

TUESDAY, JANUARY 6, 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, January 6, 2015, with the following members present: Mr. Jay H. Wippel and Mr. Brian S. Stewart. Mr. Harold R. Henson was absent. 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 December 30, 2014, with corrections.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Emergency Management Agency Report:**

The following is a summary of the report provided by Dave Conrad, EMA Director/911 Coordinator:

- **InterCad Training:** In reply to Mr. Conrad's recent email request to the Pickaway County Sheriff's Office (PCSO) to provide the number of employees and the costs of EmgeriTech's InterCad system software training for 911 telecommunicators, Chief Deputy Bingman responded with two (2) individuals to attend the "Administrator Training" and two (2) individuals to attend the "User Training" sessions at the cost of \$395 each [total: \$1,580]. Chief Bingman's email also mentioned previous verbal and email requests that the PCSO be informed of any and all meetings involving radio communications and meetings involving consideration of the consolidation of a dispatch center. Mr. Conrad responded to the request via email stating that he will inform Chief Bingman of all public meetings.

**In the Matter of
Fiscal Specialist Report:**

The following is a summary of the report provided by Erica Tucker, Fiscal Specialist:

- **2014 Year-End Budget Adjustments/2015 Budget:** Mrs. Tucker stated that there will be a significant amount of Budget Action Requests forms that will be submitted by various departments that the Commissioners will need to approve later in the day. The transfer are needed to get the healthcare insurance line items out of the negative. She also mentioned that the county auditor's office has entered the county's 2015 budget into the system.

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

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

- **Commissioners' Annual Leadership Breakfast:** Ms. Dengler provided a draft copy of the program for the Commissioners' 31st Annual Leadership Breakfast that is scheduled to be held on Tuesday, January 13, 2015, at the Senior Center. Rev. Tim Throckmorton of Crossroads Church in Circleville will be the guest speaker. In discussing the breakfast, and depending on the availability of the Senior Center, the Commissioners made the decision to move the date to Tuesday, January 20th, due to OSU's participation in the 2015 College Football Playoff National Championship that will take place Monday night, January 12th. All people who have submitted their RSVPs will be notified of the date change; the Chamber of Commerce will be requested to distribute a blast email; and telephone calls will be made by the Commissioners' office to get the word out about the change.

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- **Center of Disease Control (CDC) Work@Health® Program:** Ms. Dengler was notified that that all requirements were met related to the county meeting the milestones in advancing Workplace Wellness for employees and a \$2,000 check was awarded to the county as seed money to continue program goals. She has ordered FitBits Flex, a wireless wristband that tracks activity, steps, distance, and calories burned in addition to tracking sleep quality, to be used for a health program challenge for employees. Ms. Dengler received a certificate for completing the first class of employers to complete online training to keep building and improving the county's wellness program. She will be traveling to the Hyatt in Columbus on January 29th to participate in various wellness programs throughout the day receive an award on behalf of the county during the luncheon.
- **Ohio Bureau of Workers' Compensation:** Ms. Dengler and Mr. Conrad met with representatives of the Ohio Bureau of Workers' Compensation (OBWC) regarding a safety grant program and free classroom safety training classes and videos that are available. One of the OBWC representatives offered to provide a county facility walk-throughs for trip hazards and other safety matters and make recommendations at no cost to the county. An OBWC representative is scheduled to speak at the county's upcoming Health & Safety Committee to provide additional information and gain input from committee members. The OBWC Loss History & Trend Analysis for the county was distributed and reviewed that included, but not limited to, the number of claims in years 2010 thru 2014. The highest year for the number of claims in that timeframe were nineteen (19) in year 2012, and the lowest number of claims occurred in 2014, with a total of eight (8). Most of the claims were related to falls during the winter months. Various safety programs the OBWC offers and provides recommendations at no cost were discussed and it was agreed it would be a good idea to further explore the programs. Safety equipment can also be purchased through grants the OBWC has available; however, this does not include capital improvement equipment. Ms. Dengler also informed the Commissioners that approximately \$1,700 of the \$4,500 OBWC grant the county received was spent for county employee's bio-screenings; however, the balance can be carried for use in 2015, and Ms. Dengler and Michelle Treber will be meeting to discuss the possibility of offering exercise classes and/or coaching sessions. Discussion was held about the idea of a providing a healthcare challenge that county employees could participate and win a membership to the YMCA for a specified period of time or something similar.
- **Healthcare Information:** Ms. Dengler will be participating in a conference call regarding the county's healthcare insurance open enrollment and will provide a report next week. She reported that the county has a \$1 million baby claim with claims totaling \$1.4 million for a county employee's two (2)-year old child. There is, however, a \$250,000 stop loss in the county's healthcare consortium, and the claim should not have a significant effect on the county's balance in the consortium's reserve.
- **Electronics Recycling:** Ms. Dengler emailed the company the county utilized for its last electronics recycling collection day event to inform them that the county plans to hold another event later in the year.
- **Pumpkin Show Parking at Pickaway County Service Center (PCSC):** Ms. Dengler informed the Commissioners that she was contacted by the local Soil & Water Conservation District (SWCD) office inquiring if they can have one of the nine (9) shifts to park cars at the PCSC during Pumpkin Show. The SWCD would like to start a scholarship fund. For years, county has permitted various organizations to park cars at the PCSC on a first-come-first serve basis as a way to raise funds. The total amount of money collected over Pumpkin Show is pooled and divided evenly between all participating organizations. When this first began, the shifts were assigned to county associated organizations and over the years it has expanded to variety of community organizations/churches. There have been times, including currently, where there are more requests than available shifts. A list of participating groups since 2009 was distributed and reviewed. In discussing the matter, it was ascertained that a policy should be developed and Ms. Dengler was requested to provide a draft document for the Commissioners' consideration.

