

REGULAR SESSION APRIL 5, 2023

This day the Board of Morrow County Commissioners met in their office at 80 North Walnut St., Ste. A, Mt. Gilead, Ohio with the following members present: Mr. Abraham, Mr. Mason, Mr. Siegfried

County Staff: Jamie Brucker, Director of Operations, James Reese, Prosecutor's office, Sheri Clever, Clerk of Court and Jim Jahn, Treasurer.

Public in attendance: Scott Gruber, Meeder

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Abraham who then proceeded with the business at hand. The following matters came before the Board for their consideration and approval.

**IN THE MATTER OF
APPROVAL OF THE MINUTES
OF REGULAR SESSION OF APRIL 3, 2023: 23-R-285**

Mr. Siegfried made a motion to approve the minutes of regular session of April 3, 2023, as recorded in the Commissioners Journal # 50.

Mr. Mason duly seconded this motion

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT: 23-R-286**

Mr. Abraham made a motion to approve payment of bills numbered 1 through 75 submitted by the Morrow County Auditor's office.

Mr. Mason duly seconded this motion

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
PAY-INS: 23-R-287**

The following pay-ins were made to Conni McChesney, Morrow County Auditor:

Receipt Batch #3368 Payments received from Chesterville customers for sewer fund 5159 \$250.00
 Payments received from Johnsville customers for sewer fund 5100 \$126.00
 Payments received from Ketterman customers for sewer fund 5121 \$56.00

Receipt # 230930 Payment from the Clerk of Courts office for 2022 storage reimbursement 1000-1020-420250 \$2,116.46

Receipt Batch #3372 Payments received from Chesterville customers for sewer fund 5159 \$195.00
 Payments received from Johnsville customers for sewer fund 5100 \$120.00
 Payments received from Somoco customers for sewer fund 5110 \$60.24

Receipt # 230940 Payment from CORSA for Sheriff Cruiser accident reimbursement 1000-1020-420240 \$5,067.02

Receipt # 230945 Payment from Sims Brothers for scrap metal recycling 1000-1070-480830 \$148.44

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – GENERAL FUND,
MCKIBBEN DITCH ASSESSMENT: 23-A-056**

Mr. Mason made a motion to appropriate from the unappropriated certified monies to the following account for the County portion of the McKibben Ditch assessment for County Road 136:

1000-0101-530360	McKibben Ditch #503 Assessment	\$215.30
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Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
TRANSFER OF FUNDS – ENGINEER’S FUND 2202: 23-T-038**

At the request of Bart Dennison, Morrow County Engineer, a motion was made by Mr. Abraham to approve the following transfer of funds:

**Reason – additional funds needed to pay for copier leases

From 2202-2002-550740 Equip Comp and furniture to 2202-2002-530346 Copier Lease or Payment in the amount of \$3,000.00

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF JANITORIAL SUPERVISOR JOB DESCRIPTION: 23-R-288**

Mr. Siegfried made a motion to approve the Janitorial Supervisor Job Description as presented:

**MORROW COUNTY
BOARD OF COUNTY COMMISSIONERS**

Job Description

Job Title:	Janitorial Supervisor	Classification:	Unclassified
Job Location:	County Buildings	Department:	Building and Property Maintenance
Reports to:	Director of Operations	Approved:	April 5, 2023
Date:	April 4, 2023		

Job Summary

Responsible for the janitorial upkeep of buildings and grounds. Performs light maintenance work as needed and other duties as required.

Supervision Responsibilities

Under the direction of the Director of Operations and the Board of Commissioners, the Janitorial Supervisor is responsible for coordinating and supervising the work of building custodians.

Essential Duties and Responsibilities

1. Supervises and assigns the work of custodial employees.
2. Inspects work for completeness.
3. Determines material, equipment and supplies to be used. Transfers equipment and personnel from one project to another as necessary.
4. Approves comp time and time off of leave for employees directly under his/her supervision.
5. Coordinates general cleaning such as gathering trash and recycling, vacuuming, moping, cleaning and stocking of restrooms as needed and other janitorial duties as is deemed necessary in the upkeep of the county buildings.
6. Possession of a current and valid motor vehicle operator’s license.
7. Training of employees on equipment and/or the use of cleaning agents as needed.

Additional Responsibilities

1. Maintains knowledge of computer hardware and software programs, which may include Microsoft programs or equivalent, Internet applications, work order system and practices.
2. Abide by the County Personnel Manual and observe other department policies and other inter-office procedures.
 - a. Understand and abide by OSHA Safety Standards, Use of Vehicle Policy and Driving on County Business; Use of Telephones/Personal Cellular Phones Policy.
 - b. Provide positive and prompt customer service to visitors and departments.
 - c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public, and board members.
3. Provide direct assistance to the Director of Operations or County Commissioners:

- a. Other tasks as assigned
- 4. Able to obtain estimates for janitorial supplies and order as needed.

Qualifications/Skills/Education

Ability to meet and deal tactfully and courteously with fellow employees and vendors/contractors.

Ability to perform various clean-up and light maintenance tasks as needed.

Work with the Commissioner’s clerk to keep inventory up to date on any janitorial equipment.

Ability to understand complex written and oral instructions.

Thorough knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Minimum Education, Training, and Experience Requirements: High School or GED. Eighteen months of education, training or on the job experience beyond high school level in general maintenance/janitorial.

Hours to be determined and set by the Director of Operations, availability to be on call as needed for supervision of employees.

Note: This position description contains wording of a general class of positions. The description contains examples of duties and responsibilities which may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL TO PROMOTE SHANE SMITH TO JANITORIAL SUPERVISOR: 23-R-289**

Mr. Mason made a motion to approve the promotion of Shane Smith from Maintenance Worker 1 to Janitorial Supervisor effective April 9, 2023 at a pay rate of \$22.00. Shane’s annual performance review date will be adjusted to April 9.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

9:30 a.m. Salt Brine Hearing

**IN THE MATTER OF
SALT BRINE HEARING – FFLH, LTD: 23-R-290**

WHEREAS, this day, April 5, 2023 at 9:30 a.m., a public hearing was held in the office of the Morrow County Commissioners for the purpose of hearing discussion regarding an application to apply salt brine to property owned by FFLH, Ltd., 5012 State Route 229, Marengo, Ohio 43334;

WHEREAS, the following individuals were present to offer public comment: No public

THEREFORE, Mr. Abraham made a motion to approve the application from FFLH Ltd. as submitted and to forward to the Ohio Department of Natural Resources as required.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
SALT BRINE HEARING – CAMPGROUND MANAGEMENT dba CARDINAL
CENTER: 23-R-291**

WHEREAS, this day, April 5, 2023 at 9:30 a.m., a public hearing was held in the office of the Morrow County Commissioners for the purpose of hearing discussion regarding an application to apply salt brine to property owned by Campground Management Inc., DbA Cardinal Center, 616 St. Rt. 61, Marengo, Ohio 43334;

WHEREAS, the following individuals were present to offer public comment: No public

THEREFORE, Mr. Abraham made a motion to approve the application from Campground Management dba Cardinal Center as submitted and to forward to the Ohio Department of Natural Resources as required.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
SALT BRINE HEARING – FISHBURN FARMS, INC.: 23-R-292**

WHEREAS, this day, April 5, 2023 at 9:30 a.m., a public hearing was held in the office of the Morrow County Commissioners for the purpose of hearing discussion regarding an application to apply salt brine to property owned by Fishburn Farms, 5012 St. Rt. 229, Marengo, Ohio 43334;

WHEREAS, the following individuals were present to offer public comment: No public

THEREFORE, Tim A made a motion to approve the application from Fishburn Farms as submitted and to forward to the Ohio Department of Natural Resources as required.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
SALT BRINE HEARING – FISHBURN SERVICES, INC.: 23-R-293**

WHEREAS, this day, April 5, 2023 at 9:30 a.m., a public hearing was held in the office of the Morrow County Commissioners for the purpose of hearing discussion regarding an application to apply salt brine to property owned by Fishburn Services Inc., 5012 St. Rt. 229, Marengo, Ohio 43334;

WHEREAS, the following individuals were present to offer public comment: No public

THEREFORE, Mr. Abraham made a motion to approve the application from Fishburn Services Inc. as submitted and to forward to the Ohio Department of Natural Resources as required.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
SALT BRINE HEARING – ESTATE OF WALTER C. FISHBURN, JOHN KELLER,
EXECUTOR: 23-R-294**

WHEREAS, this day, April 5, 2023 at 9:30 a.m., a public hearing was held in the office of the Morrow County Commissioners for the purpose of hearing discussion regarding an application to apply salt brine to property owned by Estate of Walter C. Fishburn, John Keller, Executor, 5012 St. Rt. 229, Marengo, Ohio 43334;

WHEREAS, the following individuals were present to offer public comment: No public

THEREFORE, Mr. Abraham made a motion to approve the application from Estate of Walter C. Fishburn, John Keller, Executor as submitted and to forward to the Ohio Department of Natural Resources as required.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 23-R-295**

Mr. Abraham made a motion to recess session at 9:35 a.m.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 23-R-296**

Mr. Abraham made a motion to return to regular session at 3:19 p.m.
Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF MORROW COUNTY YOUTH PROGRAM, EMPLOYMENT PROGRAM
WORKSITE AGREEMENT: 23-R-297**

WHEREAS, under the direction/supervision of Angela Powell, Development Coordinator and Jamie Brucker, Director of Operations, Morrow County Commissioners have completed the Morrow County Youth Program Employment Program Worksite Agreement; and

WHEREAS, this program is in collaboration with Goodwill Industries, Inc. and Morrow County Job and Family Services in developing a youth employment initiative;

THEREFORE, Mr. Mason made a motion to approve the submission of the Morrow County Youth Program Employment Program Worksite Agreement to Goodwill Industries.

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF BID PROPOSAL/SCOPE OF WORK BETWEEN MORROW COUNTY
ENGINEER AND J&F CONSTRUCTION & DEVELOPMENT INC.: 23-R-298**

Mr. Abraham made a motion to approve the Bid Proposal/Scope of Work between Morrow County Engineer and J&F Construction & Development Inc. for CR 76 Soil Boring Services in the amount of \$12,716.00

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF BID PROPOSAL/SCOPE OF WORK BETWEEN MORROW COUNTY
ENGINEER AND J&F CONSTRUCTION & DEVELOPMENT INC.: 23-R-299**

Mr. Abraham made a motion to approve the Bid Proposal/Scope of Work between Morrow County Engineer and J&F Construction & Development Inc. for CR 76 Engineering/Surveying Services in the amount of \$20,438.00.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

There being no further matters to bring before the board, a motion to adjourn was made by Mr. Abraham and duly seconded by Mr. Siegfried.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS