

TUESDAY, NOVEMBER 24, 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, November 24, 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 November 17, 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 Henson offered the motion, seconded by Commissioner Wippel, 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 November 25, 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 \$135,353.85 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
Report Provided by Dustin Hube:

Dustin Hube, Fiscal Specialist & part-time EMA Planner, reported that he attended the Local Emergency Response Tabletop exercise in behalf of Dave Conrad, EMA Director, which was held last week at the local GE Electric Plant.

In the Matter of
INTERCad Paging Interface Software Text/Paging Interface Software
Installation at the Pickaway County PSAP Dispatch Center Approved:

Related to a previous request for consideration from the Pickaway County Fire Chief's Association, Mr. Lutz presented a proposal from EmergiTech in behalf of Dave Conrad, EMA Director, for the purchase and installation at the county's PSAP center of portable INTERCad text/paging Interface to Active 911 (\$2,825) and PageGate Paging software (\$780) from the county's E911 Fund at a one-time total upfront cost of \$3,605. The estimated on-going maintenance after the first year is \$242 and would be paid as part of the current CAD maintenance. It was explained that this would put the infrastructure in place to send out text/paging information to first-responder devices (cell phones, etc.) to the Active 911 product that is paid by the receiving agency or department as a cost of approximately \$1 per month per device. It is important to keep in mind that for this to work, the PSAP telecommunicators will have to enter the necessary information

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into the CAD system at the time a 911 call is received rather than writing the information down and entering it into the system later.

Following a brief discussion regarding the request, Commissioner Wippel offered the motion, seconded by Commissioners Henson, to approve the purchase and installation of the portable INTERCad text/paging Interface to Active 911 (\$2,825) and PageGate Paging software (\$780) from the county's E911 Fund at a one-time total upfront cost of \$3,605.

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
Report Provided by Erica Tucker:

- Mrs. Tucker, Special Projects Specialist, provided a flood plain map for the fairgrounds property for review related to the Pickaway County Fairgrounds Revitalization project that the commissioners have begun to explore.
- Tom Davis, RPHF Joint Solid Waste District Coordinator, and Mrs. Tucker, Administrative Assistant, has scheduled a meeting is with a representative of Rumpke Recycling regarding its contract with the district that will becoming before the RPHF Board of Directors.

In the Matter of
Assistant County Administrator Report:

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

- A total of 16 employees attended the FSA meeting held at the department of the Pickaway County Board of Developmental Disabilities (PCBDD) last week.
- The various county engineering department hydraulic power tools that were placed on the govdeals.com online auction website sold for \$1,050. The county engineering department is preparing to have highway cones, snowplow blades, and another sander spinner posted on the website.
- A spreadsheet was provided to the commissioners for review that will be distributed to county General Fund employees summarizing the healthcare premium increases and explanation of the two buy-downs (one provided by the Franklin County Cooperative Health Benefits program as a "premium holiday," and one optional "Hello Happy" health challenge that employees have the option to participate in to receive an additional premium holiday) the health benefits consortium is intending offer to help reduce the employee's portion of the healthcare premium. Ms. Dengler has been asked by the county auditor's office to make the presentation at the annual year-end GAAP meeting. The information will be distributed to county General Fund employees via email so they may make a decision on whether they will participate in the FSA program before the online registration deadline.

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

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

30,138 to 401.0000.4121 – Capital Fund
723,303.71 to 101.0000.4121 – General Fund

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfer of Liquor Permit for
56 Mini Market – St. Rt. 56 E:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the transfer of the following Liquor Permit with no request for a hearing:

Permit #: 6069903

**From: Liberty Union Group, LLC
DBA 56 Mini Market
10472 SR 56 E
Saltcreek Township
Circleville, Ohio 43113**

**To: MJ Harper, LLC
DBA 56 Mini Market
10472 SR 56 E
Saltcreek Township
Circleville, Ohio 43113**

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
HVAC Service Agreement Renewal with
Accurate Mechanical:**

After reviewing the service agreement renewal with Accurate Mechanical, 113 West Main St., Circleville, Ohio, for HVAC maintenance service for various county buildings with an average increase of approximately 2% from last year, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the renewal of agreement and authorizing Commissioner Henson to sign the agreement that expires December 31, 2016.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Signatures Obtained for
Workforce Innovation & Opportunity Act Board Composition for Area 20/21:**

Joy Ewing, Job & Family Services, Director, met with the commissioners to obtain their signatures on the preliminary certification document for the Workforce Innovation & Opportunity Act (WIOA) Board Composition application for Area 20/21, consisting of Fairfield, Hocking, Pickaway, Ross, and Vinton Counties. The 23 member board is comprised of representatives in various fields of expertise and services per 107 (b) (2) of WIOA's board member composition by-laws.

After reviewing the member list, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to sign the Workforce Innovation & Opportunity Act (WIOA) Board Composition application form for Area 20/21.

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

Attest: Patricia Webb, Clerk

In the Matter of
County Administrator Report:

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

- The sidewalk and curb behind the sidewalk replacement project has been completed on Franklin Street;
- The Fire Detection System in the attic of the courthouse has been installed; however, some electrical wiring installation is needed to connect the system's alarm to the courthouse security desk;
- It was reported that the Law Library located in the lower southeast corner of the courthouse continues to have air circulation issues that has caused mildew in a corner closet area. A dehumidifier was previously installed in the area and Mr. Lutz stated that last week he approved 3 ceiling fans to be purchased and installed. It was determined that installing a vent in the door to the library would assist with allowing fresh air into the area.
- An email was received from Probate/Juvenile Judge Jan Long regarding the status of his request for the reconfiguration of Probate/Juvenile Courtroom that would involve moving the courtroom bench and increasing the desk space area of courtroom, which Mr. Lutz had brought to the commissioners' attention approximately 2 weeks ago. The email inquired about the status and approval of the project and ordering of furniture as the judge wanted the project to occur towards the end of the year. Mr. Lutz stated that he had requested Judge Long to provide a list of furniture needed, including prices, and an outline of his desired plan; however, the information was not provided. Mr. Lutz also stated that with unplanned capital expenditures having already exceeded its 2015 appropriation, he saw the project as a capital project for 2016. After discussing the matter, the commissioners asked that Judge Long be requested to provide a list of office furniture that he feels is needed along with a plan for their review and they agreed that the project will have to be considered as a 2016 planned capital project.
- With the commissioners recent approval to contribute \$500 as a one-time cost to be a sponsor of the new sign on the billboard located in the northern line of the county on U.S. Route. 23 that welcomes visitors to Pickaway County that is, the commissioners decided on the font to be used, and a county flag will not be included. The information will be emailed to the Pickaway County Chamber of Commerce, which owns the billboard.
- The 2015 Budget meeting the commissioners hold for elected officials and department heads is scheduled to be held in the 4-H & Grange building located on the county fairgrounds from 11:30 a.m. to 1:30 p.m., with lunch provided by the commissioners.
- Mr. Lutz heard back from the County Risk Sharing Authority (CORSA) related to his question in regards to alcohol being served in county buildings, such as Memorial Hall, that he mentioned last week. Recently, the Roundtown Players Theater (RTP) Group held a cooking class where wine was served, and the YMCA has requested to hold a series Canvas and Wine painting events in Memorial Hall. Mr. Lutz reported that CORSA wants to see the county named in the organization's liability insurance that is holding the event. He has scheduled a meeting with Jeff Phillips, YMCA Director, to ensure that the county is named as an additional insured in its liability insurance and other CORSA requirements are met.

In the Matter of
Meeting with Terry Frazier,
Planning & Development Director:

Terry Frazier, Development & Planning Director, met briefly with the commissioners to inform them of a matter for a proposed large lot division on approximately 50 acres of land at the intersection of St. Rt. 316 and Commercial Point Road in Scioto Township that was originally submitted by an applicant as a

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combination of less than 5 acres plus larger than 5 acre tracts, which triggers subdivision regulations. This is a matter that Mr. Frazier recently brought to the commissioners' attention when the applicant was originally advertising and selling lots without the property being platted. Mr. Frazier contacted the individual and informed him that the lots needed to be platted in order to be sold.

The applicant has now filed an application for a large lot division with the county engineer and concurrent with this, has applied for Health District approval for five 2-acre lots for a 10.626 acre corner lot and is seeking rezoning. Subdivision tracts 5 acres or less requires platting, a sketch plan, preliminary plan, storm water analysis, and other developmental controls. Larger than 5-acre tracts falls under large lot rules which still requires Health District approval, zoning approval, driveway permit, but there is no limit on the number of lots and regulation is less strict.

Mr. Frazier inquired if the large lots should be approved as submitted by the applicant without platting the division of the 10+ acres and the five 2-acre lots because it is exempt, or treat the entire 50 acres as a subdivision.

After discussing the matter, it was ascertained that the current application should be disapproved based on the fact that there should be a subdivision application that goes before the Pickaway County Planning Commission.

In the Matter of
Pickaway County 2014 Single Audit Post Conference:

The Auditor of State (AOS) office completed the county's 2014 Single Audit and a post audit conference was conducted that provided the AOS's preliminary report. Judy Storey, Senior Audit Manager, facilitated the meeting that was attended by Cassandra Deahl, Audit Manager; Judy Wolford, County Prosecutor; Melissa Betz, County Auditor; Ellery Elick, County Treasurer; Margi Pettibone, Director of the Pickaway County Veterans Service Commission (VSC) office; Ronald Clifton, member of the VCS.

The audit was completed on October 19, 2015, and its cost to the county is \$79,950, which Mrs. Storey said is consistent with the cost for the past three years. When Mrs. Storey circulated copies of the audit packet, she requested to go into Executive Session. Commissioner Stewart stated that the commissioners had decided to remain in open session during the post audit conference preliminary report, to which Mrs. Storey stated that was fine, but before she began to review the items in the report for evaluation prior to its public release by the AOS office, she said that the information discussed in the meeting was to remain confidential. It was explained that the contents of the preliminary report have been tentatively approved; however, it is subject to further review and approval by the Chief Auditor and the Senior Audit Manager, and information that could come forth as a result of this meeting could change the results of the report. This post audit conference will allow for the review of the contents of the report and time is given to provide any responses from the county prior to the audit report's public release by the AOS office. It was reiterated by Mrs. Storey that the report is to remain confidential as the meeting could result in clarifying information that could modify the contents of the report before its release.

The following is a list of the agenda items reviewed with questions raised and answered throughout:

- Communication Requirements with Those Charged with Governance (AU-C260);
- Schedule of Findings-OMB Circular A-133 § .505. (A period of 5 days is given to provide a response summarizing the approach in correcting the findings; however, it was stated that with the holiday, the response could be received by December 4th);
- Independent Auditor's Report;
- Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and other Matters Required by *Government Auditing Standards*;
- Independent Auditor's Report on Compliance with Requirement Application to Each Major Federal Program and on Internal Control Over Compliance Required by OMB Circular A-133;
- Schedule of Prior Audit Findings-OMB Circular A-133 § .315 (b);

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At 11:02 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (5) related to matters to be kept confidential by federal law or regulations or state statutes with the attending elected officials and county staff present.

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

Attest: Patricia Webb, Clerk

At 11:46 a.m., the commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Henson, to resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

At the conclusion of the meeting, the commissioners thanked everyone for their attendance.

**In the Matter of
Tour of Madison County Fairgrounds Scheduled:**

Related to the revitalization plan for the buildings at the Pickaway County Fairgrounds, Commissioner Stewart stated that he has confirmed the tour of the Madison County fairgrounds with Madison County Commissioner Paul Gross for the afternoon of Tuesday, December 2nd. Madison County Commissioners have been working on fairgrounds buildings revitalization of its various buildings.

**In the Matter of
2015/2016 Snow Removal Services Contract with
Wolfe Construction Company Approved:**

After reviewing the contract from Wolfe Construction Co., 558 E. Ohio St, Circleville, for the continuance of snow removal services for various county parking lots for the 2015/2016 winter season, Commissioner Wippel offered the motion, seconded by Commissioner Henson to approve the contact, which reflected no increase from the 2014/2015 contract.

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

Note: Commissioner Stewart was absent for the remainder of the day due to an outside obligation.

**In the Matter of
Proposed 2016 Information Technology (IT) Capital Plan Review:**

Robert Adkins, contracted Pickaway County IT Manger through Info-Link Technologies, Inc., and Ben Rule, Info-Link Technologies General Manager, met with the commissioners to review the proposed 2016 IT Capital Plan.

The year 2015, was a busy and productive year for the Pickaway County IT Department, and Mr. Adkins provided a list of 14 accomplishments made for various county departments with the commissioners' direction. Mr. Adkins informed the commissioners that the service and updating agreement with

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WatchGuard will expire in June of 2016. Plans are to replace the WatchGuard XTM 525 with the WatchGuard M400 with a new 3-year agreement. The M400 has a faster backplane and will provide better performance with the increased bandwidth. Mr. Adkins also stated that he wants to use the firewall to segregate the prosecutor's office, and probably the juvenile court, onto their own subnet because he is running low on IP addresses.

Mr. Adkins reviewed a proposed list of times for purchase. He spoke of SOCVue that is monitoring software (3-year: \$39,600) consisting of a mixture of software and service guaranteeing successful implementation of combating cyber-attacks on the county's system. The cost for 1 year is \$19,140, and the cost for 3 years is \$39,600, a savings of \$17,820. SOCVue would provide 24/7 monitoring of the county's network and additional assistance with mitigation of cyber-attacks. The software would provide daily reports, even if no cyber-attack attempts were detected. It was stated that, unfortunately, this is an expense of the current times that should be considered. Mr. Adkins stated that he may be able to obtain a lesser price up to 10% of the quoted price from another company.

Also listed on the proposed capital plan for next year that was discussed was WatchGuard trade-up to Firebox M400 with 3-year Security Suite - \$5,312; Dameware mini-remote software annual renewal - \$270; phone device repairs/replacements - \$400. Though the county's current phone system is aging, the county still has the capability of repairing and replacing devices which saves a considerable expense for the county; one-year VEEAM Back-up Solution renewal - \$990; Sophos Safe Guard Device Encryption software (25 devices) - \$1,725; Lenovo replacement server/disaster recovery - \$9,715; user evaluation software (3-year) which is an option that would only be utilized as an investigative tool if deemed necessary for the appropriate reason(s) - \$1,440; replace the Trip-lite UPS system in the datacenter room in the county auditor's office- \$865; dog tag eCommerce software (18 months) - \$540; Microsoft Azure Cloud back-up storage - \$5,595.36; ceiling mounted air handler system for the to the back-up server room that gets warm in the summer months in the Pickaway County Annex building - \$4,800 to \$6,800 depending on system; a moveable rack mount cabinet in back-up server room in the annex building - \$400. The proposed 2016 IT Capital Plan totaled \$73,892.36. Also reviewed was the court magistrate's VIQ Recording Software - \$9,500, for which there is already buy-in from the commissioners and JFS Department; 25 desktop replacements at \$715 each over a multi-year replacement program - \$17,875. For the commissioners' information, Mr. Adkins stated that he was approached by Frontier Communications about a county telephone replacement system, Avaya IP Office Phone System, which was quoted to be \$86,731, yearly maintenance of a 60-month term - \$4,765.

The current state of the county's IT network and infrastructure is solid, and Mr. Adkins stated that, thanks to the commissioners, the county is advanced in the IT field compared to other counties in the region, and at the conclusion of the overview it was determined that the commissioners will take the proposed 2016 IT Capital Plan under consideration when discussing the county's overall 2016 Capital Plan.

The commissioners thanked Mr. Adkins and Mr. Rule for reviewing the proposed capital plan, and Mr. Adkins and Mr. Rule thanked the commissioners for their time and consideration.

In the Matter of
Meeting with Erica Tucker
Regarding Questions to be Included in the
Online Survey Related to the Pickaway County Fairgrounds Revitalization Plan:

Erica Tucker, Special Projects Assistant, met with the commissioners and discussed questions that will be included in an online survey that the county will make available related to the Pickaway County Fairgrounds Revitalization Plan.

After the discussion, Mrs. Tucker was asked to get a cost amount from the online survey company she has been communicating with and get an idea on how long the survey should run and get back with the commissioners next week. Discussion was held regarding the survey providing an email address in order to be able to receive additional input. It is the goal to have the survey available online around mid-December.

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**In the Matter of
Appropriations Approved:**

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

**450 to 907.1226.5201 – Law Library Resources-PERS
9,289.18 to 101.1105.5703 – Contingencies
1,585 to 282.6131.5901 – Braskett Ditch-Other Expenses
120 to 271.6120.5901 – Wolfe Run Ditch-Other Expenses
60,000 to 206.5015.5401 – Job & Family Services-Contracts
3,000 to 206.5015.5403 – Job & Family Services-Travel & Expense
500 to 206.5015.5501 – Job & Family Services-Equipment
25,000 to 206.50015.5102 – Job & Family Services-Salaries-Shared
5,000 to 206.5015.5201 – Job & Family Services-PERS-Shared
500 to 206.5015.52202 – Job & Family Services-Medicare-Shared**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

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

**210 from 101.1120.5301 – Treasurer-Supplies
To
101.1120.5403 – Treasurer-Travel Expense**

**12,255.40 from 101.2083.5401 – Sheriff-Contract Services
To
101.2083.5501 – Sheriff-Equipment**

**2,744 from 101.2083.5401 – Sheriff-Contract Services
To
101.2083.5510 – IT Equipment-Sheriff**

**8,000 from 101.2083.552 – Sheriff-Vehicles
To
101.2083.5496 – Sheriff-Medical**

**8,472.74 from 101.1105.5703 – Contingencies
To
101.1102.5201 - Maintenance-PERS**

**8,472.74 from 101.1105.5703 – Contingencies
To
101.1102.5102 – Maintenance-Salary**

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

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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 November 21, 2015.

A total of \$173 was reported being collected as follows: \$40 in adoption fees; \$12 in boarding revenue; \$45 in tag sales; \$30 in tag late fees; \$46 in redemptions.

Six (6) stray dogs were processed in; five (5) 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 Wippel, to adjourn. Voting on the motion was as follows: Commissioner Stewart, absent for vote; 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
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Attest: Patricia Webb, Clerk