In the Matter of
Resolution Adopted Authorizing
County Engineer to Proceed for Force Account:

Upon the written request of Chris Mullins, Pickaway County Engineer, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

Resolution No.: PC-0106215-1

BE IT RESOLVED that the Pickaway County Board of Commissioners hereby authorizes **Sterlin C. Mullins, Pickaway County Engineer**, to proceed by **Force Account in year 2015**, for the normal

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construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and culverts when not required by O.R.C. 5543.19 or other law to use competitive bidding.

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

Attest: Patricia Webb, Clerk

In the Matter of
Meeting Regarding Adoption of
Amendments to the National Electric Code:

Dorcus Morrow, Pickaway County Building Department Permit Technician, met with the Commissioners along with Terry Frazier, Director of the Pickaway County Development & Planning Office, met with the Commissioners regarding adopting the new edition of the National Fire Prevention Association's (NFPA) 70® 2014 National Electric Code (NEC®). A list of forty-three (43) of the major changes were provided for the Commissioners' review. All states are required to adopt the NEC, the only national code, which is consequently to be adopted by all certified building departments. Mr. Frazier explained that counties are not required to have a building departments and the state then regulates all codes for commercial builds. Residential codes are an option (however, townships and villages can adopt their own residential codes) and he said back in 2008, the county chose to operate certified residential building department and certain codes are to be adopted and enforced. Mr. Frazier mentioned that there have been some feeble attempts to standardize other trade codes, such as plumbing, where health districts are the responsibility of health districts and the county's health district assigns it to the Building Department. In discussing the changes, the Commissioners stated that they would like to review them further throughout the day prior to adopting the resolution.

When Commissioner Wippel inquired about contractor registrations for 2015, Mrs. Morrow said that registrations are pretty much level and mentioned that there are a number of contractors that do not register until they have a job in the county. She said residential new builds are expected to be less due to the completion or near completion of some residential developments. Mrs. Morrow stated that she has begun working on the department's year-end information and will be providing the Commissioners with an overview after she has obtained final 2014 budget information.

