

**REGULAR SESSION MARCH 18, 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, Mr. Whiston and Mr. Castle.

Public in attendance: Andy Ware (Development), John Harsch (EMA), Sundie Brown (JFS), Mark Mathews (Maintenance) and Joe Sherman.

Bid Opening: Denise Enders (Small's Asphalt), Amy Volz (Kokosing), Skyler Nichols (Mid-Ohio Paving Inc.) and Charlie Stewart (Mid-Ohio Paving Inc.).

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Castle, 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 16, 2020: 20-R-238**

Mr. Castle made a motion to approve the minutes of regular session of March 16, 2020, as recorded in the Commissioners Journal # 48.

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-239**

Mr. Davis made a motion to approve payment of bills numbered 1 through 36 submitted by the Morrow County Auditor's office.

Mr. Whiston duly seconded this motion

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

**IN THE MATTER OF  
PAY-INS: 20-R-240**

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

- Pay-in #200854 Payment from Isaac Wiles Burkholder & Teetor reimbursement of payment made 1000-1090-480891 \$1,768.00
- Pay-in #200855 Payment received from SoMoCo customers for sewer fund 5110 \$43.56
- Pay-in #200856 Payment received from Ketterman customers for sewer fund 5121 \$111.68
- Pay-in #200857 Payment received from Johnsville customers for sewer fund 5100 \$177.00
- Pay-in #200858 Payment received from Johnsville customers for sewer fund 5100 \$633.00
- Pay-in #200859 Payment received from Delaware County for April 2020 WIC office rent at CSB 2072-1070-470802 \$650.00
- Pay-in #200871 Payment received from Soil & Water for reimbursement of document storage 1000-1020-420250 \$28.80

**IN THE MATTER OF  
TRANSFER OF FUNDS – SHERIFF FUND 2966 ICE/OUTSIDE HOUSING: 20-T-014**

At the request of Melissa Caldwell, Accounts Payable/Receivable, a motion was made by Mr. Whiston to approve the following transfer of funds:

\*\*need to transfer funds from wages to unemployment for Logan Hult to pay February 2020 unemployment (should cover a few months estimated)

From 2966-9666-510129 Employee Wages to 2966-9666-510240 Unemployment in the amount of \$2,000.00

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 – JOB AND FAMILY  
SERVICES FUND 2111: 20-A-029**

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

2111-1044-530345	PA Admin Legal Advertising	\$800.00
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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  
APPROVAL OF APPOINTMENTS TO THE COMMUNITY REINVESTMENT AREA  
HOUSING COUNCIL: 20-R-241**

**WHEREAS**, per Ohio Revised Code 3735.69 Community reinvestment area housing council – powers and duties and the Commissioners are each allowed one appointment to this committee; and

**WHEREAS**, Andy Ware, Housing Officer has recommended the Commissioners appoint the following for 3 year terms effective March 18, 2020 – March 17, 2023:

Auditor Patricia Davies  
Treasurer Mike Goff  
Recorder Dixie Shinaberry

**THEREFORE**, Mr. Whiston made a motion to approve the appointment of Auditor Patricia Davies, Treasurer Mike Goff and Recorder Dixie Shinaberry as recommended by Andy Ware, Housing Office of the Community Reinvestment Area Housing Council for 3 year terms.

Mr. Castle duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL TO MOVE KIMBERLY PIATT, KENNEL WORKER FROM PAY RANGE 1 TO  
PAY RANGE 3, STEP 1: 20-R-242**

**WHEREAS**, Kimberly Piatt is currently being paid according to the pay-step chart Pay Range 1, Step 5; and

**WHEREAS**, there are no more steps for pay advancement in Pay Range 1; and

**WHEREAS**, it is the recommendation of the Morrow County Commissioners to move Kimberly Piatt, Kennel Worker to Pay Range 3, Step 1 \$10.15 effective March 7, 2020 which is her anniversary/review date.

**THEREFORE**, Mr. Davis made a motion to move Kimberly Piatt, Kennel Worker to Pay Range 3, Step 1 effective March 7, 2020.

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL TO ACCEPT MATERIAL BIDS AS NON-EXCLUSIVE AWARDS FOR THE  
MORROW COUNTY ENGINEER'S OFFICE: 20-R-243**

**WHEREAS**, on March 11, 2020 at 9:30 a.m. a bid opening was held for 2020 Morrow County Material Bids for the Morrow County Engineer; and

**WHEREAS**, the following bids were received:

Mid-Ohio Paving – Asphalt Materials	Kokosing Materials – Asphalt Materials
Mar-Zane Materials – Marion Plant – Asphalt Materials	Olen Corporation – Stone Aggregate
Mar-Zane Materials – Mansfield Plant – Asphalt Materials	Asphalt Materials – Liquids/Asphalt Mat
National Lime & Stone – Stone Aggregate	Bucyrus Road Materials – Asphalt Mat
Central OH Asphalt – Asphalt Materials	

**WHEREAS**, the bids were held for review and recommendation by the Morrow County Engineer’s Office and the Morrow County Engineer has recommended that all material quotes be accepted as non-exclusive awards. He recommends that the selection of material and material suppliers be determined by his department in each case based upon proximity to the project, quality of material required and other economic justifications.

**THEREFORE**, Mr. Davis made a motion to award the 2020 Morrow County Material Bids as recommended by the Morrow County Engineer as non-exclusive awards.

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF THE MORROW COUNTY JOB AND FAMILY SERVICES PANDEMIC  
OUTBREAK OR EMERGENCY OPERATION PLAN: 20-R-244**

**Morrow County Job and Family Services  
Provision of Services During Pandemic Outbreak or Emergency  
Operation Plan**

1. Procedure Summary

In conjunction with the Morrow County Board of Commissioners and with the assistance of the local county Emergency Management Agency, the Morrow County Job and Family Services Emergency Operation Plan is provided below. All plans herein listed are contingent upon the operational plan as developed and directed by the Morrow County Board of Commissioners for services and subject to their discretion. It is the intent of the Morrow County Board of Commissioner and Morrow County Job and Family Services that every precaution be taken to provide a safe working environment for all employees.

In attempting to prepare guidelines for the possibility of a Pandemic Flu or any other emergency in which agency staff members may be unable to come to the worksite, we have identified key areas of consideration. This plan will serve as our template for emergency services should the need arise. The plan will involve the use of the agency for operations and the use of another facility or satellite station if needed.

2. Procedure Steps

In all phases of the pandemic outbreak, MCJFS will make every effort to remain responsive to the county, while attempting to maintain hygiene procedures to prevent the spread of an outbreak within the agency. The staff will be advised of any suspected cases or any updates regarding possible outbreak via email or after hours by management by utilizing the calling tree.

All methods of local media will be utilized to alert the public regarding the stage of the emergency plan designation and inform if the offices are open or closed to the public. This will be done by the Director or designee. The incoming telephone system will also alert the public regarding the level or service provided at the respective time period.

All staff members available to work will be utilized on an emergency basis and will be utilized to provide the best available services to the citizens of Morrow County.

Mr. Whiston made a motion to approve the Morrow County Job and Family Services Provision of Services During Pandemic Outbreak or Emergency Operation Plan as presented by Sundie Brown, Director, Morrow County Job and Family Services.

Mr. Davis duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL TO ENTER EXECUTIVE SESSION: 20-R-245**

Mr. Whiston made a motion to enter Executive Session at 9:51 a.m. to discuss personnel, disciplinary actions with Sundie Brown, Director, Job and Family Services.

Mr. Davis duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL TO RETURN TO REGULAR SESSION: 20-R-246**

Mr. Whiston made a motion to return to regular session at 10:00 a.m.

Mr. Castle duly seconded this motion.

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

**IN THE MATTER OF  
BID OPENING – MORROW COUNTY 2020 NORTH PAVING PACKAGE FOR THE  
MORROW COUNTY ENGINEER: 20-R-247**

**WHEREAS**, on February 19, 2020, the Morrow County Commissioners approved the Morrow County Engineer to advertise for bids for Morrow County 2020 North Paving Package; and

**WHEREAS**, on March 2, 2020, an amendment was made to the approval to advertise to change the bid date to March 18, 2020 at 10:00 a.m.; and

**WHEREAS**, this day, March 18, 2020 a bid opening was held at 10:00 a.m. and the following bids were received:

Mid-OH Paving	\$973,158.45
Shelly & Sands	\$1,068,012.85
Kokosing	\$977,853.97

**THEREFORE**, Mr. Whiston made a motion to hold the bids for review and recommendation by the Morrow County Engineer’s office.

Mr. Castle duly seconded this motion.

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

**IN THE MATTER OF  
BID OPENING – MORROW COUNTY 2020 SOUTH PAVING PACKAGE FOR THE  
MORROW COUNTY ENGINEER: 20-R-248**

**WHEREAS**, on February 19, 2020, the Morrow County Commissioners approved the Morrow County Engineer to advertise for bids for Morrow County 2020 South Paving Package; and

**WHEREAS**, on March 2, 2020, an amendment was made to the approval to advertise to change the bid date to March 18, 2020 at 10:15 a.m.; and

**WHEREAS**, this day, March 18, 2020 a bid opening was held at 10:15 a.m. and the following bids were received:

Mid-OH Paving	\$889,797.98
Shelly & Sands	\$985,802.85
Kokosing	\$836,409.32
Small’s Asphalt Paving	\$965,986.15

**THEREFORE**, Mr. Whiston made a motion to hold the bids for review and recommendation by the Morrow County Engineer’s office.

Mr. Castle duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL TO RECESS SESSION: 20-R-249**

Mr. Whiston made a motion to recess session at 10:20 a.m.

Mr. Castle duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL TO RETURN TO REGULAR SESSION: 20-R-250**

Mr. Castle made a motion to return to regular session at 2:07 p.m.

Mr. Whiston duly seconded this motion.

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

**IN THE MATTER OF  
APPROVAL OF PUBLIC NOTICE IN REGARDS TO PUBLIC ACCESS TO THE  
MORROW COUNTY COURTHOUSE COMPLEX: 20-R-251**

Mr. Whiston made a motion to approve the following Public Notice in regards to public access to the Morrow County Courthouse Complex:

**PUBLIC NOTICE**  
**March 18, 2020**  
**Courthouse Complex**  
**Change in Policy and Office Procedures**  
**PLEASE DO NOT ENTER**  
**IF YOU ARE ILL**

**The Morrow County Commissioners would like to limit public access to the Courthouse Complex and encourage social distancing. Please contact the appropriate office and schedule an appointment if you feel your business cannot be conducted via phone or mail.**

**Courthouse Complex:**

**Auditor 419-946-4060**

**Clerk of Courts 419-947-2085**

**Commissioners 419-947-4085**

**Common Pleas Court 419-947-4515**

**Juvenile Court 419-947-5545**

**Probate Court 419-947-5575**

**County Probation 419-947-5512**

**Economic Development 419-947-7535**

**Engineer's Office 419-947-4530**

**Jury Commission 419-947-8514**

**Law Library 419-946-6578**

**Mediation 419-947-9535**

**Municipal Court 419-947-5045**

**Municipal Probation 419-947-5055**

**Planning/Zoning Office 419-946-1911**

**Prosecutor's Office 419-947-5515**

Recorder 419-947-3060  
 Recycling 419-946-6400  
 State Probation 419-947-5506  
 Title Department 419-947-5090  
 Treasurer 419-947-6070  
 Victim Witness 419-947-9391  
 Recycling 419-946-6400

Mr. Castle duly seconded this motion.

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

\*Conference call with Poggemeyer

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., "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