

REGULAR SESSION MAY 24, 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

Public in attendance:

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 MAY 22, 2023: 23-R-434**

Mr. Mason made a motion to approve the minutes of regular session of May 22, 2023, as recorded in the Commissioners Journal # 50.

Mr. Abraham 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-435**

Mr. Abraham made a motion to approve payment of bills numbered 1 through 40 submitted by the Morrow County Auditor’s office.

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
PAY-INS: 23-R-436**

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

- Receipt Batch #3487 Payments received from Chesterville customers for sewer fund 5159 \$1,685.16
- Payments received from Johnsville customers for sewer fund 5100 \$120.00
- Payments received from Somoco customers for sewer fund 5110 \$3,011.09
- Receipt Batch #3489 Payments received from Chesterville customers for sewer fund 5159 \$874.12
- Payments received from Johnsville customers for sewer fund 5100 \$732.00
- Payments received from Ketterman customers for sewer fund 5121 \$295.46
- Payments received from Somoco customers for sewer fund 5110 \$2,335.29

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – JOB AND FAMILY
SERVICES FUND 2111 PUBLIC ASSISTANCE: 23-A-080**

At the request of Sundie Brown, Director, a motion was made by Mr. Siegfried to appropriate from the unappropriated certified monies to the following account:

2111-1046-530335	PA – Social Service Program Services	\$2,000.00
------------------	--------------------------------------	------------

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
TRANSFER OF FUNDS – MCAT FUND 2061: 23-T-055**

At the request of Megan Spaulding, Fiscal Supervisor, a motion was made by Mr. Abraham to approve the following transfer of funds:

**Reason – need appropriation to cover an unemployment claim

From 2061-0160-530360 Contracted Services to 2061-0160-510240 Unemployment Fees in the amount of \$2,600.00

Jon M duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF QUOTE FOR WATER HEATER AND LINES AT THE EDISON BUILDING:
23-R-437**

Mr. Siegfried made a motion to approve the quote from Mount Gilead Plumbing in the amount of \$2,178.32 to install 20 gallon 120v water heater and replace existing water lines at the Edison building to be paid out of Capital Improvement funds.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF QUOTE FOR PAINTING AT THE COURTHOUSE: 23-R-438**

Mr. Abraham made a motion to approve the quote from Adkins Construction in the amount of \$5,000.00 to paint grid work in areas where ceiling tiles are being replaced at the Courthouse to be paid out of Capital Improvement funds.

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 – CAPITAL
IMPROVEMENTS FUND 4111: 23-A-081**

Mr. Abraham made a motion to appropriate from the unappropriated certified monies to the following account for water heater/lines at the Edison Building and painting of grid work at the Courthouse:

4111-9219-550730	Improvement of Sites (Edison)	\$2,178.32
4111-0118-550730	Improvement of Sites (Courthouse)	\$5,000.00

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF PAY REQUEST #2 FOR PROJECT MRW-CR23-1.12, PID 117458 AND
APPROVAL FOR CHAIRMAN TO SIGN: 23-R-439**

Mr. Siegfried made a motion to approve Pay Request#2 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. 2
Date: 5/17/2023
Invoice No. 10900

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	\$ 7,478.35
Less Previous Payments	\$ 2,103.21
Total Amount Due This Request	\$ 5,375.14

s/Consultant	5/17/2023
s/Bart Dennison	5/22/2023
s/Tim D. Abraham	5/24/2023

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF SCHOOL RESOURCE OFFICER AGREEMENT BETWEEN NORTHMOR
LOCAL SCHOOLS AND MORROW COUNTY SHERIFF’S OFFICE: 23-R-440**

WHEREAS, the Morrow County Sheriff’s Office and the Morrow County School Districts are committed to ensuring the safety of our young people; and

WHEREAS, the Morrow County Sheriff’s Office School Resource Officer program will be based on input from the Sheriff’s Office, the school administration, teachers, faculty and students. The program will be fashioned for an experience unformed deputy who is specifically training to:

- Relate positively to children and young persons;
- Use a variety of teaching methods and resources;
- Support schools in consulting with parents and the community;
- Work with teachers to plan, implement and evaluate classroom lessons;
- Establish a positive liaison between the school and the Sheriff’s Office.

WHEREAS, the school resource office is supervised by the Chief Deputy and will be assigned to the Northmor Local Schools during the 2023/2024 school year. The deputy would be heavily involved in educating our youth and other crime prevention and community relations activities. We believe this structure would provide our community the most effective response to the needs of juveniles and offer us the opportunity to expand our services in crime prevention and community education.

WHEREAS, the school agrees to pay the Morrow County Sheriff 100% of the salary and benefits of the SRO officer covered under this agreement.

THEREFORE, Mr. Mason made a motion to approve the agreement between Northmor Local Schools and the Morrow County Sheriff’s Office for a School Resource Officer.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF AMENDMENTS TO THE MORROW COUNTY JOB AND FAMILY
SERVICES PERSONNEL POLICIES AND PROCEDURES MANUAL ONLY: 23-R-441**

Mr. Abraham made a motion to approve the following amendment to the Morrow County Job and Family Services Personnel Policies and Procedures Manual as presented:

Section 5.05 Use of County Communication Systems Generally

- A. All county communications services and equipment, including the messages transmitted or stored by them, are the sole property of the county. Therefore, the employees should have no expectation of privacy therein. The employer may access and monitor employee

communications and files as it considers appropriate. Communications equipment and services includes, but is not limited to mail, electronic mail (“e-mail”) courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet systems, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, and bulletin boards. **Unless otherwise stated, where applicable, Morrow County agencies follow all state and ODJFS and IT Security Policies and procedures.**

- B. Employees should not use county communications services and equipment for personal purposes except in emergencies, or when extenuating circumstances warrant it. The agency may require an employee to reimburse an overage due to personal use. County-owned communications property or equipment may not be removed from the premises without written authorization from the employee’s supervisor.
- C. Employees should ensure that no personal correspondence appears to be an official communication of the employer since employees are representatives of the employer, and, therefore, such communication may damage the employer’s reputation, and/or create liability for the county/employer. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, must be accurate, appropriate, and work-related. Employees may not use the employer’s address for receiving personal mail or use JFS stationary or postage for personal letters.
- D. Improper use of county communications systems and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive uses of written, recorded, or electronically transmitted messages.

Section 6.10 Vacation Leave

- A. Full-time employees, after completion of one full year of service, shall have earned eighty (80) hours of vacation leave with full pay. Part-time employees are not eligible for vacation. Thereafter, full-time employees shall earn and accrue vacation leave pro rata over twenty-six (26) biweekly pays at the following annual rates:

<u>40-hour per week employees</u>	<u>Biweekly accrual</u>	
1-6 years of service	80 hours of vacation	3.1 hours
7-12 years of service	120 hours of vacation	4.6 hours
13-20 years of service	160 hours of vacation	6.2 hours
21 or more years of service	200 hours of vacation	7.7 hours

An employee that is not in active pay status for a portion of a biweekly pay period shall earn a pro-rated amount of vacation leave for that period.

- B. Any service with the state of Ohio or its political subdivisions counts toward the number of years of service in determining the amount of vacation to which an employee is entitled. Time spent on previous authorized leaves of absence (including military leave) also counts. However, no vacation is earned while an employee is on leave without pay. Any person removed from public employment due to conviction of a felony, who is subsequently reemployed in the public sector, shall not be credited with prior public service for the purpose of receiving vacation leave.
- C. An employee with at least one (1) year of service is entitled to payment for any earned but unused vacation credit at the time of resignation from county service.
- D. Employees must complete a vacation/time off request form (Utilize Form 26 – ~~Vacation~~/Time Off Request). Vacation schedules are subject to the approval of the employer.
- 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) 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).
- F. **In exceptional situations affecting operations or if the employee does not have enough accrued hours to cover the leave request as indicated on the ~~Vacation~~-Time Off Request Form (Form 26), the employer has the right to revoke the leave that has already been pre-approved.**

- ~~F~~G. In the case of an employee's death, earned but unused vacation leave shall be paid to the employee's spouse, children or parents, in that order, or to the estate.
- ~~G~~H. Employees who are seasonal, intermittent, and/or work less than one thousand (1000) hours per year, are not entitled to vacation leave.
- ~~H~~I. Employees who have retired in accordance with a retirement plan offered by the state, and who are reemployed by the county, shall not have their prior service counted for purposes of computing vacation leave.
- ~~I~~J. Pre-retirement vacation leave conversion – Within the guidelines of the Ohio Public Employee Retirement System (OPERS), an employee may elect to convert a maximum of eighty (80) hours vacation leave to cash for leave that is accrued but not used during the calendar year, as defined as January 1 to December 31. This conversion will result in the employee receiving payment for these hours and having the appropriate leave account reduced by the hours converted. Only eligible employees may elect this conversion. Eligibility and rules regulating conversion are as follows:

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF AMENDMENT TO THE MORROW COUNTY JOB AND FAMILY
SERVICES PERSONNEL POLICIES AND PROCEDURES MANUAL AND THE MORROW
COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL: 23-R-442**

Mr. Siegfried made a motion to approve the following amendment to the Morrow County Job and Family Services Personnel Policies and Procedures Manual as well as the Morrow County Personnel Policies and Procedures Manual as presented:

Section 6.16 Personal Days

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 – ~~Vacation~~/Time off Request). While personal days may be used for any reason, it is intended that the employee utilize their personal day to conduct person business. Personal days may be taken in ~~one hour~~ **one-half (1/2) 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.

B. **In exceptional situations affecting operations or if the employee does not have enough accrued hours to cover the leave request as indicated on the ~~Vacation~~ Time Off Request Form (Form 26), the employer has the right to revoke the leave that has already been pre-approved.**

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-443**

Mr. Abraham made a motion to recess session at 9:12 a.m.

Mr. Siegfried duly seconded this motion.

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

Commissioner Abraham is no longer in the office

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 23-R-444**

Mr. Mason made a motion to return to regular session at 2:34 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 BILLS FOR PAYMENT#2: 23-R-445**

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

Mr. Mason duly seconded this motion.

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

**IN THE MATTER OF
TRANSFER OF FUNDS – GENERAL FUND, COMMON PLEAS: 23-T-056**

At the request of Darlene Morehart, Fiscal Coordinator, a motion was made by Mr. Mason to approve the following transfer of funds:

**Reason – to pay for painting at the courthouse

From 1000-6245-510120 Employee Wages to 1000-6245-530310 Professional Services in the amount of \$11,500.00

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF GRANT CONTRACT BETWEEN THE MORROW COUNTY AIRPORT
AUTHORITY AND OHIO DEPARTMENT OF TRANSPORTATION OFFICE OF AVIATION,
ODOT PROJECT # 23-20: 23-R-446**

Mr. Mason made a motion to approve the following grant contract between the Morrow County Airport Authority and ODOT, Office of Aviation and approval for Chairman and Vice-Chairman to sign:

SCOPE OF PROJECT AND FUNDING

Scope of Project: **runway Approach Obstruction Removal at the Morrow County Airport**

The Project costs are as follows:

Total Project Cost: \$207,270.00

Total Local Share: \$ 10,364.00

Total State Share: \$196,906.00

FOR THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION

s/Director of the Ohio Department of Transportation

FOR THE GRANTEE:

s/Jon Mason, Commissioner's Vice-Chairman

s/Tim Abraham, Commissioner's Chairman

CERTIFICATE OF GRANTEE'S ATTORNEY:

s/Thomas Smith, Morrow County Prosecuting Attorney

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
AUTHORITY FOR JAMES REESE, ASSISTANT PROSECUTOR TO NEGOTIATE AN
AMENDMENT TO THE COUNTY HOME FARM LEASE AGREEMNT: 23-R-447**

Mr. Mason made a motion to approve giving James Reese, Assistant Prosecutor, authority to negotiate an amendment to the lease agreement and any damages for the County Home Farm lease.

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