

REGULAR SESSION JUNE 29, 2022

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. Whiston and Mr. Siegfried

Public in attendance: Alberta Stojkovic (Sentinel), Andy Ware (Development)

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Siegfried, 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 27, 2022: 22-R-536**

Mr. Whiston made a motion to approve the minutes of regular session of June 27, 2022, as recorded in the Commissioners Journal # 50.

Mr. Abraham duly seconded this motion

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

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT: 22-R-537**

Mr. Siegfried made a motion to approve payment of bills numbered 1 through 91 submitted by the Morrow County Auditor’s office.

Mr. Abraham duly seconded this motion

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

**IN THE MATTER OF
PAY-INS: 22-R-538**

The following pay-ins were made to Patricia K. Davies, Morrow County Auditor:

Receipt Batch #2714 Payments received from Chesterville customers for sewer fund 5159 \$1,518.10
 Payments received from Johnsville customers for sewer fund 5100 \$480.00
 Payments received from Ketterman customers for sewer fund 5121 \$56.00
 Payments received from Somoco customers for sewer fund 5110 \$5,781.75

Receipt# 221631 Payment from DKMM for 3rd quarter education payment 2006-1050-450545 \$19,677.75

Receipt# 221626 Payment from Morrow Co Services for Older Citizens for insurance premium for July 7222-7777-740100 \$3,571.37

Receipt Batch #2717 Payments received from Chesterville customers for sewer fund 5159 \$429.62
 Payments received from Johnsville customers for sewer fund 5100 \$120.00
 Payments received from Ketterman customers for sewer fund 5121 \$50.40
 Payments received from Somoco customers for sewer fund 5110 \$1,045.37

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – CAPITAL
IMPROVEMENTS FUND 4111, COURTHOUSE: 22-A-088**

Mr. Abraham made a motion to appropriate from the unappropriated certified monies to the following account for the Courthouse Exterior Painting Project:

4111-0118-550730	Improvement of Sites – Courthouse	\$43,200.00
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Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
 APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – CAPITAL
 IMPROVEMENTS FUND 4111, COURTHOUSE AND JAIL: 22-A-089**

Mr. Siegfried made a motion to appropriate from the unappropriated certified monies to the following account for the Courthouse and Jail concrete work:

4111-0118-550730	Improvement of Sites – Courthouse	\$6,965.00
4111-0119-550730	Improvement of Sites – Jail	\$3,235.00

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF
 APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – MCAT FUND
 2061: 22-A-090**

At the request of Jaime Zeger, MCAT Fiscal Supervisor, a motion was made by Mr. Whiston to appropriate from the unappropriated certified monies to the following account:

2061-0163-530319	MCAT Administration IT Professional Services	\$20,000.00
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Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
 TRANSFER OF FUNDS – GENERAL FUND, JAIL: 22-T-061**

At the request of Melissa Caldwell, Office Administrator, a motion was made by Mr. Abraham to approve the following transfer of funds:

**Reason – to cover utilities and other bills

From 1000-9119-530339 Food to 1000-9119-530353 Natural Gas in the amount of \$14,000.00

From 1000-9119-530339 Food to 1000-9119-540423 RX in the amount of \$10,000.00

From 1000-9119-530333 Labs to 1000-9119-530318 Health/Wellness in the amount of \$1,000.00

From 1000-9119-530339 Food to 1000-9119-530318 Health/Wellness in the amount of \$46,000.00

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
 TRANSFER OF FUNDS – GENERAL FUND, DETECTIVE BUREAU: 22-T-062**

At the request of Melissa Caldwell, Office Administrator, a motion was made by Mr. Whiston to approve the following transfer of funds:

**Reason – to cover fuel

From 1000-9219-530341 Cell Phones to 1000-9219-540420 Fuel in the amount of \$2,000.00

From 1000-9219-530356 Phones to 1000-9219-540420 Fuel in the amount of \$1,488.48

