

REGULAR SESSION MAY 17, 2021

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. Siegfried and Mr. Whiston.

Public in attendance: Mike Goff (Treasurer), Joe Carroll (Airport) and Andy Ware (Development).

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Whiston, 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 12, 2021: 21-R-347**

Mr. Siegfried made a motion to approve the minutes of regular session of May 12, 2021, as recorded in the Commissioners Journal # 49.

Mr. Abraham duly seconded this motion

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

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT: 21-R-348**

Mr. Whiston made a motion to approve payment of bills numbered 1 through 61 submitted by the Morrow County Auditor's office.

Mr. Siegfried duly seconded this motion

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

**IN THE MATTER OF
PAY-INS: 21-R-349**

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

- Pay-in# 211362 Payment from Job and Family Services for Indirect costs 1000-1020-420212 \$12,339.50
- Receipt Batch #1769
 - Payments received from Chesterville customers for sewer fund 5159 \$300.00
 - Payments received from Johnsville customers for sewer fund 5100 \$302.00
 - Payments received from Ketterman customers for sewer fund 5121 \$111.68
 - Payments received from Somoco customers for sewer fund 5110 \$129.53
- Receipt Batch #1769
 - Payments received from Chesterville customers for sewer fund 5159 \$546.00
 - Payments received from Johnsville customers for sewer fund 5100 \$572.00
 - Payments received from Ketterman customers for sewer fund 5121 \$161.94
 - Payments received from Somoco customers for sewer fund 5110 \$187.96
- Receipt Batch #1778
 - Payments received from Chesterville customers for sewer fund 5159 \$490.00
 - Payments received from Johnsville customers for sewer fund 5100 \$466.10
 - Payments received from Ketterman customers for sewer fund 5121 \$55.84
 - Payments received from Somoco customers for sewer fund 5110 \$2,353.02
- Pay-in #211391 Payment received from Hidden Lakes for salt brine application fee 1000-1030-430330 \$50.00

**IN THE MATTER OF
TRANSFER OF FUNDS – ENGINEER’S FUND 2202: 21-T-027**

At the request of Bart Dennison, Morrow County Engineer, a motion was made by Mr. Abraham to approve the following transfer of funds:

**Reason – additional funds needed to purchase a 2017 GMC Sierra Flat Bed Truck

From 2202-2002-550751 Heavy Equipment to 2202-2002-550750 Motor Vehicles in the amount of \$10,000.00

From 2202-2002-530321 Leases and Rents to 2202-2002-550750 Motor Vehicles in the amount of \$5,000.00

From 2202-2002-530382 Liability Insurance to 2202-2002-550750 Motor Vehicles in the amount of \$5,700.00

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
TRANSFER OF FUNDS – ENGINEER’S FUND 2222, ROAD LEVY: 21-T-028**

At the request of Bart Dennison, Morrow County Engineer, a motion was made by Mr. Siegfried to approve the following transfer of funds:

**Reason – additional funds needed to pay for 2021 paving

From 2222-2202-540452 Chip & Seal to 2222-2202-540441 Asphalt/Paving in the amount of \$102,274.72

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – MCAT FUND
2061: 21-A-058**

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

| | | |
|------------------|---|-------------|
| 2061-0160-510211 | MCAT Vehicle Operations OPERS Employer Share | \$36,000.00 |
| 2061-0160-510220 | MCAT Vehicle Operations Health Insurance | \$16,000.00 |
| 2061-0160-510230 | MCAT Vehicle Operations Workers Compensation | \$2,500.00 |
| 2061-0162-510211 | MCAT Dispatchers OPERS Employers Share | \$4,000.00 |
| 2061-0163-510211 | MCAT Administration OPERS Employer Share | \$8,000.00 |
| 2061-0163-510220 | MCAT Administration Health Insurance Employer Share | \$25,000.00 |
| 2061-0163-550740 | MCAT Administration Equipment/Computer/Furniture | \$2,000.00 |

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
PROCLAMATION IN OBSERVANCE OF EMS WEEK: 21-R-350**

Mr. Abraham made a motion to approve the following Proclamation in observance of EMS Week May 16-22, 2021.

EMS WEEK PROCLAMATION

To designate the Week of May 16-22, 2021, as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, the Board of Morrow County Commissioners in recognition of this event do hereby proclaim the week of May 16-22, 2021 as

EMERGENCY MEDICAL SERVICES WEEK

With the EMS Strong theme, **THIS IS EMS: Caring for Our Communities**, we encourage the community to observe this week in appreciation of our Emergency Medical Services.

