

TUESDAY, JUNE 16, 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, June 16, 2015, with the following members present: Mr. Brian S. Stewart, Mr. Harold R. Henson, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance, as was Sarah Reed of the Circleville Herald. Mike Struckman, Scioto Township Trustee, was present for a portion of the morning session.

In the Matter of
Minutes Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from June 9, 2015, with corrections.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Payment of Bills:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, 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 June 17, 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 \$319,568.52 on the County Treasurer to satisfy the same.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Fiscal Specialist Report:

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

- **Chair Massages:** Mrs. Tucker distributed an email reminding county employees of the 5, 10, or 15 minute chair massages that are being offered on June 16th and June 18th at the rate of \$1 per minute by Mindi Brown of Avallas Massage and Wellness. Throughout the two days, Mindi will be at the Pickaway County Service Center; the courthouse; and the commissioners' office.

In the Matter of
Emergency Management Agency Report:

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

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- **Emergency Planning Committee (LEPC):** The LEPC is hosting a Hazardous Material Technician class this week at the Scioto Twp. Fire Dept.
- **State of Ohio Hazmat Technical Advisory Committee:** Mr. Conrad will be participating in a teleconference call later in the morning.
- **Ohio MARCS meeting:** Mr. Conrad will be attending an OHIO MARCS meeting on Wednesday, June 17th, at the Riffe Government Center where a presentation will be provided by Harris Corporation radios. Harris Radios are in discussions with Motorola and Ohio MARCS to determine a way to “talk” to each other and share resources
- **Hargus Lake/A.W. Marion State Park Dam:** Mr. Conrad referenced the article in the Circleville Herald regarding the Hargus Lake dam and telephone calls he has been receiving related to reports that the dam is unsafe; however, the Ohio Department of Natural Resources is responsible for any repairs to the dam, and the ODNR public information officer stated that the structure is not ready to burst.

In reference to some items Mr. Conrad brought before the commissioners last week, they informed him that they will be making their decisions related to: the purchase of an EMA replacement vehicle, receiving 50% reimbursement of its cost through the Emergency Management Performance Grant (EMPG); request for increased hours for the EMA Planner part-time position that will be paid from the EMPG ; and payment of one-half of repair costs to a City of Circleville emergency siren that is located on Stoutsville Pike from the EMPG. There are a total of 21 emergency sirens throughout the county, 6 of which are located in the City of Circleville corporation limits.

In the Matter of
Assistant County Administrator Report:

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

- **Family Fun Day:** Approximately 120 people attended the Family Fun Day held Thursday, June 11th, from 4:00 p.m. to 7:00 p.m., at the Mary Virginia Crites Hannan Community Park for employees that was facilitated by the county, Berger Health Systems, and the City of Circleville.
- **Govdeals.com website:** The 2001 Ford Econoline Van with a hydraulic chair lift that was formally utilized by the Veterans Services office has been reposted on the govdeals.com website. The vehicle was previously auctioned-off website; however, the highest bidder did not pay for the van and the next highest bidder was no longer interested.
- **Ohio Bureau of Workers’ Compensation (OBWC):** Ms. Dengler will be accompanying the OBWC representative as he tours county facilities on Wednesday, June 17th, who will make recommendations on addressing any safety issues that might be found.
- **Summer Youth Employment Program Workers:** Three workers employed by the county under the OhioMeansJobs-Pickaway County Subsidized Summer Youth Work Program begin working this week. Two workers have been assigned to the county dog shelter and one to the county maintenance department.
- **County Building Department:** Geoff Davis, Pickaway County Building Inspector, will be meeting with Ms. Dengler later in the week to discuss implementing some ideas he has for the department.
- **Live Out Loud (LOL) Health & Wellness Program:** The LOL Health & Wellness challenge ended on June 14th, and the county reached the designated employee participation and completion goal. All employees that completed the challenge will receive \$25 gift cards.

In the Matter of
Allocation of April 2015
Sales Tax Collections:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to allocate the April 2015 Sales Tax collections in the following manner:

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28,892 to 401.0000.4121 – Capital Improvements
693,407.58 to 101.0000.4121 – General Fund

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

Attest: Patricia Webb, Clerk

Commissioner Stewart mentioned Ohio sales tax that Amazon began charging for online purchases made by Ohio and the County Commissioners' Association of Ohio (CCAO) is estimating that this will provide an additional \$50 million in revenue a year to counties statewide. The sales tax will be disbursed based upon zip codes from where the online purchases were made.