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF RESOLUTION THAT IT IS NECESSARY TO LEVY AN ADDITIONAL TAX
IN EXCESS OF THE TEN-MILL LIMITATION – MORROW COUNTY BOARD OF
HEALTH: 22-R-539**

Mr. Siegfried made a motion to approve the following Resolution:

RESOLUTION

WHEREAS, the Morrow County Board of Health has certified to the Morrow County Commissioners pursuant to Section 3709.29 of the Ohio Revised Code that the estimated amount of money necessary to meet the operating expense of the Morrow County Health District’s public health programs, including communicable disease, environmental and food safety, public health nursing and health education will not be forthcoming to the Morrow County Board of Health out of the district health fund because the taxes within the ten-mill limitation will be insufficient;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Commissioners of Morrow County, two-thirds of all members elected thereto concurring, has determined that it is necessary to levy an additional tax in excess of the ten-mill limitation for the operating expense of the Morrow County Health District’s public health programs, including communicable disease, environmental and food safety, public health nursing and health education pursuant to Section 3709.29 of the Ohio Revised Code, and that it is in need of additional tax income at a rate of not exceeding (0.5) mill for each \$1.00 valuation for ten (10) years which is a renewal levy;
2. Said levy, if approved, shall be placed upon the tax list for the current year in compliance with Revised Code Section 5705.34 after the May settlement next succeeding the election and shall be for tax years 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, and 2032; and
3. The Clerk of the Board be, and hereby is, directed to certify a copy of this Resolution to the Board of Elections, Morrow County, Ohio, prior to ninety (90) days before the next General Election and to notify said Board of Elections to cause notice of the election; and
4. The question of levying said additional tax shall be submitted to the electors of said Morrow County as the General Election to be held at the usual voting places within said Morrow County on the 8th day of November 2022.
5. Said levy shall be extended on the next annual tax list of Morrow County Board of Health for the current year if more than 50% of the electors voting thereon vote in favor thereof.
6. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted at an open meeting of this Board and that all deliberations of this Board or any of its committees that resulted in such formal action were in meetings open to the public and complies with all legal requirements including Section 121.22 of the Ohio Revised Code.

Date of Passage: June 29, 2022

MORROW COUNTY BOARD OF COMMISSIONERS

s/Tom Whiston

s/Tim Abraham

s/Tim Siegfried

Attest: s/Cheryl Heacock, Clerk

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF FIBER LEASE AGREEMENT BETWEEN THE CHILLICOTHE**

TELEPHONE COMPANY AND MORROW COUNTY COMMISSIONERS AND APPROVAL FOR CHAIRMAN TO SIGN: 22-R-540

Mr. Whiston made a motion to approve the fiber lease agreement between The Chillicothe Telephone Company dba as Horizon Telcom and the Morrow County Commissioners and approval for Chairman Timothy R. Siegfried to sign:

FIBER LEASE AGREEMENT

This Fiber Lease Agreement (“Agreement”) is entered into on this 29th day of June 2022 (“Execution Date”) between **The Chillicothe Telephone Company**, an Ohio corporation, having its principal place of business at 68 E. Main St. Chillicothe, Ohio 45601 (“LESSOR”) and **Morrow County Commissioners, an Ohio County Government** having its principal place of business at **80 N Walnut St. Mount Gilead, Ohio 43338** (“LESSEE”).

RECITALS

- A. **LESSOR** operates or shall operate a fiber optic communications system (the “LESSOR System”).
- B. **LESSEE** desires to lease certain optic fibers within LESSOR’S System for use by LESSEE.

1. DEFINITIONS

2. LEASE

- 2.1 **Lease.** LESSOR hereby leases to LESSEE a right to use specific Fibers in the Cable over the Routes as set forth in Schedule #1. From time to time, additional Routes may be leased from LESSOR to LESSEE by executing an amendment and appending it to this Agreement. For each Route leased, the Agreement shall thereby be deemed to be amended such that each Route is considered to be a part of and subject to the terms and conditions of this Agreement.
- 2.2 **Nature of the Agreement.** This Agreement and the leases granted pursuant to Product Orders do not convey any legal title to any real or personal property including the Fibers, the Cable or the System. The Agreement does not include any equipment used to transmit capacity over or to “light” the Fibers.
- 2.3 **Default of a Product Order.** Default by either party on one Product Order shall not be deemed a default of any other Product Order.

