

REGULAR SESSION MARCH 29, 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. Mason and Mr. Siegfried.

Absent: Mr. Abraham

County Staff: Jamie Brucker, Director of Operations

Public in attendance:

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Mason 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 MARCH 27, 2023: 23-R-267**

Mr. Siegfried made a motion to approve the minutes of regular session of March 27, 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.., “absent”

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT: 23-R-268**

Mr. Mason made a motion to approve payment of bills numbered 1 through 56 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.., “absent”

**IN THE MATTER OF
PAY-INS: 23-R-269**

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

Receipt Batch #3356 Payments received from Chesterville customers for sewer fund 5159 \$302.25
Payments received from Johnsville customers for sewer fund 5100 \$300.00
Payments received from Ketterman customers for sewer fund 5121 \$56.00
Payments received from Somoco customers for sewer fund 5110 \$1,885.40

Receipt Batch #3358 Payments received from Chesterville customers for sewer fund 5159 \$6,589.00
Payments received from Johnsville customers for sewer fund 5100 \$300.00
Payments received from Somoco customers for sewer fund 5110 \$2,186.22

**IN THE MATTER OF
APPROVAL OF TITLE IV-D CONTRACT BETWEEN MORROW COUNTY CHILD
SUPPORT ENFORCEMENT AGENCY AND THE MORROW COUNTY CLERK OF
COURTS: 23-R-270**

Mr. Siegfried made a motion to approve IV-D contract between Morrow County Support Enforcement Agency and the Morrow County Clerk of Courts, as submitted by Sundie Brown, Director Job and Family Services. The contract will be effective January 1, 2023 through December 31, 2023, 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	\$22,093.20	Local Sources
FFP Reimbursement	\$42,886.80	
Total IV-D Contract Cost	\$64,980.00	

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
PROCLAMATION IN RECOGNITION OF APRIL AS CHILD ABUSE PREVENTION
MONTH: 23-R-271**

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

PROCLAMATION

WHEREAS, child abuse is a community problem and finding solutions depends on involvement among people throughout the community;

WHEREAS, there were 239 reports of abuse, neglect and maltreatment investigated in Morrow County in 2022 effecting 506 children;

WHEREAS, the effects of child abuse are felt by the community, and need to be addressed by the entire community;

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community;

WHEREAS, all citizens should become more aware of the negative effects of child abuse and its prevention within the community, and become involved in supporting parents to raise their children in a safe, nurturing environment;

WHEREAS, The National Center for Child Abuse and Neglect recognizes April as Child Abuse Prevention Month throughout the nation; and

WHEREAS, The State of Ohio enacted Amended House Bill 165 which officially designates April as Child Abuse Awareness Month in order to increase public awareness about the effects of child abuse and to acknowledge child abuse as a serious societal problem to be addressed and eliminated.

NOW, THEREFORE, WE THE BOARD OF COMMISSIONERS of the County of Morrow, do hereby proclaim

April as Child Abuse Prevention Month

and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse, thereby strengthening the communities in which we live.

Signed on this 29th day of March 2023.

s/Tim D. Abraham

s/Timothy R. Siegfried

s/Jon Mason

MORROW COUNTY BOARD OF COMMISSIONERS

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 23-R-272**

Mr. Mason made a motion to recess session at 9:05 a.m.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 23-R-273**

Mr. Mason made a motion to return to regular session at 2:13 p.m.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF LEASE AGREEMENT – 480 DOUGLAS STREET AND
APPROVAL FOR VICE CHAIRMAN TO SIGN: 23-R-274**

Mr. Siegfried made a motion to approve the following Lease Agreement for current tenant at 480 Douglas Street, Mt. Gilead, Ohio and approval for Jon Mason to sign:

LEASE AGREEMENT

This agreement entered into by and between the Board of County Commissioners, Morrow County, Ohio hereinafter referred to as “Lessor” and hereinafter referred to as Linc Remmert “Lessee”.

In consideration of the rental herein specified and the reciprocal and mutual covenants herein expressed, the Lessor does hereby demise and lease to the Lessee for the use as office/manufacturing space the following described premises: 480 Douglas Street, Mt. Gilead, Ohio 43338 totaling approximately 6,000 square feet of said building.

The said Lessee shall pay from September 1, 2022 until March 31, 2023, for a total rental close out close of \$4,795.50, which includes credit for security deposit and utilities paid during the lease term.

Final close out payment of \$4,795.50 is due by April 1, 2023 and can be mailed to Morrow County Commissioners, 80 N. Walnut Street, Mt. Gilead, OH 43338.

In Witness whereof, Linc Remmert and the Board of County Commissioners, Morrow County, Ohio have caused their names to be hereunto subscribed on the dates set further after their names respectively.

s/Linc Remmert

s/Jon Mason, Vice Chairman
Morrow County Commissioner

Approved as To Form:

s/Tom Smith, Morrow County Prosecutor

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

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF MORROW COUNTY INTERN JOB DESCRIPTION: 23-R-275**

Mr. Mason made a motion to approve the Morrow County Intern Job Description as presented:

**MORROW COUNTY
BOARD OF COUNTY COMMISSIONERS
Job Description**

Job Title: Morrow County Intern

Job Location: Morrow County Offices

Appointment: Internship

Reports to: Angela Powell, Development
Coordinator

Department: Various

Date: March 29, 2023

Approved: March 29, 2023

Job Summary

Under the direction of the designated supervisor, organizes, files, and maintains department records and documents. They also perform administrative tasks to support the staff within the department they are working.

Promotes/performs positive customer service

Maintains records, journals, prepares correspondence, researches, and prepares documents. Reviews and observes Morrow County Retention Schedules.

Maintains information of a confidential or sensitive nature, and filing as required for the office.

As a County Intern, this position is not an Ohio Public Employee Retirement eligible position and does not provide health insurance, vacation, or sick leave.

Essential Duties and Responsibilities

1. Organizing and maintaining files in a confidential manner
 - a. Labeling and updating paper files
 - b. Putting files, digital or paper, into their proper location
2. Gathering and organizing files and documents for coworkers' use, such as for reports
3. Welcoming visitors to the office and directing them to the correct individual or department
4. Performing clerical duties
 - a. answering phone calls
 - b. taking and delivering messages
5. Rotating through the different departments to learn more about each sector of local government
6. Fulfilling tasks assigned by assigned supervisor

Additional Responsibilities

1. Maintains knowledge of computer hardware and software programs, which may include Microsoft programs or equivalent, Internet applications, and accounting practices.
2. Abide by the County Personnel Manual and observe other department policies and other inter-office procedures.
 - a. Ensure proper treatment of any revenues received with applications or otherwise.
 - b. Provide positive and prompt customer service to visitors, phone calls and emails.
 - c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public, and board members.
 - d. Knowledge and understanding of Ohio Sunshine laws and Ohio's Ethics Law.
3. Provide direct assistance to the Director of the department in which the intern is placed:
 - a. Other tasks as assigned

Qualifications/Skills/Education

Valid Ohio Driver's License; Work permit; Reference from guidance counselor or other school staff; Good attendance record; Must maintain passing grades in a minimum of five (5) one-credit courses or the equivalent or maintain a grade point average in the top ten percent of the student's class

Specific Job Skills Knowledge of:

- Basic understanding of Ohio Ethics and Sunshine Laws
- Structure and operation of county & municipal government
- Organizational and management practices; Project management techniques
- Research methods and procedures

The following General Skills are required:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind
- Must be able to work independently with limited supervision and in a team environment
- Ability to maintain effective working relationships with other staff and the general public
- Ability to maintain confidential information and safeguard sensitive personal information
- Ability to manage time, meet deadlines and complete projects/tasks in a timely manner

Equipment: computer, copier, fax machine, binding machine, and calculator. (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..., "absent"

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

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

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS