

TUESDAY, FEBRUARY 3, 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, February 3, 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.

In the Matter of
Minutes Approved:

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the minutes from January 27, 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 February 4, 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 \$113,651.95 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
Fiscal Specialist Report:

- **Bill Processing:** With the county's bill payment process being ceased for approximately one month in at the end of each year by the county auditor's office, Mrs. Tucker informed the Commissioners that she was able to have a nearly \$2,000 American Electric Power (AEP) late fee waived after she spoke with the AEP regional representative. In explaining the situation as to why the utility bill was not paid in its usual timely manner, Mrs. Tucker said that the representative stated that he was aware of the county's closing of the books at the end of the year, and had waived last year's late fee; however, he inquired if the situation might change. The representative mentioned that other counties in the region close their books for a period of time at the end of each year as well, but essentially stated that their invoices are paid before late charges are incurred. In an effort to rectify the issue, it was ascertained that a meeting should be scheduled with the AEP representative and the county auditor.

In the Matter of
Waiver Approved:

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Commissioner Henson offered the motion, seconded by Commissioner Stewart, to waive the waiting period to issue payment to Columbia Gas in the amount of \$2,933.39 from line item #101.1112.5481, [Countywide Utilities] for gas services for county buildings.

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 Update:

The following is a summary of the update provided by Dave Conrad, Emergency Management Agency Director:

- **Ohio EMA Deputy Director:** The EMA Director from Allen County has been appointed as an Ohio EMA Deputy Director.
- **Local Emergency Response Committee (LEPC):** Mr. Conrad presented four (4) applications for appointment to the Pickaway County Local Emergency Response Committee, all from employees of the State of Ohio Correction Reception Center and/or the Ohio Department of Rehabilitation Corrections prison located in the northern Pickaway County. The majority of the committee's membership is made up of individuals from various first responders and public services, no more than two individuals on the LEPC represent any particular one. In discussing four applications from the same correctional institution, it was determined that appointments will be limited to two representatives from the prison system and let them make the decision on the individuals they would prefer be appointed to the committee.
- **LEPC Tabletop Exercise:** A LEPC tabletop exercise is tentatively scheduled for Saturday, May 9th at the Pickaway Twp. Fire Department at 9:00 a.m., and a second planning meeting is tentatively scheduled to be held at the same location on Friday, February 27th at 10:00 a.m.
- **Dam Safety Meeting:** Mr. Conrad will be attending a dam safety meeting on Wednesday, February 4th with representatives of the Pickaway County Soil & Water Conservation District (SWCD). The meeting will be held at the Fayette County SWCD office.

In the Matter of
Assistant County Administrator Report:

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

- **Healthy Worksite Bronze Award:** Ms. Dengler received the county's Healthy Worksite Award sponsored by the Ohio Department of Health. Health presentations were presented throughout the day that provided ideas for challenges for county employees to participate in. Ms. Dengler sent a message to the City of Circleville to inquire if it has a health and wellness program, and if so, possibly arrange a challenge. Ms. Dengler and Amanda Plotts of the Circleville Herald have been in contact regarding a publishing story about how the county's health and wellness program has significantly progressed.
- **Fitbit Flex Wristband Challenge:** Eleven employees have signed up so far for the challenge to win a Fitbit Flex Wristband which Ms. Dengler continues to encourage employees to participate in.
- **Electronic Recycling:** Ms. Dengler reported that the electronics recycling company that offered to bring a recycling large container that would be kept at a location the county chooses for the public to dispose of their obsolete electronic devices recommends that the container be left for a period of one year. The company would come and empty the container once a month. When the Commissioners expressed their preference for a recycling day event, Ms. Dengler stated that she will contact the company about its schedule.
- **New Custodial Employee:** The new part-time custodial employee is working out well.
- **Exercise Equipment at Mary Virginia Crites Hannan Park:** Ms. Dengler will be attending a meeting later in the week with a representative from Berger Health System (BHS) and a

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representative of the City of Circleville regarding the event that is being planned to highlight the outdoor exercise equipment at the Mary Virginia Crites Hannan Park that BHS donated.

- **Health & Safety Committee Meeting:** The next Health & Safety Committee meeting is scheduled for next Thursday, February 12th, and a representative from the Ohio Bureau of Worker Compensation will be there to talk about workplace safety grant funds that are available and possibly tour few county departments.

In the Matter of
Travel Authorization Approved for
Job & Family Services Employees:

The Commissioners signed the Travel Authorization for out of county travel expenses for Job & Family Services employees to attend various training sessions and conduct numerous home visit throughout the month of February 2015, at the total probable cost of \$1,467.07.

In the Matter of
FY2015 Community Housing Impact & Preservation
Program (CHIP) Grant Application Discussed:

Discussion was held regarding an email the Commissioners' office received from Sharon Schall, City of Circleville's Grant Coordinator, who will be preparing the city's and county's partnership application to the state for funding related to the Community Housing Impact & Preservation (CHIP) grant program. Historically, 20% of the grant amount a first-time homebuyer applicant receives for down payment assistance is as a mortgage on the property, second to the lender that has to be repaid once the property is sold. The same applies to CHIP rehabilitation dollars that are put into the home. It is the Commissioners' belief that applicants should have a vested interest in the funds they receive in grant assistance. Mrs. Schall previously informed the Commissioners that the city did away with this in their CHIP program a number of years ago because many homebuyers were being denied a bank mortgage due to the fact that the grant mortgage on the down payment assistance counts as a debt and pushes the property over the appraised value, thereby increasing the potential buyer's debt to equity ratio to an unacceptable percentage. The state intervened after complaints from grant administrators and buyers as it was a hindrance for some first-time home buyer in purchasing a home and HUD approved dropping the rehabilitation mortgage. In discussing the matter, conversation was held about how in most instances, the rehabilitation grants will increase the value of the property and as long as the property sells for more than the underlying mortgage, repaying the 20% of the grant should not create an issue. It was determined that Commissioner Stewart will respond to Mrs. Schall via email explaining this and the Commissioners' desire to uphold that 20% repayment be required as part of the combined application for FY2015 CHIP funds.

In the Matter of
Meeting with Mark Adkins
Director of Emergency Services for 1-800-BOARDUP:

Mark Adkins, Director of Emergency Services for 1-800-BOARDUP, a for profit international franchise that provides a variety of recovery restoration services to residential and commercial victims of disaster, such as fires. Mr. Adkins is also Director of Emergency Services for Eco Disaster Services LLC, the parent company of 1-800-BOARDUP. Mr. Adkins, who covers the Pickaway, Ross, Fairfield, and Hocking Counties, provided an overview of what both businesses offer that also includes, but limited to, restoration services related to fire damage, water damage, wind damage, mold remediation, and other conditions resulting in property damage. All products used by Eco-Disaster Services are environmentally friendly. Mr. Adkins also mentioned that the company can assist in neutralizing viruses and contamination issues in schools, businesses, and public buildings, or wherever those types of situations occur. The company can also mitigate former meth lab locations.

After provided the Commissioners with additional information and answering their questions, they thanked Mr. Adkins for coming in to meet with them. Mr. Adkins, who is also a member of Box 65, extended an open invitation to attend any of their meetings that are held the first Saturday of every month at 9:00 a.m. at the Circleville Fire Station #2 located on South Court Street.

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In the Matter of
County Administrator Report:

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

- **Berger Health System(BHS)/United Healthcare Convenience Care Clinic:** Mr. Lutz mentioned that emails went out to all employees regarding the upcoming open house for BHS's new onsite employee convenience care clinic that is at the present time exclusively for BHS, in addition to Pickaway County, and City of Circleville employees that participate in United Healthcare plan. Services are similar to a provider office visit or urgent care visit. The clinic is located on the BHS campus. The clinic's Open House is scheduled for Tuesday, February 10th, from 2:00 p.m. to 6:00 p.m. Commissioner Stewart mentioned that he will prepare an email that will be sent to elected officials and department heads urging them to encourage their employee's utilization of the clinic.
- **Tractor for County Maintenance Department:** Several quotes were reviewed that were obtained for the purchase of a new 18 HP tractor with a mower deck, front loader/blade, sweeper/broom, and ballast box. An amount of \$20,000 was designated in the county's capital fund for the purchase. A quote in the amount of \$20,970 was received from Evolution AG, LLC, Circleville, previously known as Hill Implement, for a Kubota; \$20,701.88 for a John Deere from JD Equipment, Inc., in Washington C.H., and an amount of \$20,000 for a Kubota from Baxla Tractor Sales, in Washington C.H. With the county's desire to support local dealers whenever possible, Mr. Lutz reported that the maintenance department was researching the solidity of the quoted amounts and possible price-matching and will report back to Mr. Lutz. Service on the equipment was another factor discussed that will be considered when a decision is made.
- **Gary Kenworthy Attorney-at-Law/Countywide Municipal Services:** As a follow-up to the matter related to the request from Gary Kenworthy, an attorney the county contracts with for prosecuting cases in the countywide Circleville Municipal Court for citizens that live outside the City of Circleville limits, to be made a part-time county employee so Public Employee Retirement System (PERS) can be taken from his earnings. Mr. Kenworthy, who is also the City of Circleville's Law Director, feels that since he is working for the county, a governmental entity, and is providing a public service and his wages should qualify for the PERS benefit. While he had expressed that he is not interested in other benefits, it was mentioned in the Commissioners' meeting last week during their decision regarding the request that other benefits (i.e. Workers' Compensation; unemployment, etc.) would *have* to be paid along with all applicable taxes being deducted if Mr. Kenworthy were to become a part-time county employee. Instead, the Commissioners decided to offer a memorandum of understanding between the county and the city stating that the county would pay to the City of Circleville the contracted amount it pays to Mr. Kenworthy, in addition to the 14% employers' PERS share, and the city would process the county's wages to Mr. Kenworthy. Mr. Lutz said that he spoke with Mr. Kenworthy regarding the Commissioners' offer and he was not particularly receptive to the concept. In discussing the matter, it was ascertained that the county is willing to enter into an MOU with the city so Mr. Kenworthy can receive PERS benefits on the amount the county pays for his services, but is not willing to make Mr. Kenworthy a part-time county employee.
- **County Storage Garage Flat Roof Repair:** Mr. Lutz informed the Commissioners of a quote that was received in the amount of \$13,618.20 from Simon Roofing to replace the flat roof on the storage garage behind the Courthouse that has a leak. He presented photographs of the roof reflecting low spots on the flat roof where water pools that were provided by Simon Roofing that stated that the roof needs to be replaced rather than repaired.
- **Meeting Regarding Memorandum of Understanding Related to County Ditches:** Last week, Mr. Lutz and Commissioner Wippel met with Chris Mullins, County Engineer, regarding preliminary discussions regarding modifications to the current Memorandum of Understanding (MOU) between the Commissioners, County Engineer, and the Soil & Water Conservation District office related to drainage improvement projects petitioned for by landowners. The MOU would include the terms and conditions of a cooperative working agreement for achieving the objective under the provisions of the Ohio Revised Code. Mr. Lutz reported that the MOU will define that the SWCD will act in a consultant capacity to the county engineer and prepare preliminary reports and furnish the final draft of construction and maintenance plans and the associated the timelines for completion. It was pointed out that the county provides funding to the SWCD office for the purpose of employing staff to carry out all the SWCD's responsibilities under the terms of the agreement. Mr. Mullins will be completing a draft MOU for the

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Commissioners' review and another meeting will be held on February 11th, which will include attendee from the SWCD office.

- **Auditor of State's (AOS) Office Draft Agreed Upon Procedures (AUP) Audit/Scioto Twp. Trustees:** Mr. Lutz reported that he received an email from the Scioto Township Fiscal Officer that the draft AUP Audit report has been completed; however, the Scioto Township Trustees, after meeting in Special Session to discuss it, are requesting that the final audit report not be released at this time. The Scioto Township Trustees consulted with Representative Gary Scherer, who recommended that a meeting be held with the AOS audit team to review the report, which his office will coordinate, regarding some concerns the township trustees have expressed.
- **Evolution AG LLC:** Mr. Lutz reported that he just received word that Evolution AG LLC, provided a figure of \$20,245 for the purchase of a new Kubota tractor for the county Maintenance Department. It was determined to move forward with the purchase of the tractor from Evolution AG LLC.

In the Matter of
Discussion Regarding Contribution to
The Southern Gateway Innovation Center:

The Commissioners previously stated that they would make their decision on this day related a contribution amount the county will make to the Southern Gateway Innovation Center, a small business incubator project, spearheaded by Dr. Mark Smith, President of the Ohio Christian University (OCU). The project is being funded by federal and state grants along with public and private donations and approximately \$1,290,000 more is needed in commitments by August of this year in order for the project to move forward. With Commissioner Wippel's absence on this day due to a death in his family, the Commissioners will take formal action on the matter next week. Commissioner Stewart will contact Dr. Mark Smith and Craig Brown of OCU to inform them of situation.

In the Matter of
J&J Painting Proposal Approved for
Painting the Basement of the Building Housed by the
Pickaway County Engineering Department:

In moving forward with the renovations to the basement of the old jail/ sheriff's residence located at 121 W. Franklin Street, the Commissioners reviewed a proposal from J&J Painting, 456 Wingate Place, Mt. Sterling, Ohio 43143, to paint all common areas of the basement that includes walls and flooring in two stairways for the total amount of \$5,800. The upper levels of the building is occupied by the county engineering department.

In the Matter of
Equitable Sharing Agreement and
Certification Signed for the Pickaway County Sheriff's Department:

The Commissioners reviewed the Equitable Sharing Agreement and Certification, a U.S. Department of Justice and U.S. Department of the Treasury document provided by the Pickaway County Sheriff's (PCSO) Department is related to proceeds that are equitably shared with participating law enforcement agencies in reference to ceased property in federal cases. The agreement, which must be signed by the head of the governing body who allocates funds or approves the budget for the participating law enforcement agency, sets for the participation requirements for the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon. The FY2014 Annual Certification Report contained within the document reflected a beginning balance of \$2,716.66 and \$2,078.11 in funds spent by the PCSO for allowable expenditures, leaving a current balance of \$638.55.

Following the Commissioners review, Commissioner Henson offered the motion authorizing Commissioner Stewart to sign the document, seconded by Commissioner Stewart.

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

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**In the Matter of
Records Retention Committee Meeting:**

Commissioner Stewart attended a Pickaway County Records Retention Committee meeting held in the Pickaway County Law Library conference room at 2:00 p.m. The committee is comprised of the president of the Board of County Commissioners, County Prosecutor, County Auditor, County Recorder, and Clerk of Common Pleas Court to discuss rules for retention and disposal of county records.

**Matter of
Amended Certificate Approved:**

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

Resolution No.: PC-020315-1

WHEREAS, the Pickaway County Budget Commission approved an **AMENDED CERTIFICATE** in the amount of **\$133,000 for the FY2014 CDBG Fund #251**; then,

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

**FY2014 CDBG FUND #251
\$133,000**

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
Fund Transfer Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following FUND TRANSFER request:

**3,946.54 from 651.6050.5701 – Unclaimed Funds-Transfer
To
101.0000.4997 – Unclaimed Fund-Transfer In**

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
Appropriations Approved:**

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

**1,000 to 101.1105.5703 – Contingencies
108,000 to 251.6223.5520 – FY2014 CDBG-Projects
22,000 to 251.6223.5521 – FY2014 CDBG-Administration
3,000 to 251.6223.5522 – FY2014 CDBG-Fair Housing**

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**133,000 to 251.0000.4578 – FY2014 CDBG
2,000 to 101.1105.5703 – Contingencies
1,446.54 to 651.6050.5701 – Unclaimed Funds-Transfers**

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:

**1,000 from 101.1105.5703 – Contingencies
To
101.1108.5430 – Building Department-Training**

**1,500 from 101.1108.5401 – Building Department-Contract Services
To
101.1108.5430 – Building Department-Training**

**300 from 239.2059.5212 – Sheriff-IDEP-PERS LE
To
239.2059.5201 – Sheriff-IDEP-PERS**

**2,000 from 101.1105.5703 – Contingencies
To
101.1105.5966 – Health & Safety**

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
Issuance of Blanket Purchase Order Approved:**

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

1,000 – 903.1109.5403 – GIS-Other Expenses

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
Weekly Dog Warden Report Filed:**

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending January 31, 2015.

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A total of \$3,449 was reported being collected as follows: \$320 in adoption fees; \$1,920 in sale of tags; \$1,133 in kennel licenses; \$36 in boarding revenue; and \$40 in redemptions.

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. 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