Minutes for December 08, 2022

Commissioners Present: Porter, Cameron

Commissioner Crooks was absent due to attending the CCAO Winter Conference

Staff Present: Susan Reese

RES 22-1221 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.
Vote was Crooks, absent; Porter, aye; Cameron, aye. Motion carried.

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

The Commissioners were notified that water would be shut off in the Courthouse, Law Administration Building, Jail and Hixson Building. It was decided to close at Noon. A notice will be sent to the media and all Elected Officials and Department Heads.

Eric Reed, ARPA Compliance Officer, came to update the Commissioners.

- Updates on Appalachian Community Grant support letter requests
 - Sent the one to Mid-East regarding the CDL
 - Eric has a letter for the Port Authority that we are working as the lead applicant; Technical Assistance - signed
 - The other is the one presented to the Commissioners on Monday, for Muskingum University, New Concord, The Wilds, Connect Real Estate and Genesis Healthcare
 - Jeff from Columbus Partnership got back with Eric and submitted a support letter template for the Commissioners
 - Eric questioned whether Gateway to Appalachia should be used because that is the exact same term that the Port Authority is using for the grant application
 - Eric also asked about Genesis being a key entity driving the project
 - Jeff did confirm the \$250,000 technical maximum per county
 - So these applications would be in competition
 - But, that leaves \$22,000,000 for the planning and consultants
 - Then, you use those to get the development grants the next time
 - Commissioner Porter asked if it is a good project
 - Eric thinks it is a good project, but the disappointing thing is that Muskingum University, New Concord and The Wilds were at the first two meetings and would have received emails regarding the process of submission and they didn't follow those guidelines
 - Commissioner Porter's thought is that the rules were set early on and they didn't follow them...why would we support it
 - Commissioner Cameron doesn't think it's a bad project, but they didn't submit how they were supposed to. And now that we know there is only this amount of money.... Is that fair to the other people that submitted through the portal like they were supposed to

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- Commissioner Porter thinks it would jeopardize the Port Authority project
- Eric will leave the letter and the Commissioners can decide how to handle
- Fairgrounds
 - Eric presented the invoice for the additional display cases for the livestock barns
 - Commissioner Porter questioned how the hog barn was missed in the order. Eric said he was not present when the motion was made. The Clerk verified Commissioner Porter's motion was what was reflected in the resolution.
 - The following was then considered

RESOLUTION 22-1237 authorize and approve the purchase of one additional display board for the Muskingum County Fairgrounds' hog barn. The display boards will be 4'X 6' in size with satin finish and rubber backing, to be paid from Economic Development; Capital Improvements – 001-114-506040.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Commissioner Porter mentioned that he has heard concern about possible insurance fraud on some of the buildings at the fairgrounds and asked Pam Davis, Human Resources, to come in when John Graham and Gail Deitrick come in today.

John Graham and Gail Deitrick of the Muskingum County Fair Board came to update the Commissioners.

- They wanted to thank the Commissioners for everything they've done to help them this year and in previous years
- The grandstand backs are ordered
 - 18-20 weeks delivery
- Clean Face Project
 - Bernie Harmon is now Chairman of the Grounds Committee
 - John Graham and Dan Thornton complete the Committee
 - Eric will be dealing with the Grounds Committee on the Clean Face project
 - John Graham is heading that up, under Bernie Harmon
 - They are creating a wish list
 - They would like a six inch waterline to come up to the building, with a three inch to the men's side and a 3" to the women's side
 - John checked on tankless water heaters and was told that they should get two, one for each side
 - Eric asked if this wish list was beyond the priority list that he had given them
 - Eric's priority list was excellent. The Grounds Committee just filled in some blanks
 - The Grounds Committee will present to the Fair Board Tuesday
- Hail Storm Insurance Claims
 - John appreciated Pam's spreadsheet
 - He has some concerns with one estimate that there is a \$95,000 difference

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- Original estimate was generic
- Pam said that the adjuster did an estimate of \$225,425
- Pam told Rodney Crooks that they needed a more detailed estimate and the Fair Board obtained another estimate
 - This estimate came in at \$130,050
 - That has been submitted to the adjuster
 - Pam called that vendor and they were going to call the adjuster
 - Pam does not know the current status
 - Nothing has been approved at this point because of the conflicting information and dollar amounts
- John reported on this year's fair
 - 914 exhibitors – up from last year
 - 28,970 paid attendance
 - 1,500 4-H
 - 500 Advisors
- They would like to look forward to updating the three gables building and the rabbit barn
- Commissioner Cameron asked them about the potential for a restroom by the grandstand
 - Gail said they have talked about it but the cost is the biggest factor
- Eric confirmed that he will be working with John on the Clean Face project...yes
 - Commissioner Cameron asked if the final plan would be approved by the entire Fair Board
 - Gail said that basically they've already approved having the work done. The details will be left up to the Grounds Committee. The Fair Board will be updated at Tuesday's meeting
 - Commissioner Cameron would like to reiterate that she would like to see more than three out of six toilets working and hot showers in Clean Face

The following legislation was now considered:

RESOLUTION 22-1222 authorize James W. Porter to sign on behalf of the Board of Muskingum County Commissioners Pay Application Number Three for the Twin Hills Drive, Helen Drive, Edward Circle Water Main Extension. Pay Application Number Three is for \$104,413.80

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-1223 authorize James W. Porter to sign Pay Application Number Seven on behalf of Muskingum County Commissioners for the Zane Trace Road, Zane Grey Road, South Cove Lane, Southern Road, West Union Road, Sundale Road, East Wheeling Road, Flat Lane, and Peach Lane, Water Main Extension. Pay Application Number Six is for \$151,827.06

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

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RESOLUTION 22-1224

approve the establishment of new fund, number 194 , which does *not* require approval of the State Auditor's Office, and line items as requested by Kyle Dunn, Director of Muskingum County Community Development.

ESTABLISH NEW FUND

Purpose of New Fund

This fund is for the implementation and administration of Community Housing impact Preservation and Fair Housing.

<u>Fund Number</u>	194
<u>Fund Name</u>	2022 CHIP II
<u>Department</u>	375
<u>Award Amount</u>	\$485,000.00
<u>CFDA #</u>	14.239
<u>Grant #</u>	B-C-20-ICC-2
<u>Grant Period</u>	December 01, 2022 through April 30, 2024
<u>Grant Administrator</u>	Kyle Dunn
<u>Matching</u>	61,300
<u>Classification</u>	Special Revenue Type

LINE ITEMS TO BE CREATED

Revenue: Description	Fund	Dept.	Account Code
Community Development	194	000	409010
Intergovernmental	194	000	409182
Expenditures:Description	Fund	Dept.	Account Code
Salaries	194	375	501002
Medicare	194	375	502001
PERS	194	375	502003
Insurance	194	375	502004
Workers Comp	194	375	502009
CORSA	194	375	504141
Administration	194	375	504300
Supplies	194	375	503001
Owner Rehab	194	375	504381
Home Ownership Assist.	194	375	504365
Tenant Based Rental	194	375	504375

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-1225

approve the establishment of new fund, number 192, which does *not* require approval of the State Auditor's Office, and line items as requested by Kyle Dunn, Director for the Muskingum County Community Development

ESTABLISH NEW FUND

Purpose of New Fund

This Fund is for the implementation and administration of Community Housing Impact Preservation and Fair Housing.

