

**TUESDAY, JANUARY 24, 2017**  
**OFFICE OF THE BOARD OF COUNTY 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, January 24, 2017, with the following members present: Mr. Brian S. Stewart, Mr. Jay H. Wippel, and Mr. Harold R. Henson. Brad Lutz, County Administrator, was also in attendance.

**In the Matter of  
Minutes Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from January 17, 2017, with corrections.

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

Attest: Patricia Webb, Clerk

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

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 January 25, 2017, 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 \$148,201.47 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

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

Dustin Hube, Fiscal Specialist/Deputy EMA Director, reported that invoices are being paid in a timely manner.

**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 completed EMA's 2016 GAAP reports for submission to the auditor's office.
- Mr. Conrad attended the first class of the 2017 Leadership Pickaway program last Friday and mentioned that there is a diverse group of people participating.
- A Healthcare Coalition meeting is scheduled for 9:00 a.m. on Thursday at Berger Health System.
- Mr. Conrad has been working with Steve Ross, of Earnhart Hill Regional Water & Sewer District (EHRWSD), regarding its safety plan. A table-top exercise is scheduled for February 1<sup>st</sup>, from 11:00 a.m., to 2:00 p.m.
- A Local Emergency Planning Commission (LEPC) meeting is scheduled for February 13<sup>th</sup>, beginning at 9:00 a.m., at OCU, to plan for the 2017 exercise that will be held later in the year.

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**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:

- Work continues on the application to Ohio EPA for a district Recycling Grant.
- Mrs. Tucker is preparing for the RPHF Recycling Outreach meeting scheduled for Thursday, January 26<sup>th</sup>, at 1:00 p.m.
- Meeting with Red Cross on Thursday, January 26<sup>th</sup>, to firm up a date for a county employee blood drive.

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

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

- On behalf of Pickaway County, Mrs. Dengler received the 2016 Healthy Ohio Healthy Worksite Gold Award in Columbus last week for employers in the medium size business category. Pickaway County earned the Bronze Award in 2014, and the Silver Award in 2015 for its commitment to employee health and wellness. Commissioner Stewart, who also attended the award ceremony, commended Mrs. Dengler and all of the members of Pickaway County Healthcare Committee for their good work.
- Related to the Community Emergency Response Team (CERT), it was reported that the Ohio Bureau of Workers' Compensation (WC) will provide WC coverage for members if they are dispatched by the county's EMA office to respond to a disaster situation. An Acknowledgement was prepared that each CERT member will be required to sign stating that they understand they will be covered only if dispatched, and they have 24 hours in which to report their injury to the county EMA office. Failure to report the injury in the proper timeframe could result in denial of the WC claim.
- Related to the Franklin County Healthcare Consortium, Mrs. Dengler will be reviewing the RFP documents related to next year's healthcare provider. United Healthcare, Etna, and Medical Mutual responded to the RFP, and each will be discussed and scored during a conference call on Mrs. Dengler will be participating in on Thursday of this week.

**In the Matter of**  
**Allocation of November 2016**  
**Sales Tax Collections:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel to allocate the November 2016 Sales Tax collections in the following manner:

**28,620 to 401.0000.4121 – Capital Fund**  
**686,880.31 to 101.0000.4121 General Fund**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Agreement with Montgomery County Coroner's Office**  
**Approved and Signed for 2017 Autopsy Case Services:**

The commissioners reviewed the agreement in the amount of \$26,350 between the Pickaway County Coroner's Office (PCCO) and the Montgomery County Coroner's Office (MCCO) related to autopsy case services for year 2017. The \$26,350 is based on the PCCO's case average of 17 autopsies per year at the rate

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of \$1,550 each. If the PCCO exceeds 17 autopsy cases during 2017, the additional cases will be included in PCCO 2018 budget. If the PCCO submits less than 17 autopsy cases in 2017, the 2018 fee will be reduced accordingly. Pickaway County Coroner, Dr. John Ellis, previously reviewed and signed the agreement, which was also signed by the Montgomery County Coroner, Dr. Kent E. Harshbarger.

Following the review, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the agreement and authorizing Commissioner Stewart to sign the document.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Resolution Adopted Enacting a**  
**Temporary Road Weight Reduction on**  
**Blaine Road and Extending from St. Rt. 56 to Five Points Pike:**

Per Resolution #01-2017 adopted by the Darby Township Trustees on January 2, 2017, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

**Resolution No.: PC-012417-1**

WHEREAS, the Pickaway County Board of Commissioners received a Resolution dated January 2, 2017, from the Darby Township Trustees requesting the enactment of a 50% road load reduction on specified roads due to recent weather events combined with heavy truck traffic causing rapid deterioration of the roads; then,

THEREFORE BE IT RESOLVED that, effective immediately, the Pickaway County Board of Commissioners hereby enacts a temporary 50% load reduction on the following road located in Darby Township, Ohio, which will expire on April 30, 2017:

- **Blaine Road extending from St. Rt. 56 to Five Points Pike**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Robert D. Mabe Appointed to the**  
**Pickaway County District Library Board to**  
**Fill Emily Nelson's Unexpired Term:**

After soliciting interested individuals through public notices to complete the unexpired term of Emily Nelson on the Pickaway County District Library Board, the commissioners reviewed the applications received.

Upon completion of their review, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to appoint Robert D. Mabe, 105 E Main St., Ashville, Ohio 43103, term expiring December 31, 2019.

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

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**In the Matter of**  
**Resolution in Support of the Adoption of the**  
**Roth 457 IRA Option as an Expanded Portfolio Choice**  
**Within the CCAO Deferred Compensation Program:**

The commissioners reviewed a Memorandum from the County Commissioners Association of Ohio (CCAO) the CCAO Deferred Compensation Committee's recommendation to add the Roth 457 IRA option into the CCAO Deferred Compensation plan.

Ohio just passed the law on December 26, allowing for Roth options to go into public sector 457 Deferred Compensation Plans. Senate Bill 220, which will go into effect in Ohio on March 19, 2017, allows for this added option for county employees. Roth contributions into employees' CCAO Deferred Compensation 457 plan would be made with after-tax dollars. Traditional 457 contributions are made on a before-tax basis and taxes are paid when the employee takes a money distribution. Roth money distributions are made tax free for retired employees. Providing the Roth 457 option in employee's portfolios will give additional options that can further tailor employee's specific situation to maximize retirement, and minimize taxes and possible tax consequences.

After discussing the matter, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

**Resolution No.: PC-012417-2**

**A Resolution of the Board of County Commissioners of Pickaway County in Support of the Adoption of the Roth 457 IRA Option as an Expanded Portfolio Choice within the CCAO DEFERRED COMPENSATION PROGRAM, as was Authorized into Law by the Passage of Senate Bill 220, which became Ohio Law on March 19, 2017.**

WHEREAS, CCAO Service Corporation ("CCAOSC"), a subsidiary of the County Commissioners' Association of Ohio ("CCAO"), operates a CCAO DEFERRED COMPENSATION PROGRAM available to employees in this county; and,

WHEREAS, The State of Ohio passed Senate Bill 220 into law effective March 19, 2017, to allow Roth options within public employee deferred compensation programs. The Roth 457 IRS option has been identified as an additional benefit that can assist county employees to save for retirement by expanding their portfolio options to include additional possible tax advantages; and,

WHEREAS, the adoption of the Roth option as a portfolio choice of the CCAO DEFERRED COMPENSATION PROGRAM has been duly considered, analyzed and recommended by the CCAO Deferred Compensation Committee, CCAO Service Corporation Advisory Board, and this Board is satisfied with the CCAO's Deferred Compensation Committee's recommendation to include a Roth 457 IRA option lineup; and,

WHEREAS, in order to assist Empower Retirement with its immediate communication needs to county staff and count employees regarding the law change and the expansion of allowed plans within the CCAO Deferred Compensation Plan to include the Roth 457 IRA option;

NOW, THEREFORE BE IT RESOLVED that:

Section 1. This Board hereby authorizes and endorses by vote that this county shall expand the CCAO Deferred Compensation Plan to include the Roth 457 IRS option pursuant to Ohio law.

Section 2. This Board directs Empower Retirement, the administrator of the CCAO Deferred Compensation Plan, to contact county staff and employees regarding the new Roth 457 IRA plan options so employees may become fully informed as to their retirement options.

Section 3. This Resolution was adopted in regular session of the Board in full compliance with Ohio's sunshine laws.

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NOW, THEREFORE BE IT FURTHER RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF PICKAWAY COUNTY does hereby fully support and endorse the addition of the Roth 457 IRA option into the CCAO Deferred Compensation Plan.

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

Attest: Patricia Webb, Clerk

**In the Matter**  
**Pickaway County Fairgrounds Frame Stable Project**  
**Approved to be Let for Public Bidding:**

Related to the bid documents for the construction of new horse barns on the Pickaway County Fairgrounds, Mr. Lutz reported that the cost of project does not meet the prevailing wage threshold of \$250,000 (effective January 1, 2016, for new construction projects; however, it will exceed the \$50,000 public bidding threshold. He then provided an overview of the Pickaway County Fairgrounds Frame Stable Project Specifications and Bid/Contract Document package and stated that contractors are to submit building plans based on the rough design features indicated in the bid package documents.

Bid forms for "Bid Package No. 1" reads: two barns @ 80' x 128' with plans incorporating the rough design features indicated in the bid package; and/or "Bid Package No. 2" reads: four barns @ 40' x 128' with plans incorporating the rough design features indicated in the bid package. Contractors can bid submit bids for both bid packages or submit one bid for either package.

Conversation was held regarding the arrangement of the buildings, and the location of an existing concrete storage building adjacent to the site for the new barns.

At the conclusion of their review of the bid documents, Commissioner Wippel offered the motion, seconded by Commissioner Henson, approving the Pickaway County Fairgrounds Frame Stable Project to be let out for public bidding.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Discussion Regarding the Pickaway County**  
**Fair Grounds Revitalization Master Plan:**

The commissioners discussed different matters related to the Pickaway County Fairgrounds Revitalization Master Plan that included, but was not limited to alternate means of financing, the timing of the four phases, and an alternate location for the county fairgrounds the commissioners have been approached about. No final decisions have been made; however, the general consensus, due to multiple factors including but not limited to cost and feasibility, is that the revitalization work will begin at the current fairgrounds location before the 2017 county fair.

**In the Matter of**  
**Executive Session:**

At 10:29 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC 121.22 (G) (8), to discuss confidential information related to economic development with Ryan Scribner, P3 Economic Development Executive Director. The county administrator and the commissioners' clerk were also in attendance.

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

Attest: Patricia Webb, Clerk

At 10:53 a.m., the commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Henson, to resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

**In the Matter of**  
**Increase to County Sanitary Engineer**  
**Contracted Service Agreement Approved and Signed:**

Last week, the commissioners approved an increase of \$2,485 to County Sanitary Engineer Services Agreement the county has with Chris Mullins, County Engineer, for his contracted services related to the operations and maintenance of the county's various waste water treatment plants (WWTP), referred to as the General Sewer District, and the Derby Area Sanitary Sewer District and the Orient Area Sanitary Sewer and Water Systems. The current sanitary engineer contract agreement is \$30,000 per year, and it was the commissioners' intention to approve a 25% increase only to the county engineer's increase in annual salary from 2016 (based on the state's elected official pay tables that became effective in 2017), plus an additional amount for the Derby and Orient systems.

For simplicity reasons for now and in moving forward, discussion was held about the increase being a percentage of the county engineer's annual salary. A spreadsheet prepared by Mr. Lutz was distributed and reviewed reflecting the \$2,485 approved last week to be a 33.27% increase based on the county engineer's annual salary in 2016, and a 32.68% increase based on his 2017 annual salary.

In discussing the matter, the commissioners agreed to round the 32.68% based on the county engineer's 2017 salary to 33%, increasing the current sanitary engineer contracted services agreement of \$30,000 to \$32,807.61.

Therefore, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve a 33% increase to the contracted County Sanitary Engineer Agreement, in the amount of \$32,807.61. The term shall be from the effective date until December 31, 2020. Either party may terminate the agreement during its term by giving 60 days written notice of its intent to terminate the contract.

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

Attest: Patricia Webb, Clerk

The next topic of discussion was the list of 14 duties to be performed by the county sanitary engineer associated with the agreement that are in addition to the duties described in ORC Chapters 343, 6103, and 6117. It was determined, among other things that Mr. Mullins will report on the status of the sewer districts on a semi-annual basis related to their financial status, maintenance status; and walk-through inspections of all sewer facilities with the board of commissioners at its request.

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

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

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- Mr. Lutz will be meeting with the contractor later in the day regarding the water damage that occurred in the PCBDD building that will be transferred to the county. He stated that there is an internal wall where it was found that the joists were not jointed correctly, and will be covered by insurance. However, there is another internal wall that sagged, unrelated to the water damage, and it was found that it is straddling joists and is only being supported by the sub-floor. This is not related to the water damage and will not be covered by insurance. Mr. Lutz also noted that he, Mrs. Dengler, and Jon Brown, Maintenance Supervisor, met with the insurance adjuster and 2 contractors yesterday and remediation of the building will be performed to a certain point and then allow time for the county to make decisions regarding new walls and flooring before continuing forward.
- Mr. Lutz mentioned that he will be submitting Budget Action Requests for an additional appropriation to the county coroner insurance line item. He stated that the county coroner signed up for the county's healthcare insurance this year and the additional appropriation will cover the county's portion of the premium cost.
- Chris Mullins, Sanitary Engineer, and Mr. Lutz are working on the county's Notice of Intent (NOI) form to the Ohio EPA, which will include Scioto Township that is also required to respond, regarding jurisdictions within an urbanized area that have a moderate concentration of population and come under the purview of the Clean Water Act's storm water permitting requirements. Ohio EPA regulations require that owners and operators of Small Municipal Separate Storm Sewer System (MS4) obtain a National Pollutant Discharge Elimination System (NPDES) permit and develop and implement a Storm Water Management Program (SWMP) to minimize the discharge of pollutants. The program includes, among other things, educating the public about ways to prevent wastes, such as used oil, grease, etc., from entering storm drains and into surface waters of the State. Discussion was held regarding an agency to consider that would manage the program after it is implemented, such as the county's Soil & Water Conservation District office or the RPHF Solid Waste District.
- Mr. Lutz provided an overview of the Auditor of State's (AOS) meeting he attended last Tuesday at the County Commissioners' Association of Ohio (CCAO), regarding Financial Health Indicators Report for Cities and Counties that the AOS released. There are 16 financial indicators which analyze significant pieces of financial information with classifications using the "stop-light" colors, red being critical outlook, yellow being cautionary outlook, and green being positive outlook. The color black indicates "not applicable." Pickaway County received the green color on 15 of the 16 indicators, with 1 indicator being red; however, it was pointed out that it was in reference to a two-year budgetary non-compliance issue in a very small amount in the county treasurer's office, which has no bearing on the financial health of the county. A few of the indicators were taken exception to during the meeting with the AOS, as they were comparing things that not consistent across the board for all counties; however, the AOS planned to move forward with the indicators as presented.
- Related to the AOS office, the county received a response to its recent letter requesting that Pickaway County's 2016 audit be put out for bid to independent public account. The county received a letter of response from the AOS stating that it is charged by the Ohio Revised Code to conduct all audits unless the AOS does not have the staff or expertise to complete an audit. (Commissioner Stewart noted that he was contacted by a representative in the AOS office who informed him that the county's 2016 was already underway). The letter went on to say that the AOS will reassess the request for Pickaway County's audit to be put out to bid to independent public accounting (IPA) firms for the 2017, and future audits.
- Mr. Lutz mentioned the concept of his meeting with department heads under the commissioners' purview on a bi-weekly basis to review activities related to the department head's respective departments and he can report back to the commissioners with any pertinent information that is garnered from the meetings.

**In the Matter of**  
**Adoption of Rule Governing the Public Comment Period During**  
**Pickaway County Board of Commissioners Weekly Regular Meeting Days:**

In discussing public comment period protocol that is followed by many city councils, boards of education, and other boards and commissions, Commissioner Stewart recommended that for the record, a rule governing a public comment period be established for the Pickaway County Board of Commissioners. Commissioners Wippel and Henson agreed that it was a practical recommendation.

After brief conversation was held regarding the matter, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

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**Resolution No.: PC-012417-3**

WHEREAS, the Pickaway County Board of Commissioners hold regular public meetings in their offices on Tuesdays of every week; and,

THEREFORE, BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby adopts the rule governing the public comment period to be from 9:00 a.m. to 9:15 a.m. during their regular weekly meetings, with each individual speaker being provided a maximum of three (3) minutes to speak.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Blanket Purchase Order Approved:**

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

**2,000 – 919.6908.5901 – Treasurer-Tax Lien-Expenses**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Appropriations Approved:**

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

**2,914.23 to 651.6050.5701-Fund 651 Unappropriated Budget - Unclaimed Funds-Transfers Out**  
**90,207.14 to 201.3007.5506 – Engineer ALGT Bridges & Culverts - Contract Projects**  
**36,459.57 to 201.3007.5401 – Engineer ALGT Bridges & Culverts - Contract Services**  
**20,500 to 101.1105.5703 – Contingencies**

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

Attest: Patricia Webb, Clerk

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

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following requests for the TRANSFER and RE-APPROPRIATIONS:

**150 from 101.1217.5501 – Juvenile/Probate Court - Detention Equipment**  
**to**  
**101.1217.5496 – Juvenile/Probate Court – Detention Medical Expenses**

**299 from 220.1238.5403 – Juvenile/Probate Court-Indigent Guardian Travel & Expense**  
**To**  
**220.1238.5963 – Juvenile/Probate Court Indigent Guardian Services**



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**28,000 from 101.1105.5704 – Prosecutor-VOCA-County Share**  
**To**

**234.0000.4556 – Prosecutor-VOCA-Local Share**

**90,000 from 101.6102.5499 – General Fund-SWCD**  
**To**

**601.0000.4513 – SWCD-County Appropriation**

**3,914.23 from 651.66050.5701 – Unclaimed Funds-Transfer Out**  
**To**

**101.0000.4997 – Unclaimed Funds-Transfer In**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, 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 January 21, 2017.

A total of \$1,805 was reported being collected as follows: \$120 in adoption fees; \$1,035 in dog licenses; \$235 in kennel licenses; \$20 in redemptions; \$40 in transfer out – rescue; and \$355 in private donations.

Four (4) stray dogs were processed in; three (3) dogs were adopted.

No firearms were discharged.

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

Brian S. Stewart, President

Jay H. Wippel, Vice President

Harold R. Henson, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk