

**TUESDAY, DECEMBER 27, 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, on Tuesday, December 27, 2016, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was not in attendance. Mike Struckman, Scioto Twp. Trustee, was present for a portion of the morning session.

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

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from December 20, 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**  
**Discussion with Jennifer Bahney:**

Jennifer Bahney, of the Circleville Herald, met briefly with the commissioners and discussed the county's 2017 General Fund budget and inquired about the process the county recently implemented for the creation of a Pickaway County Land Bank to address blighted properties throughout the county. Legislators recently reduced the population threshold for which counties can create land banks and the commissioners adopted a resolution on November 22, 2016, establishing the Pickaway County Land Reutilization Corporation for the county treasurer's office approving initial articles of incorporation, and there are federal grant monies available for which the county intends to apply.

**In the Matter of**  
**Meeting with Mike Struckman,**  
**Scioto Township Trustee:**

Mike Struckman, Scioto Twp. Trustee, inquired about the status of the Expedited Type II Annexation for the annexation of 157.626 acres of Scioto Township into the Village of Commercial Point on behalf of Lehmann Farms, and Fox Fire Golf Club, petitioners, which was filed in the commissioners' office on November 28, 2016, by Plank Law Firm. The petition has been placed as an agenda item on the commissioners' schedule for 10:00 a.m., Tuesday, January 10, 2017.

Mr. Struckman also inquired about the status of the progress in reference to the Ohio EPA's letter the county received related to the National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) Storm Water Program notification. The letter was provided to Chris Mullins, County Engineer/Sanitary Engineer. Mr. Struckman was inquiring because the Scioto Township Trustees received the same letter that essentially states that jurisdictions identified as being located within an urbanized area that have a moderate concentration of population according to the 2010 Census will come under the purview of the Clean Water Act's storm water permitting requirements. Ohio EPA regulations require that owners and operators of MS4s obtain a NPDES permit and develop and implement a program to minimize the discharge of pollutants through and from the MS4s into surface waters of the State. The program includes, among other things, educating the public about ways to prevent wastes, such as used oil, grease, etc., from entering storm drains.

The commissioners informed Mr. Struckman that Chris Mullins, County Engineer/Sanitary Engineer, is scheduled to meet with them later in the morning and he can be consulted at that time regarding the matter.

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

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Mr. Hube informed the commissioners that Earl Palm, property owner adjacent to the Pickaway County Fairgrounds, visited the commissioners' office last week to view the Pickaway County Revitalization Master Plan, along with his son, Doug Palm, and answered some questions they had. Mr. Hube stated that he invited the gentlemen to come in at 10:00 a.m. today with a few additional questions they have related to the plan.

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

Ms. Dengler informed the commissioners the window of dates being considered for the county employee bio-screenings and Health Risk Assessments (HRA) is March 14<sup>th</sup> through April 27<sup>th</sup>.

Two dates for Tire Collection events are being considered again for 2017, in the months of April and November. The RPHF Solid Waste District is considering having a household hazardous material collection event sometime in July, August, or October 2017, at a central district location. Materials collected would be sent the Solid Waste Authority of Central Ohio (SWACO).

It was reported that a total of six county employees participated in the healthcare insurance buy-out program the county offers, five of which were family plans and one was the single plan, saving the county approximately \$40,000 per year.

**In the Matter of**  
**2017 Capital Budget Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the 2017 Capital Plan as reviewed on December 20, 2016, for the total amount of \$807,000 that included \$60,000 for unplanned capital expenditures.

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**  
**Meeting with Earl Palm and**  
**Jeff Palm Regarding Pickaway County**  
**Fairgrounds Revitalization Master Plan:**

Earl Palm, property owner adjacent to the Pickaway County Fairgrounds, met with the commissioners along with his son, Doug Palm, to ask a few questions regarding the Pickaway County Fairgrounds Revitalization Master Plan. The Palms own property on the south and east sides of the fairgrounds.

Mr. Palm first inquired about the City of Circleville's Landuse & Thoroughfare Plan that it adopted that was developed by Edsall & Associates a number of years ago and if the Pickaway County Fairgrounds Revitalization Master Plan and if it interfaces with the connector through the fairgrounds from Nicholas Drive to Kingston Pike in the city's plan. Commissioner Wippel stated that MS Consultants is aware of the thoroughfare plan and the new entrance to the fairgrounds at the Nicholas Drive and Lancaster Pike intersection is included in the fairground's revitalization master plan does not include any structures and would be flexible enough to accommodate the city's thoroughfare plan in the future if necessary.

