

**REGULAR SESSION MARCH 6, 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. Mason, Mr. Siegfried and 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 4, 2024: 24-R-163**

Mr. Siegfried made a motion to approve the minutes of regular session of March 4, 2024, as recorded in the Commissioners Journal # 51.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF BILLS FOR PAYMENT: 24-R-164**

Mr. Mason made a motion to approve payment of bills numbered 1 through 95 submitted by the Morrow County Auditor's office.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF  
PAY-INS: 24-R-165**

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

Receipt Batch #4149 Payments received from Chesterville customers for sewer fund 5159 \$314.00  
 Payments received from Johnsville customers for sewer fund 5100 \$125.00  
 Payments received from Ketterman customers for sewer fund 5121 \$60.00  
 Payments received from Somoco customers for sewer fund 5110 \$1,310.33

Receipt# 240750 Payment from Job and Family Services for Jan – March 2024 rent 2072-1070-470802 \$105,801.87

Receipt Batch #4155 Payments received from Chesterville customers for sewer fund 5159 \$767.51  
 Payments received from Johnsville customers for sewer fund 5100 \$442.50  
 Payments received from Ketterman customers for sewer fund 5121 \$580.00  
 Payments received from Somoco customers for sewer fund 5110 \$1,984.58

**IN THE MATTER OF  
APPOINTMENT OF MEMBER TO THE LOCAL EMERGENCY PLANNING  
COMMITTEE AND APPROVAL FOR CHAIRMAN TO SIGN APPLICATION FOR  
LEPC APOINTMENT: 24-R-166**

**WHEREAS**, John Harsch, EMA Director is submitting the following name for consideration to the Local Emergency Planning Committee for the current term 8/1/2023 – 8/9/2025

Representing	Name	Title	Employer
Emergency Management	Michael Nelson	Director	Morrow County

**THEREFORE**, Mr. Siegfried made a motion to approve appointing Micheal Nelson to the Local Emergency Planning Committee for the current term of August 1, 2023 – August 9, 2025, and approval for Chairman Jon Mason to sign application for LEPC appointment as presented.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF 4<sup>th</sup> QUARTER 2023 INVESTMENT REPORT: 24-R-167**

Mr. Mason made a motion to approve the 4<sup>th</sup> Quarter 2023 Investment Report as submitted:

**INVESTMENT ADVISORY REPORT  
2023 4<sup>th</sup> QUARTER STATUS – December 31, 2023**

INVESTMENTS INCOME/Interest	BALANCE 10/1/2023	Purchased/ Transferred	BALANCE 12/31/23
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Star Ohio #50399	\$6,709,241.19	(\$200,000.00) \$4,200,000.00 (\$5,000,000.00)	\$4,265,056.04	\$55,814.85
Sweep ICS# 1489	\$546,999.09		\$274,177.73	\$3,778.42
Park ICS	\$232.10		\$233.88	\$1.78
Park R459	\$10,966,255.76	(\$668,000.00)	\$10,312,974.38	\$167,073.94
US Bank (Meeder) #14648	\$14,408,423.44	(\$445,000.00)	\$13,993,398.52	\$97,873.10
Star Ohio #77131	\$5,000,000.00		\$5,000,000.00	New Account - Development
<b>Total</b>	<b>\$37,631,151.58</b>		<b>\$33,845,840.55</b>	<b>\$324,542.09</b>

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF QUOTE FOR PAINTING IN THE MORROW COUNTY TREASURER’S OFFICE: 24-R-168**

**WHEREAS**, the following 2 quotes were received for painting in the Morrow County Treasurer’s office:

Thompson Painting	\$3,800.00
Sonny Sunshine Painting Plus	\$3,700.00

**THEREFORE**, Mr. Abraham made a motion to approve the quote from Sonny Sunshine Painting in the amount of \$3,700.00.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF QUOTE FOR FLOOR REPLACEMENT IN THE MORROW COUNTY TREASURER’S OFFICE: 24-R-169**

**WHEREAS**, the following 2 quotes were received for floor replacement in the Morrow County Treasurer’s office:

Burge Construction	\$11,025.00
Midstate Contractors	\$18,012.00

**THEREFORE**, Mr. Siegfried made a motion to approve the quote from Burge Construction in the amount of \$11,025.00.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF QUOTE FOR FLOORING IN THE MORROW COUNTY TREASURER'S  
OFFICE AND PROBATION OFFICE: 24-R-170**

**WHEREAS**, the following 2 quotes were received for flooring in the Morrow County Treasurer's office and Probation office:

Interior Systems	\$7,200.00
My Floors	\$6,503.51

**THEREFORE**, Mr. Abraham made a motion to approve the quote from My Floors in the amount of \$6,503.51.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – CAPITAL  
IMPROVEMENTS FUND 4111: 24-A-028**

Mr. Siegfried made a motion to appropriate from the unappropriated certified monies to the following account for capital improvements at the Courthouse:

4111-0117-550730	Improvement of Sites (Courthouse)	\$21,228.52
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Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF JOB DESCRIPTION – KENNEL ATTENDANT – PART TIME: 24-R-171**

Mr. Siegfried made a motion to approve the following Job Description – Kennel Attendant – Part Time (25 hours):

**Job Description**

<b>Job Title</b>	Kennel Attendant- Part Time (25 hours) <b>CLASSIFICATION:</b>		
	<b>Unclassified</b>		
<b>Job Location</b>	Dog Shelter		
<b>Reports to</b>	Dog Warden	<b>Department</b>	Dog Shelter
<b>Date</b>	March 2024	<b>Approved</b>	March 6, 2024

**Job Summary**

Under the direction of the Dog Warden, the Kennel Attendant is to provide: custodial care, perform intake, and maintain the cleanliness and safe conditions of the facility. This is a part-time position with the ability to work up to 25 hours a week.

**Supervision Responsibilities**

May exercise some supervision over persons whom volunteer or are in a work program at the dog shelter.

**Essential Duties and Responsibilities**

Include the following, other duties may be assigned by the Dog Warden as this is not to be construed as exclusive or all-inclusive:

- Clean and disinfect: kennels, equipment, visiting rooms, walkways, windows and walls, quarantine room, and office area; mixes cleaning and sanitizing solutions, sprays, rinses, etc.
- Assesses condition of dogs: looks for sick dogs; keeps the dog wardens appraised of the health and behavior of dogs.

Moves dogs between areas as needed and escorts customers to certain restricted area within the shelter.

Directly cares for dogs impounded in the Dog Shelter: collect, wash, and distribute food and water bowls to dogs in the care of the shelter.

Answer telephone inquiries, complaints, ect.

Assist with the adoption pick-up process.

Maintain inventory on general supplies and assist with record retention.

**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 Dog Warden.
  - a. Other tasks as assigned.

**Qualifications/Skills**

High school diploma or general education degree (GED) and one year of experience in customer service.

Valid Ohio Driver's License.

Ability to safely work with animals and some basic knowledge of animal care preferred.

Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondences. 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 apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to work with others and alone.

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 be able to lift and/or move up to 50 pounds on occasion.

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 exposed to: potentially dangerous dogs, chemicals used to clean and disinfect, and medications to be given to dogs. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

The dog shelter is a 24/7 operational facility. This position will be scheduled to work a minimum of 5 days a week, usually between 8AM and 5PM, with weekend and holiday requirements. Some call-ins may be needed as required for emergencies.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF JOB DESCRIPTION – MAINTENANCE WORKER 1: 24-R-172**

Mr. Mason made a motion to approve the following Job Description – Maintenance Worker 1:

**Job Description**

<b>Job Title</b>	Maintenance Worker 1	<b>CLASSIFICATION: Unclassified</b>	
<b>Job Location</b>	County Buildings		
<b>Reports to</b>	Maintenance Supervisor	<b>Department</b>	Building and Property Maintenance
<b>Date</b>	March 2024	<b>Approved</b>	March 6, 2024

**Job Summary**

Perform routine and extensive preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems.

**Supervision Responsibilities**

May exercise some supervision over persons on probation, public assistance or incarcerated trustees at our County Jail.

**Essential Duties and Responsibilities**

Include the following, other duties may be assigned by Maintenance Supervisor:

- Performs minor and major repair of all buildings and equipment (Some major repairs are performed under the supervision of a licensed contractor.)
- Performs preventative maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
- Cleans and inspects boiler.
- Calibrates and repairs pneumatic systems.
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- May operate a computer which controls and monitors mechanical equipment and utility systems.
- Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed up to 220V 3ph
- Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.
- Repair electrical locks and control panels to maintain building security.
- Install computer cable.
- Responds to emergency maintenance requests as required 24/7.
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.

Maintains records of scheduled maintenance procedures.

Performs outside tasks as assigned such as snow removal and yard mowing as required.

**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 Maintenance Supervisor, Facility Manager and the County Commissioners:
  - a. Other tasks as assigned.
4. Able to obtain estimates for supplies, repair parts; order parts as needed.

**Qualifications/Skills**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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

Ability to safely operate the following equipment: (list is not inclusive) 4 wheel drive truck, sub compact tractor, lawnmower, chain saw, weedeater, leaf blower, power tools, snow blower, salt spreader, snow plow etc.

Ability to read and comprehend simple instructions, 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.

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 75 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.

Normal hours Monday-Friday, 7:00 am – 4:00 pm with an hour for lunch, 24/7 call in and shift schedule change if required. Other scheduling may apply, including weekends and nights.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF APPROVAL TO RECESS SESSION: 24-R-173**

Mr. Mason made a motion to recess session at 9:07 a.m.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF APPROVAL TO RETURN TO REGULAR SESSION: 24-R-174**

Mr. Mason made a motion to return to regular session at 2:54 p.m.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF APPROVAL OF QUOTE TO PURCHASE TRUCK FOR DOG WARDEN: 24-R-175**

**WHEREAS**, the following 2 quotes were received for a truck for the Dog Warden:

Mathews Honda	\$26,280.00
McDaniel GM Superstore	\$29,185.00

**THEREFORE**, Mr. Siegfried made a motion to approve the purchase of a 2018 Ford F-150 truck for the Dog Warden from Mathews Honda in the amount of \$26,280.00.

Mr. Mason duly seconded this motion.

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

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

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

We hereby certify the foregoing to be true and correct.

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CHAIRMAN

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CLERK

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ASSISTANT CLERK

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MORROW COUNTY COMMISSIONERS