MORROW COUNTY BOARD OF COMMISSIONERS

s/Tom Whiston

s/Tim Abraham

s/Timothy Siegfried

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF AGREEMENT WITH DLZ ARCHITECTURE, INC., SB 310 LOCAL JAILS
PROJECT GRANT: 21-R-351**

WHEREAS, on May 12, 2021, the Morrow County Commissioners, approved to enter into negotiations with DLZ Architecture, Inc. for the SB 310 Local Jails Projects Grant; and

WHEREAS, DLZ has submitted the following:

**DLZ ARCHITECTURE, INC.
6121 HUNTLEY ROAD
COLUMBUS, OHIO 43229-1003**

This project scope will become the basis for the Morrow County Sheriff’s Office and Jail needs for the grant application:

DLZ will identify potential projects and options for improvements to the facility. Each of these improvement projects will include a probable construction cost to help with the next phase of the project, which is ranking the projects and options. These cost estimates will help the County determine which projects and options are best for the County. We have a data base for jail project costs from the past decade as well as we use detention manufacturers to help identify project costs.

Once a listing of potential projects and options has been established, along with costs for each project/option, DLZ will sit down with the County and rank the projects. We will provide Morrow County with as much information you will need to make the best educated decisions possible.

After each project and option have been ranked, a draft grant application will be completed and submitted by June 9, 2021 to Morrow County Commissioners. This is an aggressive schedule, so a few virtual meetings will likely be required to maintain the anticipated schedule.

As outlined in the scope of services for the Morrow County SB 310 Local Jails Grant application project, DLZ proposes a lump sum fee of \$9,500.00. We will forward invoices on a monthly basis. Mileage per the IRS allocated amount and reproduction costs up to \$500.00 will be invoiced at cost and in addition to the lump sum fee.

THEREFORE, Mr. Siegfried made a motion to enter into an agreement with DLZ Architecture, Inc. as presented for the SB 310 Local Jails Projects Grant.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
SURFACE APPLICATION OF BRINE – HIDDEN LAKES COMMUNITY
ASSOCIATION: 21-R-352**

The following written plan for application of brine was submitted to the Morrow County Board of Commissioners:

**WRITTEN PLAN FOR THE SURFACE APPLICATION OF BRINE, FOR PURPOSES
OF ICE AND DUST CONTROL UPON PRIVATE ROADS OR SIMILAR SURFACES**

TO: Morrow County Commissioners
80 North Walnut
Mt. Gilead, Ohio 43338

FROM: Hidden Lakes Community Association
5248 Township Road 108
PO Box 31
Mount Gilead, Ohio 43338

1. The surface application of brine shall be subject to the following standards:
 - A. “Brine” shall mean all saline geological formation water resulting, obtained, or produced in connection with the exploration, drilling, or production of oil or gas.
 - B. Surface application of brine is permitted only for the purposes of dust or ice control.
 - C. Brine shall not be applied:
 1. To a water-saturated surface;
 2. Directly to vegetation near or adjacent to surfaces being treated;
 3. Within twelve feet of structures crossing bodies of water or drainage ditches;
 4. Between sundown and sunrise, except for ice control.

2. Sources of brine: Please see attached list of wells for brine sources

3. Transporters of brine: Fishburn Services, Inc.
5012 St. Rt. 2219
P.O. Box 278
Marengo, Ohio 43334
Registration Certificate Number: UIC-3

4. Places to which brine will be applied:
To private roads or similar surfaces within the property owned by Hidden Lakes Community Association, at 5248 Township Road 108, Mount Gilead, Ohio 43338, Morrow County, Franklin Township, for the purpose of dust and ice control.

5. Method, rate, and frequency of application:
 - A. The discharge of brine through the spreader bar shall stop when the application stops.
 - B. The applicator vehicle shall be moving at least five miles per hour at all times while the brine is being applied.
 - C. The maximum spreader bar nozzle opening shall be three-quarters of an inch in diameter.
 - D. The maximum uniform application rate of brine shall be three thousand gallons per mile on a twelve foot wide road, or three gallons per sixty square feet on unpaved lots.
 - E. The applicator vehicle discharge valve shall be closed between the brine collection point and the specific surfaces that have been approved for brine application.
 - F. Any valves that provide for tank drainage other than through the spreader bar shall be closed during the brine application and transport.
 - G. The angle of discharge from the applicator vehicle spreader bar shall not be greater than sixty degrees from the perpendicular to the unpaved surface.
 - H. Only the last twenty-five percent of an applicator vehicle’s contents shall be allowed to have a pressure greater than atmospheric pressure; therefore, the first seventy-five percent of the applicator vehicle’s contents shall be discharged under atmospheric pressure.

I. Frequency of application: Dependent upon weather conditions, estimated application would be; light to no rainfall surface application once every 10 days, medium rainfall surface application once every two weeks, over-all average application would be twice a month.

6. Other terms and conditions: None.

Submitted by: s/Tanya M. Nell, Hidden Lakes Community Association
Board of Directors President

Date: 5/12/21

**IN THE MATTER OF
PUBLIC HEARING TO DISCUSS THE FEASIBILITY OF SURFACE APPLICATION OF
BRINE FOR THE PURPOSE OF DUST CONTROL – HIDDEN LAKES COMMUNITY
ASSOCIATION.: 21-R-353**

WHEREAS, Hidden Lakes Community Association has submitted an application to the Board of Morrow County Commissioners for application of brine for the purpose of dust and ice control on private roads or similar surfaces within the property owned by Hidden Lakes Community Association, 5248 Township Road 108, Mount Gilead, Ohio 43338, Morrow County, Franklin Township.

THEREFORE, Mr. Abraham made a motion to hold a public hearing and advertise as follows:

PUBLIC NOTICE

Notice is hereby given that a Public Hearing will be held to discuss the feasibility of applying brine to private roads and similar surfaces within the property owned by Hidden Lakes Community Association, 5248 Township Road 108, Mt. Gilead. The hearing will be held on June 2, 2021, in the hearing room of the Morrow County Commissioners, 80 North Walnut Street, Mt. Gilead, Ohio 43338 at 9:30 a.m.

BY ORDER OF THE MORROW COUNTY COMMISSIONERS

Advertise: May 26, 2021, Morrow County Sentinel and www.morrowcountyohio.gov

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO APPOINT CLINT FURNISS TO MORROW COUNTY
REGIONAL PLANNING COMMISSION: 21-R-354**

WHEREAS, the term of Lowell Dean Van Horn on the Morrow County Regional Planning Commission expired on March 25, 2021; and

WHEREAS, the recommended appointment for Perry Township is Clint Furniss, 7955 Township Road 89, Fredericktown, Ohio 43019 as the representative on the Morrow County Regional Planning Commission;

THEREFORE, Mr. Siegfried made a motion to approve the appointment of Clint Furniss effective May 17, 2021 through March 25, 2023.

Mr. Abraham duly seconded his motion.

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

**IN THE MATTER OF
APPROVAL OF APPOINTMENT TO THE BOARD OF ZONING APPEALS: 21-R-355**

WHEREAS, Brent Russell, Planning & Zoning Director, has recommended the appointment of Joseph Graham, Washington Township to fulfill the remainder of the term of Jeff Eckelbarger through May 20, 2023 and therefore removing Mr. Eckelbarger from the board due to lack of participation;

THEREFORE, Mr. Whiston made a motion to approve the appointment of Joseph Graham to the Board of Zoning Appeals to fulfill the remainder of Mr. Eckelbarger’s term of May 21, 2021 – May 20, 2023.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO REMOVE JAMES OSBORN, ALTERNATE FROM THE BOARD OF
ZONING APPEALS: 21-R-356**

WHEREAS, due to health reasons, Mr. James Osborn has asked to be removed from as an alternate from the Board of Zoning Appeals;

THEREFORE, Mr. Siegfried made a motion to approve the removal of James Osborn as the alternate on the Board of Zoning Appeals.

Mr. Abraham duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO AWARD BID FOR CARPET TILE REPLACEMENT IN THE MORROW
COUNTY RECORDER'S OFFICE: 21-R-357**

WHEREAS, on March 12, 2021, the Morrow County Commissioner’s received two bids for the carpet tile replacement in the Morrow County Recorder’s Office; and

WHEREAS, the following two bids were received:

| | |
|------------------|------------|
| Interior Systems | \$8,350.00 |
| MY FLOORS | \$9,849.95 |

THEREFORE, Mr. Abraham made a motion to approve awarding the carpet tile replacement bid to Interior Systems in the amount of \$8,350.00. Along with the awarding of this bid, Mr. Kevin Walters of Interior Systems, LLC has signed an agreement regarding his capacity sewer charge for his business on St. Rt. 95 that will be attached to this resolution.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO AWARD THE MORROW COUNTY CORRECTIONAL FACILITY'S
DIGITAL SURVEILLANCE CAMERA SYSTEM RFP: 21-R-358**

WHEREAS, on February 10, 2021, the Morrow County Commissioner’s approved the Request For Proposals for Digital Surveillance Camera System at the Morrow County Corrections Facility; and

WHEREAS, the only submission to this Request For Proposals was from Johnson Controls in the amount of \$337,032.97;

WHEREAS, funding for this project will come from Fund 4111 Capital Improvements and possibly grant funding;

THEREFORE, Mr. Siegfried made a motion to approve awarding the project to Johnson Controls in the amount of \$337,032.97.

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 21-R-359**

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

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 21-R-360**

Mr. Whiston made a motion to return to regular session at 2:57 p.m.

Mr. Siegfried duly seconded this motion.

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

**IN THE MATTER OF
APPROVAL OF REVISED ASSISTANT CLERK/SEWER CLERK JOB
DESCRIPTION: 21-R-361**

Mr. Whiston made a motion to approve the revised Assistant Clerk/Sewer Clerk Job Description as presented:

**MORROW COUNTY
BOARD OF COUNTY COMMISSIONERS**

Job Description

Job Title: Assistant Clerk/Sewer Clerk
Job Location: Commissioner’s Office
Reports to: Board of County Commissioner’s **Department:** County Commissioners
Date: May 17, 2021 revised **Approved:** May 17, 2021

Job Summary

Assists the Clerk in performing statutory duties to the Board of County Commissioner’s. Assists in maintaining Commissioner’s journals, preparing correspondence, taking Board minutes, preparing documents and maintaining information of a confidential or sensitive nature, filing, receiving payments and processing invoices as required. Maintains records and performs duties as required as Sewer Clerk for the Morrow County Sewer District.

Essential Duties and Responsibilities

1. General: Process payments for all invoices for utilities, maintenance and the general operation of the Commissioner’s office, prepare purchase orders on the VIP system and process pay-in as needed in VIP.
2. Retrieve timesheets and enter information on spreadsheet for each pay period for all employees under the Board of Commissioners, maintain time balances for vacation, sick leave, comp time and personal time as well as paperwork related to time off or accrued comp time. Enter bi-weekly payroll in the VIP system.
3. Ordering of office supplies as needed.
4. Filing of invoices and general correspondence.
5. Assist the Coroner’s office in processing payment for autopsies and other expenses.
6. Assist the Maintenance Supervisor when requested to complete any necessary paperwork or provide financial information for maintenance accounts.
7. Perform clerical tasks of a more general nature as required, operates and maintains office equipment, received telephone calls and directs to proper authority, provides general information to public, greets and screens persons entering Commissioner’s office, retrieves documents and files from other locations or facilities as necessary.
8. Ketterman Sewer: sewer billings issued, payments received, and pay-ins completed and recorded in VIP. Send arrears notices when necessary, certify those 90 days in arrears to property taxes for non-payment. Correspond with new property owners and maintain files on all property owners.
9. Johnsville Sewer: sewer billings issued, payments received, and pay-ins completed and recorded in VIP. Send arrears notices when necessary, certify those 90 days in arrears to property taxes for non-payment. Correspond with new property owners and maintain files on all property owners. Assist with USDA reporting as needed.
10. Chesterville Sewer: sewer billings issued, payments received, and pay-ins completed and recorded in VIP. Send arrears notices when necessary, certify those 90 days in arrears to

- property taxes for non-payment. Correspond with new property owners and maintain files on all property owners. Assist with USDA reporting as needed.
- 11. Somoco Sewer: sewer billings issued, payments received, and pay-ins completed and recorded in VIP. Send arrears notices when necessary, certify those 90 days in arrears to property taxes for non-payment. Correspond with new property owners and maintain files on all property owners.
- 12. Jury Commission: Assist with jury draws as requested and process payment monthly for Jury Commissioners pay.
- 13. Process payment of invoices for the Dog Shelter as needed.
- 14. Assist with postage machine as needed.
- 15. In the Clerk's absence will need to fill in for Commissioner session meetings and complete required paperwork as needed and requested.

Additional Responsibilities

- 1. Maintains knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, Corel and Excel spreadsheets.

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.
- 2. Provide direct assistance and coverage to the Clerk of the County Commissioners as needed.
 - a. Other tasks as assigned.

Qualifications/Skills

Preference of completion of secondary education supplemented by training and/or coursework in accounting, data entry operations and office practice/procedures, and two (2) years' experience in county government or equivalent.

Notary commission recommended to be obtained upon employment.

Knowledge of: basic accounting, bookkeeping, payroll practices and procedures, Board of Commissioner's policies and procedures, government structure and process and office practices and procedures.

Skill in: typing, data entry (Excel), word processing (WORD) and basic computer/internet operations.

Ability to: carry out detailed but basic written or oral instructions, deal with problems involving few variables within familiar context, calculate fractions, decimals, and percentages, copy material accurately and recognize grammatical and spelling errors, prepare accurate documentation, compile and prepare reports, proofread technical materials, recognize errors, and make corrections, respond to routine inquiries from public and/or officials, communicate effectively, maintain records according to established procedures, develop and maintain effective working relationships, lift journals, boxes of paper, and supplies as needed.

Equipment: personal computer, typewrite, copier, fax machine, binding machine, mail 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. Abraham..., "yea" ..,Mr. Siegfried..., "yea" .., Mr. Whiston..., "yea"

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

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

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS