

TUESDAY, MARCH 31, 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, March 31, 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.

**In the Matter of
Minutes Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from March 24, 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 April 1, 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 \$126,247.13 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:**

Eric Tucker, Fiscal Specialist, reported that a new bulletin board has been installed at the entry of the Commissioners' building where the county's monthly newsletter, job postings, public notices, and other information can be displayed.

The Downtown Business Association's "First Friday" event for this year is scheduled for Friday, April 3rd. Participating businesses will be offering discounts and raffle tickets will be sold to win a Grille Master grill from Sutherlands-Home Improvement Center.

**In the Matter of
Emergency Management Agency Report/E911:**

The following is a summary of the report provided by Dave Conrad, EMA Director/E911 Coordinator:

- **Ohio Dept. of Natural Resources Dam meeting:** Mr. Conrad introduced the representatives from ODNR that facilitated the dam meeting held last week for local officials and the public. There are

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

various classifications of dams that exist in the county, from levees on landowners' properties to the largest being Deercreek Dam. No dams in the county were reported as failing by ODNR.

- **Ohio Christian University Event:** Mr. Conrad attended an event at the Ohio Christian University, as did Mr. Lutz, a dinner/roundtable discussions were held related to job interviewing between individuals working in the public and private sectors and senior students at the university. Mr. Conrad mentioned that related to the Emergency Management curriculum, he feels grant writing and management programs are important to include.
- **Healthcare Coalition:** A Berger Health System, Health Department, and county EMA Healthcare Coalition meeting was held last week.
- **Local Emergency Planning Committee (LEPC):** The LEPC met last Friday and finished the plan to hold the upcoming table-top exercise. There was good representation from local and state officials.
- **Low-band emergency/tornado siren radio equipment:** The remaining 12 low-band radios that operated two different township emergency/tornado siren that are no longer needed after the sirens were converted to hi-band frequency have been collected by B&C Communications. The radios will be provided to Tom Swisher, the Countywide Radio Communications System Coordinator, to determine if there may be some use for the equipment.
- **Local Government Innovation Funds (LGIF):** Mr. Conrad will be emailing the Commissioners information regarding LGIF funds that are available for backbone equipment and the purchase of Multi-Agency Radio Communications (MARCS) P25 compliant radio equipment if the county were consider eventually partnering with Ohio MARCS. He mentioned that Athens County has expressed interest in partnering with the county in the ordering of P25 equipment to take advantage of any discounts that may apply to the volume of items purchased.

In the Matter of
Agreement for Use of Pickaway County Property Approved:

Ms. Dengler presented an Agreement for Use of Pickaway County Property Agreement for the Commissioners' review and consideration from the Pickaway County Ministerial Association requesting the use of an external area of Memorial Hall to display a large wooden cross beginning on Good Friday, April 3rd, through late afternoon on Easter Sunday, April 5th.

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

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
Assistant County Administrator Report:

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

- **Workers' Compensation claim:** An incident report will be filed by a county employee who sustained a back injury on the job at the County Engineer's Highway Garage last Friday. The incident report is needed for the employee, who was unable to return to work on Monday, to file a workers' compensation claim.
- **Healthcare forms; Policy & Procedure Manual (PPM) forms:** Ms. Dengler is working with the Franklin County Healthcare Consortium on updating some of the health insurance enrollment forms with the recent offering of optional supplemental short-term and long term-liability insurance and standard life insurance that will be added to new hire packets. She is also working on some minor discrepancies in the county's PPM. In discussing policies that may be considered to be put in place, Ms. Dengler mentioned that though the county has liability coverage through the County Risk Sharing Authority (CORSA), there is no policy in place regarding the amount of reimbursement for the theft of employee's personal property for it to be covered. A \$500 amount was deemed as

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

appropriate. Ms. Dengler will draw up language for the policy to be presented to the Commissioners for consideration.

In the Matter of
Satisfaction of Mortgage Signed for
Mary Wilhelm, Recipient of Community
Housing Improvement Program (CHIP) Funds:

The Commissioners' Clerk presented a copy of a check in the amount of \$3,750 the county received related to the payoff of Community Housing Improvement Program funds received by Mary E. Wilhelm in the amount of \$25,000 in 2002, for rehabilitation to her home that is located at 27744 Morris Salem Road, Circleville, Ohio. Of that amount, \$3,750, or 15%, was placed on the property as a county lien. The remaining 85% was a self-declining grant/loan with no payback to the county as long as Mrs. Wilhelm did not vacate, sell, or transfer title to the property for a period of 10 years, which expired in 2012. With Mrs. Wilhelm's passing, her estate is now selling the property and the county's \$3,750 lien on the property became due, which was received from Citizens Land Title Co. The proceeds have been paid into the CHIP "Program Income Fund", which is used to further assist low-to-moderate (LMI) income homeowners rehabilitate their homes, bringing them up to residential code.

With the county's lien on the above-mentioned property being fully satisfied, Commissioner Wippel offered the motion, seconded by Commissioner Henson, authorizing Commissioner Stewart, President, to sign the *Satisfaction of Mortgage* which will be provided to the Pickaway County Recorder's office in order for the county's lien to be released.

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
Ohio State Historic Preservation Office
Programmatic Agreement Signed:

The Commissioners reviewed the "Programmatic Agreement Between the Ohio State Historic Preservation Office and Pickaway County for Administration of Programs Using HUD Allocated Funds with Delegated Review Responsibilities Authorized Under 24 CFR Part 58". The agreement is required as part of the Community Housing Impact & Preservation (CHIP) program, a housing rehabilitation program that provides financial assistance to low-to-moderate income (LMI) homeowners, for which the county and City of Circleville are filing a joint application to the Ohio Development Services Agency in total amount of \$800,000. The agreement essentially states that any work performed on a structure with historic designation will abide by the stipulations contained within the agreement. The agreement will expire on December 31, 2019.

At the conclusion of the review, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign the above-mentioned agreement.

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
Illumination of Exterior of Courthouse Scheduled:

Commissioner Stewart mentioned that he was recently approached by a few downtown business owners that spoke to him regarding arrangements they have made for a consultant to shine lights illuminating the exterior of the Courthouse and take measurements that evening. The business owners stated that they plan to present the Commissioners with the concept of illuminating the exterior of the Courthouse during the

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

holidays that could potentially evolve into a downtown destination point. Commissioner Stewart mentioned this is something that Licking County has done for years. It was stated that this could tie-in with the Courthouse clock face and hand renovation project the Verdin Company should be beginning soon that was approved by the Commissioners last year. Commissioner Stewart stated that he asked the business owners to develop a plan so it may be eventually presented to the entire board for consideration. The Pickaway County Sheriff's Office was informed of the lighting process scheduled for that evening and the Circleville Police Department will be contacted as well.

In the Matter of
Subordination Agreement Signed for
Michael B. Leslie and Teresa Sheets,
Community Housing Improvement Program Funds:

The Commissioners reviewed the documentation submitted from National Lending Corporation on behalf of Michael B. Leslie and Teresa R. Sheets that is related to the first-time homebuyer down payment and housing rehabilitation assistance the couple received through the county's FY 2003 Community Housing Improvement Program for the purchase and rehabilitation assistance to their home located at 5057 Lee Road, South Bloomfield, Ohio 43103. Michael and Teresa are desirous of refinancing their home as part of the FHA Streamline Mortgage Refinance Program to reduce their current mortgage interest rate from 5.25% to 4.5%. All documentation required in Pickaway County's Subordination Policy was provided. No cash is being taken out, and no request for the consolidation of loans was made. Pickaway County would remain at its current second lien position, which would be subordinate to the National Lending Corporation.

Following the review of the submitted documentation, Commissioner Henson offered the motion, seconded by Commissioner Wippel, approving the request and authorizing Brian S. Stewart, President, to sign the Subordination Agreement.

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
Road Usage and Maintenance Agreement
Signed for COH Pipeline Project:

On behalf of Chris Mullins, County Engineer, Mr. Lutz presented a Roadway Use and Maintenance Agreement with Columbia Pipeline Group related to the COH Pipeline Project. Following the Commissioners' review of the document, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign the Roadway Use and Maintenance Agreement for the COH Pipeline Project with Columbia Pipeline Group, 1675 Muddy Creek Road, Winchester, Kentucky 40391.

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
Adoption of Proposed
Pickaway County Combined PSAP Plan:

With the proposed Pickaway County Combined PSAP (Public Safety Answering Point) Plan having been completed by members of the Commissioners' staff, it was determined that the plan is ready for formal adoption; therefore, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the proposed plan and to submit the same to the City of Circleville.

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

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Memorandum of Understanding Signed
Between the Commissioners, County Engineer, and
Soil & Water Conservation District Office Related to
County Ditch Petition Processes:

Mr. Lutz presented the final Memorandum of Understanding between the Commissioners, the County Engineer, and the Soil & Water Conservation District, which all have a common objective and responsibility to provide for the planning installation, and maintenance of drainage improvements within Pickaway County. The MOU states the terms and conditions of a cooperative working agreement for achieving that objective under the provisions of the Ohio Revised Code (ORC). By the ORC, the County Engineer is responsible for county maintained drainages improvements, the Commissioners are responsible for the oversight of the petition process, and the SWCD, but virtue of its purpose, has the technical expertise to support drainage improvements throughout the county and should be an integral part of the petitioned drainage improvement procedure. A total of 6% of the project construction cost will be added to the project for distribution between the County Engineer and SWCD for design and inspection. The SWCD will be reimbursed for its design work in an amount equal to 4% of the project construction cost, and the remaining 2% will be paid to the County Engineer for inspection of the project. If the project is not approved at the final hearing, at the discretion of the Commissioners, the County Engineer and the SWCD may be reimbursed up to 6% of the estimated project costs for work completed as designated above. The MOU has been signed by Judy Wolford, County Prosecutor, for approval as-to-form, and will be provided to the County Engineer and the President of the Soil & Water Conservation District's Board of Supervisors for signature.

In the Matter of
County Administrator Report:

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

- **Ralph C. Starkey Community Action Day:** The annual Ralph C. Starkey Community Action Day will kick-off will take place the Ohio Christian University on Thursday, April 16th, at 8:30 a.m. Many of the students of OCU will be participating in the event and a Resolution from the Commissioners will be read by Commissioner Henson thanking them for their participation.
- **Letter to Sheriff Robert Radcliff:** Last week a letter from the Commissioners was sent to Sheriff Robert Radcliff regarding his open maintenance worker position that was posted, due to the upcoming retirement of Jim Willeford who is currently off on medical leave, offering the services of the Pickaway County Maintenance Department in lieu of the Pickaway County Sheriff Office (PCSO) hiring a new Maintenance Worker. In summary, the proposal would allow the Sheriff's Office to hire an additional Road Patrol deputy instead of replacing a maintenance position that was explained in the letter, which is reflected in the Commissioners' March 24, 2015 meeting minutes. Mr. Lutz reported that he received an email from Sheriff Radcliff stating that he would be interested in discussing the matter further. Mr. Lutz responded to Sheriff Radcliff's email right away asking when he would like to proceed with a discussion; however, Mr. Lutz has not yet received a response from the Sheriff. Mr. Lutz also reported that the county's maintenance staff was called to the facility regarding a paper towel dispenser that was not working properly. The maintenance staff responded and temporarily exited the building during the repair process and became locked out and unable to regain entry. John Brown, County Maintenance Supervisor, asked Matt Parish of the PCSO for swipe cards to be able to enter the facility when needed, and two cards were issued, one for Mr. Brown and one for Grant Clifton, Pickaway County Maintenance Worker.
- **HVAC replacement/electrical upgrade project:** Accurate and BJ's Electric has begun the HVAC/electrical upgrade project in the basement of the building occupied by the County Engineering Department.
- **Berger Health System Single Patient Room Open House:** The public Open House for Berger Health System's new single patient rooms will be held on April 6th. Public tours are available between 9:00 – 11:00 a.m. and 5:00 – 7:00 p.m.
- **Reimbursement of gas line repairs made by Pickaway County Agricultural Society (aka Fair Board):** The topic of a previous request made by the Pickaway County Fair Board for reimbursement of ½ of \$13,760.57 that was paid to various vendors for a gas line repair made last year on the fairgrounds property. In discussing the matter, the Commissioners indicated that they would be open to the possibly of paying ½ of the costs, on the condition that a 5-year facilities plan

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

be developed by the Fair Board related to repairs to buildings on the fairgrounds property. An inquiry will also be made in the letter as to the status of the plans for the construction of a multipurpose building that the Pickaway County Sportsmen's Club wants to build on the fairgrounds property from proceeds from its annual Sportsmen's Extravaganza event.

- **County Risk Sharing Authority (CORSA):** Mr. Lutz and Andy Cupp of Hummel & Plum, the CORSA's local liaison for Pickaway County, attended CORSA's annual renewal meeting held on Friday, March 27th. CORSA is the county's liability insurance carrier. It was reported that CORSA fund balance is healthy and the county's annual liability insurance premium is expected to remain level with last year's amount. Also discussed at the meeting was cyber security and the protection of personal devices that have access to the county's system, which Mr. Lutz mentioned was timely with the Bring Your Own Device (BYOD) presentation that Ms. Dengler and Robert Adkins, IT Manager, provided to the Commissioners last week. It was also reported that the Ohio Legislature passed a law a few years ago for reimbursement of 4 hours of training for each peace officer in all counties each year; however, the line item in the state budget was not funded until this year. Each law enforcement authority would determine the type of training its officers would receive.
- **DS Drainage Ditch/David L. McDonald, Trustee:** The Commissioners' office received written correspondence from David L. McDonald, which is trustee for property determined to be in the watershed by the County Engineering Department and the Soil & Water Conservation District. Mr. McDonald stated that only 6.23 acres of his property involved, which he said is un-farmable and will not be improved by the ditch and the project will not benefit him in any way. Chris Mullins, County Engineer, will respond to Mr. McDonald and will keep the Commissioners informed of the matter.
- **County Dog Shelter's new community service at Genesis Healthcare Facility:** The county Dog Shelter and the Genesis Healthcare facility on Atwater Avenue have collaborated on a community project where selected dogs from the shelter will be taken to the facility to meet and socialize with the residents for a period of 1 to 2 hours. The shelter's involvement was requested by the facility's activity coordinator and in December of last year, the residents of the facility organized a collection drive for shelter supplies. Deputy Dog Warden Maria Bennett has been assigned with coordinating the events.
- **800 MHz Radio Communications Systems:** The Pickaway Township fire chief and Tom Swisher have been in communication about the chief providing an inventory of radios utilize the county's 800 MHz Radio Communications System. The Pickaway Township Trustees recently questioned the number of radios for which they were invoiced. Mr. Lutz also reported that the OCU's Chief of Security, Tyler Payne, spoke with him about becoming a user of the system. Mr. Payne and Mr. Swisher will work out the particulars related to the number of radios involved and user classification that will be taken before the 800 MHz Advisory Committee, which in-turn will make a recommendation to the Commissioners for consideration.
- **Lima Company Traveling Memorial:** Mr. Lutz contacted the Pumpkin Show Committee member to inform her that the YMCA agreed to allow the Lima Company Traveling Memorial to use its space to display the large paintings during Pumpkin Show.

Mr. Lutz reported that he will be requesting July 9th & 10th, and July 13th – 17th, for vacation.

In the Matter of
Meeting with Chelsea Faulkner,
Regional Liaison for Secretary of State:

Chelsea Faulkner, Regional Liaison for Secretary of State (SOS), Jon Husted, met briefly with the Commissioners to introduce herself. Ms. Faulkner, which covers a 10-county region in central Ohio, previously worked as an aide in the Ohio Senate and graduated from Ohio State University last May. The Ohio SOS serves as the state's chief election official and also serves as the custodian of business filings in the state. During their discussion, the business filing fee reductions that is about to be passed was mentioned, along with questions she receives from many counties about possibly easing the funding burden related counties meeting implemented voting requirements. Also discussed was the special elections and how it would be advantageous to have just two elections in a year, the primary and general. Consolidating some voting precincts was also mentioned by the Commissioners, and when the topic of possible online voter registration, Ms. Faulkner stated that Mr. Husted is an advocate.

Commissioner Stewart stated that he utilizes the SOS website, which he said is effective, on a nearly a daily basis related to business filings, and recommended that more business forms be able to be filed online. He also mentioned the numerous campaign finance reports, which are extremely detailed, that can be

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

quite cumbersome and when he inquired if the forms could be streamlined to a degree, Ms. Faulkner stated that she would check into the matter.

Following further discussion, the Commissioners thanked Ms. Faulkner for coming in to introduce herself, and she provided them with her business card should they need to contact her with any questions or concerns.

In the Matter of
Expedited Type 2 Annexation Discussed for the
Annexation of 45.72 acres of Harrison Township into the Village of South Bloomfield:

On May 6, 2014, a meeting was held regarding the Expedited Type 2 Annexation that was filed by Rob Rishel, Solicitor and Agent for the petitioner, the Village of South Bloomfield, for the annexation of 45.725 acres owned by the village and where the municipality's sewer plant was constructed approximately 10 years ago. The village solicitor at time of the construction of the sewer plant was reported to have "dropped the ball" related to annexing the land and the subsequent solicitor Rob Rishel, of Rinehart, Rishel, and Cuckler, LTD, was the agent for the ultimate filing of the annexation petition on April 28, 2014. During the May 6, 2014 meeting regarding the Expedited Type 2 Annexation, it was verified by Terry Frazier, Director of the Pickaway County Development & Planning Office, and the Commissioners' Clerk verified that a full and accurate legal description of the property to be annexed was filed with the petition, along with the verification that Mr. Rishel, Village Solicitor, was the Agent for the petitioner; an accurate map of the area to be annexed was included; the data for the parcel to be annexed was included; and the statutory disclosure stated in bold face capital letters regarding the waiver of appeal rights was included in the petition. It was noted at the time that the ordinance from the village stating the services it will provide to the proposed territory for annexation was not included with the filing of documents, nor was the proof of notification to the Harrison Township Trustees of the proposed annexation included in order for them to provide their consent or object to the annexation to the Commissioners. Based on ORC §709.023, within 5 days after the petition is filed, the agent is to: provide proof to the Board of County Commissioners that the municipality and township were notified of the proposed annexation; within 20 days after the petition was filed the municipality is to adopt the statement of services and provide it to the Board of County Commissioners; and within 25 days after the petition was filed the township trustees are to provide their consent or objection and file it with the Board of County Commissioners. If no objection is received from the township within 25 days, it is deemed consent.

With the Commissioners' office just recently receiving the above-stated documents from the agent regarding notification to the Village of South Bloomfield and the Harrison Township Trustee being well passed the requirement timeframe specified in the ORC, a detailed discussion was held regarding whether these deficiencies in the annexation requirements are procedural defects or substantive defects. If the procedural requirements are sufficient, the Board of Commissioners can render its decision on the annexation petition; however, if the defects are deemed substantive, they cannot, and determining exactly what is procedural and what is substantive can be difficult. As a result, it was determined that the county prosecutor will be consulted regarding the issue.

Terry Frazier then reported that he, along with Commissioner President Brian Stewart, is scheduled to meet at 10:00 a.m. Wednesday, April 1, 2015, in the Pickaway County Development and Planning Office to discuss tax incentives in the Rickenbacker Global Logistics Park area of Harrison and Madison Townships. A Community Reinvestment Area (CRA) tax incentive was established in this region, and the CRA incentives for the recently constructed Showa facility and a proposed facility called "Project 421" will be discussed. Attendees for the April 1st meeting will also include P3 Economic Development Director, Ryan Scribner; the county's economic development attorney, Gene Hollins; Duke Construction Vice President of Leasing & Development, Art Makris; and Duke's attorney, Scott Ziance, of Vorys Legal Counsel. Mr. Frazier distributed a copy of the proposed agenda for the meeting, and a copy of a proposed CRA assignment agreement for those projects.

In the Matter of
Meeting with Pickaway County Sheriff Robert B. Radcliff:

TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Sheriff Robert Radcliff met with the Commissioners and handed the breakdown of information to Mr. Lutz related to information that had previously been requested regarding the number of positions, part-time and fulltime, that were laid off in November of last year; which ones have been reinstated and which ones remain open; how many staff members that did not return to the positions once they were available again; the status of the pod (1 of 3) that Sheriff Radcliff closed last year; and the number of inmates currently housed at the jail facility, which the Sheriff pointed out is constantly changing. Sheriff Radcliff stated that it is also difficult to provide the current number of part-time and fulltime employees because those numbers can also change daily and he provided examples as to how. He mentioned that they did not have to house inmates outside of the county with recent drug operation that resulted in 72 arrests. He said in fact, no outside housing of prisoners have occurred since the first month of the lay-offs in November of last year. He said they were able to get all of the prisoners back that had been housed outside of the county jail as other prisoners were being released from the local facility. Based on the information he had just handed to Mr. Lutz, dated March 26th, the total population was 103, with 41 being female and 62 being male. With the increasing number of female inmates, the Sheriff reported that one of the larger pods has been converted into a female pod, and the former 16 cell female pod is essentially being utilized as a reception center. It was explained that once females are booked, they are sent to the 16 cell pod, and if they remain in jail, they are then sent to the larger converted female pod. The Sheriff mentioned that all employees that were laid-off last year were part-time positions. One administrative position was not called back, which the Sheriff said he still feels is relevant, due to the reduction in Sheriff's Office sale of real estate, and re-delegation of the position's responsibilities. The Sheriff provided examples of how some people that have been called back may not necessarily be brought back to their same positions. Some employees took jobs elsewhere during the lay-off and other positions have come open. He said a new face may be noticed at Court Services Security desk in the lobby of the Courthouse; however, it does not mean more personnel hours because one of the higher paid security deputy's hours was reduced that is now being covered by the new lesser hourly rate deputy.

When Commissioner Stewart referenced a previous conversation he and the Sheriff had regarding the Sheriff's reduced estimated revenue for housing of federal prisoners based on the assumption that his deputies would not be brought back from the lay-offs, the Sheriff confirmed all corrections officers have been called back and all pods are open. Sheriff Radcliff stated that one thing that needs to be kept in mind is that once the Federal Marshal's office has to remove its prisoners from the local facility, that relationship has to be rebuilt and that takes time. He said the Federal Marshal's office wants to have a long-term commitment. He added that the with the local inmate population constantly fluctuating, he would rather under estimate income from housing of outside prisoners than over estimate.

Commissioner Wippel then asked Sheriff Radcliff if he wanted to talk about the interest he expressed related to the board's proposal of increasing the county's maintenance staff and offering their services at the Sheriff's jail facility in lieu of replacing Mr. Willeford (who is currently on medical leave and will be retiring), allowing the Sheriff's office to take essentially those wages and hire an additional road patrol deputy. Mr. Willeford took care of the internal maintenance and a second PCSO maintenance employee takes care of the outside grounds of the facility. Sheriff Radcliff told the Commissioners that while he understands and appreciates what they are trying to do, he would like to have time to gather some information, as there will still be a lot of factors to consider. He mentioned that he wants to get the number of electronic doors, the number of toilets in "live-in areas," and other information together in preparation for a discussion. Sheriff Radcliff said he is not opposed to discussing it and see if there would be something that could be worked out at some level. He mentioned that the PCSO maintenance staff is on call 24/7 and on holidays and when it was mentioned that the county maintenance staff is essentially on call 24/7 and on holidays as well, the Sheriff stated that again, he understands the Commissioners' offer and is willing to discuss it, but incidences that may occur at other county facilities during off-hours and holidays are minute in comparison. The Commissioners mentioned that an outside source related to responding to situations during off hours could be considered, as their offer wasn't made in an effort to save money, and they feel something could be worked out. Sheriff Radcliff also mentioned that the PCSO maintenance staff has to be corrections certified, as does all of the cooks, and the state requires continued education. He emphasized that he is not against a discussing the matter and mentioned that an individual that has been spoken to that has already expressed interest in the job has been informed that the job was put on hold after he received the Commissioners' letter. Sheriff Radcliff mentioned that maybe something could be worked out with the county's maintenance workers in the interim as a trial period.

**TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

After further discussion, Commissioner Stewart informed Sheriff Radcliff that they are ready to talk about the matter when he feels he is prepared to do so. He said that the offer is out there and informed the Sheriff that if he wants to talk about the concept before he hires someone, they are ready to discuss it with him. The Sheriff reiterated that there would be a lot of things to consider, but it would not be bad to have a discussion.

A brief conversation was then held regarding old road patrol cars that have been taken off of the road, with some of their parts being removed to repair cars that are on the road, and how to dispose of them. With some concerns being raised about selling them, which would not bring in significant revenue, scrapping them was discussed and deemed appropriate. When Sheriff mentioned an old vehicle they have been storing at the impound lot that was previously utilized by the Pickaway County Airport Authority, it was mentioned that the vehicle could be evaluated before making a decision to sell or scrap it. Sheriff Radcliff mentioned a 2002 transport van that needs the driver's side door replaced and with taking the repair, painting, and re-decating costs that would be involved, he is uncertain if it would be worth investing too much money in the vehicle that has over 180,000 miles.

At the conclusion of their discussions, the Commissioners thanked Sheriff Radcliff for providing the requested information.

**In the Matter of
Contract Listing for the
Pickaway County Department of Job & Family Services:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is a list of new or amended agreements entered into, approved, and otherwise executed by the Pickaway County Department of Job & Family Services. The list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

**Pickaway County JFS New or Amended Contracts
January/February/March 2015**

Organization / Agency	Contract Purpose	Effective Date	Termination Date	Contract Value
Belmont Pines Hospital	Purchases Foster Home	2/18/2015	6/30/2015	Case for Jason Johnson not to exceed State of Ohio Title IVE rate
Circleville Herald	Advertising	4/1/2015	3/30/2015	\$12.18'/column inch
Integrated Services of Appalachian Ohio	In Home Case Management	3/1/2015	2/29/2016	Not to exceed \$90,000
Integrated Services of Appalachian Ohio	MOU for home based Therapeutic supportive services	1/2/2015	n/a/	n/a
Pfile, Larry	Telephone system maintenance	3/18/2015	3/30/2016	\$55.00/hour
PICCA	NET Transportation	1/1/2015	12/31/2015	\$1.72 per mile \$2.00 for additional passengers
Roundtown Taxi	NET Transportation	1/1/2015	12/31/2015	\$1.50 per mile

Attest: Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

**TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

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

**7,200 to 101.1105.5703 – Contingencies
10,000 to 312.7102.5401 – TIF- Contracts
48,750 to 101.1140.5703 – Contingencies**

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
Transfers Approved:**

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

**48,750 from 101.1140.5703 – Contingencies
To
101.1140.5401 – Board of Elections-Contract Services**

**197.28 from 299.2006.5201 – Sheriff-Concealed Carry Fund-PERS
To
229.2006.5212 – Sheriff-Concealed Carry Fund-PERS LE**

**7,200 from 101.1105.5703 – Contingencies
To
101.1218.5203 – Probate-Insurance**

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

101.1105.5901 – Development & Planning-Other Expenses

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 March 28, 2015.

A total of \$870 was reported being collected as follows: \$320 in adoption fees; \$195 in sale of tags; \$30 in late tag fees; \$325 in private donations.

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

**TUESDAY, MARCH 31, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

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 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