

TUESDAY, MARCH 6, 2018
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 6, 2018, with the following members present: Mr. Jay H. Wippel, Mr. Brian S. Stewart, and Mr. Harold R. Henson. Brad Lutz, County Administrator, was also in attendance.

In the Matter of
Minutes Approved:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from February 27, 2018, with corrections.

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

Attest: Angela Karr, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold 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 March 7, 2018, 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 **\$168,267.15** on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

In the Matter of
Appropriation of Funds Approved:

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

\$245,083.73 – 926.1160.5701 – Transfers Out Medicaid Sales Tax - Commissioners

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

Attest: Angela Karr, Clerk

In the Matter of
Transfers Approved:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the TRANSFER OF FUNDS:

\$9,803.00 – 926.1160.5701 – Transfers Out Medicaid Sales Tax - Commissioners
To
401.0000.4901 - Transfers Capital Fund – Commissioners

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**\$235,280.73 – 926.1160.5701 – Transfers Out Medicaid Sales Tax - Commissioners
To
101.0000.4901 - Transfers General Fund - Commissioners**

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

Attest: Angela Karr, Clerk

**In the Matter of
Creation of New Line Item:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following request for the CREATION OF A NEW LINE ITEMS:

297.5009.5301 – Pickaway WORKS Supplies -Pickaway HELPS

304.0000.4901 – Transfers- Job & Family Services Renovation – Commissioners

304.0000.4926 – Other Receipts- Job & Family Services Renovation – Commissioners

304.8103.5603 – Principal- Job & Family Services Renovation – Commissioners

304.8207.5604 – Interest- Job & Family Services Renovation – Commissioners

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

Attest: Angela Karr, Clerk

**In the Matter of
Creation of New Fund Item:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following request for the CREATION OF A NEW FUND ITEM:

304 – JFS Building Note -Job & Family Services Renovation -Commissioners

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

Attest: Angela Karr, Clerk

**In the Matter of
Report Provided by Dave Conrad, EMA Director & 911 Coordinator:**

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

EMA

- The EMA office began to monitor the potential flooding on February 16th. The floodwaters continue to recede and the office has not had any requests for service. Mr. Conrad had kept in contact with the Ohio Emergency Management Agency and the American Red Cross if evacuation or sheltering would have been needed.

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- The EMA Agency along with Hocking and Fairfield Counties will be hosting a National Weather Spotter Training on Wednesday, March 21st at the Fairfield County Liberty Center Complex located at 951 Liberty Center Drive Lancaster Ohio 43130. The class will begin at 6:00pm and end at 8:30pm. There is an on-line sign up on the Fairfield County EMA web-site.
- The Local Emergency Planning Exercise committee met and will hold a tabletop exercise this year. The exercise will be held at Ohio Christian University on Friday, May 4th with sign in starting at 8:00am and ending by 12:00pm. Refreshments will be provided.
- Box65 will be holding their annual pancake breakfast this Saturday, March 10th from 7:00am until 12:00pm at Crossroads Church on Tarlton Road. All proceeds go to assisting first responders.

E-911

- The 911 Agency has been working with West Communications to have the wireless 911 calls that originate in the city be sent to the Circleville Public Safety Answering Point. The agency has received a date of Wednesday, March 7th as the changeover date and West Communications should be able to route these calls to the City of Circleville. Mr. Conrad emailed Sgt. Matthew Hafey, and copied the city, county and Frontier Communications representatives on the e-mail he sent last Thursday March 1st requesting a meeting to ensure everyone was ready for this change in service to take place. So far, Mr. Conrad has not received a response from the city on holding a meeting. Mr. Conrad will be leaving on vacation this Thursday and will return to work on this project on Monday March 19th. The Commissioners requested that Mr. Conrad send another email to the city with a meeting date of March 19th.
- The 911 office was made aware of a basic local exchange service tariff that was approved by the Public Utilities Commission of Ohio in 2006, this allows Frontier Communications to invoice the county for the routed 911 calls they deliver. Mr. Conrad requested an e-mail from Frontier regarding the details so that he can report the monthly costs to the Commissioners. Mr. Conrad does not have that information at this time.
- Lt. Jon Rhoades and Mr. Conrad attended a state held 911 planning meeting that explained the new Public Safety Answering Point standards and how they will be enforced. May 12th is the deadline for Emergency Medical Dispatching training, however, the State is allowing all PSAP's until the end of 2018 to have the new regulations in place.

In the Matter of
Report Provided by April Dengler, Deputy County Administrator:

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

- Health and Wellness
 - Additional Bio Screening time added to the Service Center appointments on April 24th and May 5th.
 - New bio-screening date added to Sheriff's Office for May 24th at 9:00 a.m. to 3:00 p.m.
 - Ms. Dengler requested a cooking demo for April 12th at the Health and Safety Committee meeting at the Service Center.
 - Berger Health Systems Workforce Wellness Coordinator, Stefanie Knisley's last day was March 5th. The new contact is Rachel Dosch, she has worked as the Community Health Specialist since July 2017.
- Building Department
 - Brad Lutz and Ms. Dengler have been conducting interviews for the open Plumbing Inspector position. They interviewed two candidates and their recommendation is Brien Bellous.
 - Jeff Rush is scheduled to take his Mechanical Inspector 1 certification test on Saturday, March 10th at 1:00 p.m. in Gahanna.
- Personnel
 - Maintenance Worker 1 opening- still accepting applications
 - Custodial Worker 1 opening- still accepting applications
- Life Insurance
 - Lisa Burroughs sent an email regarding Cincinnati Life Insurance. They are currently a payroll deduction option and they would like to offer a new plan to employees. Kim Greenhill will be contacting county departments to see if she can talk to employees about the new plan. The Commissioners suggested that Ms. Dengler reach out to Kim Greenhill to get more information before she plans to meet with employees.

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- Meetings
 - Ms. Dengler will be attending the PAAC Communications Committee meeting on Wednesday, March 7th at 7:30 a.m. at the Pickaway County Library.
- Miscellaneous
 - WDC Group submitted Addendum 1 to the contract documents for the Job and Family Services Renovation project.

In the Matter of
Brien Bellous Hired as Plumbing Inspector at the
Pickaway County Building Department:

April Dengler, Deputy County Administrator, provided an overview of the two interviews she and Brad Lutz, County Administrator, conducted last week for the Plumbing Building Inspector position. For the Commissioners' review, Mrs. Dengler presented the resume' and application submitted by Brien Bellous.

After the Commissioners received additional information, the recommendation was made to hire Mr. Bellous. Therefore, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to hire Brien Bellous for the full-time Plumbing Inspector position in the Pickaway County Building Department, at the rate of \$30 per hour, effective March 26, 2018.

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

Attest: Angela Karr, Clerk

In the Matter of
Executive Session:

At 9:45 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with Mr. Lutz and Mrs. Dengler in attendance.

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

Attest: Angela Karr, Clerk

At 10:15 a.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action was taken.

In the Matter of
Ryan Scribner:

Ryan Scribner of Pickaway Progress Partnership (P3) met with the Commissioner to discuss Everts Middle School, a public building & public asset that money can be applied for through the state and brought to use. He is currently working with the City and the State of Ohio on possible grant money, as there is a potential of an additional \$200,000 in grant funds available to be applied for. The Commissioners had previously agreed to support the City and the program with \$50,000 a year for four years on the condition that the City continues to own the building and that it be used for Arts Around. Mr. Lutz met with Kristen May yesterday and discussed the building and the terms of the \$200,000 and Mrs. May advised Mr. Lutz that

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the City is looking at other locations. The City is currently eligible for additional grants funds due to the historical value and history of the building; however, the City would no longer be eligible for these funds if the building were to be to be torn down. Mr. Scribner believes that the City can apply for CDBG monies to be used toward the building and repairs. The building in its current condition is not usable for any organization at this time. The Commissioners stated that the \$200,000 they had held for Arts Around is not a blank check to be used toward any use the City elects. The county would only commit those funds once the end user is identified, along with other terms, and if the project provides a benefit to all county residents. Mr. Scribner is going to meet with the City and discuss the details and requirements in order to use and keep the funds previously offered by the Commissioners for the Everts Middle School location.

In the Matter of
Executive Session:

At 11:04 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (5) to discuss confidential matters by federal law, federal rules, or state statutes with Melissa, Betz, County Auditor, Rachel Shaffer, County Deputy Auditor, Natalie Millhuff-Stang and Robin Roush with Millhuff-Stang Certified Public Accountants in attendance.

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

Attest: Angela Karr, Clerk

At 11:39 a.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action was taken.

In the Matter of
Terry Frazier:

Terry Frazier discussed with the Commissioners his acceptance of a position with the City of Circleville as the Safety Director. Mr. Frazier will work at his regular normal schedule as Planning and Development Director until March 23, 2018. Mr. Frazier will start training the new Planning and Development Director effective March 23rd up ten hours a week for five consecutive weeks ending April 27, 2018. The Commissioners thanked Mr. Frazier for his many years of service, as he has been a wealth of knowledge for the County.

In the Matter of
Planning and Development Director Position
In the Pickaway County Commissioners' Office Offered to Tim McGinnis:

Upon discussion, Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to offer the Planning and Development Director position in the Pickaway County Commissioners' office to Tim McGinnis.

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

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**In the Matter of
Tim McGinnis Hired as the Planning and Development Director
In the Pickaway County Commissioners' Office:**

Tim McGinnis, presently employed as the Fiscal Specialist in the Commissioners' office, was offered and accepted the position of the Planning and Development Director position in the Pickaway County Commissioners' office.

After a brief discussion, Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to hire Tim McGinnis as the Planning and Development Directors position in the Pickaway County Commissioners' office, effective March 19, 2018, at the hourly rate of \$23.00 per hour.

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

Attest: Angela Karr, Clerk

**In the Matter of
William Scott Prichard Re-Appointed to the
Pickaway County Building Department Residential Appeals Board:**

The Commissioners were in receipt of a letter from William Scott Pritchard, currently the certified electrician on the Building Department Residential Appeals Board. Mr. Pritchard is willing to be considered for an additional three (3)-year re-appointment to the Pickaway County Building Department Residential Appeals Board. The appointment is currently held by certified electrician William Scott Prichard and was due to expire on December 31, 2017.

Upon reviewing the sole application received for consideration, being Mr. Prichard, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to re-appoint William Scott Pritchard, 12282 Lockbourne Eastern Road, Ashville, Ohio 43103, for an additional three (3)-year term on the Pickaway County Building Department Residential Appeals Board. Mr. Pritchard's term is effective from January 1, 2018, through December 31, 2020.

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

Attest: Angela Karr, Clerk

**In the Matter of
Notice of Commencement of a Public Improvement
For the PIC-CR031-2.93 & PIC-CR500-0.37 Design Build Project:**

The Commissioners reviewed the Notice of Commencement of a Public Improvement provided by the County Engineer's Office for the PIC-CR031-2.93 & PIC-CR500-0.37 design build project that was awarded to Shelly and Sands, Inc. on February 13, 2018.

Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, authorizing Commissioner Jay Wippel, President, to sign the Notice of Commencement of a Public Improvement for the PIC-CR031-2.93 & PIC-CR500-0.37 design build project.

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

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In the Matter of
Meeting in Executive Session:

At 2:00 p.m., Commissioner Brian Stewart offered the motion, second by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (8) to discuss county hospital's trade secrets with Tim Colburn, CEO/President of Berger Health System, John Edgar of the Berger Board of Governors, with Mr. Lutz in attendance.

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

Attest: Angela Karr – Clerk

At 2:10 p.m., the Commissioners exited Executive Session and Commissioner Harold Henson offered the motion, second by Commissioner Brian Stewart to resume Regular Session.

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

Attest: Angela Karr – Clerk

No action was taken.

In the Matter of
Brad Lutz, County Administrator:

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

- Update – Fairgrounds Scope of Work for the Maintenance Department
 - Per Maintenance Supervisor: “Having setup for the flea market this weekend. Grant Clifton reported that it took himself along with three juvenile probation workers a total of 15 man hours to clean the floor and setup tables. Properly cleaning the floor took Mr. Clifton three hours to complete.”
- Fairgrounds Revitalization Project
 - 60% plans from MS Consultants for the Multi-purpose Arena and the Site Plan are available for review.
 - MS Consultants discussed changes with Commissioner Wippel and Fair Board President Von Cremeans, as they would like to see based on these documents.
 - Bialy Corp will handle the shutdown of utilities for the Barber Shop and Apartment properties.
- Update: The mediation with the Court of Claim regarding Mr. Parks’ public records request occurred Friday, March 2nd at 10:00 a.m. by phone. It was a mediation with the only goal to find a compromise on the issue between the parties. The County’s position is that Mr. Parks was provided the records he requested therefore unless Mr. Parks accepted that as the case, which he did not, then there was a compromise. The next step is a meeting with a “Special Master” who will review the matter. That date has not been set.
- Winter Community Corrections Board Meeting on Thursday, March 22nd at 4:30 p.m. The meeting will be held in the Circleville Municipal Court due to the current basement remodel. Mr. Lutz will RSVP for the Commissioners able to attend.
- Transportation Coordination Committee (TCC) Transit Planning Meeting is Wednesday March 7, 2018 at 9:30 a.m. It will be in the early head start meeting room at the rear of the main PICCA building at 469 East Ohio Street.
 - Agenda provided
 - Email was sent from Bruce Rickerd specifically asking for the County’s input/ attendance at this meeting.
- Mr. Lutz met with Kristen May regarding the Pickaway Arts Center
 - They have filed for their 5013c status
 - Currently looking into alternative sites
 - Working with the Pickaway ESC and their Pathway school to provide an art enrichment program to those at risk students.

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- Kids in this program and are encouraged to move on to Pickaway-Ross
- Providing this service helps the organization meet their 5013c status by fulfilling a need in the community.
 - They are still waiting on the City to finalize their plans for the Everts Middle School building.
- Thursday, March 8 at 7:30 a.m.: Chamber of Commerce's March Networking Breakfast to be held at the Pickaway County Club, 1399 Stoutsville Pike, Circleville. Cost for breakfast will be \$10 per person.
 - RSVP for any Commissioners able to attend.

In the Matter of
Resolution Adopted for the Approval of a
Connection Fee and Meter/ Inspection Fee
for Water Services for Orient:

Chris Mullins, Pickaway County Engineer and Sanitary Engineer, met with the Commissioners to gain their authorization to implement a \$2,500 connection fee and a \$250 meter/ inspection fee for water to users of the county's Orient Water System. A fee schedule has never been adopted by the County for Orient Water System and local citizens are wanting to tap into the water lines already available. Several different options were discussed including fees associated with various water providers throughout Pickaway County. Mr. Mullins suggested a connection fee of \$2,500 with a meter fee and inspection of \$250 and allow a onetime connection fee at the lower rate of \$1,500 for the remainder of the year 2018 only to try to encourage customers to tie into water lines. There are 80 acres currently on the market with water available which will increase customer base to connect to the Orient Water System in the future. An individual cannot be forced to tap into the water line if they currently have a working well, but sanitary connection can be forced.

Following further discussion regarding the matter, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, authorizing a \$2,500 connection fee and a \$250 meter/ inspection fee, and to adopt the following Resolution:

Resolution No: PC-030618-1

WHEREAS, the Pickaway County Water and Sanitary Sewer Department (PCWSSD) operates and maintains the Orient Water System ("system") owned by Pickaway County and users of the system are billed for water services by the PCWSSD on a monthly basis; and,

WHEREAS, any Orient resident can connect to the Orient Water System if available. The connection fee will be a flat fee of \$2,500 with an additional fee of \$250 for the meter/ inspection; and,

WHEREAS, if no water tap exists, the customer shall reimburse Pickaway County for expenses related to installing said tap. Pickaway County Water and Sanitary Sewer Department will choose the contractor to perform work; and,

WHEREAS, the Pickaway County Water and Sanitary Sewer Department will allow a discounted connection fee from \$2,500 to be lowered to \$1,500 with the reduction discount ending December 31, 2018; and,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby approves a water connection fee of \$2,500 and a meter/ inspection fee of \$250 for all customers taping into the Orient Water System. Customers connecting to the Orient Water System prior to December 31, 2018 will pay a discounted connection fee of \$1,500.

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

Attest: Angela Karr – Clerk

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In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending March 3, 2018.

A total of \$1,416 was reported being collected as follows: \$320 in adoption fees; \$6 in boarding revenue; \$300 in dog licenses; \$150 in dog license late penalty; \$40 in owner turn-ins; \$445 private donations; \$75 in redemptions; transfer out- rescue \$80.

Six (6) stray dogs were processed in; eight (8) dogs were adopted.

With there being no further business brought before the Board, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to adjourn.

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

Jay H. Wippel, President

Harold R. Henson, Vice President

Brian S. Stewart, Commissioner
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Attest: Angela Karr, Clerk