In the Matter of
County Administrator Report:

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

- **Joint Benefits Committee (JBC) meeting:** Mr. Lutz attended the JBC meeting held last week and reported that the committee was excited about the county's Family Fun Day that it recently held in cooperation with Berger Health System and the City of Circleville and he was asked to provide a brief overview of the event that the various healthcare vendors also participated in. It was reported that the Flexible Spending Account (FSA), which runs on a calendar year due to the tax implications, will be going active in 2016; therefore, will be a mandatory enrollment for employees interested in enrolling in the FSA will take place in November of this year. Due to the change that will take place for the vendor that handles open enrollment and the healthcare open enrollment not taking place until February of next year, this means that employees will be required to sign up in the mandatory open enrollment in November and confirm their healthcare insurance and sign up or decline the FSA. Information related to all of this will be distributed to employees prior to the November mandatory open enrollment period. Serious consideration is being made by the JBC to change the incentives for employees to participate in the HELLO HAPPY Health & Wellness Program in 2016 that includes a possible discount or rebate for employees' healthcare insurance premiums for a designated period of time, such as 3 months, as opposed to offering gift card incentives which is becoming a trend in the healthcare industry. Mr. Lutz stated that this will require a lot of logistical changes to be made in order for this to occur, mainly in the county auditor's payroll department. It was also reported that there has been a small glitch in getting the gift cards out to employees that participated and completed the related to the lasted incentive program; however, the cards are expected be distributed in the near future. A telephone number for employees to call related to health coaching will be distributed to employees to call regarding any questions they may have regarding wellness. This is a benefit that is available to employees that has been underutilized so far. The next JBC meeting is scheduled for September 10th.
- **Courthouse clock tower:** The courthouse clock tower renovation project is complete, with the exception of the back-light for the clock faces, and the bells are now integrated and synchronized with the clock and Don Metzler has programed the bells to play on a regularly timed basis. The bells can now be remotely implemented to play as well. The renovation of the clock faces and hands was funded by the county commissioners and the integration/synchronization of the clock and bells was funded by the Foresman Chimes Trust.
- **Flat roof replacement project on portion of courthouse:** The project is scheduled to begin this week and a change order will be required for additional rubber.
- **Weeding & mulching:** The need for weeding and mulching of various county buildings was discussed and the maintenance department should be able to have it completed by the end of next week. Commissioner Wippel also mentioned the awning over an employee entrance at the Pickaway County Service Center (PCSC) that needs attention.
- **Air conditioning issues:** Accurate Heating & Cooling is working on air conditioning (a/c) issues in Magistrate Harsha's area in the courthouse, the IT room in the county auditor's office, in addition to a/c issues at the PCSC for which parts are on order.

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- **Concrete repair:** Quotes have been requested for concrete repairs in the campus area, separate from concrete repairs for the front of the courthouse.
- **Stripping & waxing of floors:** The maintenance supervisor continues to work on obtaining quotes from ServiceMaster for stripping and waxing of floors in the courthouse and the Pickaway County Sheriff's Office (PCSO).
- **Courthouse attic fire alarm system:** No start date has been provided for the courthouse attic fire suppression system that is to be installed by Silco Fire Protection.
- **Commissioners' building:** The maintenance supervisor reported that two of the three requested quotes have been received for replacement windows in the commissioners' building. Following a detailed discussion regarding renovations being done in stages to the interior of the building, it was determined that Geoff Davis, Building Inspector, will be consulted to determine how much renovation can be done before it affects building codes.
- **Courthouse electrical work:** Quotes have been requested from BJ's Electric and Seyfang Electric for the electrical work required for the external lighting of the courthouse project.
- **Courthouse slate roof repair:** Durable Slate has been notified that its proposal was approved for repair/replacement of a portion of the courthouse slate roof.
- **Vehicle fleet inspection program; county facilities records:** As a fall/winter project, the maintenance supervisor has been requested to work on the implementation of a county vehicle fleet inspection/service program and a county facilities program.
- **Capital Items/Projects:** It was reported that \$232,169 has been spent so far this year in planned capital expenditures and \$16,167 has been spent in unplanned capital expenditures. So far, \$20,000 has been spent of the \$25,000 set aside for the flat roof repair on a portion of the courthouse and the final figures will end up being more than that due to unanticipated repairs needed to an area of the slate roof. All capital items and purchases for the dog shelter are complete that included the purchase of a new truck; replacement of the guardrail; and exterior lighting. Of the \$50,000 designated for the county engineer's highway garage, \$6,500 has been spent thus far. Related to the improvements to the renovation of basement of the building occupied by the county engineering department, \$5,600 has been spent of the \$20,000 budgeted and the final costs should come in close to the \$20,000 amount. IT upgrades are progressing and of the \$30,000 designated, a total of \$21,000 has been spent. A portion of the \$3,800 per month for juvenile/probate court case software is being paid from the capital fund. The \$7,200 retainage for the PCSO roof repair that was completed last year was carried forward and paid through the capital fund this year. None of the \$100,000 set aside for the PCSO for vehicles (\$65,000) and other capital items (\$35,000) has been expended thus far.

In the Matter of
Discussion Regarding 50%
Reimbursement of Indigent Representation:

A brief conversation was held regarding reimbursement of county indigent representation introduced in the Main Operating Budget (OBM) for FY 16-17 Biennium by the Ohio House of Representatives for a 50% reimbursement of indigent defense representation; however, the senate is stating that assigned counsel must be paid at least \$50 an hour by counties in order to receive the 50% compensation. There are about 35 counties that pay less than the \$50 an hour, including Pickaway County. It was noted, however, that the hourly amount paid to assigned indigent counsel is negotiated between the attorneys and the Ohio Public Defender Office. After discussing the topic, it was determined that Mr. Lutz will review the county's indigent representation contract with the Ohio Public Defenders Office and research the matter.

In the Matter of
Quote from Garrett's Carpet Connection to
Remove and Replace Carpeting and Laminate Flooring
In Areas of Memorial Hall:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the quote in the amount of \$4,465.99 from Garrett's Carpet Connection, 14937 St. Rt. 56 E, Laurelville, Ohio 43135,

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for the removal and replacement of carpeting and laminate flooring throughout specified areas of Memorial Hall to be paid from unplanned capital expenditures.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Approval to Move Forward with
Analysis for Digitalization of County Records:

Commissioner Stewart spoke about the proposal from Prime 360 to survey county records that would be digitalized for archiving purposes. The company provided a quote for 24 hours at the rate of \$80 per hour to survey records in the various county departments and come up with a digitalization plan. It was noted that departments will be informed that documents that can be destroyed based upon the records retention policies will not be included in the digitalization survey. It was noted that the Pickaway County Records Retention Committee recommends moving forward with the survey.

After further discussion regarding the matter, Commissioner Henson offered the motion, seconded by Commissioner Wippel to approve the proposal from Prime 360 in the amount of \$1,920 to be paid from unplanned capital expenditures.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Purchase of New Emergency Management Agency
Vehicle Approved with 50% Match from the
Pickaway County Emergency Management Performance Grant:

The commissioners met with Dave Conrad, EMA Director/911 Coordinator, to discuss his previous request for their consideration for the purchase of a new Ford F150 4 door with cap as a replacement vehicle for the current 2006 Ford Expedition with EMPG grant funds with a 50% match from the county's general fund. With the current EMPG grant cycle expiring on July 10th, any unspent funds will have to be returned to the state. Mr. Conrad stated that he will contact the state EMA office regarding a possible extension of the July 10th grant deadline. He said that he will explore the price of the vehicle in state co-op purchasing program, expected to be in the \$26,000 range, and will also consult with Coughlin Ford in Circleville. Mr. Conrad's intentions are to transfer the existing communications radio equipment from the old vehicle to the new vehicle.

At the conclusion of their discussion regarding the request, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the purchase of the vehicle with 50% of its cost coming from the EMPG grant fund and the remaining 50% from the county's general fund.

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

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**In the Matter of
Approval to Pay 50% of Repair to a
City of Circleville Emergency Siren from
Emergency Management Performance Grant (EMPG):**

The commissioners and Dave Conrad discussed the recent request from the City of Circleville for the commissioners' consideration of paying one-half of the \$5,200 cost to repair an emergency siren that is currently inoperable from the current EMPG with the city paying the remaining \$2,600 it has in its emergency siren fund.

After further discussion regarding the request, Commissioner Henson offered the motion, seconded by Commissioner Wippel, approving \$2,600 toward one-half of the cost to repair the City of Circleville's emergency siren from the EMPG.

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Approval of Increased Hours for
Part-time Emergency Management Agency Planner:**

After discussion was held in regards to the recent request made by Dave Conrad asking the commissioners to consider increasing Dustin Hube's, EMA Planner, part-time hours from 12 hours per week to either 20, 24, or 29 hours per week, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to increase Mr. Hube's hours to 24 hours per week. Mr. Hube recently obtained his degree in Emergency Management from the Ohio Christian University. His hourly rate is \$10.40 and with this increase in hours, this will be a total of increase of \$7,493.69, which includes Mr. Hube's PERS, Medicare, and Workers' Compensation contributions. Of that amount, \$3,746.85 will be paid from the county's general fund and the 50% will be paid from the Emergency Management Performance Grant (EMPG).

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Approval of Purchase of
Audiolog Recording System for the
Pickaway County 911 Dispatch Center/Public Safety Answering Point (PSAP):**

The commissioners and Dave Conrad discussed the request from the Pickaway County Sheriff's Office (PCSO) for the purchase of a new audiolog voice recording system for the county's 911 Dispatch Center/PSAP. On behalf of the PCSO, Mr. Conrad shared a quote in the amount of \$29,880.64 from Sound Communications, Inc. to be paid from E911 funds that are collected by way of a 25¢ per month fee on all Pickaway County residents' cell phone lines. The current voice recording system's software support ends next month and will no longer receive software updates.

Following further discussion regarding the request, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the purchase of the audiolog voice recording system from Sound Communications, Inc., 3474 Park Street, Grove City, Ohio 43123, in the amount of \$29,880.64, to replace the current system voice recording system at the Pickaway County 911 Dispatch Center/PSAP.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Discussion Regarding Request from
Pickaway County Sheriff's Office for
Purchase of Three New Telecommunicators Chairs;
Purchase of Updated Server that Populates Information at the
Pickaway County 911 Dispatch Center/PSAP:

Mr. Conrad spoke with the commissioners regarding a request from the PCSO for the purchase of three ergonomic chairs from BodyBilt, Inc., Navasota Texas 77868, for the total cost of \$3,308.07 (including freight) for use by telecommunicators at the Pickaway County 911 Dispatch Center/PSAP located at the PCSO. The chairs, with a 7-year warranty, are currently being utilized at the dispatch center for a 30-day trial period and the PCSO is requesting that they be purchased with E911 funds. After discussing the request, it is the commissioners' consensus that the cost of the chairs is excessive and requested Mr. Conrad to consult with the PCSO to inquire if other prices were pursued.

Mr. Conrad also brought an additional request made by the PCSO to the commissioners' attention related to the purchase of an updated server at the cost of \$7,769.30 that populates information when 911 calls come in to the county's dispatch center/PSAP. Following a question and answer session regarding the request, it was determined that Mr. Conrad will obtain further information and the matter will be discussed again next week.

In the Matter of
Creation of New Line Items Approved:

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

220.1238.5969 – Juvenile Court-Guardianship-C.B.C.
220.0000.4904 – Juvenile Court-Guardianship-C.B.C.-Revenue

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Issuance of Blanket Purchase Order Approved:

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

4,184.35 – 101.1210.5901 – Common Pleas Court-Other Expenses

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

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Attest: _____
Patricia Webb, Clerk

In the Matter of
3% Pay Increase Approved for
General Fund County Employees:

After a detailed overview of the actual revenue and expenditures for the Pickaway County General Fund for period ending May 31, 2015; an overview of the estimated revenue and expenditures; planned capital projects; and the projected carry-over for period ending December 31, 2015, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve a 3% wage increase for all Pickaway County General Fund employees, effective June 29, 2015.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Weekly Dog Warden Report Filed:

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending June 13, 2015.

A total of \$742.60 was reported being collected as follows: \$240 in adoptions; \$150 in sale of tags; \$30 in tag late fees; \$12 in boarding revenue; \$25 in redemptions; \$70 owner turn-ins; and \$215.60 in private donations.

No dogs were euthanized.

No firearms were discharged.

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

Brian S. Stewart, President

Harold R. Henson, Vice President

Jay H. Wippel
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: _____
Patricia Webb, Clerk