

TUESDAY, FEBRUARY 9, 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, February 9, 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.

In the Matter of
Minutes Approved:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from February 2, 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 Stewart offered the motion, seconded by Commissioner Wippel, 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 10, 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 \$317,771.09 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
Report Provided by Dustin Hube:

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist & part-time EMA Planner:

- Mr. Hube attended the third 2016 Leadership Pickaway class on Friday, February 5th, and toured the Pickaway-Ross Vocational School, Circleville City Schools, the Ohio Christian University, and the OhioMeansJobs Office.

In the Matter of
Pickaway County Commissioner, Brian S. Stewart,
Appointed to the Pickaway County Local Emergency Planning Committee:

Dave Conrad, EMA Director, presented a Pickaway County Local Emergency Planning Committee membership application for Commissioner Brian Stewart.

TUESDAY, FEBRUARY 9, 2016
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, authorizing Commissioner Henson to sign the application for appointment of Pickaway County Commissioner, Brian S. Stewart, to the Pickaway County Local Emergency Planning Committee (LEPC), as an elected official representative, with a term expiration date of August 14, 2017.

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
Report Provided by Dave Conrad:

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

- Mr. Conrad attended the Pickaway County Fire Chief's Association meeting on Thursday, February 4th, wherein questions were raised regarding the type of the federal standard 700 MHz capable radios that will need to be purchased in preparation for P25. It was noted that this information has been presented a number of times at various 800 MHz Communications User meetings and Fire Chief's Association meetings. Tom Swisher, Countywide Radio Communications Coordinator, will disseminate the information again.
- Mr. Conrad will be attending the Pickaway County Safety Council meeting later in the day.
- The second LEPC exercise planning meeting is scheduled to be held at the Scioto Township Fire Department at 8:30 a.m. on Friday, February 12th.

In the Matter of
Report Provided by Erica Tucker:

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

- A comprehensive summary of the various comments received from the online survey for public input related to the Pickaway County Fairgrounds Revitalization Plan was prepared and emailed to the commissioners last week.
- Mrs. Tucker assisted Robert Adkins, IT Director, with touring county offices to inventory updated universal surge protectors for insurance purposes.
- The Document Destruction Service Agreement from First Capital Enterprises for the period of one year was reviewed in the amount of \$332.10 per month for collection services related to the new county offices recycling program. One half, or \$166.05, of the amount would be paid from Pickaway County's portion of the RPHF Revolving Loan Fund, and the remaining half would be paid from the RPHF Joint Solid Waste Fund-Special Collections. The number of desk-side recycling bins needed per office were reviewed along with the number of lockable collection consoles that the contents of the recycling bins would be emptied into prior to collection by the company and shredding. The company will provide certification that documents collected were shredded its shreds. The company will collect pre-shredded documents as well. Discussion was held regarding hiring an individual in the developmental disability employment program a few hours one day a week to start as a trial period to empty the recycling bins into the consoles that would be under the day-to-day supervision of the county's custodial staff and could also assist with emptying trash receptacles. It is anticipated that the office recycling program will kick-off around mid-March.

TUESDAY, FEBRUARY 9, 2016
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Report Provided by April Dengler:

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

- The mandatory online healthcare benefits registration began on Monday, February 5th, and will end on Friday, February 26th. Representatives from the Franklin County Cooperative Health Benefits Program will be available to assist county employees with registration on Friday, February 12th, beginning at 10:00 a.m. at the Pickaway County Annex; 11:30 a.m. at the county highway garage; and 2:00 p.m. at the Pickaway County Sheriff's Office (PCSO).
- Franklin County Cooperative Health Benefits Program made some changes to the Hello Happy Campaign from what was originally reported. Employees can receive points for participating in the program, which has an accumulative 100 point requirement for employees to receive a partial healthcare premium holiday at the end of the year and the first of next year. For family plans, spouses are included in the campaign in order to earn the maximum number of points. If an employee only participates in the program, a \$62 premium deduction will be received in the last week in December 2015, and the first week in January 2017. If a spouse participates as well, an additional \$62 premium deduction for each week will be received. The Hello Happy Campaign will begin March 7th and end September 30th.
- Flyers have been prepared for distribution regarding the tire collection and electronics collection day scheduled for Saturday, April 23rd, at the county engineer's highway garage. Tires collected by townships will be received on Thursday, April 21st. Public notices of the event will be provided to the Circleville Herald, CGTV-5, and will be posted on the county's and the RPHF Joint Solid Waste websites.

In the Matter of
Agreement Signed with Pickaway Park District Board
Related to Annual Monitoring of County Owned Land in
Jackson Township that is Subject to Compliance of a Conservation Easement:

Commissioner Stewart offered the motion, seconded by Commissioner Henson, for the board to sign the Agreement Between Pickaway County Commissioners and the Pickaway County Park Board for its responsibility for reviewing, at least one time each calendar year, a 15.085 acre site owned by the county in Jackson Township that subject to compliance of a Conservation Easement. The Park Board agrees to provide a report of the site review to the commissioners within 30 days of site visits.

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 Authorization Signed for
Job & Family Services Employees:

The commissioner signed Travel Authorizations approval travel expenses for Job & Family Services employees to attend various meetings, training sessions, a home visits throughout the month of February at the total probable cost of \$1,400.43.

In the Matter of
Housing Semi-annual Program Income Report:

TUESDAY, FEBRUARY 9, 2016
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Commissioner Stewart offered the motion, seconded by Commissioners Wippel, to sign the *Housing Semi-annual Program Income Report* for period ending December 31, 2015, reflecting a balance of \$95,582.58 related to HOME Funds associated with the Community Housing Impact & Preservation Program (CHIP) grant provided through 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
County Administrator Report:

- A sales graph reflecting new and used vehicles purchased by county residents was provided. A total of 541 new vehicles were purchased in January, and 429 used vehicles were sold, which is comparable to the new and used sales numbers for January 2015.
- With last year's completion of the renovations to one of the offices and the restroom on the second floor of the commissioners' building, a written opinion was requested from Judy Wolford, Pickaway County Prosecutor, regarding guidelines for contracts under \$50,000, specifically whether unrelated contracts that occur in two different calendar years must be combined in order to abide by state law. Over the next few years, plans are to make restorations to the building's first floor as well, and alternations to the second floor that include, but are not limited to removal of chimneys and an obsolete elevator, install new interior walls, electrical upgrades, etc. The written opinion from the county prosecutor stated, "If the contracts are in fact unrelated, I am of the opinion competitive bidding does not need to occur as the contracts are unrelated and individually do not amount in excess of \$50,000." Ohio Revised Code §307.86 was cited in the letter. In discussing the first and second floor restorations, it was decided to move forward with the second floor.
- With the commissioners' recent approval to install two steel commercial doors at the Health Department's request in the amount of \$4,500, the in-kind costs the county incurs to house the department rent-free in the Pickaway County Service Center were explored. Based on the GSA Form 1217 that the county completed last year related to the USDA rental lease for the NRCS and Farm Service Agency & Water Conservation District Office, it was determined that for 3,363 sq. ft. of the building, excluding its percentage of the common areas, the calculated annual rent would be \$58,938.86, at \$17.52 per sq. ft. This number takes into account utilities, maintenance costs, janitorial costs, insurance costs, snow removal, etc.; however, it does not take into account the mandatory TB expense reimbursement the county is required to pay in behalf of the department or the additional non-mandatory TB expense reimbursement the commissioners approved last year.
- Mr. Lutz met with Palmer Energy last week regarding the solar saving initiative the company proposed for the PCSO that the commissioners decided not to move forward with and he stated that he learned that the calculated 8% cost benefit in electric bills was after the cost of the array of solar panels. Mr. Lutz mentioned that he authorized Palmer Energy to begin looking into natural gas aggregation
- Mr. Lutz informed the Veterans Services offices, which are housed in the Pickaway County Annex, that the requested exit door cannot be installed that would open into active alley.
- Berger Health Systems has scheduled a State of the System presentation for Thursday, July 21st, at 5:30 p.m., in the BHS Community Room.
- Marshall Fields of the Juvenile/Probate Court provided an estimate in the amount of \$14,164 for courtroom improvements that include but is not limited to a new judge's bench and witness stand, tables, chairs, carpeting, electrical work, etc. The commissioners previously determined that they would pay up to \$15,000 for the improvements from Planned Capital expenditures.

**TUESDAY, FEBRUARY 9, 2016
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**In the Matter of
Document Destruction Service Agreement
Signed with First Capital Enterprises:**

Related to the county's office recycling program, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into contract and authorizing Commissioner Henson to sign the Document Destruction Service Agreement with First Capital Enterprises, 505 E. 7th Street, Chillicothe, Ohio 45601 in the amount of \$332.10 per month for the new county offices recycling program. One half, or \$166.05, of the amount will be paid from Pickaway County's portion of the RPHF Revolving Loan Fund, and the remaining half will be paid from the RPHF Joint Solid Waste Fund-Special Collections. The agreement is in effect for a period of one year, with automatic renewal for successive one-year terms, unless written notice of nonrenewal is delivered by either party to the other not less than 90 days prior to the date of expiration of such term.

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 in Executive Session:**

At 10:31 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (2) to consider the purchase of real property for the purpose of public use.

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

Attest: Patricia Webb, Clerk

At 10:42 a.m., the commissioners exited Executive Session and Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to resume Regular Session.

Roll call vote 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
Action Taken Following Executive Session/
Offer to Purchase Real Property Located at 435
Lancaster Pike, Circleville, Ohio:**

After exiting Executive Session and resuming Regular Session, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to offer \$174,000 for the purchase of real property for the purpose of public use, Parcel #A0510390000200, which is situated at 435 Lancaster Pike, Circleville, Ohio. A request will be made for the owner of the real property to respond to the commissioners' offer by February 23, 2016.

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

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**TUESDAY, FEBRUARY 9, 2016
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PICKAWAY COUNTY, OHIO**

**In the Matter of
Meeting with G2 Planning & Design
Regarding Consulting Services for the
Pickaway County Fairgrounds Revitalization Master Plan:**

Gary Smith and Dave Guappone, of G2 Planning & Design, 720 E. Broad Street, Columbus, Ohio 43215, met with the commissioners to review their qualifications related to consulting services they could offer in reference to consulting services for the Pickaway County Fairgrounds Revitalization Master Plan. Also in attendance were Craig Stevenson, of Harral & Stevenson Engineering & Surveying, Circleville, Ohio 43113, was also in attendance, as was Philip Tipton and Jason Cottrell, of the McKnight Group, Grove City, Ohio 43123, were also in attendance.

**In the Matter of
Meeting with ms consultants, inc.
Regarding Consulting Services for the
Pickaway County Fairgrounds Revitalization Master Plan:**

Greg Galieti, Brenda VanCleave, Travis Mathews, and Todd Long of ms. Consultants, inc., 2221 Schrock Rd., Columbus, Ohio 43229, met with the commissioners to review their qualifications related to consulting services they could offer in reference to consulting services for the Pickaway County Fairgrounds Revitalization Master Plan.

**In the Matter of
Appropriations Approved:**

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

**3,435 to 502.2008.5905 – Sheriff-Instant WebChecks-Fees Reimbursement 10,000
to
101.1105.5703 - Contingencies**

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

**634 from 651.60505701 – Unclaimed Money-Transfer out
To
651.6050.5901 – Unclaimed Money-other Expenses

2,900 from 101.2083.5430 – Sheriff-Training
To
101.2083.5403 – Sheriff-Travel Expense**

**TUESDAY, FEBRUARY 9, 2016
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**10,000 from 101.1105.5703 – Contingencies
To
101.2083.5430 – Sheriff-Training**

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
Blanket Purchase Order Approved:**

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

**634 from 651.60505701 – Unclaimed Money-Transfer out To
651.6050.5901 – Unclaimed Money-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
Creation of New Line Item Approved:**

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

601.6053.5901 – Soil & Water Conservation District-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
Approval for the Issuance of a Blanket Purchase Order:**

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

17,898.75 - 601.6053.5901 – Soil & Water Conservation District-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
Weekly Dog Warden Report:**

TUESDAY, FEBRUARY 9, 2016
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The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending February 6, 2016.

A total of \$1,152 was reported being collected as follows: \$200 in adoption fees; \$20 in redemptions; \$6 in boarding revenue; \$390 dog licenses; \$165 in kennel licenses; \$199 in late tag fees; \$172 in private donations.

Thirteen (13) stray dogs were processed in; five (5) dogs were adopted; no (-0-) dogs were euthanized.

No firearms were discharged.

With there being no further business brought before the Board, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, 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