
REGULAR SESSION JANUARY 3, 2024

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 and Mr. Siegfried

County Staff: Jamie Brucker, Director of Operations

Public in attendance: Joe Carroll, Airport and Caroline Bick, Congressman Jordan's office

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 DECEMBER 27, 2023: 24-R-001**

Mr. Siegfried made a motion to approve the minutes of regular session of December 27, 2023, as recorded in the Commissioners Journal # 51.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
PAY-INS: 24-R-002**

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

Receipt Batch #3987 Payments received from Chesterville customers for sewer fund 5159 \$1,629.52
Payments received from Johnsville customers for sewer fund 5100 \$585.24
Payments received from Ketterman customers for sewer fund 5121 \$168.00
Payments received from Somoco customers for sewer fund 5110 \$3,265.80

Receipt #233644 Payment from Inmate Calling Solutions for Oct 2023 Inmate Phone Commissary
2901-1020-420204 \$2,147.95 and 1000-1020-420204 \$379.05

Receipt Batch #3991 Payments received from Chesterville customers for sewer fund 5159 \$150.00
Payments received from Johnsville customers for sewer fund 5100 \$60.00
Payments received from Ketterman customers for sewer fund 5121 \$60.00

Receipt Batch #3995 Payments received from Chesterville customers for sewer fund 5159 \$750.00
Payments received from Johnsville customers for sewer fund 5100 \$340.00
Payments received from Ketterman customers for sewer fund 5121 \$112.00
Payments received from Somoco customers for sewer fund 5110 \$2,088.16

**IN THE MATTER OF
ANNUAL COUNTY HIGHWAY SYSTEM MILEAGE CERTIFICATION: 24-R-003**

WHEREAS, as certified by the Board of County Commissioners and/or reported by the Director of Transportation in accordance with the provisions specified in Section 4501.04 of the Ohio Revised Code, the total certified mileage, at the end of calendar year 2022, in Morrow County was 376.078 miles; and

WHEREAS, after consideration of all mileage adjustments during Calendar Year 2023 and determine the net increase or decrease in mileage above Mr. Abraham made a motion to hereby certify a total of 376.077 miles of public roads in Morrow County.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL AND AUTHORIZATION FOR CHAIRMAN TO SIGN
2024 CEBCO WELLNESS GRANT AGREEMENT: 24-R-004**

Mr. Mason made a motion to approve the Chairman to sign the 2024 CEBCO Wellness Grant Agreement as follows and administered by the Morrow County Health Department:

2024 CEBCO Wellness Grant Agreement

Grantor: County Employee Benefits Consortium of Ohio (CEBCO)

Grantee: Morrow County

Grant Funding Amounts

Administrative Funds: \$4,000

Program Funds: \$6,330

Mandatory Wellness Grant Requirements

County **must** offer **each** of the following during the calendar year, between January 1, 2024 and December 31, 2024:

1. A minimum of two onsite education sessions provided for medical plan enrolled employees and spouses. These education sessions must be 30-60 minutes each with a focus on any health or wellness topic.
2. Host a minimum of one onsite community lifestyle program OR promote a minimum of one offsite community lifestyle management program. Examples include diabetes management programs, Weight Watchers, tobacco cessation, nutrition or financial courses, or any other program (series of 3 or more classes) that addresses one or more health conditions or lifestyle habits.
3. Host a minimum of one community event AND/OR promote a minimum of one community event. Community events include any organized walk, run, or bike event and sports leagues.
4. Promote a minimum of one online health challenge offered by Anthem as part of the CEBCO Rewards 200 Program.
5. County Wellness contact must attend a minimum of one bi-annual CEBCO Wellness Meeting, ideally both. If the contact in the CWC position is not available, please designate another county representative to attend.

At the end of the calendar year CEBCO will request documentation that each of these mandatory requirements were completed between January and December of 2024. The documentation is due on Friday, December 13, 2024.

Mr. Siegfried duly seconded this motion.

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

IN THE MATTER OF APPROVAL TO RECESS SESSION: 24-R-005

Mr. Abraham made a motion to recess session at 9:07 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: 24-R-006

Mr. Abraham made a motion to return to regular session at 2:53 p.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 ADVERTISE BID OPENING FOR PROJECT – NEW OFFICES FOR MORROW COUNTY HEALTH DISTRICT: 24-R-007

Mr. Siegfried made a motion to approve the following advertisement for Bids:

BID SOLICITATION

Sealed bids will be received by:
Morrow County Commissioners
80 N. Walnut Street
Mt. Gilead, OH 43338

for the following Project:

New Offices for
Morrow County Health District
480 Douglas Street
Mt. Gilead, OH 43338

in accordance with the Contract Documents prepared by:

Omness Design, Inc.
140 Fairfax Rd.
Marion, OH 43302
Paul Omness
Email: odi.paul@omnessdesign.com

Bidders may submit requests for consideration of a proposed Substitution for a specified product, equipment, or service to the Architect/Engineer (“A/E”) no later than 10 days prior to the bid opening. Additional products, equipment, and services may be accepted as approved Substitutions only by written Addendum.

Bidders must submit Bids that comply with the version of the Standard Requirements included in the Contract Documents.

Prevailing Wage rates and Equal Employment Opportunity requirements are applicable to this Project.

DOMESTIC STEEL USE REQUIREMENTS AS SPECIFIED IN OHIO REVISED CODE SECTION 153.011 APPLY TO THIS PROJECT. COPIES OF OHIO REVISED CODE SECTION 153.011 CAN BE OBTAINED FROM ANY OF THE OFFICES OF THE OHIO FACILITIES CONSTRUCTION COMMISSION.

Bidders are encouraged to be enrolled in and to be in good standing in a Drug-Free Safety Program (“DFSP”) approved by the Ohio Bureau of Workers’ Compensation (“OBWC”) prior to submitting a Bid and provide, on the Bid Form with its Bid, certain information relative to their enrollment in such a program; and, if awarded a Contract, shall comply with other DFSP criteria described in the General Conditions.

Bids will be received for:

<u>Trade</u>	<u>Estimate</u>
General Contract.....	\$1,415,000.00

Until **February 14, 2024**, at **9:30 a.m.**, when all Bids will be opened and read aloud.

All Bidders are strongly encouraged to attend the Pre-Bid Meeting on **January 23, 2024**, at **9:30 a.m.** at the following location: 480 Douglas St., Mt. Gilead, OH 43338.

The Contractor is responsible for scheduling the Project, coordinating the Subcontractors, and providing other services identified in the Contract Documents.

The Contract Documents are available for purchase from R B Print Shop, Inc., 165 Trimble Rd., Mansfield, OH 44903; Tel. 419-524-2781; email: info@rbprintshop.com; the cost of set and shipping are non-refundable and shall be paid by the bidder.

The Contract Documents may be reviewed for bidding purposes without charge during business hours at the office of the A/E and the following locations: Morrow County Commissioners Office, 80 N. Walnut St., Mt. Gilead, OH 43338.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF CUSTODIAN JOB DESCRIPTION FOR ALL BUILDINGS: 24-R-008**

Mr. Abraham made a motion to approve the following Custodian Job Description:

Job Description

Job Title	Custodian CLASSIFICATION: Unclassified		
Job Location	Court House Complex, Community Service Building, S.O., 480 Douglas St, Neal Avenue		
Reports to	Custodial Supervisor	Department	County Commissioners
Date	January 2024	Approved	January 3, 2024

Job Summary

Keep buildings in clean and orderly condition. Perform heavy cleaning duties such as cleaning floors, shampooing rugs, washing walls, windows and glass doors, and removing rubbish/debris. Duties may include performing some routine maintenance activities such as light bulb replacement, notifying management of need for repairs, snow removal and assisting with furniture moving.

- Essential Duties and Responsibilities**
1. Clean building floors/stairs by sweeping, mopping, scrubbing, or vacuuming them.
 2. Gather and empty trash and recyclables.
 3. Service, clean, and supply restrooms.
 4. Clean and polish furniture & fixtures to include all interior surfaces.
 5. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
 6. Dust furniture and walls where applicable.
 7. Mix water and detergents/cleaning additives in containers and prepare cleaning solutions according to specifications.
 8. Steam-clean or shampoo carpets. (Generally, once a year with OT approval)
 9. Strip, wax and polish floors. (Generally, once every 5 years with OT approval)
 10. Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
 11. Clean equipment, such as elevators, etc. using approved supplies.
 12. Drive vehicles required to travel at work including vans, SUV, or trucks.
 13. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
 14. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
 15. Move furniture, equipment, and supplies, either manually or by using hand trucks. (Some furniture, equipment, and supplies may be heavy)
 16. Maintain up to 6 feet or greater from all public entrances by shoveling snow or operating snow removal equipment and apply de-icing chemicals/ salt.
 17. Replace interior lightbulbs.

- Additional Responsibilities**
1. Maintains basic 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 Custodial Supervisor and Director of Operations of the County Commissioners:
- a. Other tasks as assigned.

Qualifications/Skills

High School diploma or general education degree (GED) and one year of responsible experience in building and mechanical equipment and repair; or an acceptable equivalent combination of education and experience. Good skill in the use of hand and power tools.

Ability to: Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Valid Ohio Driver's License. May be asked to obtain pesticide license or other licenses or certificates as needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places, fumes or airborne particles; toxic or caustic chemicals, outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

Equipment: Sprayers, floor polishers/cleaners, vacuums, basic hand-held cleaning equipment, personal computer, (examples only and are not intended to be all inclusive)

Note: This position description in no manner states or implies that these are the only duties and responsibilities to be performed.

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. Mason.

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