

**TUESDAY, MARCH 1, 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, March 1, 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  
February 23, 2016 Minutes:**

With the commissioners' clerk on vacation, the meeting minutes for February 23, 2016, will be reviewed for approval during Regular Session next week, on Tuesday, March 8, 2016.

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

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

BE IT RESOLVED, that the bills have been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated March 2, 2016, in the Commissioners' Voucher Journal; 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 \$41,987.09 on the County Treasurer to satisfy the same.

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

Attest: April Dengler, Assistant County Administrator

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

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist/EMA Planner.

- Mr. Hube reported that in 2015, the Commissioner's Office processed \$3,949,564.97 in bills.

**In the Matter of  
Report Provided by Dave Conrad:**

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

- Adult probationers were coming to assist Mr. Conrad in moving his things out of his office to prepare for the upstairs remodel. He will be moving into Commissioner Henson's office for the time being. He is working on his records retention schedule and has many files that are at the end of the required record keeping period and can now be disposed.
- Mr. Conrad is finishing a match grant through the Department of Health. The total amount of the grant is \$100,000. He is applying for the grant money to help purchase new radios.
- Mr. Conrad reported that he will be attending a Southeast Sector meeting at 10:00am on March 2<sup>nd</sup>, 2016.
- He is also finalizing details for a full scale disaster scenario in Scioto Township. The exercise will take place on June 3, 2016.

**In the Matter of  
Report Provided by Erica Tucker:**

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

- The Fairgrounds survey was uploaded to the Pickaway County website.
- Recycling: Erica met with Mike Pelcic from the Pickaway County Board of Developmental Disabilities about hiring someone for our custodial crew. This person would be responsible for emptying the recycling bins and trash bins in the County offices.
- Tom Davis and Erica will be holding an Outreach Specialist meeting on Thursday at 1:00pm in their office in the Annex. This is an update meeting for the three Outreach Coordinators.
- The new presentation room at the Annex is almost complete and is ready to hold meetings.

**In the Matter of**  
**Report Provided by Brad Lutz:**

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

- Common Pleas Court would like to have the jury room remodeled. This may be a project that will not be done right away since projects were to be requested in November 2015. Maintenance has many pressing projects going on at the moment. A possible start date would not be until after July 1<sup>st</sup>. Will discuss further at a later time.
- Logan Elm School District Board of Education resolution was received approving the tax incentive agreement with Sofidel. Commissioner Stewart plans on speaking with Mr. Gene Hollins, the county's attorney handling economic development matters, to inform him.
- CHIP program with the City of Circleville. Mr. Lutz met with Sharon Schall, head of the grant department for the City, on Friday, February 26<sup>th</sup>. It was agreed that all contractors working on CHIP projects would have to comply with the applicable laws and regulations as enforced by the Pickaway County Building Department.
- Mr. Lutz met with Robert Adkins, IT Director, about monitoring the computer usage that tracks activity. Solarwinds is a program to be able to monitor an IP address to make sure someone hasn't hacked into a computer on the County server. The cost is \$5000 with a \$250 yearly subscription fee.
- Mr. Lutz said that the construction in the upstairs of the Commissioners building has begun and is moving forward. This project should be completed in approximately 4 weeks. The basement shelving project is also progressing and should be completed by the end of the week.
- Judge Long's office project should be completed in the next two weeks.
- Otis Elevator came back with a quote on the new circuit board for the elevator in the Service Center building. The quote was \$76,000. Mr. Lutz declined the quote. OTIS is to come back with a new quote or Mr. Lutz stated that he would be approaching another company for the repair. Bid openings for the Sheriff's Office parking lot are to begin next Tuesday, March 8<sup>th</sup>.

**In the Matter of**  
**Purchase Agreement Signed**  
**For the Purchase of Building Located at**  
**435 Lancaster Pike – Parcel A05-1-039-00-002-00:**

The Commissioners approved and signed the purchase agreement in the amount of \$174,000 for the TMPS property located at 435 Lancaster Pike. Closing date is set for April 2<sup>nd</sup>, maybe sooner.

Commissioner Wippel offered the motion to approve Commissioner Henson to sign the purchase agreement, seconded by Commissioner Stewart.

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

Attest: April Dengler, Assistant County Administrator

**TUESDAY, MARCH 1, 2016  
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**In the Matter of  
Approval for Purchase of  
Two New Vans and Four New Cruisers for  
Pickaway County Sheriff Office:**

Mr. Lutz presented the Commissioners with the proposal from the Pickaway County Sheriff to purchase at least three (3) vehicles, one (1) passenger van, one (1) cargo van and at least one (1) SUV. Due to the overall health of the county's economic position, the commissioners decided that the purchase of six (6) vehicles was warranted.

Commissioner Wippel made a motion to approve the purchase of one (1) cargo van, one (1) passenger van and four (4) cruisers, seconded by Commissioner Stewart.

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

Attest: April Dengler, Assistant County Administrator

**In the Matter of  
Roadway Use and Maintenance Agreement for  
Darby Fuel Oil Addition Project Signed:**

Chris Mullins, County Engineer, requested signatures for a Roadway Use and Maintenance Agreement from AEP in Darby Township for three (3) 1.5 million gallon tanks. Water and Diesel.

Commissioner Wippel motioned to approve and sign the AEP road usage agreement in Darby Township, seconded by Commissioner Stewart.

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

Attest: April Dengler, Assistant County Administrator

**In the Matter of  
Meeting with Tim Colburn – Berger Health Systems:**

At 11:02am, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to enter into Executive Session pursuant to ORC 121.22 (G)(7) - County Hospital's Trade Secrets. In attendance was Brad Lutz, County Administrator; Dawn Samans, Amy Singh, and James Tompkins of Kaufman, Hall & Associates.

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

Attest: April Dengler, Assistant County Administrator

At 11:50am, 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: April Dengler, Assistant County Administrator

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

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

- The Circleville City School Foundation Raise Your Paw auction was held on Saturday, February 27<sup>th</sup> and Ms. Dengler thanked everyone who was able to attend for their support of Circleville City Schools. The early estimate of net profit is at least \$30,000.
- Ms. Dengler placed an advertisement at Ohio Means Jobs and the County website for a Custodial Worker I (PT) 12:00pm – 4:00pm. Deadline to submit applications is Wednesday, March 9<sup>th</sup>.
- Ms. Dengler said that County employee bio screenings will take place next Wednesday, March 9<sup>th</sup> from 7:00am – 11:00am at the County Highway Garage and next Thursday, March 10<sup>th</sup> from 7:00am – 11:00am at the Service Center upstairs meeting room. Employee can go online to schedule their appointments. These bio screenings are a requirement to be eligible for the Hello Happy incentive bonus.

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

At 1:45pm, Commissioner Stewart offered the motion, seconded by Commissioner Wippel to enter into Executive Session pursuant to ORC 121.22 (G)(1) to discuss the possible discipline of a Board of County Commissioners' office employee.

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

Attest: April Dengler, Assistant County Administrator

At 2:10pm, the Commissioners exited Executive Session and Commissioner Henson offered the motion, seconded by Commissioner Stewart, 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: April Dengler, Assistant County Administrator

**In the Matter of  
Meeting with Ryan Scribner – P3:**

At 2:30pm, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to enter into Executive Session pursuant to ORC 121.22 (G)(8), Confidential Matters regarding Economic Development.

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

Attest: April Dengler, Assistant County Administrator

At 2:55 pm, the Commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Stewart, 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: April Dengler, Assistant County Administrator

**In the Matter of  
Appropriations Approved:**

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Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following requests for the NEW FUND/LINE ITEM-NAME CHANGE:

**New – 915.2090.5801 – Hocking CASA Cash Advance Back  
\$470.17 from 915.2090.5801 – Hocking CASA Cash Adv. Back  
to 101.1105.4910 – General Cash Advance In**

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

Attest: April Dengler, Assistant County Administrator

**In the Matter of  
Cash Advance:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following requests for CASH ADVANCE:

**\$1413.90 from 101.1105.5801 – General Cash Advance  
To  
227.0000.4910 – VOCA – Advance In**

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

Attest: April Dengler, Assistant County Administrator

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

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following requests for BLANKET PURCHASE ORDER:

**\$2500.00 – 639.6052.5901 – Park District – Other Expense  
\$3500.00 – 101.1145.5901 – Other Expenses - Recorder**

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

Attest: April Dengler, Assistant County Administrator

**In the Matter of  
Fund Transfers:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following requests for FUND TRANSFERS:

**\$1894.14 from 101.1105.5609 – Interest - ALGT  
To  
201.0000.4705 – Interest – ALGT**

**\$659.53 from 101.1105.5610 - Interest – Motor Vehicle  
To  
202.0000.4706 – Interest – Motor Vehicle**

**\$72.70 from 101.1105.5611 – Interest – Special Projects Assessment  
To  
901.0000.4707 – Interest – Special Projects Assessment**

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

Attest: April Dengler, Assistant County Administrator

**In the Matter of  
Weekly Dog Warden Report:**

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending February 27, 2016.

A total of \$245 was reported being collected as follows: \$120.00 in adoption fees; \$30.00 in boarding revenue; \$95.00 in redemption fees.

Ten (10) stray dogs were processed, three (3) dogs were adopted; no (0) dogs were euthanized.

No firearms were discharged.

With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to adjourn. Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Stewart, yes, Commissioner Henson; 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: April Dengler, Assistant County Administrator