
REGULAR SESSION DECEMBER 14, 2020

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. Davis and Mr. Whiston.

Mr. Castle via phone

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

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Davis, 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 DECEMBER 9, 2020: 20-R-914**

Mr. Davis made a motion to approve the minutes of regular session of December 9, 2020, as recorded in the Commissioners Journal # 49.

Mr. Whiston duly seconded this motion

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "yea"

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT: 20-R-915**

Mr. Whiston made a motion to approve payment of bills numbered 1 through 58 submitted by the Morrow County Auditor's office.

Mr. Davis duly seconded this motion

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "abstain"

**IN THE MATTER OF
PAY-INS: 20-R-916**

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

Pay-in #203575 Payment received from Ketterman customers for sewer fund 5121 \$55.84
Pay-in #203576 Payment received from Chesterville customers for sewer fund 5159 \$130.00
Pay-in #203577 Payment received from Somoco customers for sewer fund 5110 \$1,022.85
Pay-in #203579 Payment received from MCAT for Nov 2020 Service Garage lease 3173-1070-470802 \$1,680.52
Pay-in #203580 Payment received from Job & Family Services for Dec 2020 CSB rent 2072-1070-470802 \$35,076.01
Pay-in #203594 Payment received from Ketterman customers for sewer fund 5121 \$111.68
Pay-in #203595 Payment received from Johnsville customers for sewer fund 5100 \$118.00
Pay-in #203596 Payment received from Chesterville customers for sewer fund 5159 \$1,194.11
Pay-in #203597 Payment received from Somoco customers for sewer fund 5110 \$128.26
Pay-in #203611 Payment received from Chesterville customers for sewer fund 5159 \$75.00

**IN THE MATTER OF
TRANSFER OF FUNDS – GENERAL FUND, FACILITY REPAIRS &
MAINTENANCE: 20-T-196**

At the request of Paula Mackey, Assistant Clerk, a motion was made by Mr. Whiston to approve the following transfer of funds:

**Reason – to pay remainder of 2020 invoices for maintenance and repairs at Sheriff's Office/jail.

From 1000-0117-530323 Facility Repairs & Maintenance – Walnut Place to 1000-0119-530323 Facility Repairs & Maintenance – Jail in the amount of \$5000.00

Mr. Castle duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – JOB AND FAMILY SERVICES FUND 2111 PUBLIC
ASSISTANCE: 20-T-197**

At the request of Sundie Brown, Director, a motion was made by Mr. Whiston to approve the following transfer of funds:

**Reason – move appropriation to cover additional Social Service Worker 2 advertising expenses

From 2111-1051-530335 PA NET Program Services to 2111-1046-530345 PA Social Service Legal Advertising in the amount of \$800.00

Mr. Castle duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – GENERAL FUND, CORONER: 20-T-198**

Mr. Davis made a motion to approve the following transfer of funds:

**Reason – to increase the Coroner Investigator’s salary for 2020

From 1000-0014-530300 Purchased Services to 1000-0014-510130 Employee Wages in the amount of \$2,570.00

From 1000-0014-530300 Purchased Services to 1000-0014-510211 OPERS in the amount of \$359.80

From 1000-0014-530300 Purchased Services to 1000-0014-510213 Medicare in the amount of \$37.70

Mr. Whiston duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – CLERK OF COURT FUND 2414 CSEA CONTRACT: 20-T-199**

At the request of Kimberly Bood, Clerk of Courts, a motion was made by Mr. Whiston to approve the following transfer of funds:

**Reason – need to pay last copier lease payment for 2020, didn’t budget enough in this line item

From 2414-4314-520350 Professional Organizations to 2414-4314-530346 Coper Lease Payments in the amount of \$205.00

Mr. Davis duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – DOG & KENNEL
FUND 2005: 20-A-175**

At the request of Paula Mackey, Assistant Clerk, a motion was made by Mr. Davis to appropriate from the unappropriated certified monies to the following account to pay remainder of 2020 invoices for vet care services for Morrow County Dog Shelter:

2005-0105-530310	Dog & Kennel – Professional Services	\$ 2,000.00
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Mr. Whiston duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
 APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – GENERAL
 FUND: 20-A-176**

At the request of Paula Mackey, Assistant Clerk, a motion was made by Mr. Castle to appropriate from the unappropriated certified monies to the following accounts to pay remainder of 2020 invoices:

1000-0051-530344	Jury Commission - Printing	\$ 241.75
1000-0101-530346	Commissioners – Copier Lease/Payments	\$ 200.00
1000-0118-530341	Courthouse Facility – Telephone/Cell Phones	\$ 200.00

Mr. Whiston duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
 APPROVAL FOR THE DOG WARDEN TO RAISE ADOPTION FEES EFFECTIVE
 JANUARY 1, 2021: 20-R-917**

WHEREAS, the current adoption fee for all dogs is \$150.00 and covers the vet care and dog license (and for dogs that go to the prison it covers their training); and

WHEREAS, due to the dog license increase and due to additional time and resources for the prison trained dogs, the recommended increase in adoption fees would be as follows effective January 1, 2020:

1. General adoption for dogs \$165.50
2. Adoption fee for dogs that go through the prison training program \$175.50

THEREFORE, Mr. Davis made a motion to approve the increase in adoption fees as presented effective January 1, 2020.