<u>Fund Number</u>	192
<u>Fund Name</u>	2022 CHIP I
<u>Department</u>	375
<u>Award Amount</u>	\$190,000.00
<u>CFDA #</u>	14.228
<u>Grant #</u>	B-C-22-ICC-1
<u>Grant Period</u>	December 01, 2022 through April 30, 2024
<u>Grant Administrator</u>	Kyle Dunn
<u>Matching</u>	N/A
<u>Classification</u>	Special Revenue Type

LINE ITEMS TO BE CREATED

Revenue: Description	Fund	Dept.	Account Code
Community Development	192	000	409010
Intergovernmental	192	000	409182
Expenditures:Description	Fund	Dept.	Account Code
Employee Salaries	192	375	501002
Administration	192	375	504300
PERS	192	375	502003
Insurance	192	375	502004
Medicare	192	375	502001
Workers Comp	192	375	502009
CORSA	192	375	504141
Supplies	192	375	503001
Fair Housing	192	375	504332
Home Repair	192	375	504341
Rental Home Repair	192	375	504385

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

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RESOLUTION 22-1226

approve the establishment of new fund, number 184, which does *not* require approval of the State Auditor's Office, and line items as requested by Kyle Dunn, Director for the Muskingum County Community Development.

ESTABLISH NEW FUND

Purpose of New Fund

This fund is for the implementation and administration of Community Housing Impact Preservation and Fair Housing.

Fund Number
Fund Name
Department
Award Amount
CFDA #
Grant #
Grant Period
Grant Administrator
Matching
Classification

184
 CHIP III 2022
 374
 \$75,000.00

 S-C-22-1CC-1
 December 01,2022 through December 31,2024
 Kyle Dunn
 \$15,000.00
 Special Revenue Type

LINE ITEMS TO BE CREATED

Revenue:	Description	Fund	Dept.	Account Code
	Community Development	184	400	44444
Expenditures:	Description	Fund	Dept.	Account Code
	Home Repair	184	374	50501
	Rental Home Repair	184	374	50502

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-1227

approve the Supplemental Appropriation of Funds within Fund Number 001, for the Muskingum County Job & Family Services , as requested by Tom Smith, Fiscal Supervisor.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Transfer Out	001-999-510004	\$5,446.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-1228

approve the line item transfer of monies within Fund Number 013 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>
013-372-503007-Material	013-372-504007-Contract Repair	\$1,600.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-1229

approve the line item transfer & Supplemental Appropriations of monies within Fund Number 015 as requested by Todd Hixson, Treasurer, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
015-104-507001-Misc. Expenses	015-104-501002-Employee Salaries	\$550.00
015-104-507001-Misc. Expenses	015-104-502001-Medicare	\$ 8.00

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	001-104-501002	\$750.00
Medicare	001-104-502001	\$ 11.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

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RESOLUTION 22-1230 authorize the Board of Muskingum County Commissioners to sign the Title Sheet for the Virginia Ridge, Irish Ridge, Duncan Run, Butterbean Ridge and Old River Road Water Main Extension and the Water Storage Tank Title Sheet.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, absent; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-1231 acknowledge the resignation of Cole Ryan from the Muskingum County Convention Facilities Authority effective immediately.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, absent; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-1232 authorize James W. Porter to sign on behalf of the Board of Muskingum County Commissioners Change Order Number 2 for the Water Main Extension to Zane Trace Road, Zane Grey Road, South Cove Lane, Southern Road, West Union Road, Sundale Road, East Wheeling Road, Flat Lane, and Peach Lane. Change Order Number 2 is a final adjusting change order for an increase of \$44,416.25.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, absent; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-1233 authorize James W. Porter to sign on behalf of the Board of Muskingum County Commissioners the Certificate of Substantial Completion for the Water Main Extension to Zane Trace Road, Zane Grey Road, South Cove Lane, Southern Road, West Union Road, Sundale Road, East Wheeling Road, Flat Lane, and Peach Lane.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll Call: Crooks, absent; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-1234 approve the payment of invoices incurred in 2021 with 2022 Funds payable to the following vendors for invoice(s) dated prior to encumbrances as requested by Matthew J. Lutz, Sheriff.

<u>Name of Vendor</u>	<u>Description</u>	<u>Amount</u>
Sheila Samson	Grant Admin Duties-FY2019	\$1,131.34
Sheila Samson	Grant Admin Duties-FY2020	\$ 903.17
Sheila Samson	Grant Admin Duties-FY2021	\$ 698.65

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

RESOLUTION 22-1235 approve the Line item transfer of funds within Fund Number 013, for the Muskingum County Sewer Department, as requested by Peggy Taylor, Office Manager.

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
013-372-504034-Sewer Disposal	013-372-502006-Unemployment	\$10,509.46

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

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RESOLUTION 22-1236 approve the line item transfer of monies within Fund Number 001 as requested by Eric D. Martin, Judge, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-238-502004-Insurance	001-238-501002-Employee Salaries	\$2,100.00
001-238-502003-PERS	001-238-501002-Employee Salaries	\$ 300.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Commissioner Porter made a motion to permanently forgive the rent for the Center for Seniors and give the building to the 501.c3 with the stipulation that if the Center moves or no longer needs the building, it will revert back to the County.

- Commissioner Cameron is not comfortable seconding the motion until we make sure we can do that. She also would like for all three Commissioners to be here to discuss and vote
- The Clerk is to send an email to Mark Zanghi, Assistant Prosecutor, to ask him about this process

Pam Davis, Human Resources, came over to discuss phone calls she's been receiving regarding the closing of County offices this afternoon, due to the water shut-off.

- All agreed to allow Administrative Leave to employees for the time off

A call was placed to Stephanie Spencer, Chief Administrator, to confirm the wording for the above resolution. Stephanie said that if you know for sure the budget will be approved by December 31 there will be no need for the resolution. But, if there is any question about it being done by December 31, there should be a back up resolution, because there must be money available the first of the year. Based on her response, the following was then considered:

RESOLUTION 22-1238 approves the temporary appropriations for County General Fund 001 submitted December 08, 2022 for Muskingum County for the calendar year 2023 at 25%, if full budget is not approved by December 31, 2022.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Jason Baughman, Chief Building Official, came to talk with the Commissioners about his new hire. He is in the process of hiring a new Electrical Service Inspector and will need his current ESI, Scott Moore, to train him. During that time, Jason would like to increase Scott's wages to match the new hire's wages. The following was then considered:

RESOLUTION 22-1239 approve to increase wage for Scott Moore, Muskingum County Building Department, to \$31.00 per hour effective December 18, 2022, as requested by Jason Baughman, Chief Building Official.

Motion made by Commissioner Cameron, seconded by Commissioner Cameron.

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

Jason would also like to decrease Scott's hours to 28 per week. Jason is hopeful that Scott will be in full retirement by the end of March.

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- It was agreed to allow the reduction in hours beginning January 1, 2023 through the end of March 2023.

Commissioner Cameron mentioned that they have been told more than once by the Auditor's Office, if the Fair Board is not going to pay the money, we need to acknowledge forgiving their debt, by resolution.

- Commissioner Porter, referring to the Center for Seniors, said that if we can give millions, millions to other organizations, we should be able to support our Seniors (by forgiving their debt). Hopefully, that would give them to the opportunity for more meals, programs... We did not take out debt to pay for the renovations, we paid cash.
- Commissioner Porter said the Fair Board debt has been forgiven, it's been paid off.
 - He believes the last payment was in 2022. It wasn't their debt, it was ours, we took the bond out... with a verbal agreement apparently. They even had a payment schedule
 - Commissioner Cameron said they must have, because they made payments for several years and then quit. Obviously, there was acknowledgement they had payments to make
- Commissioner Cameron said that brings up another point. She feels we should build the Engineer and a new building. He has no source of revenue and that place is not very nice. If we can do it for the Seniors, why can't we do it for the Engineer?
 - Commissioner Porter said he would agree to that because we have the cash. He would disagree to that if we raise the license plate fee. There is no reason to raise it with the amount of money we are sitting on. Taxpayers are paying enough.
 - Commissioner Cameron said, other than it would give him more revenue and maybe we wouldn't have to give him a million dollars every year.

Regarding the text that Commissioner Cameron forwarded to Commissioners Porter and Crooks, reported on the meeting Tuesday at the Adoption Center with Washington County Commissioners and Sheriff.

With no further business being before the Board, the meeting was adjourned at approximately 12:02 p.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.


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.