

Minutes for December 22, 2025

Commissioners Present: Bell, Prouty, Cameron
Staff Present: Susan Reese

RES 25-1256 Meeting was called to order at 8:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.
Vote was Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

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

The following legislation was now considered:

RESOLUTION 25-1257 approve the line item transfer of monies within Fund Number 018 as requested by Stephanie Neuhart, Business Manager, Muskingum County Board of Developmental Disabilities as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
018-694-502004 (Medical Insurance)	018-694-502003 (Retirement PERS)	\$15,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1258 approve the Supplemental Appropriation of Funds within Fund Number 041, for Muskingum County Board of Developmental Disabilities, as requested by Stephanie Neuhart, Business Manager.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Payouts	041-694-501002	\$5,000.00
Medicare	041-694-502001	\$100.00
STRS	041-694-502012	\$750.00

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1259 approve and authorize the ADVANCE of Funds from Fund 013 to Fund 146 for the Muskingum County Sewer Department as requested by Peggy Taylor, Office Manager, as follows:

ADVANCE OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
013-372-510001 Advancd Out	146-000-414001 Advance In	\$10,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
Roll Call; Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

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RESOLUTION 25-1260 approve the line item transfer of monies for the Muskingum County Department of Probation as requested by Melanie Richert, CPO, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-241-502004 Adult Probation Ins	001-241-502001 Adult Probation Medicare	\$43.34
001-241-502004 Adult Probation Ins	001-241-502003 Adult Probation PERS	\$35.07

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
 Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1261 approve the Supplemental Appropriation of Funds within Fund Numbers 180 & 140, for the Muskingum County Water/Sewer Department, as requested by Peggy Taylor, Office Manager.

SUPPLEMENTAL APPROPRIATION OF FUND 180 ECO Park -Water Dept

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Engineering	180-373-504013	\$250,000.00

SUPPLEMENTAL APPROPRIATION OF FUND 140 NW Sewer -Sewer Dept

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Engineering	140-372-504013	\$300,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
 Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1262 approve the line item transfer of monies within Fund Number 001 as requested by Wendy Roush, Court Administrator, Muskingum County Domestic Court, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-247-501002 (Salary)	001-247-504001 (Contract Services)	\$3,350.00

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
 Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1263 approve and authorize the repayment of an ADVANCE of monies to Muskingum County General Fund 001 from Fund 195 as requested by Kyle Dunn, Community Development Director, as follows:

REPAYMENT OF ADVANCE OF FUNDS

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
195-000-101000	001-000-414001	\$22,843.05

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
 Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1264 approve the line item transfer of monies within Fund Number 001 as requested by Kacey Stackhouse, Deputy Clerk, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-119-502005-HR-INS Expenses	001-119-507026-Prop & Liab Claims	\$820.00

Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
 Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

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RESOLUTION 25-1265 accept and authorize Melissa J. Bell to sign Pitney Bowes Mail Machine Upgrade Agreement.
Motion made by Commissioner Cameron, seconded by Commissioner Prouty.
Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Commissioner Prouty moved to approve the minutes of the December 08, 2025 session.
Commissioner Cameron seconded.
Vote was Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Commissioner Prouty moved to approve the minutes of the December 10, 2025 session.
Commissioner Bell seconded.
Vote was Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Commissioner Bell moved to approve the minutes of the December 15, 2025 session.
Commissioner Cameron seconded.
Vote was Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Commissioner Cameron moved to approve the minutes of the December 18, 2025 session.
Commissioner Prouty seconded.
Vote was Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Ron Bucci met with the Commissioners to discuss the 2026 Carr Cake Auction; April 22-23.

Don Madden, Projects Manager, met with the Commissioners to discuss a concern of a resident, Teresa Arnold, of Boat Dock Road regarding her pressure reducing valve failing and allegedly damaging her hot water tank.

There was discussion regarding the BOTVIN Intern for this school year. It was agreed to pay her \$15 per hour through MVESC that will result in the County being charged \$16.69 per hour to include benefits, through Opioid funds.

Sheriff Lutz; Captain Wilson; Kim Hambel and Kade Haddox, County Administrator, met with the Commissioners to discuss last week's bid openings for jail meals. The following was recommended for consideration:

RESOLUTION 25-1266 approve the award of bid to Aramark for the purchase of meals for jail inmate meals for the Sheriff's Department, as recommended by Sheriff Lutz and Captain Wilson.

Motion made by Commissioner Bell, seconded by Commissioner Cameron.
Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Robert Moore, IT Director and Asa from Image Computers joined the meeting to discuss the phone system for the new jail. They will do more research and meet with the Commissioners again on Thursday, January 22; 8:30 a.m.

The Commissioners discussed the K-9 Adoption Center wage changes with the Sheriff.

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Judge Cottrill stopped in to see the Commissioners just to say thank you for all the Commissioners do and for their willingness to work together.

Don Madden, Projects Manager presented the following for consideration:

RESOLUTION 25-1267 acknowledge the resignation of Don Madden as Manager of the Muskingum County Water Department to be effective January 1, 2026. Don will be remaining as full-time Projects Manager for Muskingum County.

Motion made by Commissioner Prouty, seconded by Commissioner Cameron.

Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

Commissioner Bell discussed the Land Bank Land Use Application. Andy Roberts, GIS Director, is working through it, but had some questions.

Kade Haddox, County Administrator, reported that painting at the Juvenile center will begin the week of February 13. Probation Department painting will begin the week of March 13.

WHIZ met with the Commissioners to film them reading “The Night Before Christmas”

Craig Knox and Allen Deaver of the Newton Township Fire Department met with the Commissioners regarding building regulations of the new addition to their firehouse. Jason Baughman, Chief Building Official was also present.

- There is a disagreement about there being an application submitted
- In addition to no application or drawings submitted, Jason has concerns about the addition being of wood construction
- Next steps will be:
 - Fire department will need to submit application, fees and drawings from an architect
 - Allen said they will contact Pat Kelly, Architect, regarding drawings

Jason requested the following:

RESOLUTION 25-1268 declare an Executive Session at 11:50 a.m. for the purpose of discussing a Personnel Matter pertaining to that of a public employee of Muskingum County Building Department. This session ended about 11:59 a.m..

Motion made by Commissioner Prouty, seconded by Commissioner Cameron.

Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

RESOLUTION 25-1269 authorize and approve Market Adjustment for Tiffany Beardsley, Administrative Assistant, Muskingum County Emergency Management Agency, increase to \$20.60 per hour, to be effective December 28, 2025. This includes the 3% overall wage increase implemented by the Commissioners for the year 2026.

Motion made by Commissioner Bell, seconded by Commissioner Prouty.

Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

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RESOLUTION 25-1270 authorize and approve Market Adjustment for Susan Burris, Clerk, Muskingum County Building Department , increase to \$18.55 per hour, to be effective December 28, 2025. This includes the 3% overall wage increase implemented by the Commissioners for the year 2026.

Motion made by Commissioner Bell, seconded by Commissioner Prouty.

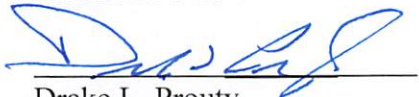
Roll Call: Bell, aye; Prouty, aye; Cameron, aye. Motion carried.

The Commissioners adjourned for lunch to resume session at 1:00 p.m. at which time they continued work on the 2026 Budget.

With no further business being before the Board, the meeting was adjourned at approximately 4:25 p.m. on the motion of Commissioner Bell and the second of Commissioner Cameron.



Melissa J. Bell



Drake L. Prouty



Cindy S. Cameron