

**TUESDAY, AUGUST 2, 2016**  
**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 43113, on Tuesday, August 2, 2016, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance. Mike Struckman, Scioto Township Trustee, was in attendance for a portion of the morning session.

**In the Matter of**  
**Minutes Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel to approve the minutes from July 26, 2016, with corrections.

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

Attest: Patricia Webb, Clerk

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

Commissioner Wippel 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 4, 2016, 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 \$165,675.66 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Jason Lawless:**

Jason Lawless, candidate for Pickaway County Sheriff, was in attendance and submitted information to the commissioners regarding the treatment for individuals in the community addicted to drugs.

The commissioners stated they would review the information provided.

**In the Matter of**  
**Report Provided by Dustin Hube:**

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist/Deputy EMA Director:

- Mr. Hube and Dave Conrad will be working with the Red Cross on August 24<sup>th</sup>, with providing and installing free smoke detectors for residents in 2, possibly 3 mobile home parks in Ashville. Mr. Hube mentioned that liability waivers will be requested to be signed by residents prior to installation. Harrison Twp. Fire Dept. will not be participating under the advisement of its risk management provider, but is supportive of the project. Plans are to request Ohio Christian University students to assist with the installations. The goal is to install 150 smoke detectors.

**TUESDAY, AUGUST 2, 2016**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

- Mr. Hube informed the commissioners of the new AT&T wireless discounts available to county employees for their personal cell phones. After providing proof of employment, a 17% discount would apply to existing customers as well as customers that switch over to AT&T. Activation fees and upgrade fees would also be waived for new customers. Mr. Conrad also mentioned that Verizon Wireless is working on numerous coverage complaints received from its customers in an area of Saltcreek Township.

**In the Matter of**  
**Report Provided by Dave Conrad:**

The following is a summary of the report provided by Dave Conrad, EMA Director/911 Coordinator:

- The monthly countywide outdoor emergency/tornado siren testing will take place on Wednesday, August 3<sup>rd</sup>, at 1:00 p.m.
- Frontier Communications and EmergiTech will be testing data circuits on Thursday, August 4<sup>th</sup>, that installed at the PSAP at the Sheriff's Dept.
- A Pickaway County Fire Chief's Association meeting is scheduled to be held at the Circleville Fire Station, at 7:00 p.m., on Thursday, August 4<sup>th</sup>.

**In the Matter of**  
**Report Provided by Erica Tucker:**

The following is a summary of the report provided by Eric Tucker, RPHF Solid Waste District Administrative Assistant/Special Projects Assistant:

- Mrs. Tucker continues to assist Terry Frazier, Development & Planning Director, who also serves as the Community Reinvestment Area (CRA) Housing Officer, with housing survey addresses for the new proposed CRA in Pickaway Township.
- The RPHF Solid Waste District quarterly report to the Ohio EPA that is being prepared and will be submitted next week.
- Mrs. Tucker was approached by the supervisor of the county's custodial staff and requested signs to be posted in all public restrooms in county facilities regarding the proper disposal of waste materials. Mrs. Tucker will be making laminated signs. She also mentioned that the county maintenance department is continuing with the installation of the baby changing stations in all county facility public restrooms.

**In the Matter of**  
**Report Provided by April Dengler:**

- A County Risk Sharing Authority (CORSA) Training is scheduled to take place on October 26, 2016 at 10:00 a.m. in the Pickaway County Annex, Suite 400, that will be provided by the law offices of Fishel, Hass, Kim Albrecht LLP. This training is part of CORSA's 2016 Lost Control Incentive Plan. The two training topics will be "Managing Toxic Employees" and "Discrimination/Harassment." Each session is 45 minutes in length.
- Clemans Nelson & Associates has made a proposed update to the Pickaway County Policy and Procedure Manual regarding the Drug Free Workplace policy to include the changes to legalized marijuana. The commissioners will review the proposed change and discuss it further.
- The Pickaway County Community Improvement Coalition (PCCIC) is working with the Ohio Attorney General's office to help organize another town hall meeting in Circleville about providing resources to people who are dealing with addiction. The proposed dates are October 6<sup>th</sup> and October 24<sup>th</sup>. Ms. Dengler is speaking with Chris Thornsley, Principal at Circleville High School, to secure the gymnasium on one of those dates. Once the date is confirmed, board members from PCCIC will make contact with various organizations that offer resources so they can attend the meeting to provide immediate assistance and sign people up for services.
- Steve Stivers, 15<sup>th</sup> Congressional District Opiate Summit will take place at OCU on August, 17<sup>th</sup> from 11:00 a.m. – 1:00 a.m. For the past three years Congressman Stivers has hosted an opiate roundtable to talk with people on the frontlines of the opiate epidemic that is facing the entire

**TUESDAY, AUGUST 2, 2016**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

country. Our input has led to a number of actions he has taken at the federal level to support local communities dealing with the consequences of addiction.

- Several county cell phones have been placed online for auction at GovDeals.com.
- The Safety Grant money from BWC was received in the amount of \$5,407.50. The county's portion will be \$1,802.50 for a total of \$7,210.00. The grant money will be used to install 80 noise baffles at the Dog Shelter.

**In the Matter of**  
**Program Income Report Signed:**

After reviewing the Program Income report related to the Community Housing Impact Program, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Henson to sign the report on behalf of the county commissioners for submission to the Ohio Development Services Agency.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Travel Authorizations for**  
**Job & Family Services Employees:**

The commissioners reviewed and signed the Out of County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training session, and to perform home visits throughout the month of August 2016, at the total probable cost of \$1,439.76.

**In the Matter of**  
**Approval for the Construction of**  
**Memorial Bell Tower at the Wright Poling/Pickaway County Dog Shelter:**

Commissioner Stewart provided conceptual drawings he received from Drexel Poling prepared by Wright Builders for the construction of a stone bell tower, at no cost to the county, at the Wright Poling/Pickaway County Dog Shelter. The cost of the bell tower would be under the bidding threshold and there would be an agreement with the county for its construction. The stone tower, with a brick patio laid over a concrete base, would house and display the dinner bell that was used at Wright family farm in the late 1800's and early 1900s. The dinner bell was preserved by Neal Wright and is currently in the possession of his descendants, Drexel and Sheila Poling. The tower would have a plaque or engraved stone commemorating Neal Wright and the Wright/Poling family for the donation of the bell and support of the dog shelter. The proposed location of the bell tower is on the south east side of the dog shelter building, near the existing flag pole. Marc Rogols, Dog Warden, has been involved with the bell tower's design and layout.

The patio bricks would be able to be sold and engraved at a determined price with remembrances of beloved pets and the sales would be used to support the dogs in the shelter.

It was noted that with the bell tower being constructed on the county property and the dinner bell donated that would be attached to it, conditions would be that it becomes property of the county, which would be responsible for its maintenance and liability coverage.

After further discussion regarding the matter, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the project subject to the above conditions.

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

Attest: Patricia Webb, Clerk

**TUESDAY, AUGUST 2, 2016  
OFFICE OF THE BOARD OF COMMISSIONERS  
PICKAWAY COUNTY, OHIO**

**In the Matter of  
Agreement with Hetty's Kids, LLC for the Lease of a  
2007 Hummer to be Exclusively Utilized by the  
Pickaway County Sheriff's Office D.A.R.E. Program:**

The commissioners reviewed an Agreement for the Use and Disposition of Vehicle prepared by the county prosecutor's office for the lease of a 2007 Hummer that would be used by the Pickaway County Sheriff's Office (PCSO) D.A.R.E. program. In discussing the language in the agreement related to the disposition of the vehicle should it cease to be no longer actively used for the D.A.R.E. program, it currently states that the "Promisee" (Hetty's Kids, LLC) will "provide instructions for such disposition" to the Promisor, (the Pickaway County Commissioners). With the vehicle being leased and not in the county commissioners' name, it was questioned why the agreement would provide for the commissioners to receive instructions for its disposition. Hetty's Kids, LLC, should simply be permitted to retake possession of the vehicle.

After further discussion, it was determined that the language would be explored with the county prosecutor's office.

**In the Matter of  
Bid Opening Conducted for  
PIC-Roundtown Trail Project:**

The bid opening was held for the project referred to as the PIC-Roundtown Trail Project. Those in attendance were Anthony Neff, Deputy County Engineer; Tom Davis, Coordinator for the Pickaway County Park District Board; Ryan Scriber, P<sup>3</sup> Economic Development Director; Don Sherman, City of Circleville Director of Public Safety & Utilities; Mike Guzzo, of Double Z Construction; and Cory Steward, of Darby Creek Excavating.

Project estimate: \$525,951.00.

The following bids were received and read aloud:

<b>Columbus Asphalt Paving, Inc.</b> 1196 Technology Drive Circleville, Ohio 43113	<b>\$827,705.15</b>
<b>Double Z Construction</b> 2550 Harrison Road Columbus, Ohio 43204	<b>\$706,594.25</b>
<b>Darby Creek Excavating</b> 6790 Brooksmiller Road Circleville, Ohio 43113	<b>\$498,900.00</b>

The bids were turned over to Mr. Neff for his review and contract award recommendation.

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

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

- The matter of providing a percentage, such as 10%, of the commercial building permit fees (i.e. structural; fire alarm; electrical; plumbing; signage, etc.) to townships for the construction of commercial buildings in their respective townships was revisited. When option of adding an additional 10% to inspection fees was discussed, it was mentioned that it is not the commissioners' desire to increase fees, particularly for smaller businesses. With that in mind and after further discussion regarding the matter, the concept of determining a threshold for a total of the commercial building construction was considered related to adding an additional 10% fee for the various

**TUESDAY, AUGUST 2, 2016**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

commercial inspections and it was determined that Mr. Lutz will first obtain a comprehensive list of the various county building department fee schedules along with obtaining fees schedules of other building departments for the commissioners' information. Commissioner Stewart also mentioned that he would like to explore a reduction in sign permit fees, possibility in collaboration with the City of Circleville, which also charges signage permit fees.

- The next Courthouse Security meeting is scheduled for Wednesday, August 3<sup>rd</sup>, at 3:30 p.m.
- Mr. Lutz and Andy Cupp, of Hummel & Plum, will be attending the annual County Risk Sharing Authority meeting scheduled for Monday, August 28<sup>th</sup>, at 9:30 a.m., in Columbus.
- Discussion was held regarding last week's meeting with Jason Gillow, GIS Coordinator, and Melissa Betz, County Auditor, regarding the Pictometry 3-year contract renewal (\$112,889), the added cost for an additional fly-over for LIDAR technology (\$76,000), and the Voinovich School of Leadership and Public Affairs at Ohio University (OU) project (\$96,000). The OU project would take the county's parcel data that is currently maintained in a limited environment to a much needed user technology-rich environment. During last week's meeting, it was stated by Mr. Gillow and Mrs. Betz priority that the OU project that is related to the parceling of tax maps takes priority over the LIDAR technology project that could be done within the next couple of years. In discussing the matter, it was determined that a cost-sharing scenario will be proposed to the county auditor and the county engineer, which is responsible for the parceling of tax maps.
- Mr. Lutz stated that the PCBDD offered to allow the commissioners time to perform their due diligence to consider the prospect of the building being transferred and titled to the county for its use at no cost. During last week's discussion regarding the topic, it was determined that Mr. Lutz would contact Joy Ewing, Director of the Pickaway County Department of Job & Family Services, to inquire if she was interested in the concept of relocating the department to the building, along with the Pickaway OhioMeansJobs One-Stop Office. After speaking with Mrs. Ewing, Mr. Lutz said she expressed interest in touring the building. Since that time, John Brown, Maintenance Supervisor, and Geoff Davis, Chief Building Official/Building Inspector, inspected building and provided Mr. Brown the commissioners with an overview. He first reported that it is 21,000 sq. ft. building and Mr. Davis found no code violations. They looked at the roof and various areas have been patched over time and it was Mr. Brown's opinion that it should be replaced within the next year or two; however, he recommended that a roofing company be called in to evaluate it and provide a proposal. He mentioned that some of the gutters need replaced and some of the windows should be replaced due to signs of leakage that occurred at some point. The building has ten HVAC units throughout (mostly residential grade) that are a few years old and operational, but are not yet at their end-of-life. Mr. Brown stated that there were some maintenance matters noticed that would need to be addressed, some sooner than others, but the initial main focus would be to keep water out. After obtaining additional information regarding the building, it was determined that the commissioners will tour the structure later in the day, and Mrs. Ewing will be contacted to schedule a walk-through with them next week.
- The next Pickaway County Community Corrections Board meeting is scheduled to be held on Thursday, August 25<sup>th</sup>, at 4:30 p.m., in the basement of the Circleville Municipal Court Building.
- Discussion was held regarding the email the commissioners' office received from the of the deputy director of Board of Elections regarding an emergency plan should a power outage occur during an election day. The deputy director stated the emergency plan is a directive made by the Ohio Secretary of State Office. Mr. Lutz reported that the deputy director was under the impression that the county would supply emergency generators at each of the polling locations and county's maintenance supervisor would be on hand on election days to respond to those locations if a power outage would occur. He stated that he informed the deputy director that the county could provide a portable generator for the BOE office in the Pickaway County Annex, but the county maintenance supervisor does not have the right to go into the various polling locations and perform work, and this type of issue should be addressed in the agreements the BOE office has at each location. It was ascertained that Mr. Lutz will try to research the directive from the Ohio Secretary of State Office to determine exactly what the emergency plan is to entail. Mr. Lutz also mentioned that dehumidifiers have been purchased and placed in the BOE offices and the air quality is being tested after complaints were received that dampness in the carpet are making the employees ill.
- Related to language that would be included in the levy issue that the Pickaway County Park District Board (PCPDB) intends to place on the ballot and how the money would be dispersed, it is found that the ORC is silent on the matter and the county prosecutor's office will be consulted. It is the commissioners' consensus that the proceeds from the levy, should it be passed by the voters, be under the authority of the PCPDB and the various entities (townships and villages) make applications to the PCPDB for funding of a specific project that enhances existing or creates new public parks.

**TUESDAY, AUGUST 2, 2016  
OFFICE OF THE BOARD OF COMMISSIONERS  
PICKAWAY COUNTY, OHIO**

**In the Matter of  
Creation of a New Line Item Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following request for the CREATION OF A NEW LINE ITEM:

**101.0000.4582 – Juvenile Court - Dependency Case Flow Planning**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Issuance of a Blanket Purchase Order:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following request for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**625.72 – 101.1101.5901 – Commissioners – Other Expenses**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Appropriations Approved:**

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

**35,000 to 201.3007.5505 – Engineer-ALGT/Bridges & Culverts  
3,293.16 – 101.1105.5703 – Contingencies  
750 to 299.2006.5212 – Sheriff-Concealed Carry-PERS LE  
6,728.436 to 656.6083.5458 – RPHF-Outreach Pickaway  
3,500 to 656.6083.5457 – RPHF-Outreach Highland  
1,204.96 – ISP-Misdemeanor Community Corrections**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Transfers Approved:**

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

**3,293.16 from 101.1105.5703 – Contingencies  
To  
101.1140.5428 – Board of Elections-Precinct Election Officials  
  
183 from 299.206.5201 – Sheriff-Concealed Carry-PERS  
To  
299.2006.5212 – Sheriff-Concealed Carry-PERS LE**

**TUESDAY, AUGUST 2, 2016  
OFFICE OF THE BOARD OF COMMISSIONERS  
PICKAWAY COUNTY, OHIO**

**3,096 from 296.1256.5401 – ISP-Contract Services  
To  
296.1256.5301 – ISP-Supplies**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Fund Transfers Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following FUND TRANSFER requests:

**64.48 from 101.1105.5611 – Common Pleas-Special Projects Assessment-Interest  
To  
901.0000.4707 – Special Projects Assessment-Interest**

**1,227.80 from 101.1105.5610 – Engineer-Motor Vehicle-Interest  
To  
202.0000.4706 – Engineer-Motor Vehicle-Interest**

**2,961.33 from 101.1105.5609 – Engineer-ALGT-Interest  
To  
201.0000.4705 – Engineer-ALGT-Interest**

**415 from 101.2083.5301 – Sheriff-Supplies  
To  
101.2083.5313 – Sheriff-Memberships**

**4,214,853.81 – 2<sup>nd</sup> Half Real Estate Tax Settlement  
To  
Various Funds Too Numerous to List  
(Copy of listing is available in County Commissioners' Office & County Auditor's Office)**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Contract Award for PIC-Roundtown Trail Project:**

In reference to the bid opening conducted earlier in the day referred to as "PIC-Roundtown Trail Project," and upon the written recommendation of Anthony Neff, Deputy County Engineer, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to award the contract to the lowest and bid to Darby Creek Excavating, 6790 Brooksmiller Rd., Circleville, Ohio 43113, in the amount of \$498,900.

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Weekly Dog Warden Report:**

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending July 29, 2016.

**TUESDAY, AUGUST 2, 2016**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

A total of \$793 was reported being collected as follows: \$240 in adoption fees; \$18 in boarding revenue; \$150 in dog licenses; \$60 in dog license late fees; \$40 in owner turn-ins; \$40 in owner turn-in requested euthanasia; \$45 in redemptions; \$200 in private donations.

Six (6) stray dogs were processed in; six (6) dogs were adopted.

No firearms were discharged.

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

Harold R. Henson, President

Brian S. Stewart, Vice President

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

Attest: Patricia Webb, Clerk