
REGULAR SESSION JUNE 28, 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 and Mr. Siegfried.

County Staff: Jamie Brucker, Director of Operations and Sundie Brown, Director JFS/MCAT

Public in attendance: Dale Huvler (Fairboard)

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 JUNE 26, 2023: 23-R-514**

Mr. Abraham made a motion to approve the minutes of regular session of June 26, 2023, as recorded in the Commissioners Journal # 50.

Mr. Siegfried 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-515**

Mr. Mason made a motion to approve payment of bills numbered 1 through 146 submitted by the Morrow County Auditor's office.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
PAY-INS: 23-R-516**

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

Receipt Batch #3562 Payments received from Chesterville customers for sewer fund 5159 \$4,962.36
Payments received from Johnsville customers for sewer fund 5100 \$420.00
Payments received from Ketterman customers for sewer fund 5121 \$112.00
Payments received from Somoco customers for sewer fund 5110 \$4,257.24

Receipt #231732 Payment from Delaware County Health Department for July WIC rent 2072-1070-470802 \$650.00

Receipts # 231734 Payment from DKMM for 3rd Quarter Education 2006-1050-450545 \$17,927.50

Receipt Batch #3565 Payments received from Chesterville customers for sewer fund 5159 \$1,042.44
Payments received from Johnsville customers for sewer fund 5100 \$549.80
Payments received from Ketterman customers for sewer fund 5121 \$285.60
Payments received from Somoco customers for sewer fund 5110 \$6,521.35

**IN THE MATTER OF
APPROVAL OF PREVENTATIVE MAINTENANCE RENEWAL CONTRACT FOR JAIL
TEMPERATURE CONTROLLERS AT THE MORROW COUNTY JAIL AND APPROVAL
FOR CHAIRMAN TO SIGN: 23-R-517**

WHEREAS, Mark Mathews, Maintenance Supervisor, would like to recommend to renew the following contract with Distinctive Integrations, LLC for preventive maintenance at the Morrow County Jail on the temperature controllers:

The Agreement is made by and between: Distinctive Integrations, LLC of Prospect, Ohio herein after known as the Contractor and Morrow County of Mount Gilead, Ohio herein known as the Customer.

Services will be provided at Morrow County Jail

The Service agreement price is \$6,890.00 per year, payable in equal annually installments of \$6,890.00

The first payment is due on the day coverage begins, 2023-07-01. Coverage shall continue for three (3) year with a 5% increase per year.

Schedule C: Equipment covered by the agreement

- 5 Controllers Jail Roof
- 1 Temperature Controls – Cell Service

THEREFORE, Mr. Abraham made a motion to approve the renewal contract with Distinctive Integrations, LLC for preventative maintenance on temperature controllers at the Morrow County Jail and approval for Tim Abraham, Chairman to sign.

Mr. Siegfried duly seconded this motion.

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

IN THE MATTER OF APPOINTMENTS OF MEMBERS TO THE LOCAL EMERGENCY PLANNING COMMITTEE AND APPROVAL FOR VICE-CHAIRMAN TO SIGN APPLICATION FOR LEPC APPOINTMENT: 23-R-518

WHEREAS, John Harsch, EMA Director is submitting the following names for consideration to the Local Emergency Planning Committee for the current term 8/1/2023 – 7/31/2025

Representing	Name	Title	Employer
Fire	Harlan Barrick	Chief	Perry Congress JFD
	Ben Lovell	Chief	Big Walnut JFD
Law	John Hinton	Sheriff	Morrow County SO
	Coby Holloway	Lieutenant	OSHP
Elected Official	Tim Abraham	Commissioner	Morrow County
Emergency Management	John Harsch	Director	Morrow County
Hospital	Morgan Beck	Emergency Preparedness	Morrow County Hospital
	Jeff Sparks	Chief	Morrow County EMS
Health	Morgan Shirley	Director of Nursing	Morrow County Health
	Stephanie Bragg	Health Commissioner	Morrow County Health
Community Group	Tim Callahan	Disaster Program Manager	American Red Cross
	Taylor Anderson	Disaster Program Specialist	American Red Cross
Industry	Jon Todd	Director of Safety	Consolidated Coop.
	Lisa Noe	EHS Staff Administer	Cardington Yutaka
Other	Keith Acker	Director	Morrow County 911
	Gene Gompf	Funeral Director	Gompf Funeral Service
	Warren Davis		Citizen

THEREFORE, Mr. Mason made a motion to approve appointing the above members to the Local Emergency Planning Committee for the current term of August 1, 2023 – July 31, 2025, and approval for Vice-Chairman Jon Mason to sign application for LEPC appointment as presented.

Mr. Siegfried duly seconded this motion.

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

IN THE MATTER OF APPROVAL OF PAY REQUEST #3 FOR PROJECT MRW-CR23-1.12, PID 117458 AND APPROVAL FOR CHAIRMAN TO SIGN: 23-R-519

Mr. Mason made a motion to approve Pay Request#3 for the project MRW-CR23-1.12, PID 117458 for structure replacement of CR 23 (Cardington-Chesterville Rd) over Big Walnut Creek and approval for Chairman Tim D. Abraham to sign:

Pay Request

Estimate No. 3
 Date: 6/23/2023
 Invoice No. 10972

Project: MRW-CR23-1.12, PID 117458

Owner Address: Morrow County Commissioner's
 80 North Walnut Street
 Mt. Gilead, Ohio 43338

Consultant Address: E.L. Robinson Engineering of Ohio Co.
 950 Goodale Boulevard, Ste 180
 Columbus, Ohio 43212

Engineers Address: Morrow County Engineer
 50 East High Street
 Mount Gilead, Ohio 43338

Original Contract:	\$176,292.00
Change Order To Date	\$ 0.00
Total Contract Amount	\$176,292.00
Amount completed to-date	\$ 63,696.71
Less Previous Payments	\$ 7,478.35
Total Amount Due This Request	\$ 56,218.36

s/Consultant	6/23/2023
s/Bart Dennison	6/27/2023
s/Tim D. Abraham	6/28/2023

Mr. Siegfried duly seconded this motion.

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

9:15 Sundie Brown appointment – agenda items

**IN THE MATTER OF
 APPROVAL OF THE FEBRUARY, MARCH AND APRIL 2023 PERFORMANCE QUALITY
 IMPROVEMENT (PQI) COMMITTEE REPORT FOR JOB AND FAMILY
 SERVICES: 23-R-520**

Mr. Siegfried made a motion to approve the February, March & April 2023 Performance Quality Improvement (PQI) Committee Report from Job and Family Services to the Commissioners including Departmental Tracking, Statistics in Newsletter, Safety Committee Report, Children in Custody and Monthly Risk Review Report.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
 APPROVAL OF THE FOLLOWING AMENDMENT TO THE JOB & FAMILY SERVICES
 PERSONNEL POLICIES AND PROCEDURES MANUAL: 23-R-521**

Mr. Mason made a motion to approve the following amendments to the Job & Family Services Personnel Policies and Procedures Manual as presented:

Section 6.04 Sick Leave

J. Increments of Use. Sick leave shall be charged in minimum increments of ~~one-half (1/2)~~ **one-quarter (1/4)** hour. When sick leave is used, it shall be deducted from the employee's credit on the basis of one (1) hour of sick leave for every one (1) hour of absence from previously scheduled work. Sick leave payments shall not exceed the normal scheduled workday or workweek earnings. Employees may utilize sick leave only for the hours and days on which they are scheduled to work.

Section 6.10 Vacation Leave

E. Employees are expected to use accrued vacation leave each year prior to the employee’s next anniversary date. Vacation leave should be taken in minimum units of ~~one-half (1/2)~~ **one-quarter (1/4)** hour. In special and meritorious cases, the employer may permit an employee to carry over earned vacation leave for a period not to exceed three (3) years from the employee’s anniversary date. An employee’s vacation time will stop accruing once they have accumulated three (3) years’ worth of credit. The director shall note those employees who may carry over vacation (Utilize Form 27 – Request to Carry Over Vacation).

Section 6.16 Personal Leave

A. Each full-time employee is entitled to two (2) paid personal days each calendar year. New employees must have 6 months of employment to receive one (1) personal day and 12 months to receive their second (2nd) personal day. Then at the start of the calendar year after their 12 months of employment, the employee will receive two (2) personal days January 1. The employee must obtain prior approval from their supervisor to utilize a personal day (Utilize Form 26 – Time off Request). While personal days may be used for any reason, it is intended that the employee utilize their personal day to conduct personal business. Personal days may be taken in ~~one-half (1/2)~~ **one-quarter (1/4)** hour increments. Personal days will not accumulate or carry over from one year to the next. If a new employee receives a personal day within 30 days or less before the end of the year, that day may be carried over to the following year for up to 30 days, with approval from the Director or Appointing Authority in collaboration with the Auditor’s office. They may not be transferred to another employee pursuant to Section 6.06. Catastrophic Leave Donation and personal days will not be “paid out” at the end of an employee’s service. Part-time employees are not eligible for personal days.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF TITLE IV-D CONTRACT BETWEEN MORROW COUNTY CHILD
SUPPORT ENFORCEMENT AGENCY AND THE MORROW COUNTY COMMON PLEAS
COURT: 23-R-522**

Mr. Siegfried made a motion to approve IV-D contract between Morrow County Support Enforcement Agency and the Morrow County Common Pleas Court, as submitted by Sundie Brown, Director Job and Family Services. The contract will be effective April 1, 2023 through March 31, 2024, unless terminated according to the terms of the contract.

Payment for all services provided in accordance with the provision of this contract are contingent upon the availability of the non-federal share and FFP reimbursement as follows:

	AMOUNT	SOURCE
Non-Federal Share	\$41,359.85	Local Sources
FFP Reimbursement	\$80,286.77	
Total IV-D Contract Cost	\$121,646.62	

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO ENTER EXECUTIVE SESSION: 23-R-523**

Mr. Abraham made a motion to enter into Executive Session at 9:41 a.m. with Sundie Brown, Job and Family Services/MCAT Director per ORC 121.22(G)(1) to consider discipline of an employee.

Mr. Siegfried 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-524**

Mr. Abraham made a motion to return to regular session at 9:50 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 RECESS SESSION: 23-R-525**

Mr. Abraham made a motion to recess session at 9:51 a.m.

Mr. Siegfried 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-526**

Mr. Abraham made a motion to return to regular session at 2:57 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 OF BILLS FOR PAYMENT #2: 23-R-527**

Mr. Abraham made a motion to approve payment of bills numbered 1 through 8 submitted by the Morrow County Auditor’s office.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – INFORMATION
TECHNOLOGY FUND 4777: 23-A-097**

At the request of Conni McChesney, Auditor, a motion was made by Mr. Siegfried to appropriate from the unappropriated certified monies to the following account:

4777-7013-550740	Equipment/computers/furniture	\$247.50
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Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – COMMON
PLEAS FUND 2628 PROBATION SERVICES GRANT: 23-A-098**

At the request of Darlene Morehart, Fiscal Coordinator, a motion was made by Mr. Abraham to appropriate from the unappropriated certified monies to the following account:

2628-6100-530330	Training & Travel	\$6,924.19
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Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – COMMON
PLEAS FUND 2640 DEPARTMENT OF YOUTH SERVICES GRANT: 23-A-099**

At the request of Darlene Morehart, Fiscal Coordinator, a motion was made by Mr. Siegfried to appropriate from the unappropriated certified monies to the following account:

2640-6410-530369	Electronic Monitoring	\$1,902.18
2640-6430-510120	Employee Wages	\$5,000.00
2640-6440-510120	Employee Wages	\$5,000.00
2640-6480-530335	Program Svc – Incentives	\$20,000.00

Mr. Abraham 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