3. TERM

- 3.1 **Term of this Agreement.** The term of this Agreement shall begin on the Effective Date and shall extend for a period of Ten (10) years from the Acceptance Date (the “Initial Term”).

SCHEDULE 2 (Recurring Charges)

ROUTE	CHARGES
Route 1 – Monthly Recurring Charges	\$725.00*
Route 2 – Monthly Recurring Charges	\$725.00*
Non-Recurring Installation Fee	\$77,130.00 paid upon execution of this Agreement
Lease Term	10 years after Acceptance of the Fiber
*Includes 10 years maintenance	

Total Monthly Charge - \$1,450.00 per month

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

s/The Chillicothe Telephone Company dba Horizon Telcom

s/Timothy R. Siegfried, LESSEE: Morrow County Board of Commissioners

6/29/2022

**A complete copy of this agreement will be on file with the Morrow County Commissioner's office

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF QUOTE FROM LOGICALIS FOR MERAKI DARK FIBER
SWITCH: 22-R-541**

Mr. Siegfried made a motion to approve the quote from Logicalis for a Meraki dark fiber switch in the amount of \$8,534.70.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 22-R-542**

Mr. Siegfried made a motion to recess session at 9:14 a.m.

Mr. Abraham duly seconded this motion.

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

***New recording/camera system being installed, the remainder of session will be recorded on hand held device – no video.**

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 22-R-543**

Mr. Siegfried made a motion to return to regular session at 2:06 p.m.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT #2: 22-R-544**

Mr. Siegfried made a motion to approve payment of bills #2 numbered 1 through 13 submitted by the Morrow County Auditor's office.

Mr. Abraham duly seconded this motion

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

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – GENERAL
FUND, TRANSFER OUT: 22-A-091**

Mr. Whiston made a motion to appropriate from the unappropriated certified monies to the following account to transfer to the IT Capital Improvement Fund for fiber and switch:

1000-0101-590910	Transfer Out (General Fund)	\$85,664.70
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Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
TRANSFER OF FUNDS (CASH) FROM GENERAL FUND TO IT CAPITAL
IMPROVEMENT FUND 4777: 22-T-063**

Mr. Siegfried made a motion to approve the following transfer of funds (cash) from general fund to IT Capital Improvement Fund 4777 for fiber and switch:

From 1000-0101-590910 General Fund Transfer Out to 4777-1090-490931 IT Capital Improvement Transfer In in the amount of \$85,664.70

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF DIRECTOR OF OPERATIONS POSITION DESCRIPTION: 22-R-545**

Mr. Whiston made a motion to approve the Director of Operations position description:

Position Description

Office/Agency: Board of Commissioners	Employee Name:
Class Title: Administration	Position Title: Director of Operations
Class Number:	Position Number:
Dept. /Div: Administration	Civil Service Status: Unclassified
Unit:	Employment Status: Full-time
Reports To: Board of Commissioners	FLSA Status: Exempt

JOB RESPONSIBILITIES:

Executive level position reporting directly to the Board of County Commissioners.

Assures compliance with Ohio Revised Code and all other federal, state, and local obligations.

Serves in fiduciary role for directing/managing the following functions/departments: Human Resources/Personnel; Economic Development; Planning & Zoning; Grants Management; Jobs & Family Services; Recycling & Litter Prevention; Emergency Management and Incident Command System response; Dog Warden; Building & Grounds Department; Capital project planning and oversight; Wastewater functions oversight; Budgeting, forecasting, public information and media relations; and Financial management. Serves as liaison with other county offices and boards such as the Morrow County MRDD, Morrow County Airport Authority, the Morrow County Park District, and communications with the public.

QUALIFICATIONS:

Completion of undergraduate major coursework related to management, business, or government; or other secondary education supplemented by training and/or experience in government administration. Supervision, budgeting, contract management, strategic planning, regulatory oversight, understanding of Ohio Sunshine Laws and Ohio Ethics Law, experience with wastewater operations, and/or office practice/procedures, and four (5) years’ experience in Ohio government or equivalent.

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

MORROW COUNTY
An Equal Opportunity Employer
Position Description

Office/Agency:	Board of Commissioners	Employee Name:	
Class Title:	Administrative	Position Title:	Director of Operations
Class Number:		Position Number:	

Dept./Div.:	Executive Staff	Reports To:	Chair, County
Commissioners			
Normal Hours:	7:30 a.m. to 4 p.m.		

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Assist with the financial management of the County; Develops and prepares annual budgets, monitors receipts and expenditures to ensure compliance with original budgetary projections, forecasts and makes fiscal recommendations to the Board of Commissioners.
2. Assures compliance with all state and federal procurement and grant obligations.
3. Assists with administering, enforcing and executing policies of the Board of Commissioners.
4. Serves as Liaison for the Commissioners with the following Committees and Boards: Morrow County Enterprise Zone/Tax Incentive Review Committee; Morrow County Compensation and Benefit Review; Risk Management and Property; Liability Insurance Negotiation; Health Benefits Review; Safety First Committee; Records Management and Retention Committee.
5. Oversees human resources functions, such as recruitment, selection and placement, staff development, labor relations, classifications, compensations, EEO and Affirmative Action, American with Disabilities Act, employee benefits, risk management, loss control, property casualty insurance programs.
6. Provides technical advice on personnel matters and explains personnel policies and procedures to other county officials, department heads, and employees.
7. Develops personnel policies for effective implementation; investigating and resolving personnel related complaints; recommends modifications to the Morrow County Personnel Policy Manual, and ensures compliance with state and federal regulations.
8. Develops and maintains effective and supportive working relationships with elected officials, management staff, employees, and the general public.
9. Generate, review, and approve public information documents. Initiate and implement effective public information projects.
10. Act in the Commissioners' absence to make decisions regarding daily organizational functions.
11. Performs other duties as determined by the Board of County Commissioners.

SPECIFIC DUTIES RELATED TO MAJOR FUNCTIONAL RESPONSIBILITIES:

1. Coordinate and make recommendations for the County Budget, to include:
 - a. Coordinate and develop staff meetings and briefings
 - b. Create and execute budget management thru strategic planning, contract administration, bidding and purchasing, and Labor Relations.
 - c. Act in a consulting role with all county elected officials, Appointing Authorities, Boards and Department Heads.

2. Human Resources and Personnel: The Director of Operations has the overall responsibility for human resources functions; working closely with the Board of County Commissioners, Elected Officials and Department Heads, to create, update annually and administer the following:
 - a. Classification and Compensation Plan
 - b. Personnel Manual and Employee Handbook
 - c. Performance Review System

- d. Employee Records Retention and Security
- 3. Community and Economic Development: the Director of Operations has the responsibility to facilitate and manage the following activities in Morrow County:
 - a. All Community Development grants
 - b. Fair Housing Officer responsibilities
 - c. Morrow County Enterprise Zone/Tax Abatement
 - d. Morrow County Revolving Loan Funds
 - e. Site Location Assistance
 - f. Workforce Development Initiatives
 - g. Critical Infrastructure Planning and Coordination
- 4. Government Integrity
 - a. Possess or Develop a Thorough Understanding of Ohio Sunshine & Ethics Laws
 - b. Conduct Ongoing Sunshine Law Training
 - c. Oversee Continuous Improvement of Ohio Open Meetings Act and Ohio Public Records Law Obligations

Mr. Siegfried duly seconded this motion.

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

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

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

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS