

TUESDAY, AUGUST 18, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio on Tuesday, August 18, 2015, with the following members present: Mr. Brian S. Stewart and Mr. Harold R. Henson. Mr. Jay H. Wippel was absent. Brad Lutz, County Administrator, was also in attendance, as was Sarah Gillespie of the Circleville Herald.

**In the Matter of
Minutes Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the minutes from August 11, 2015, with corrections.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Payment of Bills:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to adopt the following Resolution:

BE IT RESOLVED, that the bills have been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated August 19, 2015, in the Commissioners' Voucher Journal, the date in which checks will be cut; then,

BE IT FURTHER RESOLVED, that the Board of Pickaway County Commissioners orders the Auditor of Pickaway County, Ohio, to draw her warrant on this entry in the amount of \$396,332.59, on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Emergency Management Agency Report:**

The following is a summary of the report provided by Dustin Hube, EMA Assistant, on behalf of Dave Conrad, EMA Director:

- Several membership applications for 2-year appointments Pickaway County Local Emergency Response Planning Commission (LEPC) were presented for approval, which included a total of 6 to represent correction facilities, 3 of which were from the CRC Correctional Receiving Center (CRC) and 3 from the Pickaway Correctional Institution (PCI), and both are situated on Ohio Department of Rehabilitation & Corrections (ODRC) property located in the northeast corner of the county. Three of the applications are for reappointments and 3 are new applications. With 3 being the preferred amount of representatives in a specified category, discussion was held related to addressing that matter and the possibility of alternate members that would have the ability to vote if necessary.
- Mr. Hube will be attending the State of Ohio EMA Director's Southeast Sector meeting scheduled to be held in Logan, Ohio, on Thursday, August 20th, in Logan.
- Also on Mr. Conrad's behalf, Mr. Lutz informed the commissioners that Mr. Conrad entered updated information into the county's geo-file that Cpl. Travis Adkins, Supervisor for the day-to-day operations of the county's PSAP located at the PCSO, had previously inquired about in an email to Mr. Conrad. From a summary provided by Mr. Conrad, it was reported that the updated information has been entered into the geo-file for the proper Emergency Services Numbers (ESN) for Jackson and

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Wayne Townships and the proper agreements have been received from both entities. In regards to the Ohio Christian University (OCU) and its former annexation into the City of Circleville, Mr. Conrad's summary stated that information has been entered into the system to reflect the PCSO as maintaining law enforcement services and Circleville Township as providing fire and emergency medical services (EMS); however, whether the required agreements from the various entities have been properly enacted is being researched. The same information was entered into the county's Master Street Address Guide (MSAG) and has been entered into the AccuGlobe by the county's GIS coordinator. Mr. Lutz noted that it will be verified that the proper information entered into the geo-file in regards to first-responder services that, as a result of the annexation, are divided by the center of St. Rt. 22 that runs in front of OCU.

In the Matter of
Change Order #1 Approved for
DS Drainage Improvement Project:

Chris Mullins, county engineer, met briefly with the commissioners to review and gain their approval and signatures on a change order for additional work related to the construction of the DS Drainage Improvement project, which came in under estimate.

Following the review, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve Change Order #1 in the amount of \$15,502.50 for additional work that was performed by Mark Finchum Excavating, LLC, South Charleston, Ohio 45368, related to the DS Drainage Improvement Project.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

Mr. Mullins mentioned that he would like to meet with the commissioners soon regarding a ditch petition he plans to execute for North Court Street [near the St. Rt. 23 ingress/egress] due to the CSX railroad overpass and drainage issues in the area.

In the Matter of
Assistant County Administrator Report:

The following is a summary of the report provided by April Dengler, Assistant County Administrator:

- Free FMLA training coming up for county employees from the CORSA on Monday, Sept. 28th.
- Ms. Dengler will be participating in a 2-hour safety training session that will be held County Commissioners' Association of Ohio (CCAO) on Wednesday, August 22nd.
- Dr. Ellis, Pickaway County Coroner, informed Ms. Dengler that there is a matter related to the body of an indigent/homeless individual that died that remains at Montgomery County Coroner's office following the autopsy ordered by the county coroner. Ms. Dengler stated that it has been verified by the Pickaway County Prosecutor's office depending on the township trustees of the township in which an indigent person dies are responsible, in this case Muhlenberg, are responsible for the burial. Assistant Jayme Hartley Fountain will contact Ron Clifton of the Muhlenberg Twp. Trustees regarding the matter
- Ms. Dengler continues to work with PPG Industries regarding the upcoming Household Hazardous Materials Collection Day event and information is scheduled to be advertised on the City of Circleville's CGTV-5. Fliers are also being prepared.
- Ms. Dengler will be taking a representative from Prime 3SG to various county offices this week for the initial review of county documents the company has been approved to digitalize.

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- Ms. Dengler has sent additional information to Westside Media, Chillicothe, Ohio, that was requested for the county's new website that is about to be launched.
- Permission has been granted to Roundtown Players to host a home cooking demonstration on the theater stage that is located on the second floor Memorial Hall that will be provided on October 6th, from 6:30 p.m. – 9:00 p.m. The county maintenance department will be addressing electrical needs for the oven and microwave that will be used during the demonstration.
- The new Circleville Middle School Open House is scheduled for Sunday, August 23rd, at 2:00 p.m.

**In the Matter of
Allocation of June 2015 Sales Tax Collections:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to allocate the June 2015 Sales Tax collections in the following manner:

**28,962 to 401.0000.4121 – Capital Fund
695,087.95 to 101.0000.4121 – General Fund**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Proposal from Pine Valley Construction
Approved for Restroom Installation in the
County Commissioner's Building:**

Mr. Lutz reported that with the plans to install an employee restroom in the southeast corner of the commissioners' building, it was found that the west wall where a new window has been already installed by Pine Valley Construction that will have to be at least 38" in height to accommodate handicapped grab bars that are to be 36" in height. Mr. Lutz stated that this will require the wall to be slightly higher than the bottom of the window and he explained how this can be done while leaving the new window in place. Mr. Lutz also presented a quote that was requested which was submitted by Pine Valley Construction in the amount of \$9,100 for the installation/renovation for the restroom. The quoted amount includes the necessary required for the renovation plumbing and electrical services being provided by certified sub-contractors.

After discussing the matter, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the quote from Pine Valley Construction in the amount of \$9,100.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
County Administrator Report:**

The following is a summary of the report provided by Brad Lutz, County Administrator:

- Mr. Lutz will be meeting with the state auditors later this week regarding the disciplinary actions that occurred last year related to trivial incorrect calculations on a county building department employee's time sheets.
- The commissioners' office was notified by Sharon Schall, coordinator for the City of Circleville Grant Dept., that the county and city's joint application for FY2015 Community Housing Impact &

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Preservation (CHIP) funds was approved by the Ohio Development & Services Agency office. Mr. Lutz reported that the county's balance in the Revolving Loan Fund/Program Income has been requested by Mrs. Schall, which is part of the agreement between the county and city if the application was funded. The City of Circleville's grant which will administer the program. Mr. Lutz stated that he will need something official from the city's grant department in order for the county to transfer the funds.

- Mr. Lutz stated that he was contacted by the development & planning director regarding the county's decision to not participate in the Rural Transportation Planning Organization (RTPO) between Pickaway, Fairfield, and Union Counties that was proposed by the Mid-Ohio Regional Planning Commission (MORPC). When Mr. Lutz stated that the planning director and county administrator for Fairfield County would like to meet with a commissioner regarding the county's decision, it was determined that he will work on setting that up.

**In the Matter of
Executive Session:**

At 9:40 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to discuss the possible discipline or termination of a county commissioners' employee with Brad Lutz, County Administrator, in attendance.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

At 9:58 a.m., the commissioners exited Executive Session and resumed Regular Session.

No action was taken.

**In the Matter of
Quarterly Investment Report for
Period of April 1, 2015 through June 30, 2015:**

The Pickaway County Investment Advisory Committee (IAC) met for the county's Quarterly Investment Report for the period of April 1, 2015, through June 30, 2015. Ellery Elick, Chairman of the committee, called the meeting to order, stated its purpose, and then turned it over to Dennis Yacobozzi, of United American Capital Corporation, the county's investment advisor, to provide the report.

Mr. Yacobozzi first stated that, as always, all investments made by the county in the previous quarters are in compliance with Chapter 135.135 of the Ohio Revised Code in addition the county's approved investment policy. He first reviewed the current status of the national economy and some of the factors that affected the county's portfolio. The county has shown a slow increase in yields over the past 2 years that has paralleled the increase in market yields as they occurred. Mr. Yacobozzi indicated that there is a 50/50 probability that the federal government will raise the interest rates, possibly as early as next month, by about 25 basis points. He noted that Mr. Elick had transferred approximately \$2 million in CD's into the bond market over time as requested by the IAC. The 2-year US Constant Maturity Treasury (CMT), the U.S. Treasury Actives Yield Curve Comparisons, along with the county's portfolio analysis were reviewed. An overview of the county's investment portfolio inventory was reviewed along with portfolio transactions, income, assets by type/maturity analysis, and yield curve market analysis.

Following a question and answer session, the commissioners thanked Mr. Yacobozzi for the update.

**In the Matter of
Appropriations Approved:**

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Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following requests for the APPROPRIATION OF FUNDS:

**10,000 to 101.1105.5703 – Contingencies
6,911.45 to 906.2065.5501 – Sheriff - S.P.L. Grant-Equipment
50,800 to 201.3007.5401 – Engineer-ALGT-Bridges & Culverts-Contract Services**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following requests for the TRANSFER and RE-APPROPRIATION OF FUNDS:

**100 from 239.2088.5212 – Sheriff-HVEO Step-PERS LE
To
239.2088.5201 – Sheriff-HVEO Step-PERS

10,000 from 101.1105.5703 – Contingencies
To
101.1210.5415 – Common Pleas-Attorney Fees

1,500 from 101.1215.5309 – Juvenile-Postage
To
101.1215.5415 – Juvenile-Attorney Fees**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Travel Authorization Approved for
Sheriff Robert B. Radcliff:**

The commissioners approved and signed a Travel Authorization for Sheriff Robert B. Radcliff to attend the Buckeye State Sheriff's 2015 Annual Conference to be held November 15 – 18, 2015, in Sandusky, Ohio, at the probable cost of approximately \$1,300.

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With there being no further business brought before the Board, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel; yes. Voting No: None. Motion carried.

Brian S. Stewart, President

Harold R. Henson, Vice President

ABSENT

Jay H. Wippel
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk