

REGULAR SESSION SEPTEMBER 28, 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: Dixie Shinaberry (Recorder), Joe Jakubick (Ohio Edison), Alberta Stojkovic (Sentinel), Andy Ware (Development).

Bid Opening: Al Berger (AJB Engineering), Mike Dishon (Owens Electric), Rich Hass (Peak Power Electric), Kim Dodge (Peak Power Electric) and Mark Mathews (Maintenance).

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 SEPTEMBER 26, 2022: 22-R-778**

Mr. Whiston made a motion to approve the minutes of regular session of September 26, 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-779**

Mr. Siegfried made a motion to approve payment of bills numbered 1 through 82 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-780**

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

Receipt# 222434 Payment received from Morrow County Services for Older Citizens for October insurance premium 7222-7777-740100 \$3,571.37.

Receipt Batch #2939 Payments received from Chesterville customers for sewer fund 5159 \$847.17
Payments received from Johnsville customers for sewer fund 5100 \$713.90
Payments received from Ketterman customers for sewer fund 5121 \$352.80
Payments received from Somoco customers for sewer fund 5110 \$329.11

Receipt Batch #2942 Payments received from Chesterville customers for sewer fund 5159 \$3,005.34
Payments received from Johnsville customers for sewer fund 5100 \$120.00
Payments received from Ketterman customers for sewer fund 5121 \$106.40
Payments received from Somoco customers for sewer fund 5110 \$2893.84

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – RECYCLING FUND
2007: 22-A-147**

At the request of Whitney Padgett, Assistant Clerk, a motion was made by Mr. Abraham to appropriate from the unappropriated certified monies to the following account:

2007-2006-530322 Garbage & Trash Fund \$210.00

Mr. Whiston 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, COURTHOUSE UTILITIES: 22-T-130**

At the request of Whitney Padgett Assistant Clerk, a motion was made by Mr. Siegfried to approve the following transfer of funds:

**Reason – Transfer from Walnut Place to Courthouse Utilities to pay utility bills for the rest of 2022 year.

From 1000-0117-550720 Capital Improvements to 1000-0118-530350 Utilities Courthouse in the amount of \$7,500.00

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF
RESOLUTION APPROVING VACATION LEAVE CONVERSION FOR SUNDIE BROWN
OF MORROW COUNTY JOB & FAMILY SERVICES: 22-R-781**

WHEREAS, the Board of County Commissioners authorizes a one-time vacation leave conversion to Sundie Brown as per the Job and Family Services Pre-retirement vacation leave conversion policy; and

WHEREAS, payment in the equivalent of forty (80) hours’ vacation shall be made as well as a corresponding debits to the Employee’s leave total; and

WHEREAS, vacation pay for such conversion is borne entirely by the Morrow County Job and Family Services; and

NOW, THEREFORE, it is resolved Mr. Abraham made a motion that the Board of County Commissioners of Morrow County, Ohio does hereby grant approval for the above-referenced conversion as per the policy.

Mr. Siegfried duly seconded this motion.

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

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Commissioners of Morrow County, Ohio on 28th day of September, 2022.

s/Cheryl Heacock, Clerk

**IN THE MATTER OF
APPROVAL TO AMEND JOB DESCRIPTION – RECYCLING PROMOTION & LITTER
PREVENTION COORDINATOR: 22-R-782**

Mr. Siegfried made a motion to approve amending the Job Description – Recycling Promotion & Litter Prevention Coordinator as presented:

Job Description

Job Title: Recycling Promotion & Litter Prevention Coordinator	
Job Location: Recycling Office	Classification: Unclassified/Exempt
Reports to: County Commissioners	Department: County Commissioners
Date: September 27, 2022	Approved: September 28, 2022

Job Summary

The Coordinator is responsible for the planning and implementation of recycling and litter prevention programs; services; and collection events for Morrow County.

Essential Duties and Responsibilities

1. Initiatives will target residential; institutional; industrial; community; and school-aged youth in an effort to increase awareness and participation in recycling programs.
2. Budgeting
3. Marketing
4. Educational programming and broad-based public relations campaigns
5. Ability to effectively present information and respond to inquiries from the public
6. Will be required to travel to County collection sites; events; presentations; workshops; conference and training
7. May be exposed to waste/hazardous waste while performing job duties
8. This position may require standing; walking; stooping; grasping; use of hands and arms; talking; hearing; lifting 20 to 40 pounds; and normal range of vision.
9. Communication with Townships
10. Fulfill DKMM contract agreement
11. DKMM reports
12. Apply for and follow grant guidelines

Additional Responsibilities

1. Maintains knowledge of computer hardware and software programs, which may include Microsoft Office programs, 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.
3. Other tasks as assigned.

Qualifications/Skills

Minimum Qualifications:

- High School diploma
- A minimum of (2) two years' experience in related field
- Proficiency in computer programs (i.e. Microsoft Suite)
- Valid Ohio Driver's License and acceptable driving record
- Ability to pass a criminal background check

Preferred Qualifications:

- Bachelor's degree in education or environmental science; or equivalent work experience in solid waste management

Knowledge, Skills and Abilities:

- Knowledge of office procedures and principles
- Strong interpersonal and public communication skills
- Ability to foster and lead a team approach to operations
- Ability to work with minimal supervision
- Ability to follow oral and written instructions
- Ability to identify and define problems; utilize research and data to analyze and formulate acceptable resolution
- Flexibility of schedule
- Familiarity with laws, rules and regulations pertaining to solid waste
- Computer operation including various programs and applications
- Effective time management
- Various safety practices and procedures
- Travel independently throughout the County and State

- Plan strategically
- Resolve issues and complaints diplomatically
- Public speaking skills and ability to work with persons from various disciplines
- Ability and desire to learn new technologies and skills through continuous learning systems
- Ability to motivate and coach others to achieve common goal
- Ability to lift, pull and/or push 20 to 50 pounds on occasion
- Other duties as assigned

Equipment: personal computer, copier, fax 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. Abraham duly seconded this motion.

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

**IN THE MATTER OF
MORROW COUNTY JOB & FAMILY SERVICES’ PREVENTION, RETENTION AND
CONTINGENCY PLAN: 22-R-783**

WHEREAS, Sundie Brown, Director of Morrow County Job and Family Services (MCJFS) has submitted to the Board of Morrow County Commissioners an amendment to the Prevention, Retention and Contingency (PRC) Plan to be effective September 28, 2022;

WHEREAS, MCJFS has complied with Chapter 5108 of the Revised code in amending the PRC Plan;

THEREFORE, Mr. Abraham made a motion to approve the PRC Plan, effective September 28, 2022 as submitted by Sundie Brown and certify that MCJFS has complied with Chapter 5108 of the Revised code in amending the PRC Plan.

Mr. Siegfried 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-784**

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

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 22-R-785**

Mr. Siegfried made a motion to return to regular session at 9:31 a.m.

Mr. Abraham duly seconded this motion.

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

Bid Opening 9:30 a.m.

**IN THE MATTER OF
BID OPENING – STANDBY GENERATOR PROJECT(S): 22-R-786**

WHEREAS, on August 24, 2022, the Morrow County Commissioners approved advertising for standby generator project(s); and

WHEREAS, this day a bid opening was held at 9:30 a.m.;

WHEREAS, the following bids were received:

	<u>Base Bid#1</u>	<u>Base Bid#2</u>
Spring Electrical Construction	\$368,595	\$336,515
Peak Power	\$411,432	\$403,174
BCU Electric	\$382,718	\$332,734
Owens Electric Co	\$420,000	\$368,000

THEREFORE, Mr. Whiston made a motion to hold the bids for review by our Maintenance Supervisor and Engineering consultant.

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-787**

Mr. Siegfried made a motion to recess session at 9:36 a.m.

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 22-R-788**

Mr. Siegfried made a motion to return to regular session at 2:37 p.m.

Mr. Abraham 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