

TUESDAY, MARCH 8, 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 8, 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. Mike Struckman, Scioto Township Trustee, was in attendance for the morning session.

In the Matter of
Minutes Approved:

Due to the commissioners' clerk being on vacation over the past week and a half, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from February 23, 2016, with corrections, and to approve the minutes from March 1, 2016, with corrections

Voting on the motions was as follows: Commissioner Henson, yes; Commissioner Stewart, 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 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 9, 2016, 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 \$144,319.54 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Dustin Hube; Waiver
Approved:

Dustin Hube, Fiscal Specialist, reported that he will be attending the overnight Leadership Pickaway class at Deercreek State Lodge on Thursday and Friday of this week.

Mr. Hube also requested the commissioners' approval of a waiver to pay Grant Clifton for services rendered related to monitoring the various recycling bins locations; therefore, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to waive the waiting period to issue payment to Grant Clifton in the amount of \$1,000 from line item #101.1117.5401, Recycling Outreach, for payment related to monitoring of recycling bins throughout the county.

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

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In the Matter of
Report Provided by Dave Conrad:

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

- An invitation to the Southeast Ohio 911 ESInet Information and Planning meeting scheduled for Tuesday, March 22nd, at the Athens Community Center in Athens, Ohio was reviewed related to an educational meeting to present and discuss the establishment of a 911 ESInet across Southeast Ohio to provide a network for the exchange of emergency information and resources. Athens, Hocking, and Perry Counties were approved as an Ohio ESInet pilot project by the Ohio 911 Office and discussion will be held related to the expansion of the network to benefit all of Southeast Ohio.
- The EMA office is receiving comprehensive emergency management safety plans submitted by schools throughout the county that are required to be strengthened by a new state law under ORC §3313.536. Mr. Conrad is reviewing the plans for any discrepancies prior to being submitted to the state.
- Mr. Conrad will be attending several meetings throughout the week that include the Pickaway County Safety Council meeting; the Health & Safety Committee meeting; the Ohio EMA Standards Committee meeting; and the Franklin County Perimeter EMA Director's meeting.

In the Matter of
Report Provided by Erica Tucker:

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

- A meeting of all RPHF Joint Solid Waste District Recycling Outreach Specialists was held last week and dates were determined for collection events in the various counties. The information will be posted on the RPHF website.
- Mrs. Tucker is waiting to hear from Mike Pelcic of the Pickaway County Board of Developmental Disabilities (PCBDD) related to the selection of the individual that the county will employ as part of the office recycling program.
- A proposal from Busch Systems International, Inc. was reviewed for the purchase of 100 plastic desk-side recycling bins at the cost of \$4.95 each. Also mentioned was corrugated cardboard boxes at the cost of \$1.70 each. It was determined that the plastic desk-side recycling bins would be purchased, which will be paid from the Special Collections Recycling funds.

In the Matter of
Report Provided by April Dengler:

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

- The county's Policy & Procedure Manual has been updated to reflect no vacation time can be used by employees to make up for reporting to work late during inclement weather conditions when county offices are open. Employees can use compensation time or flex their hours to make up the time.
- The county's grant application to Ohio Bureau of Workers' Compensation for the purchase of 80 noise baffles for the Dog Shelter was approved in the amount of \$7,210. The county will be responsible for \$1,802.50 of the cost.
- The county received a proclamation the General Assembly of the State of Ohio – Ohio Senate, which was signed by Senator Keith Faber, President of the Ohio Senate, and Senator Bob Peterson, 17th Senatorial District, and Senator Troy Balderson, 20th Senatorial District. The proclamation congratulated the Pickaway County Commissioners on receiving a 2015 Health Ohio Healthy

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Worksite Silver Award in the medium business category from the Healthy Ohio Business Council and the Ohio Department of Health. The commissioners, in partnership with Berger Health System, the OSU Extension Office, and the Franklin County Health Care Consortium, achieved a healthier workplace through numerous health and wellness opportunities and challenges that county employees participated in.

- Ms. Dengler will be attending the annual Pickaway County Safety Council Luncheon scheduled for later in the day that will be held at the K of C Hall.
- A total of 251 county employees completed the mandatory online open enrollment registration for healthcare benefits. Of the 251, a total of 99 employees have the single plan and 152 employees have the family plan. It was reported that 3 employees participated in the buy-out program this year, 2 of which had the family plan and 1 employee had the single plan.
- Fliers regarding the upcoming Pickaway County Tire Collection and Electronics Recycling Day scheduled for Saturday, April 23rd, from 8:00 a.m. to 12:00 noon, will be provided to the commissioners to distribute at the Township Trustees and Fiscal Officers meeting they will be attending in the evening. The township trustees will be responsible for the \$5.00 fee for each CRT monitor that might be collected during the event, the same fee that will be charged to the public.

**In the Matter of
Approval to Add Jerome Consulting, LLC to
List of Companies That Can Provide Various Services to
Pickaway County Building Department on an As-Requested Basis:**

A proposal from Jerome Consulting, LLC, 634 Rubsam Street, Springfield, Ohio 45504, was reviewed for the commissioners' consideration of adding to the list of companies that can provide Master Plan Examiner (MPE), Building Inspector, and back-up Chief Building Official (CBO) services to the Pickaway County Building Department on an as-requested basis only. The cost of each of the services is \$60 per hour. It was reported that Geoff Davis, Building Inspector with the county's Building Department, was receptive to the company being placed on the list, as was the commissioners following their review of the proposal.

**In the Matter of
ATM Lease Agreement Signed with
The Savings Bank of Circleville:**

The commissioners reviewed the ATM Lease Agreement between the county and The Savings Bank of Circleville for an ATM machine to be placed in the lobby of the courthouse. The location of the machine will be to the left of the elevator next to the secondary security desk in the main lobby. Monthly rent for the Premises shall be made in the amount of .50¢ per foreign card transaction (non-Savings Bank customer.) The term of the agreement is for a period of one (1) year and will automatically renew for each year after the first year term unless ninety (90) days' written notice is given by the terminating party to the other party.

Following the commissioners' review, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to sign the ATM Lease Agreement with The Savings Bank of Circleville.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Travel Authorizations Signed for
Job & Family Services Employees:**

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The commissioners signed and approved the Travel Authorization form for numerous Job & Family Services employees to attend various meetings, training sessions, and perform multiple home visits throughout the month of March 2016, at the total probable cost of \$1,523.

In the Matter of
Lease Agreement Signed Between County Commissioners;
Pickaway County Agricultural Society; and James Gregg,
Owner of Gregg's Barber Shop:

The annual Lease Agreement between the commissioners and the Pickaway County Agricultural Society (Lessor), and James Gregg (Lessee) was reviewed for renewal, commencing on January 1, 2016, and terminating on December 31, 2016. The Lease Agreement states that yielding and paying during said term, the monthly rental of \$600 is payable on the first day of the month by the Lessee.

After reviewing the lease, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, authorizing its approval and the commissioners' signatures.

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

Attest: Patricia Webb, Clerk

In the Matter of
Certificate of Outstanding Achievement Signed for
Andrew M. Hill Attaining the Rank of Eagle Scout:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to sign a Certificate of Outstanding Achievement for Andrew M. Hill attaining the rank of Eagle Scout. For the past 12 years, Andrew has been involved in the Boy Scouts, working to advance to this highest Rank. Andrew is a member of Troop 170 of the Simon Kenton Council in Circleville and his Eagle Scout service project was to landscape and beautify the Don Hill Parkway entrance to the Mary Virginia Crites Hannan Park. In addition, Andrew is a member of the Order of the Arrow, the National Honor Society of the Boy Scouts of America.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Brad Lutz:

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

- Local contractor, Elmer Hines, met with Mr. Lutz regarding information he received from Sharon Schall, Grant Coordinator for the City of Circleville, related to the county's and city's FY 2015 Community Housing Impact Program (CHIP). Mr. Hines, which has bid on and performs housing rehabilitation projects related to the CHIP program over a number of years, said that he was told by Mrs. Schall that he could not use sub-contractors, such as certified plumbers, when bidding on a project after she had attended a meeting with Mr. Lutz and Geoff Davis, Building Inspector with the Pickaway County Building Department. In summary, Mr. Lutz explained to Mr. Hines that there was a misunderstanding or miscommunication related to what Mr. Hines was told and that he indeed could use sub-contractors provided they have the proper licensures in order to follow the law. Mr. Lutz also stated that he placed a telephone call to the City of Circleville Grant Department and left a message stating that Mr. Hines is indeed permitted to utilize properly licensed sub-contractors.

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- John Brown, Maintenance Supervisor, is in the process of obtaining quotes for new dayroom lighting at the Pickaway County Jail. He is still working on obtaining quotes for tuck-pointing that is needed on various buildings at the Pickaway County Sheriff's Office site.
- The county's Maintenance Department's online work order system is now in place and notification will be sent to all county departments/agencies to inform them that the work order system is available to make online work order requests to the Maintenance Department.
- Quotes are being obtained for gutter work required on the courthouse. It was reported that the courtroom renovation project for the Juvenile/Probate Court should be completed this week. Quotes will begin to be obtained for renovations to the Common Pleas Court's jury room that was requested by Judge Knece.
- Mr. Lutz received an email from the Health Department, which is housed in the Pickaway County Service Center, requesting that the carpet in the department be cleaned. Quotes will be obtained.
- A request was received from the Pickaway County Historical & Genealogical Library requesting the commissioners' consideration of allowing the organization to perform the job of digitizing county records that has recently been looked into. Prime 3SG has already performed an assessment of the number of documents that are currently held in storage by the various county departments/agencies, which is in the 24 million range.
- Mr. Lutz will be on vacation the week of March 14th through March 18th.

In the Matter of
Bid Opening Conducted for the Pickaway County
Sheriff's Department Parking Lot Resurfacing Project:

The commissioners conducted a bid opening for the project referred to as the "Sheriff's Department Parking Lot Resurfacing Project. Chris Mullins, County Engineer, and Anthony Neff, Deputy County Engineer, were in attendance. A sign-in sheet with the list of representatives in attendance for various contractors that bid on the project is on file in the commissioners' office.

Engineer estimate for Contract 1: \$140,000 (Partial area of parking lot)
Contract 2: \$405,350 (Entire area of parking lot)

The following bids were received and read aloud:

McKee Paving & Sealing Nelsonville, Ohio 45674	Contract 1: \$172,244.70 Contract 2: No bid
Decker Construction Columbus, Ohio 43204	Contract 1: \$123,555.51 Contract 2: \$318,897.04
Chemcote North Dublin, Ohio 43016	Contract 1: \$ 98,893.17 Contract 2: \$270,889.40
The Shelly Co. Thornville, Ohio 43076	Contract 1: \$125,947.65 Contract 2: \$338,465.74
KMC Paving, Inc. Circleville, Ohio 43113	Contract 1: \$ 94,000.51 Contract 2: \$266,189.61
Roese Brothers Paving Ashville, Ohio 43103	Contract 1: \$150,609.16 Contract 2: \$371,074.63
G & J Paving, Inc. Chillicothe, Ohio 45601	Contract 1: \$107,583.20 Contract 2: \$289,944.33
Neff Paving Delaware, Ohio 43105	Contract 1: \$119,997.10 Contract 2: \$332,519.95

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Cox Paving, Inc.
Washington C.H., Ohio 43160

Contract 1: \$ 92,669.45
Contract 2: \$234,913.82

The bids were turned over to Mr. Mullins and Mr. Neff for their review and contract award recommendation.

**In the Matter of
Meeting with Mike Estadt of the Pickaway
County OSU Extension Office Regarding
New Educator Position:**

Mike Estadt, Director of the Pickaway County OSU Extension Office, met briefly with the commissioners and informed them that he is waiting to hear from Ty Ankrom, Superintendent of the Pickaway County Educational Service Center, regarding the curriculum development from all four county school districts related to the new second OSU Extension Office educator position for the STEM (Science, Technology, Engineering, Mathematics) Program. Mr. Estadt has also spoken with Stephen Myers, Associate Provost at OSU, who stated that the university is supportive of what the local extension office is doing related to the position, which is expected to begin in the local school districts this fall.

Also mentioned was the upcoming all-day event, “Shaping Our Own Destiny – The Future of Agriculture in Pickaway County,” that will be held on March 11th, beginning at 8:00 a.m., at the Emmett Chapel Church.

**In the Matter of
Congressman Steve Stivers’ Roundtable Discussion:**

The commissioners attended Congressman Steve Stiver’s Roundtable discussion that was held at 12:00 noon at Berger Health System for local leaders to discuss community issues that included workforce readiness, the drug epidemic, energy availability and government regulation.

**In the Matter of
Contract Award for Sheriff’s Department
Parking Lot Resurfacing Project:**

In reference to the bid opening conducted earlier in the day referred to as “Sheriff’s Department Parking Lot Resurfacing Project,” and upon the written recommendation of Anthony Neff, Pickaway County Deputy Engineer, to award the contract to Cox Paving for either Bid 1 in the amount of \$92,669.45 or to Cox Paving for Bid 2 in the amount of \$234,913.82, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to award to the contract to the **lowest bidder, Cox Paving, LLC, 2754 US Highway 22 W, Washington C.H., Ohio 43160, for Contract 2, the entire parking lot area, in the amount of \$234,913.82.**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Creation of New Line Items Approved:**

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

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**101.1117.5401 – Recycling Outreach-Contract Services
112.0000.4242 – Sheriff-Teays Valley SRD
112.2092.5102 – Sheriff-Teays Valley SRD-Salary
112.2092.5102 – Sheriff-Teays Valley SRD-PERS
112.2092.5202 – Sheriff-Teays Valley SRD-Medicare
112.2092.5212 – Sheriff-Teays Valley SRD-PERS LE
112.2092.5901 – Sheriff-Teays Valley SRD-Other Expenses**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Cash Advance Back Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following CASH ADVANCE BACK request:

**607.73 from Sheriff-HVEO-Advance Out
To
101.0000.4910 – General Fund-Advance In**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

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

3,500 to 101.1105.5703 – Contingencies 3,914.85 to 101.1105.5703 – Contingencies

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, 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 Stewart, to approve the following requests for the TRANSFER and RE-APPROPRIATION OF FUNDS:

**2,100 from 101.1105.5703 – Contingencies To
101.2083.5313 – Sheriff-Memberships**

**3,914.85 from 101.1105.5703 – Contingencies
To
101.1201.5421 – Municipal Court-Salary**

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**3,500 from 101.1105.5703 – Contingencies
To
101.1117.5401 – Recycling Outreach-Contract Services**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Fund Transfer Approved
Related to 2016 First Half Real Estate Tax Settlement:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following FUND TRANSFER request:

**5,052,814.34 to Various Funds Too Numerous to List Related to the
2016 First Half Real Estate Settlement**
(The list of the various funds is on file in the Commissioners' Office and
County Auditor's Office)

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

Attest: Patricia Webb, Clerk

**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 5, 2016.

A total of \$674 was reported being collected as follows: \$160 in adoption fees; \$24 in boarding revenue; \$225 dog licenses; \$135 in late dog license fees; \$80 in owner turn-ins; \$50 in redemptions.

Six (6) stray dogs were processed in; four (4) dogs were adopted; no (-0-) 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 Stewart, to adjourn. Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes. Commissioner Wippel; yes. Voting No: None. Motion carried.

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Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner
BOARD OF COUNTY COMMISSIONERS
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Attest: Patricia Webb, Clerk