Mr. Castle duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle., “yea”

**IN THE MATTER OF
 A RESOLUTION AUTHORIZING MORROW COUNTY COMMISSIONERS TO APPLY
 FOR, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND (WPCLF)
 AGREEMENT ON BEHALF OF THE COUNTY OF MORROW FOR PLANNING, DESIGN
 AND/OR CONSTRUCTION OF WASTEWATER FACILITIES (SOMOCO); AND
 DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN: 20-R-918**

Mr. Whiston made a motion to approve the following resolution authorizing Morrow County Commissioners to apply for, and enter into a Water Pollution Control Loan Fund (WPCLF) agreement on behalf of the County of Morrow for planning, design and/or construction of wastewater facilities (Somoco); and designating a dedicated repayment source for the loan and approval for Chairman to sign.

WHEREAS, the County of Morrow seek to upgrade its existing wastewater facilities (Somoco); and

WHEREAS, the County of Morrow intends to apply for Water Pollution Control Loan Fund (WPCLF) for the planning, design and or construction of the wastewater facilities; and

WHEREAS, the Ohio Water Pollution Control Loan Fund (WPCLF) requires the government authority to pass legislation for application of a loan and the execution of an agreement as well as designating a dedicated repayment source, now therefore;

BE IT RESOLVED by the Board of Commissioners of the County of Morrow, Ohio:

SECTION 1. That Morrow County Commissioners be and is hereby authorized to apply for a WPCLF loan, sign all documents for and enter into a Water Pollution Control Loan Fund (WPCLF)

with the Ohio Environmental Protection Agency and the Ohio Water Development Authority for planning, design and/or construction of wastewater facilities on behalf of the County of Morrow, Ohio.

SECTION 2. That the dedicated source of repayment will be user charges or grant funds.

SECTION 3. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Mr. Castle duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., “yea” ...,Mr. Davis..., “yea” .., Mr. Castle.., “yea”

**IN THE MATTER OF
 APPROVAL OF SECOND DISBURSEMENT REQUEST FOR COUNTY ROAD 130 ISSUE 1
 PROJECT CQ03X FOR THE MORROW COUNTY ENGINEER AND APPROVAL FOR
 WARREN DAVIS, COMMISSIONER TO SIGN: 20-R-919**

Mr. Whiston made a motion to approve the second disbursement request for County Road 130 Issue 1 Project CQ03X as presented and approval for Warren E. Davis to sign:

**Ohio Public Works Commission
 Disbursement Request Form and Certification**

Statement requesting the disbursement of funds from the OPWC pursuant to Section V of the Project “Agreement”) executed between the Director of the Ohio Public Works Commission (the “Director”) and Morrow County (the “Recipient”), dated 7/1/2020, for the sole and express purpose of financing the Capital Improvement Project defined and described in Appendix A of the Agreement (the “Project”) and named and numbered as **CQ03X**.

EXPENDITURES PROGRESS:

	As per Agreement	Prior Disbursed	As part of this draw	Paid to Date
A) Engineering	\$0.00	\$	\$	\$
B) Right – of Way	\$0.00	\$	\$	\$
C) Construction	\$368,088.00	\$260,180.48	\$67,997.68	\$328,178.16
D) Materials Purchased Directly	\$0.00	\$	\$	\$
E) Permits, Advertising, Legal	\$0.00	\$	\$	\$
F) Construction Contingencies	\$0.00	\$	\$	\$
G) Total Expenditures	\$368,088.00	\$260,180.48	\$67,997.68	\$328,178.16

FINANCING PROGRESS:

	As Per Agreement	Prior Disbursed	As part of this draw	Paid to Date
H) OPWC Funds	\$272,385	\$192,533.56	\$50,318.28	\$242,851.84
I) Local Share				
1) In-kind Contributions	\$0.00	\$	\$	\$
2) Public Revenues	\$95,703.00	\$67,646.92	\$17,679.39	\$85,326.31
J) Other Revenue				
1) ODOT/FHWA	\$0.00	\$	\$	\$
2) OEPA/OWDA	\$0.00	\$	\$	\$
3) CDBG	\$0.00	\$	\$	\$
4) USDA	\$0.00	\$	\$	\$
5) Other	\$0.00	\$	\$	\$
K) Total Local and Other Revenue	\$95,703.00	\$67,646.92	\$17,679.39	\$67,646.92
L) Total Financing	\$368,088.00	\$260,180.48	\$67,997.68	\$328,178.16

Mr. Castle duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "yea"

**IN THE MATTER OF
A RESOLUTION APPROVING PRE-RETIREMENT VACATION LEAVE CONVERSION
FOR EMPLOYEES OF THE MORROW COUNTY JOB AND FAMILY SERVICES: 20-R-920**

WHEREAS, the Morrow County Job and Family Services established a pre-retirement vacation leave conversion plan, a copy of which is hereto attached. Whereby, the cost for such conversion plan is borne entirely by the Morrow County Job and Family Services.

NOW, THEREFORE, Mr. Whiston made a motion that it is resolved that the Board of County Commissioners of Morrow County, Ohio upon review of the Morrow County Job and Family Services pre-retirement vacation leave conversion plan, does hereby grant approval for the adoption of the Plan and instructs the Director to notify the Ohio Public Employees Retirement System of the adoption of the Plan for the Morrow County Department of Job and Family Services.

Mr. Davis duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "nay"

**IN THE MATTER OF
A RESOLUTION APPROVING PRE-RETIREMENT VACATION LEAVE CONVERSION
FOR EMPLOYEES OF THE MORROW COUNTY AREA TRANSIT: 20-R-921**

WHEREAS, the Morrow County Area Transit established a pre-retirement vacation leave conversion plan, a copy of which is hereto attached. Whereby, the cost for such conversion plan is borne entirely the by the Morrow County Area Transit.

NOW, THEREFORE, Mr. Whiston made a motion that it is resolved that the Board of County Commissioners of Morrow County, Ohio upon review of the Morrow County Area Transit pre-retirement vacation leave conversion plan, does hereby grant approval for the adoption of the Plan and instructs the Director to notify the Ohio Public Employees Retirement System of the adoption of the Plan for the Morrow County Area Transit.

Mr. Davis duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "nay"

**IN THE MATTER OF
APPROVAL OF AMENDMENT TO THE JOB & FAMILY SERVICES PERSONNEL
POLICIES AND PROCEDURES MANUAL FOR SECTION 6.10 VACATION
LEAVE: 20-R-922**

Mr. Whiston made a motion to approve the following amendment to the Job & Family Services Personnel Policies and Procedures Manual for Section 6.10 Vacation Leave as presented:

Section 6.10 Vacation Leave

- 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, ~~plus the current accrual~~. The director shall note those employees who may carry over vacation (Utilize Form 27 – Request to Carry Over Vacation).
- F. 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 her estate.
- G. Employees who are seasonal, intermittent, and/or who work less than one thousand (1000) hours per year, are not entitled to vacation leave.
- H. 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. 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:

1. An eligible employee may convert vacation leave, subject to the regulations, on a last in, first out (LIFO) basis. The maximum amount of converted vacation leave that can be cashed out and considered earnable salary under OPERS is eighty (80) hours of accrued but unused vacation earned between January 1 and December 31 of the current calendar year (i.e., the calendar year immediately prior to the time of conversion).
2. Conversion of vacation leave will result in a permanent deduction of the converted hours from the participating employee's appropriate leave balance.
3. Additional vacation leave accrual will not be earned from converted vacation leave. Standard deductions as required by law, including OPERS deductions will be made.
4. Converted hours will not count as "hours worked" in the week paid out for the purpose of calculating overtime.
5. **Employees are responsible for initiating the conversion process by annually completing and filing a "Leave Conversion Request" form. This request form must be completed by the employee and approved by the Appointing Authority no later than November 1 of the year of actual conversion. The employee will receive the payout no later than the first pay period of December of that year.**
6. The employee's Appointing Authority must give the approved conversion request to the Auditor's Office in order for the employee to receive payout no later than the first pay period of December of that year.
7. This policy only applies to those employees whose Appointing Authority has adopted this policy.
8. Although it is the intent to have the leave conversion payments be considered earnable salary, all converted hours are subject to OPERS rules and regulations. In all cases, OPERS makes the final determination as to what constitutes earnable salary.

Mr. Davis duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "nay"

**IN THE MATTER OF
APPROVAL OF AMENDMENT TO THE MORROW COUNTY PERSONNEL POLICIES
AND PROCEDURES MANUAL: 20-R- **HOLD NOT DOING AT THIS TIME****

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 20-R-923**

Mr. Castle made a motion to recess session at 9:25 a.m.

Mr. Whiston duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "yea"

Commissioner Castle is no longer in session.

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 20-R-924**

Mr. Davis made a motion to return to regular session at 1:50 p.m.

Mr. Whiston duly seconded this motion.

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "absent"

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

Roll Call Vote: ...,Mr. Whiston..., "yea" ...,Mr. Davis..., "yea" .., Mr. Castle., "absent"

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS