

Minutes for December 17, 2020

Commissioners Present: Porter, Cameron
Commissioner Crooks was not in attendance during the morning session
Staff Present: Susan Reese

RES 20-1185 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Porter and the second of Commissioner Cameron.
Vote was Cameron, aye; Crooks, absent; Porter, aye. Motion carried.

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

The following legislation was now considered:

RESOLUTION 20-1186 approve and authorize the ADVANCE of Funds from County General Fund 001 to Fund for the Muskingum County as requested by Sheila Samson, Director, Muskingum County Community Development, as follows:

ADVANCE OF MONIES

| <u>From Fund</u> | <u>To Fund</u> | <u>Amount</u> |
|-------------------------|-----------------------|----------------------|
| 001-990-510001 | 191-000-414001 | \$1,000.00 |

These funds will be returned when the funds requested have been issued.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, absent; Porter, aye. Motion carried.

RESOLUTION 20-1187 approve and authorize the ADVANCE of Funds from County General Fund 001 to Fund 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 | 193-000-414001 | \$10,000.00 |

These funds will be returned when the funds requested have been issued.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, absent; Porter, aye. Motion carried.

RESOLUTION 20-1188 approve and authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the Pay Request for PY2019 HSTS as requested by Sheila Samson, Muskingum County Community Development.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, absent; Porter, aye. Motion carried.

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RESOLUTION 20-1189 authorize that Adam Daugherty, Muskingum County Maintenance Department, be granted prior service credit 0.203 years to reflect his prior service to:

Licking County Library – 09.21.2020 – 12.04.2020 = 0.203 years

In addition, he is eligible to have his Accrued Sick Leave balance of 110.15 hours transferred to Muskingum County.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 20-1190 approve the line item transfer of monies within Fund Number 001 as requested by Andy Roberts, Director, Muskingum County Planning Commission, as follows:

LINE ITEM TRANSFER OF MONIES

| <u>From Line Item</u> | <u>To Line Item</u> | <u>Amount</u> |
|----------------------------------|-----------------------------------|---------------|
| 001-366-501002 Employee Salaries | 001-366-501006 Land Bank Salaries | \$29.05 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 20-1191 approve the line item transfer of monies within Fund Number 001 as requested by Vicki Vallee, Financial Supervisor, Muskingum County 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 | \$36,200.00 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 20-1192 authorize the signing of the Title Sheet for the Water Main Extension to Big B Road, Mutton Ridge Road and Sheck Road.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 20-1193 authorize the signing of the Title Sheet for the County Line Road Water Main Extension.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 20-1194 authorize the signing of the Title Sheet for the Water Main Extensions to Imlay Road and Wilsonwood Road.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 20-1195 authorize the signing of the Title Sheet for the Water Main Extensions to Twin Hills Drive, Helen Drive, and Edward Circle.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

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RESOLUTION 20-1196 authorize the signing of the Title Sheet for the Water Main Extension to the Wilds.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, absent; Porter, aye. Motion carried.

RESOLUTION 20-1197 approve the line item transfer of monies within Fund Numbers 050; 091 and 092 as requested by Alma Tennent, Clerk, Muskingum County Court, as follows:

LINE ITEM TRANSFER OF MONIES

| <u>From Line Item</u> | <u>To Line Item</u> | <u>Amount</u> |
|----------------------------------|-----------------------------------|---------------|
| 050-242-502003 PERS | 050-242-502001 SP Sub Grant 19-20 | \$ 47.17 |
| 091-242-502001 Medicare | 091-242-502004 Insurance | \$ 19.72 |
| 091-242-502009 W/C | 091-242-502004 Insurance | \$ 316.72 |
| 092-242-501002 Employee Salaries | 092-242-502004 Insurance | \$2,614.26 |

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

RESOLUTION 20-1198 accepts Official Amended Certificate Number Thirty (30) as submitted by Muskingum County Auditor, Debra J. Nye, on behalf of the Muskingum County Budget Commission dated December 11, 2020.
Motion made by Commissioner Porter, seconded by Commissioner Cameron.
Roll Call: Cameron, aye; Crooks, absent; Porter, aye. Motion carried.

RESOLUTION 20-1199 approve the line item transfer of monies within Fund Number 001 as requested by Alma Tennent, Clerk, Muskingum County Court, as follows:

LINE ITEM TRANSFER OF MONIES

| <u>From Line Item</u> | <u>To Line Item</u> | <u>Amount</u> |
|----------------------------------|---------------------|---------------|
| 001-242-504001 Contract Services | 001-242-501002 | \$35,235.30 |
| 001-2042-503001 Supplies and Exp | 001-242-501002 | \$ 2,990.33 |
| 001-242-506001 Equip & Maint | 001-242-501002 | \$ 90.08 |
| 001-242-5041062 Juror Fees | 001-242-502001 | \$ 200.00 |
| 001-242-506001 Equip & Maint | 001-242-502003 | \$ 2,332.61 |

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

RESOLUTION 20-1200 approve the Supplemental Appropriation of Funds within Fund Number 174, for the Muskingum County Engineer, as requested by Mark Eicher.

SUPPLEMENTAL APPROPRIATION OF FUNDS

| <u>Description</u> | <u>Account Code</u> | <u>Amount</u> |
|------------------------|---------------------|---------------|
| Issue2 – Twp/Vlg Share | 174-368-506057 | \$57,000.00 |

DECREASE APPROPRIATIONS

| <u>Description</u> | <u>Account Code</u> | <u>Amount</u> |
|--------------------|---------------------|---------------|
| Issue2-County | 174-368-506056 | \$57,000.00 |

These funds will be used for OPWC grant funds for road resurfacing projects funded through the Ohio Public Works Commission.

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

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RESOLUTION 20-1201 approve the line item transfer of monies within Fund Number 001 as requested by Wendy Sower, Clerk of Common Pleas Court, as follows:

LINE ITEM TRANSFER OF MONIES

| <u>From Line Item</u> | <u>To Line Item</u> | <u>Amount</u> |
|--------------------------|----------------------------------|---------------|
| 001-248-502004 Insurance | 001-248-501002 Employee Salaries | \$4,000.00 |
| 001-248-502004 Insurance | 001-248-502003 PERS | \$ 750.00 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

RESOLUTION 20-1202 approve the line item transfer of monies within Fund Number 001 as requested by Judge Jeffrey Hooper, Domestic Relations Court, as follows:

LINE ITEM TRANSFER OF MONIES

| <u>From Line Item</u> | <u>To Line Item</u> | <u>Amount</u> |
|-------------------------|--------------------------|---------------|
| 001-247-502001 Medicare | 001-247-502004 Insurance | \$1,344.93 |
| 001-247-502001 Medicare | 001-247-502003 PERS | \$ 500.00 |

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

The Commissioners met virtually with Mark Eicher, Engineer; Matt Russell; Gary Williams from the Engineer's office to discuss their 2021 Budget.

- Mark introduced his newest employee, Gary Williams
 - Gary has been helping to complete bridge inspections
 - He has also been helping with Township projects
- Mark reported that they have installed driveway culverts on Raiders Road
 - This should help, but will not eliminate, Mr. Rambo's situation
- Mark also gave an update on paving, chip/seal, cold mix and culvert totals for the year
- He really appreciated the financial support from the Commissioners this year and asked if they would consider helping again next year – late February or March
- They are helping the Townships as much as they can, but they are not mowing or doing general maintenance for them
- They were down \$300,00 - \$400,000 earlier this year because of lack of travel/gas tax
- Mark will be looking to hire 1-2 additional employees in the spring

There was brief discussion regarding the 5% DTAC request from the LandBank.

- Commissioner Porter said he would not support the 5% to the LandBank if it resulted in a big increase in Andy's salary
 - Commissioner Cameron asked if he would support it if guaranteed no increase for Andy
 - No, there is a revenue stream for LandBank and someone would be losing money
 - Linden Avenue would have been cleaned up if politics has not been involved

A call was made to Mike Babcock, Chief Administrator regarding the Health Department's overtime requests.

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- Commissioner Cameron suggested to the Health Department that they use the \$200,000 they received to help in paying the overtime

Commissioner Cameron reported that she told Christine Holmes of The Times Recorder, in reference to the article in the newspaper about Judge Fleegle, that we have encouraged and required masks.

- In fact, we had signs up requiring the masks and the Judge took them down
 - When folks got to court they were not required to wear a mask
 - When folks enter the Courthouse they are required to be wearing a mask and have their temperature taken

Commissioner Porter moved to accept and approve the minutes of the December 14, 2020 session. Commissioner Cameron seconded.

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

Motion carried.

RESOLUTION 20-1203 declare an Executive Session at 11:24 a.m. for the purpose of discussing a Personnel Matter pertaining to that of a public employee of Muskingum County. This session ended about 11:30 a.m.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

RESOLUTION 20-1204 approve the employment of Kacey Stackhouse as Office Clerk for the Muskingum County Commissioners. Employment to begin January 11, 2020 with a starting wage of \$14.00 per hour with the opportunity for a \$.50 an hour increase after the successful completion of a 180 day probationary period.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

The Commissioners met virtually with Scott Armstrong and Erik Zamias from Sheetz about County owned land on Elberon and Shinnick Streets.

- They are proposing a land swap
- Commissioner Porter would not agree to anything until all others parties involved have committed
- Commissioner Cameron gave them Matt Schley's number at the City regarding zoning
- The Commissioners will call Corey at the Health Department to discuss parking which is a major concern

After further discussion, the following was considered at Mike Babcock's recommendation:

RESOLUTION 20-1205 amend RES 20-1103 dated November 30, 2020 to read:

Approve a Grant from CARES Act funds for payment of employee overtime at the Muskingum County Health Department due to COVID-19 Emergency Response. This grant will partially offset Health Department employees' salaries and overtime expenses due to the COVID-19 pandemic. Amount Granted is \$125,000.00.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

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There was brief discussion regarding the money considered for the Engineer.

- Should it be given this year
- Or wait until next year's budget

The following legislation was then considered to allow bookkeeping process to continue after January 1 until full Budget is approved.

RESOLUTION 20-1206 approves the temporary appropriations for County General Fund 001 submitted December 17, 2020 for Muskingum County for the calendar year 2021 at 25%.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

The Clerk will send an email to Beth to open Purchase Order for Dog Warden Project and pay Pay App #1 to Flecto per Resolution 20-1153 dated 12.10.2020.

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

Commissioner Crooks joined for afternoon session.

The Commissioners returned a call to Lizzie Allan of the Alliant Group. No answer, left message.

The Commissioners returned a call to Congressman Bill Johnson.

- Rural Digital Opportunity Fund
- \$3 million to Muskingum County for expansion of broadband
 - Ten year program – 40% completed within first three years

Pam Davis, Human Resources, came to talk with the Commissioners.

- FFCRA expires 12.31.20
 - She will send email to elected officials and department heads making them aware that it expires 12.31.2020

RESOLUTION 20-1207 declare an Executive Session at 2:05 p.m. for the purpose of discussing a Personnel Matter of Muskingum County IT Department. This session ended about 2:45pm.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

Sheriff Lutz came to talk with the Commissioners about the Dog Warden transition.

- How will the Auditor's office be involved in selling and recording of Dog Tags
- Discussion of Kennel Master position
 - One full time or two part time
- What will the Budget look like
- Sheriff is meeting with Volunteers tonight

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RESOLUTION 20-1208 approves the permanent appropriations for County Funds 002 through Fund 257 submitted December 17, 2020 for Muskingum County for the calendar year 2021.

Motion made by Commissioner Porter, seconded by Commissioner Crooks.

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

Mike reported that he talked with the Health Department in October regarding the shortage in funds for the final payments of their renovations. There still has not been any transfer of funds from the Health Department.

- Commissioner Cameron made contact with Erin Wood at the Health Department and she will present to her Board tonight and transfer the money
- Mike was asked about the \$1 million for the Engineer
 - He suggested waiting until after the first of the year

RESOLUTION 20-1209 WHEREAS, the County has established a Budget Stabilization Reserve Fund 012 as a sub fund of the General Fund of the County, with Resolution 12-0498.

WHEREAS, it has been agreed upon this day to amend the Fund balance percentage of the General Fund as agreed upon in the August 08, 2013, Resolution 13-0845;

THEREFORE, BE IT RESOLVED, that this Board of County Commissioner of Muskingum County, Ohio does hereby authorize the Reserve Fund to be funded as resources become available from the General Fund as determined by the Commissioners; it is agreed and authorized that the Fund balance should not exceed **Fifty Percent (50%)** of the General Fund average revenues.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

There was discussion regarding payment for the Restroom renovations at EMA, Courthouse and Law Administration Building.

- Commissioners will pay out of their COVID line item
- The following was then considered:

RESOLUTION 20-1210 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> |
|---------------------------|----------------------------|----------------------|
| COVID-19 Expenses | 001-102-503017 | \$35,000.00 |

Motion made by Commissioner Crooks, seconded by Commissioner Porter.

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

Commissioner Porter attended a Records Commission meeting today and reported that they approved the County General and Commissioners' Retention Schedules.

- The Commission had concerns and questions about RES 14-0879
 - All employees of the Records Center are under the appointing authority of the Records Commission Board
- New shelving construction will begin January 19 and run through February 20
 - The alleys may closed at times

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There was discussion regarding the IT Department Director position.

Commissioner Porter made a motion to hire Robert Moore as IT Director at \$43.52 per hour for 40 hours per week. There was no second.

Commissioner Crooks made a motion to hire Mark Goodall as IT Director at \$110,000 annual salary for 40 hours per week. There was no second.

Commissioner Crooks made a motion to hire Mark Goodall as IT Director at \$95,000 annual salary for 40 hours per week. There was no second.

There was continued discussion and Commissioner Cameron said she would not be seconding any motion for IT Director.

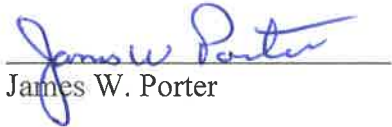
With no further business being before the Board, the meeting was adjourned at approximately 4:53 p.m. on the motion of Commissioner Porter and the second of Commissioner Crooks.



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.