

TUESDAY, DECEMBER 29, 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, December 29, 2015, with the following members present: Mr. Brian S. Stewart, Mr. Harold R. Henson, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance as was Amanda Plotts of the Circleville Herald.

In the Matter of
Minutes Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from December 22, 2015, with corrections.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Dustin Hube:

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist & EMA Assistant:

- With the 2015 fiscal year close-out, Mr. Hube has been encumbering various purchase orders in preparation for 2016, and the first bill run is expected to occur in mid-January.
- Likens Oil credit cards for gasoline purchases that are part of the Voyager Fleet Card program have been received and are being distributed to departments that utilize county vehicles. The fuel cards provides access to a network of gasoline and diesel locations, rather than a specific location or brand, and offers various means of purchase controls.

In the Matter of
Report Provided by Erica Tucker:

The following is a summary of the report provided by Erica Tucker, Administrative Assistant for the RPHF Joint Solid Waste District and Special Projects Assistant:

- A photo album compiled of the various buildings on the Pickaway County Fairgrounds was provided for the commissioners' review as part of the Pickaway County Fairgrounds Revitalization Plan. So far, 537 online surveys have been completed on the website that has been created to receive public input regarding the plan. Responses have been received from various zip codes. A compilation of the various comments/suggestions received will be categorized and provided by the online survey website host at the end of the survey period, which is expected to occur near the end of next month.

In the Matter of
Assistant County Administrator Report:

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

- Invitations to the commissioners 32nd Leadership Prayer Breakfast will be prepared and mailed out at the first of next week. The event is scheduled for January 19, 2016, at the Pickaway Senior Center, beginning at 7:30 a.m.
- The no-till drill placed on the govdeals.com auction website for the Pickaway County SWCD office has received a high bid of \$15, 650; the tandem axle trailer has received a bid so far of \$700; and a JFS copier has received a bid of \$135.

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- Dustin Hube will be participating in the 2016 Leadership Pickaway Program offered through the Pickaway County Chamber of Commerce.
- Permission was requested and received from the commissioners for Erica Tucker to attend the Health Action Council's annual conference and awards ceremony with Mrs. Dengler that she will be attending at the Hyatt in Columbus and receiving the Silver Award in the county's behalf on January 20th. There is no cost for Mrs. Dengler's attendance and there is a discount rate of \$185, from \$330, offered for early registration for guests. The conference is comprised of speakers throughout the day, with the awards ceremony during lunch.

**In the Matter of
Meeting Rescheduled:**

At 3:55 p.m. on December 28th, the commissioners' office received an email from Chris Clements, of Vorys, Sater, Seymour & Pease, LLP, stating that the 10:00 a.m. meeting scheduled for today would have to be rescheduled. The meeting is related to the commissioners' adoption of a resolution approving the addition of certain areas to the Madison Township Joint Economic Development District (JEDD), as amended, and approving the first amendment to the Madison Township JEDD Contract. The meeting has been rescheduled for Tuesday, January 12, 2016, at 10:00 a.m.

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

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

- A \$5,000 donation to the Wright Poling/Pickaway County Dog Shelter was received by the children of the Family Trust of Robert Neale Phillips (Bob) and Susane G. Phillips (Sue). A letter that accompanied the donation stated that not only did Bob and Sue have a great compassion for humans, they passed that kindhearted love onto animals as well. They allowed their three children to raise a wide variety and some unusual pets, but their greatest love was for dogs and the letter stated that Bob and Sue had five remarkable canine friends during their marriage. When creating the Phillips Family Trust, it was Bob and Sue's hope that the donation will make a difference in the lives of the many dogs that the local shelter rescues, and will help with the continuation of the facility's services. A brief conversation was held related to creating a tax deductible dog shelter donation fund through the Pickaway County Community Foundation, a non-profit 501(3) (c) organization, and the possibility of creating one for the Pickaway County Fairgrounds Revitalization Plan.
- With the renovations extending the second floor office that is utilized by Commissioner Henson with an area taken away from the existing restroom nearing completion, it was determined that the detachable wall that was originally constructed between Commissioner Stewart's office and the EMA office will be made permanent and the remaining second floor plans related to creating new office space per the drawings and specifications will be next to be completed. The maintenance department will begin looking into the front lobby area and extending the service counter. The Pickaway County Building Department has been inspecting the renovation project throughout its process.
- The county's 2015 General Fund projected year-end revenue and expenditures line items were reviewed. A total of \$16,100,455.49 was reported in revenue for the year, which does not take into account the sales tax revenue that was diverted to the Capital Fund throughout the year. Total expenses for the year were projected to be \$14,575,695.37. With the \$3,327,695.78 in carry-over for 2014, the 2015 General Fund ending balance was projected to be \$4,872,455.90. It was noted that expenses came in approximately \$256,000 under the 2015 appropriations, and revenue came in at nearly \$1.2 million higher than estimated.

**In the Matter of
Discussion Regarding Making Application to the
State Capital Improvement Budget for Renovations to Memorial Hall:**

Conversation was held related to submitting an application to the State Capital Improvement Budget for renovations to the Pickaway County Memorial Hall. In 1871, state legislature enacted legislation to encourage the construction of Civil War Memorials and the law enabled counties to gather money to build memorials and Memorial Hall was ultimately constructed. In 1980, Memorial Hall was placed on the list of

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the National Register of Historic Sites and is one of only three or four of such structures that remains in existence in the state. Besides serving as a war memorial that houses the Pickaway County Soldier's Monumental Association offices in addition to civil war and other military memorabilia, the building provides space for the Roundtown Players Theater Group and other community activities.

In the Matter of
Meeting in Executive Session:

Ryan Scriber, P3 Economic Development Executive Director, met with the commissioners and requested entering into Executive Session for discussion related to economic development.

At 10:06 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Henson, to enter into Executive Session pursuant to Ohio Revised Code §121.22 (G) (8), to discuss confidential information related to an applicant's request for economic development assistance. Brad Lutz, County Administrator, and Patricia Webb, Clerk, were in attendance.

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

Attest: Patricia Webb, Clerk

At 10:37 a.m., the commissioners exited Executive Session and resumed Regular Session.

No action was taken.

In the Matter of
Bid Opening for Lump Sum Materials for the
Materials to Construct a Three-sided Steel Building for the
Pickaway County Engineering Department Highway Garage:

County Engineer, Chris Mullins, and Steve Smith, Highway Garage Superintendent, attended the bid opening was conducted in behalf of the Pickaway County Engineering Department for a lump sum bid for materials for the construction of a 60 ft. x 160 ft. x 16 ft. three-sided steel building at the Pickaway County Engineering Department Highway Garage site. The building will be utilized for equipment storage. Also in attendance for the bid opening was Craig Foster, of Foster Maintenance, Inc.

Engineer Estimate: \$90,000

The following bid was received and read aloud:

Foster Maintenance Inc.	\$84,179.00
16597 Blacker Road	
Ashville, Ohio 43103	

The bid was turned over to Mr. Mullins and Mr. Smith for review and award recommendation.

In the Matter of
Amended Certificate Approved:

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

Resolution No.: PC-122915-1

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$4,560 for the Law Enforcement Assistance Fund #904; then,

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THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby appropriates the following for expenditure for period ending December 31, 2015:

**Law Enforcement Assistance Fund #904
\$4,560**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent for vote:

Attest: Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

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

**3,858.82 to 101.1105.5703 – Contingencies
3,906.47 to 101.1105.5703 – Contingencies
1,176.11 to 246.4010.5102 – Dog & Kennel-Salary
17.35 to 246.4010.5202 – Dog & Kennel-Medicare
43.82 to 255.5036.5201 – 800 MHz-PERS
484.42 to 255.5036.5102 – 800 MHz –Salary
3.58 to 255.5036.5202 – 800 MHz-Medicare
96.03 to 260.1150.5201 – REA-PERS
257.60 to 260.1150.5102 – REA-Salary
4,560 to 904.0000.4557 – Sheriff-LEAF**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent for vote:

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 101.2005.5101 – Coroner-Salary
To
101.2005.5203 – Coroner-Insurance**

**16.76 from 234.2064.5102 – Federal VOCA-Salary
To
234.2064.5203 – Federal VOCA-Insurance**

**12.13 from 234.2064.5102 – Federal VOCA-Salary
To
234.2064.5202 – Federal VOCA-Medicare**

**2,764.92 from 801.6904.5218 – County Health Benefits-Premiums
To
801.6904.5217 – County Health Benefits-Administration Fees**

**4,763 from 101.1211.5105 – Interim Magistrate
To
101.1211.5104 – Magistrate-Salaries**

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**2,935.17 from 101.1105.5703 – Contingencies
To
101.1101.5203 – Commissioners-Insurance**

**587.91 from 101.1105.5703 – Contingencies
To
101.1102.5203 – Maintenance-Insurance**

**125 from 101.1105.5703 – Contingencies
To
101.1103.5203 – Employees Life Insurance**

**200.77 from 101.1105.5703 – Contingencies
To
101.1108.5203 – Building Dept.-Insurance**

**473.25 from 101.1110.5203 – Auditor-Insurance
To
101.0000.5102 – Auditor-Employee Salary**

**113.20 from 903.1109.5203 – GIS-Insurance
To
903.1109.5102 – GIS-Salary**

**14.80 from 903.1109.5203 – GIS-Insurance
To
903.1109.5201 – GIS-PERS**

**3,268.08 from 101.1105.5703 – Contingencies
To
101.1120.5102 – Treasurer-Employee Salary**

**8 from 232.1155.5301 – Treasurer DTAC-Supplies
To
232.1155.5202 – Treasurer DTAC-Medicare**

**.05 from 101.1105.5703 – Contingencies
To
101.1120.5210 – Treasurer-Elected Official-PERS**

**620.34 from 101.1105.5703 – Contingencies
To
101.1120.5201 – Treasurer-Employee PERS**

**756.65 from 101.2014.5203 – Sheriff-Communications-Insurance
To
Sheriff-Communications-PERS**

**5,996.63 from 101.2011.5102 – Sheriff-Corrections-Salary
To
101.2082.5102 – Sheriff-Investigations-Salary**

**3,730.62 from 101.2014.5203 – Sheriff-Communications-Insurance
To
101.2014.5102 – Sheriff-Communications-Salary**

**352.93 from 101.2013.5212 – Sheriff-Court Services-PERS LE
To
101.2013.5201 – Sheriff-Court Services-PERS**

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**4,843.67 from 101.2013.5212 – Sheriff-Court Services-PERS LE
To
101.2013.5102 – Sheriff-Court Services-Salary**

**5,417.03 from 101.2010.5203 – Sheriff-Road Patrol-Insurance
To
101.2010.5212 – Sheriff-Road Patrol-PERS LE**

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

**43,046.05 from 101.2011.5102 – Sheriff-Corrections-Salary
To
101.2010.5102 – Sheriff-Road Patrol-Salary**

**.06 from 101.1130.5201 – Prosecutor-Employees PERS
To
101.1130.5210 – Prosecutor-Elected Official-PERS**

**.36 from 907.1226.5201 – Law Library-PERL
To
907.1226.5202 – Law Library-Medicare**

**329.46 from 101.1218.5102 – Probate-Salaries
To
101.1218.5203 – Probate-Employer Insurance**

**336.76 from 225.2024.5102 – Juvenile-Work Detail-Salaries
To
225.2024.5203 – Juvenile-Work Detail-Insurance**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent for vote:

Attest: Patricia Webb, Clerk

**In the Matter of
Issuance of Blanket Purchase Orders Approved:**

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

**135 – 207.5020.5901 – JFS –Public Assistance
5,000 – 206.5015.5901 – JFS-Public Assistance Other Expense
2,000 – 257.5027.5901 – JFS-WIA-Other Expense
3,500 – 249.2069.5901 – EMA-COTS-Other Expense
1,500 – 249.2061.5901 – EMA-Citizen Corp-Other Expense
6,500 – 249.2035.5901 – EMA-Other Expense
35,000 – 248.2030.5901 – LEPC-Other Expense
500 – 101.2001.5901 – EMA-Other Expense
125 – 101.1108.5901 – Building Department-Other Expense
400 – 101.1101.5901 – Commissioners-Other Expense
400 – 101.1102.5901 – Maintenance-Other Expense
1,050 – 101.2005.5901 – Coroner-Other Expense
100 - 101.1117.5901 – Recycling-Other Expense
2,000 – 101.1112.5901 – Countywide Facilities-Other Expense
1,000 – 101.1106.5901 – Development & Planning-Other Expense**

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Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent for vote:

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 26, 2015.

A total of \$5,844.50 was reported being collected as follows: \$92 in adoption fees; \$225 in tag sales; \$40 in owner turn-in euthanasia; \$5,447.50 in private donations; \$40 in transfer out/rescue.

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

No firearms were discharged.

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

Brian S. Stewart, President

Harold R. Henson, Vice President

Jay H. Wippel
BOARD OF COUNTY COMMISSIONERS
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Attest: Patricia Webb, Clerk