In the Matter of
County Administrator Report:

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

- **2015 Budget:** Mr. Lutz said that he has not heard from any of the elected officials or department heads regarding any issues related to their budget line item appropriations now that the budget has been entered into the system.
- **Lights Left on in County Facilities:** Discussion was held regarding lights that are left on in the Courthouse at night and on weekends that was brought to the Commissioners' attention by an elected official. Commissioner Stewart mentioned that he has noticed the same at the county Service Center. It was determined that the matter will be investigated.
- **Obsolete Computers:** In discussing an inquiry from the county's IT manager regarding obsolete computers that are in storage, Mr. Lutz reported that as long as their value is under \$2,000, the equipment may disposed of or distributed.
- **2014 General Fund Budget:** Spreadsheets for the county's 2014 year-end General Fund revenue and expenditure reports were reviewed. The county's ending balance for 2014 was \$3,347,695.78. A total of \$15,176,697.42 received in revenue, and \$14,678,113.84 in expenses. There was a collective total of \$68,175.96 in unspent funds by the various county departments. Advances from the General Fund to several county departments totaling \$391,485.53 were discussed. The largest advances to be returned to the General Fund include the US Rt. 23 Turn Lane Project, and advances made to Orient's water and sewer funds. The Commissioners' office has been attempting to obtain its reimbursement

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in the approximate amount of \$147,000 from the Ohio Department of Transportation (ODOT) for its portion of the project. Ultimately, following a series of email exchanges both Commissioner Stewart and Mr. Lutz had with ODOT representatives, who stated they are waiting on forms from the county before reimbursement can be processed, ODOT emailed Commissioner Stewart stating that there was a misunderstanding and they were in possession of the documents. In reference to the Orient water and sewer systems the county took over due to the dissolution of the village, Mr. Lutz reported that the water and sewer funds Orient had prior to its dissolution have finally been released to the county; however, Chris Mullins, Sanitary Engineer, informed him that he had plans for some water and sewer system projects, which Mr. Lutz requested Mr. Mullins to prioritize projects. Discussion was held about paying the advances back to the General Fund and when projects have been prioritized and are ready to move forward, advance the funds at that time for the specific project. As Mr. Mullins has previously indicated, sewer user rates will need to be adjusted in order to maintain the system and pay its current debt. Water rates appear to be at a more appropriate level.

- **2015 Capital Projects:** Departments that turned in capital projects/purchases that were approved in the 2015 capital budget have been contacted and asked to begin preparations to forward. Discussion was held related to the need for specifications for the Pickaway County Parking lot repaving project so it can be let out for bid. Chris Mullins, County Engineer, will be requested to assist with the specifications.
- **Lighting at the County Dog Shelter:** When Mr. Lutz inquired about the proposal from Toole Electric that was discussed in last week's meeting, Marc Rogols, Dog Warden, stated that he had only requested a proposal for the installation of a light at the driveway entrance (\$3,190). Alternate E-1 in the amount of \$1,660 was for the installation of light to illuminate the Dog Shelter sign Alternate E-2 was to install a building mounted light on the county's communications tower building located on the Dog Shelter property. After discussing the matter, it was determined that second quote will be obtained from another contractor.
- **Commissioners' Office Renovations:** With the renovation costs for the Commissioners' offices being exorbitant, the decision was made to significantly reduce the remodeling and begin obtaining quotes for the installation of new windows. Painting, new carpeting, and remodeling of the small first floor restroom was also discussed.
- **Foreclosures; Vehicle Sales:** The Clerk of Courts reported 159 foreclosures in Pickaway County for 2014, compared to 204 in 2013. Ninety (90) new cars; 444 used cars; 21 new trucks; and 70 used trucks were purchased in the month of December.
- **EmergiTech InterCad Software Training:** In discussing the EmergiTech InterCad software training classes, it was determined that Dave Conrad, EMA Director/911 Coordinator will also contact the City of Circleville 911 Dispatch Center and coordinate the scheduling of the training.
- **HVAC Issues at Pickaway County Sheriff's Office (PCSO):** Mr. Lutz reported that he has not yet met with anyone at the PCSO regarding HVAC issues at the facility.
- **Veterans Services Office:** With the recent occurrences in the local Veteran's Services Office that led to the Veteran's Services Board's dismissal of the former director, Mr. Lutz stated that after contacting the Auditor of State's (AOS) office he was informed that the AOS does not plan to audit the Veteran's Services office until it begins the county's financial audit, which is expected to be in a couple of months. Mr. Lutz stated that he plans to inform the Veteran's Services Board members that if they want a special audit/performance audit, the board will have to make the request to the AOS and the cost will have to come from the Veteran's Services department funds.

In the Matter of
Resolution Adopting the
National Fire Prevention Association 70®
2014 Edition of the National Electric Code:

Related to the meeting earlier in the day with Dorcus Morrow of the Pickaway County Building Department, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution related to adopting the 2014 National Fire Prevention Association (NFPA) 70® National Electric Code (NEC®):

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Resolution No.: PC-010615-2

WHEREAS, pursuant to Ohio Revised Code §731.231, there is hereby adopted by reference as if fully set out at length herein, the new edition of the 2014 National Fire Prevention Association (NFPA) 70® National Electric Code (NEC®), for the purpose of regulating all electrical materials and installations in all buildings and structures throughout Pickaway County; and,

WHEREAS, this covers, but is not limited to, the latest requirements on electrical wiring and equipment installation issues, included minimum provisions for the use of connections, voltage markings, conductors, and cables; and,

WHEREAS, the Chief Building Official and his/her designees are hereby authorized to enforce and place penalty as instructed by the 2014 NFPA 70® NEC®; and,

THEREFORE BE IT RESOLVED that any previous resolutions in conflict with this resolution are hereby repealed and of no further force and effect; and

THEREFORE BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

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

Attest: Patricia Webb, Clerk

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

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

Resolution No.: PC-010615-3

WHEREAS, the Pickaway Budget Commission granted an Amended Certificate for the **Misdemeanor Day Reporting Fund #296** in the amount of **\$7,541.47**; then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby appropriates the following sum for expenditure for period ending December 31, 2014:

Misdemeanor Day Reporting Fund #296
7,541.47

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

Attest: Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

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

7,541.47 to 296.0000.4529 – Misdemeanor Day Reporting-Revenue
3,032.80 to 296.1256.5102 – Misdemeanor Day Reporting-Salary
398.56 to 296.1256.5201 – Misdemeanor Day Reporting-PERS

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**408.94 to 296.1256.5203 – Misdemeanor Day Reporting-Insurance
375.80 to 295.1255.5203 – Misdemeanor Day Reporting-Insurance
75.50 to 295.1255.5201 – Misdemeanor Day Reporting-PERS
1,104.40 to 295.1255.5102 – Misdemeanor Day Reporting
171.30 to 227.2020.5201 – Juvenile Ct.-Victims of Crime Advocacy-PERS
1,234.66 to 227.2020.5102 – Juvenile Ct.-Victims of Crime Advocacy-Salaries
7.37 to 227.2020.5202 – Juvenile Ct.-Victims of Crime Advocacy-Medicare**

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

**155.06 from 101.2012.5202 – Sheriff-Administration-Medicare
To
101.2012.5203 – Sheriff-Administration-Insurance**

**1,336.34 from 101.2012.5202 – Sheriff-Administration-Medicare
To
101.2010.5203 – Sheriff-Road Patrol-Insurance**

**963.87 from 101.1101.5204 – Commissioners-Unemployment
To
101.1101.5102 – Commissioners-Salary**

**134.94 from 101.1101.5204 – Commissioners-Unemployment
To
101.1101.5201 – Commissioners-PERS**

**911.98 from 101.1108.5401 – Building Dept.-Contract Services
To
101.1108.5102 – Building Dept.-Salaries**

**127.67 from 101.1108.5401 – Building Dept.-Contract Services
To
101.1108.5201 – Building Dept.-PERS**

**1,848 from 101.1110.5101 – Auditor-Salary
To
101.1110.5102 – Auditor-Employees Salary**

**26.23 from 101.1117.5203 – Recycling-Insurance
To
101.1117.5102 – Recycling-Salary**

**3.67 from 101.1117.5203 – Recycling-Insurance
To
101.1117.5201 – Recycling-PERS**

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**0.05 from 101.1120.5301 – Treasurer-Supplies
To**

101.1120.5210 – Treasurer-Elected Official-PERS

**59.23 from 232.1155.5301 – Treasurer-DTAC-Supplies
To**

232.1155.5201 – Treasurer-DTAC-PERS

**647.71 from 101.1120.5301 – Treasurer-Supplies
To**

101.1120.5102 – Treasurer-Employee Salaries

**89.91 from 101.1120.5301 – Treasurer-Supplies
To**

101.1120.5201 – Treasurer-Employees PERS

**5.77 from 232.1155.5301 – Treasurer-DTAC-Supplies
To**

232.1155.5202 – Treasurer-DTAC-Medicare

**494.50 from 101.1105.5610 – Treasurer-Motor Vehicle-Interest
To**

101.1105.5611 – Treasurer-Auto License Gas Tax-Interest

**126.63 from 101.1145.5401 – Recorder-Contract Services
To**

101.1145.5102 – Recorder-Employee Salaries

**644.60 from 101.1145.5203 – Recorder-Insurance
To**

101.1145.5102 – Recorder-Employee Salaries

**107.15 from 101.1145.5501 – Recorder-Equipment
To**

101.1145.5201 – Recorder-Employees PERS

**2,195.26 from 101.1211.5203 – Court Magistrate-Insurance
To**

101.1211.5104 – Court Magistrate-Salary

**825 from 101.1211.5459 – Court Magistrate-Court Security
To**

101.1211.5104 – Court Magistrate-Court Security

**196.22 from 101.1211.5902 – Court magistrate-Continuing Legal Education
To**

101.1211.5104 – Court Magistrate-Salary

**270.17 from 101.1211.5902 – Court Magistrate-Continuing Legal Education
To**

101.1211.5201 – Court Magistrate-PERS

**908.94 from 901.1212.5501 – Common Pleas Court-Special Projects-Equipment
To**

901.1212.5203 – Common Pleas Court-Special Projects-Insurance

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**8.69 from 907.1226.5401 – Law Library Resources Board-Contract Services
To
907.1226.5202 – Law Library Resources Board-Medicare**

**0.72 from 101.5010.5402 – Soldier’s Relief-Contracts & Repairs
To
101.5010.5202 – Soldier’s Relief-Medicare**

**115.20 from 235.2002.5301 – E911-Supplies
To
235.2002.5102 – E911-Salary**

**16.18 from 235.2002.5301 – E911-Supplies
To
235.2002.5201 – E911-PERS**

**1.66 from 235.2002.5301 – E911-Supplies
To
235.2002.5202 – E911-Medicare**

**2,441.28 from 246.4010.5203 – Dog Shelter-Insurance
To
246.4010.5102 – Dog Shelter-Salary**

**341.83 from 246.4010.5203 – Dog Shelter-Insurance
To
246.4010.5201 – Dog Shelter-PERS**

**18,77 from 246.4010.5203 – Dog Shelter-Insurance
To
246.4010.5202 – Dog Shelter-Medicare**

**1,136 from 297.5002.5205 – H.E.L.P.S.-Workers’ Comp.
To
297.5002.5102 – H.E.L.P.S.-Salary**

**559.12 from 297.5002.5403 – H.E.L.P.S.-Travel
To
297.5002.5201 – H.E.L.P.S.-PERS**

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, absent; Commissioner Stewart, yes. 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 3, 2015.

A total of \$3,222 was reported being collected as follows: \$320 in adoption fees; \$18 in boarding fees; \$780 in sale of tags; \$8 in kennel licenses; \$30 in owner turn-ins; \$80 in owner turn-in euthanasia; \$20 in redemptions; \$1,966 in donations.

No (-0-) dogs were euthanized. No firearms were discharged.

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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 Wippel, yes; Commissioner Henson, absent; Commissioner Stewart; yes. Voting No: None. Motion carried.

Jay H. Wippel, President

ABSENT

Harold R. Henson, Vice President

Brian S. Stewart
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Attest: Patricia Webb, Clerk