The next inquiry made by Mr. Palm was in reference to handicapped access to the sidewalk on the north side of the fairgrounds and that the sidewalk should run along the entire north side of the fairgrounds property. Commissioner Wippel stated that the revitalization plan includes sidewalks for the entire length of the fairgrounds.

Mr. Palm then inquired about maintaining the area of Hargus Creek that traverses through the fairgrounds and land the Palm family owns. Areas of the creek have fallen limbs and trees that Mr. Palm

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stated would create flooding problems for a housing development off of Watt Street if issues would occur at the at the A.W. Marion State Park/Hargus Creek damn. Commissioner Wippel indicated that the fairgrounds revitalization master plan does not include cleaning out portions of the creek as that would be a separate project. He also mentioned that some trees that provide habitat to an endangered species of bats have been identified in the area. He added that if cleaning out of the creek were to occur sometime in the future, the Palm family would be consulted due to ownership from the center of the creek to their property.

Lastly, when Mr. Palm inquired about the management of the Pickaway County Fairgrounds, he was informed that the management of the fairgrounds is handled by Pickaway County Agricultural Society and Senior Fair Board and a grounds keeper lives on the fairgrounds property that takes care of the day-to-day maintenance. Mr. Palm said the reason he inquired was because the trash and/or fill on the north side of the fairgrounds has the potential to create current to the other side of Hargus Creek when the water levels are high.

At the conclusion of the discussion, Mr. Palm thanked the commissioners for meeting with him and his son.

**In the Matter of**  
**Resolution Adopted for a Temporary Road Loads Reduction on**  
**Certain County Roads; Discussion Regarding the Ohio EPA's Letter Regarding MS4s;**  
**Request for Consideration of an Increase to the Pickaway County**  
**Sanitary Engineer's Contract Services Agreement:**

Chris Mullins, County Engineer, met with the commissioners to request their adoption of a temporary 50% road load reduction on certain county roads due to excessive moisture and unstable road beds. Mr. Mullins reviewed the roads in which to enact the load reduction.

Upon discussing the request, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to adopt the following Resolution:

**Resolution No.: PC-122716-1**

WHEREAS, the Pickaway County Engineer requested the Pickaway County Board of Commissioners to enact a temporary load reduction on specified county roads due to excessive moisture and unstable road beds; then,

THEREFORE BE IT RESOLVED that, effective immediately, the Pickaway County Board of Commissioners hereby enacts a temporary 50% load reduction on the following county roads, which will expire on April 30, 2017:

- **Canal Road (CR-100) from the Melvin Stone entrance south to State Route 104**
- **Crownover-Mill Road (CR-125) from Crownover-Mill Road to Yankeetown Pike**
- **Yankeetown Pike (CR-17) from Crownover-Mill Road to Five Points Pike**
- **Five Points Pike (CR-21) the entire length**
- **Scioto Darby Road (CR-22) from London Road to U.S. Route 62**
- **Airbase Road (CR-237) the entire length**
- **Smith Hulse Road (CR-5) the entire length**
- **Federal Road (CR-173) from London Road to McKinley Road**
- **McKinley Road (CR-175) the entire length**

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

Related to the Howard Drainage Improvement project, Mr. Mullins reported that an Option A and Option B for the design plan for the project have been created as there are challenges related to the project

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due to the variety of soil types. Ditch assessments have been calculated for Option A, and approximately one-half of the assessments have been calculated for Option B.

The topic of the Ohio EPA's MS4 NPDES permitting requirements was then discussed and Mr. Mullins essentially stated that uniform regulations need to be developed that will include annual inspections along with an educational plan that will be sent out annually to residents of the MS4s to minimize the discharge of pollutants into the storm water system. Mr. Mullins stated that he and Brad Lutz, County Administrator, plan to work on a letter to be submitted to the Ohio EPA that is due in January informing the agency that a countywide plan is being created, which will also satisfy Scioto Township's response to the Ohio EPA letter.

Mr. Mullins then spoke to the commissioners asking for their consideration of increasing the Sanitary Engineer's Service Contract. In 2013, when Mr. Mullins took office as the Pickaway County Engineer, the existing agreement with the former county engineer/sanitary engineer was increased from \$22,543.50 to \$30,000 due to the additional duties of the Orient Sanitary Sewer Collection and Water Distribution Systems and the Derby area fully online. Responsibilities include maintaining the county's four wastewater treatment plants (WWTP) in Circle Hills, Knollwood Village, Walnut Heights, and Wintergreen Subdivisions; the three water collection systems in Derby, Clarks Lake, and the Orient area; five lift stations, and; one water distribution in the Orient area that includes the water tower.

Mr. Mullins reviewed a comprehensive list with the commissioners that reflected improvements that have been made to the WWTPs since 2013. He did mention one Ohio EPA violation that occurred related to the amount of time the sanitary engineering department took to notify customers of the results of copper and lead tests that were performed, testing that is required every three years. He explained that the law changed during testing/reporting period (August – October 2016) that now requires a two day notification to customers of the results (changed from the previous 30-day notification). Once notified of the matter by the Ohio EPA, the sanitary engineering department took immediate action to notify customers and the Ohio EPA is satisfied with the results.

Mr. Mullins also reviewed contracts that are no longer in place due to the sanitary engineering department taking over the duties of maintaining the WWTPs. He mentioned that Paul Jacobs, County Sanitary and Water Operator that was hired in 2013, has received 3% annual increases that is paid from the various sewer funds, and reimbursement of \$3,934.44 is received from the county for the jail's sanitary operations. Mr. Mullins also stated that the sanitary engineering department continues to train and license an employee for the succession of Mr. Jacobs. Mr. Mullins stated that Mr. Jacobs is called out to the lift station on a fairly regular basis due to trash that that has been flushed from the jail facility, which collects in the trap. It was noted that the State of Ohio's Juvenile Detention facility adjacent to the Pickaway County Jail also utilizes the same lift station, which adds to the collection of trash.

At providing additional information, Mr. Mullins stated that he is requesting a 12% increase over a four-year period, which equates to 3% per year, and the commissioners stated that they will take the request under consideration.

**In the Matter of**  
**Appropriations Approved by County Administrator:**

Brad Lutz, County Administrator, approved the following APPROPRIATION requests on December 23, 2016:

**318.75 to 227.2020.5205 – Juvenile Court-VOCA-Workers Comp.**  
**3,350 to 101.1105.5703 – Contingencies**  
**240 to 101.1105.5703 – Contingencies**  
**159.27 to 101.1105.5703 – Contingencies**  
**2,014.96 to 234.2064.5102 – Prosecutor-VOCA-Salary**  
**5 to 907.1226.5202 – Law Library-Medicare**

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

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Brad Lutz, County Administrator, approved the following TRANSFERS and RE-APPROPRIATION requests on December 23, 2016:

**6,319.28 from 801.6904.5218 – County Health Benefits-Premiums  
To**

**801.6904.5217 – County Health Benefits-Admin. Fees**

**14.95 from 234.2064.5203 – Prosecutor-VOCA-Insurance  
To**

**234.2064.5202 – Prosecutor-VOCA-Medicare**

**294.40 from 234.2064.5203 – Prosecutor-VOCA-Insurance  
To**

**234.2064.5201 – Prosecutor-VOCA-PERS**

**30.64 from 234.2064.5301 – Prosecutor-VOCA-Supplies  
To**

**234.2064.5205 – Prosecutor-VOCA-Workers Comp.**

**85.64 from 234.2064.5301 – Prosecutor-VOCA-Supplies  
To**

**234.2064.5102 – Prosecutor-VOCA-Salary**

**2,081.17 from 101.5011.5203 – Veterans Services-Insurance  
To**

**101.5011.5102 – Veterans Services—Salary**

**4.27 from 101.1105.5703 – Contingencies  
To**

**101.1106.5201 – Planning & Development—PERS**

**138 from 101.1105.5703 – Contingencies  
To**

**101.1106.5102 – Planning & Development-Salary**

**0.19 from 101.1105.5703 – Contingencies  
To**

**101.1101.5210 – Commissioners-PERS**

**16.81 from 101.1105.5703 – Contingencies  
To**

**101.1106.5202 – Development & Planning-Medicare**

**1,120 from 101.1210.5901 – Common Pleas-Other Expenses  
To**

**101.1210.5102 – Common Pleas-Employee Salaries**

**240 from 101.1105.5703 – Contingencies  
To**

**101.1211.5201 – Court Magistrate-PERS**

**3,350 from 101.1105.5703 – Contingencies  
To**

**101.1211.5104 – Court Magistrate-Salary**

**0.06 from 101.1130.5201 – Prosecutor-Employee PERS  
To**

**101.1130.5210 – Prosecutor-Elected Official PERS**

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**255 from 225.2086.5401 – Juvenile-DYS Administration-Contract Services  
to  
225.2054.5201 – Juvenile-DYS Probation-PERS**

**1,960 from 225.2086.5401 – Juvenile-DYS Administration-Contract Services  
To  
225.2054.5102 – Juvenile-DYS Probation-Salaries**

**50 from 225.2086.5401 – DYS Administration-Contract Services  
To  
225.2028.5201 – Juvenile-DYS Drug Abuse-PERS**

**65.50 from 225.2028.5301 – Juvenile-DYS Drug Abuse-Supplies  
To  
225.2028.5205 – Juvenile-DYS Drug Abuse-Workers Comp.**

**30 from 225.2024.5301-Juvenile-Work Detail-Supplies  
To  
225.2024.5205 – Juvenile-Work Detail-Workers Comp.**

**In the Matter of  
Amended Certificate Approved:**

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

**Resolution No.: PC-122716-2**

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$1,578.56 for the Prosecutor’s VOCA Fund #234; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriates the following for expenditure for period ending December 31, 2016:

**Prosecutor VOCA Fund #234  
\$1,578.56**

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  
Cash Advance Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following CASH ADVANCE request:

**450 from 101.1105.5801 – Advances Out-General Fund  
To  
227.0000.4910 – Juvenile/Probate-VOCA-Advance**

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

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**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:

**20 to 907.1226.5205 – Law Library-Workers Comp.  
2,476.98 to 101.1105.5703 – Contingencies  
198.99 to 246.4010.5203 – Dog Shelter-Insurance  
83.68 to 656.6083.5203 – RPHF-Insurance**

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:

**480.40 from 101.2011.5201 – Sheriff-Corrections-PERS  
To  
101.2010.5212 – Sheriff-Road Patrol-PERS LE**

**520.11 from 101.2012.5102 – Sheriff-Administration-Salary  
To  
101.2012.5203 – Sheriff-Administration-Insurance**

**41.10 from 101.2013.5201 – Sheriff-Court Services-PERS**

**116.95 from 101.2012.5201 – Sheriff-Communications-PERS  
To  
101.2014.5203 – Sheriff-Communications-Insurance**

**88.62 from 101.2082.5202 – Sheriff-Investigations-Medicare  
To  
101.2082.5203 – Sheriff-Investigations-Insurance**

**71.90 from 601.6053.5403 – SWCD-Travel/Expenses  
To  
601.6053.5205 – SWCD-Workers Comp.**

**329.66 from 101.2010.5201 – Sheriff-Road Patrol-PERS  
To  
101.2010.5203 – Sheriff-Road Patrol-Insurance**

**120 from 101.1140.5102 – Board of Elections-Employee Salary  
To  
101.1140.5201 – Board of Elections-PERS**

**937.80 from 101.1215.5102 – Juvenile Court-Salaries  
To  
101.1215.5203 – Juvenile Court-Insurance**

**176.04 from 101.1105.5703 – Contingencies  
To  
101.1106.5203 – Development & Planning-Insurance**

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**23.66 from 101.1105.5703 – Contingencies  
To  
101.1117.5203 – Recycling Outreach-Insurance**

**107.89 from 101.1105.5703 – Contingencies  
To  
101.2001.5203 – EMA-Insurance**

**1,886.72 from 101.1105.5703 – Contingencies  
To  
101.2005.5203 – Coroner-Insurance**

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 Listing for Job & Family  
Services Department/Child Support Enforcement Agency:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved and otherwise executed by the Pickaway County Department of Job & Family Services and approved by the Pickaway County Board of Commissioners, The approved list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

**PCJFS Contracts  
For CSEA 2017**

<b>Organization/Agency</b>	<b>Contract Purpose</b>	<b>Effective Date</b>	<b>Termination Date</b>	<b>Contract Value</b>
Pickaway County Clerk of Courts	Case Processing	1/1/2017	12/31/2017	\$57,013.99
Pickaway County Juvenile Court	Case Processing	1/1/2017	12/31/2017	\$86,916.22

Attest: Patricia Webb, Clerk

**In the Matter of  
Approval of Pickaway County  
Fairgrounds Revitalization Master Plan:**

After discussing a potential timeline for implementing the four phases of the Pickaway County Fairgrounds Revitalization Master Plan developed by ms consultants, inc., Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to formally adopt the Revitalization Plan.

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 December 24, 2016.

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A total of \$1,368.15 was reported being collected as follows: \$80 in adoption fees; \$240 in dog licenses; \$75 in kennel licenses; \$948.15 in private donations; \$25 in redemptions.

Three (3) stray dogs were processed in; two (2) dogs were adopted; no (-0-) dogs were euthanized.

No firearms were discharged.

With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Henson, 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  
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Attest: Patricia Webb, Clerk