

**TUESDAY, OCTOBER 31, 2017**  
**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, October 31, 2017, with the following members present: Mr. Brian S. Stewart, Mr. Jay H. Wippel, and Mr. Harold R. Henson. Brad Lutz, County Administrator, was also in attendance.

**In the Matter of**  
**Minutes Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the minutes from October 24, 2017, with corrections.

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

Attest: Patricia Webb, Clerk

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

Commissioner Henson 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 October 25, 2017, 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 \$110,086.59 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: Patricia Webb, Clerk

**In the Matter of**  
**Roadway Usage and Maintenance Agreement**  
**Signed Between Pickaway County Commissioners,**  
**Harrison Township Trustees, and Michels Tunneling**  
**Related to the Lockbourne Intermodal Subtrunk Project:**

Chris Mullins, County Engineer, met with the commissioners to obtain their signatures on a Roadway Usage and Maintenance Agreement (RUMA) on behalf of the Harrison Township Trustees in reference to the construction of the Lockbourne Intermodal Subtrunk project. It was reported that Joe Defelice, Harrison Township Trustee, and Michels Tunneling, a Division of Michels Corporation, negotiated the agreement for the use of Pickaway Road, Shepard Road to Bulen-Pierce Road, and the township's portion of Ashville Pike from Rickenbacker Parkway to Shepard Road. Michels Tunneling will provide a bond to cover costs of any damages that may be caused to the roads by the construction activity.

After reviewing the RUMA, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve and sign document between the Pickaway County Commissioners, Michels Tunneling, a Division of Michels Corporation, and the Board of Trustees of Harrison Township.

Voting on the motion was as follows: Commissioner Stewart, temporarily unavailable for vote; Commissioner Wippel, yes; Commissioner Henson, yes. Voting No: Motion carried.

Attest: Patricia Webb, Clerk

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**In the Matter of**  
**Earnhart Hill Regional Water & Sewer District**  
**Sewer Billing Agreement Approved with the Understanding**  
**Other Billing Service Providers will be Explored:**

Chris Mullins, County Sanitary Engineer, and the commissioners revisited the Sewer Billing Agreement with Earnhart Hill Regional Water & Sewer District (EHRWSD) after a recent discussion held regarding its renewal for a 1-year period. The agreement is in reference to billing services EHRWSD provides related to sewer customers of the county. The agreement reflected a 4% increase from last year, to which Commissioner Wippel had expressed his concern about it being rather costly, and requested that the matter be explored after it had been noted by Mr. Mullins that a third party billing provider was involved.

Today, Mr. Mullins that he had misspoke about there being a third party billing provider. In actuality, the third party only mails the monthly sewer billings. He explained that EHRWSD continues to receive the sewer billing amounts supplied by the county sanitary engineering department, enters the information into its database that generates the monthly billings, takes in/tracks the payments [and cuts a check to the sanitary engineering department for payment into the county sewer district funds], and provides reports on any delinquent and/or unpaid sewer billings to the county sanitary engineering department.

After discussing the matter further and taking the current agreement's expiration date into consideration, Commissioner Wippel stated that he would agree to the approval of the 1-year sewer billing agreement with EHRWSD with the understanding the option of researching billing service providers will be explored. With that in mind, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve and sign the 1-year agreement.

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

Attest: Patricia Webb, Clerk

On a separate topic, Commissioner Stewart mentioned to Mr. Mullins that he would like to schedule a meeting in the next few weeks regarding an agreement with Intelliwave Broadband for the installation of fiber optic cables in county right-of-ways to provide high-speed internet access in various rural areas of the county.

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

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

- Last week, Mr. Conrad assisted with the installation of 37 smoke detectors in 28 homes that were provided by the Red Cross at no cost to the homeowners.
- Mr. Conrad is working on the submission of the quarterly request for 50% reimbursement of \$24,749.68 in local EMA expenses from the county's Ohio EMA grant. He stated that the listing of EMA equipment purchases, dating back to 2010/2011, will also be submitted to the Ohio EMA to receive the reimbursement, for which he said he has the detailed records.

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

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

- Five applications have been received for the electrical safety/building inspector position that is posted for the Pickaway County Building Department. Three of the applicants have the certifications required for the position. Mrs. Dengler and Mr. Davis have scheduled interviews with the three qualified applicants for Thursday of this week.
- Mrs. Dengler will be attending the open enrollment meetings tomorrow that will be facilitated by a representative of Franklin County Cooperative Health Benefits Program for county employee's 2018 health benefits program. Meetings are scheduled to be held at the county engineer's garage at 7:30

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a.m., the Pickaway County Sheriff's Office at 9:30 a.m., and the Pickaway County Service Center at 1:00 p.m. The meetings are not mandatory unless county employees have questions or changes to their current health benefits plans.

- Mrs. Dengler and Mr. Lutz provided highlights of the Joints Benefits Committee meeting of the Franklin County Cooperative Health Benefits Program they attended last week in Columbus. It was reported that the cooperative's fund balance is sound; Pickaway County remains in Tier IV, and it was noted that that the county's revenue in health benefit premiums exceeded paid claims, unlike past years. It was stated that two townships from other counties in the cooperative that have at least 50 employees, the minimum requirement, are being considered to join as members. It was also noted that in going into next year, the possibility of creating a group pool within the cooperative of combined townships, villages, and other entities in county to meet the 50 employee minimum requirement to become members will be researched. The 3 for \$300 incentive program data was provided at the meeting. An average of 71% of the total number employees in cooperative completed the program, and Pickaway County had a 74% completion rate. Changes in the 2018 program were reviewed, that included but not limited to, a 4 for \$300 incentive program that will be the same as the 2017 program (health risk assessments, bio-screening, tobacco-free program) with one added incentive requirement, which will be consultation with a health advisor after employees receive their bio-screening results. It was noted, however, employees can accomplish this by meeting privately to review the results with a nurse that will be on-site during the screenings that will be offered on the county's campus. The 4 for \$300 incentive program will kick-off on February 1<sup>st</sup>. It was also mentioned that various health & wellness age-appropriate screenings will be required again this year to receive the \$50 incentive, and the partial reimbursement of annual gym memberships will be provided again. A structured year-long weight management program for employees to participate in next year is being considered by the cooperative.

**In the Matter of**  
**Proposal from Meritage Systems Integrated Building Department Management**  
**Software Services Proposal Approved for the Pickaway County Building Department:**

Over the past several weeks, Mrs. Dengler and Geoff Davis, Building Inspector for the Pickaway County Building Department, and the permit technicians received demonstrations from various building department management software vendors. The building department's current management software is provided Franklin Information Systems, Inc. and it is the software that was used by the City of Circleville's Building Department when the Pickaway County Building Department was formed. The software was upgraded in 2010, but it does not provide other features desired by the department, and there has been difficulty in receiving cooperation from the company when there are questions or issues. The decision was made to reach out to other building department software (BDS) vendors for demonstrations after Mr. Davis performed research of BDS providers utilized by other surrounding building departments.

First reviewed with the commissioners was the proposal from iWorQ, which Mrs. Dengler said is software similar to what the building department has now. Ross County and other building departments that utilize this software were contacted, and indifferent reviews were received. The package price is \$8,000 per year, with a one-time set-up and data conversion fee of \$5,350, for a total of \$13,350; however, the software does not have mapping capabilities. Mapping is a feature that the building inspectors would like the permit technicians to be able to utilize when scheduling inspections throughout the county for better efficiency. It was noted that other desired software features could be provided by iWorQ but at additional annual costs of \$1,000 for each.

Next reviewed was the proposal from Meritage Systems, with an annual cost of \$8,400 a year, with a onetime set-up and conversation fee of \$4,000, for a total of \$12,400. The software is utilized by Delaware County and City of Gahanna Building Department which Mr. Davis reached out to and received great reviews. The software is cloud-based, has mapping capabilities and other built-in features desired by the building department. It also provides customers the ability to go online and check the status of their inspection permits by entering their permit application number. The software also provides the capability for the building inspectors to use their cell phones onsite to obtain information in the system that will allow for better efficiency. Mrs. Dengler noted that this was the software favored by all building department staff.

After a brief question and answer session, and taking into consideration the increased number of building permits and inspections being handled by the building department, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the proposal from Meritage Systems. Research

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will be performed as to what amount might be able to be paid from the building department's operational budget.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Updated Job Position Descriptions Signed:**

Mrs. Dengler presented updated job descriptions for review and signature for the fulltime Fiscal Specialist/Administrative Assistant position in the commissioners' office, and the fulltime Permit Technician position in the Building Department. Both job descriptions have been signed by the employees in the respective positions.

Commissioner Wippel offered the motion, seconded by Commissioner Henson, authorizing Commissioner Stewart to sign the above-described job position descriptions as presented.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Amended Certificates Approved:**

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

**Resolution No.: PC-103117-1**

WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE in the amount of \$65,109 for the Targeted Communities Alternate to Prison (TCAP) Fund #925; and an AMENDED CERTIFICATE in the amount of \$21,500 for the County Health Benefits Fund #801; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriates the following sums for expenditure for period ending December 31, 2017:

**Targeted Communities Alternative to Prison (TCAP) Fund #925**

**\$65,109**

**County Health Benefits Fund #801**

**\$21,500**

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

Attest: Patricia Webb, Clerk

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

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

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**16.10 from 101.1105.5801 – General-Advance Out  
To  
317.0000.4910 – Pence Tile Main Drainage-Advance In**

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

Attest: Patricia Webb, Clerk

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

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

**317.0000.4910 – Pence Tile Main-Advance In  
317.6141.5801 – Pence Tile Main-Advance Out**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Appropriations Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following APPROPRIATIONS request:

**675 to 101.1105.5703 – Contingencies  
28,000 to 251.6230-5401 – CDBG-Love’s-Contracts/Services  
168,163.10 to 235.2002.5501 – E911-Equipment  
316.65 to 317.8118.5603 – Pence Tile Main Drainage Loan-Principal  
30,000 to 225.2054.5102 – Juvenile-DYS Probation-Salaries  
4,200 to 225.2054.5201 – Juvenile-DYS Probation-PERS  
435 to 225.2054.5202 – Juvenile-DYS Probation-Medicare  
15,000 to 225.2054.5203 – Juvenile-DYS Probation-Insurance  
500 to 640.1115.5929-Housing Trust Fund  
17,500 to 101.1105.5703 – Contingencies  
21,500 to 801.0000.4926 – County Health Benefits-Other Receipts  
221,500 to 801.6904.5217 – County Health Benefits-Admin. Fees  
35 to 925.1207.5202 – TCAP-Medicare  
325 to 925.1207.5201 – TCAP-PERS  
2,315 to 925.1207.5102 – TCAP-Employees Salary  
65,109 to 925.0000.4557 – TCAP-State Share  
390 to 907.1226.5201 – Law Library-PERS**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, 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 & RE-APPROPRIATION OF FUNDS:

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**17,500 from 101.1105.5703 – Contingencies  
To  
101.1110.5203 – Auditor-Insurance**

**500 from 101.1145.5501 – Recorder-Equipment  
To  
101.1145.5401 – Recorder-Contract Services**

**675 from 101.1105.5703 – Contingencies  
To  
101.1101.5901 – Commissioners-Other**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, 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 following request for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**\$675 – 101.1101.5901 – Commissioners – Other Expense**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Waiver Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to waive the waiting period to issue payment to Vinton County Bank in the amount of \$3,281.59 to be paid from line item #317.8118.53 (principal) and \$40 from line item #317.8218.5604 (interest) for the final payment related to the construction loan for Pence Tile Main Drainage Improvement.

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

Attest: Patricia Webb, Clerk

**In the Matter of  
MAXIMUS Consulting Services, Inc. Agreement Signed for  
Years 2017, 2018, 2019 Related to Pickaway County Cost Allocation:**

The commissioners reviewed the 3-year renewal contract with MAXIMUS Consulting Services, Inc., to prepare the Pickaway County Cost Allocation Plan at the rate of \$8,600 per year, which is the same rate as the 2014, 2015, 2016 contract.

After the review, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve and sign the above-described contract with MAXIMUS Consulting Services, Inc.

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

Attest: Patricia Webb, Clerk

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**In the Matter of  
Then & Now Certification  
Requirement Resolution Adopted:**

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

**Resolution No.: PC-103117-2**

WHEREAS, for the period of December 1, 2017, through January 31, 2018, all purchases of \$1,000 or less are exempt from the THEN & NOW CERTIFICATION requirements; then,

THEREFORE BE IT RESOLVED that for any person authorized to make purchases shall file a written document with the Pickaway County Auditor within three (3) business days of making a purchase stating its purpose, amount, and the date of the purchase along with the name of the vendor and vendor number.

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  
Environmental Review Documentation and Certification Form Signed  
Regarding the FY 2017 CDBG Critical Infrastructure Grant Application for the  
Village of New Holland's Proposed South Main Street Reconstruction Project:**

Related to the competitive FY 2017 CDBG Critical Infrastructure grant application that will be submitted to the Ohio Development Services Agency (ODSA) on behalf of the Village of New Holland for its South Main Street Reconstruction Project, Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Stewart to sign the Environmental Review Documentation and Certification Form. The form is in reference to the general administration, Fair Housing, and planning activities listed in the project description that are exempt from the environmental review requirement.

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 Authorization Approved for  
Job & Family Services Employees:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign the Job & Family Services' Travel Authorization form for JFS employees to attend various meetings, training sessions, and preform multiple home visits throughout the month of November, at the total probable cost of \$1,420.04.

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

**Note:** Commissioner Wippel was not present for the afternoon session.

**In the Matter of  
Approval Regarding Request for an  
Additional 2017 Budget Appropriation for the  
Pickaway County Sheriff's Office:**

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Brad Lutz, previously met with Sheriff Robert Radcliff in reference to an additional appropriation to the Pickaway County Sheriff's Office 2017 Budget that will be discussed with the sheriff this afternoon. The total appropriation request is \$171,379.26; however, Mr. Lutz explained that with all things considered, the request will result in a \$55,000 additional appropriation for the department to finish out the year.

**In the Matter of**  
**Letter Presented by Patricia Webb, Clerk, Regarding**  
**Notice of Upcoming Retirement from Pickaway County Board of Commissioners' Office:**

Patricia Webb, Clerk to the Board of Commissioners, presented a letter notifying them that, after much thought and careful consideration, she plans to retire after thirty years of employment with the office, effective February 28, 2018.

**In the Matter of**  
**Meeting Regarding Additional 2017 Budget Appropriation**  
**For the Pickaway County Sheriff Office (PCSO):**

Sheriff Robert Radcliff met with the commissioners to discuss and additional appropriation request for the PCSO's 2017 Departmental Budget. Lt. Gabe Carpenter, Operations Jail Administrator of the Corrections Division, was also in attendance.

In speaking with the commissioners, Sheriff Radcliff referenced the meeting he and Mr. Lutz had related to his request for an additional appropriation to finish out 2017. It was noted that the commissioners provided 5% in additional appropriations in 2017 employee salary funds for elected officials to take advantage of the opportunity to provide varying percentages wage increases to their. In past years, 2% or 3% additional funds have been provided by the commissioners for wage increases that was dispersed evenly amongst the elected official's employees. The purpose of the 5% salary appropriation this year was to provide each elected official the opportunity to give various wage increase percentages, at their discretion, to their employees in an effort to provide the means in which to be able to offer competitive wages for dedicated, long-term employees. Instead of taking the additional 5% in funds for the wage increases, the PCSO has, to date, absorbed the increased cost within its 2017 operating funds. The department also absorbed additional unanticipated payroll related expenditures, which included retirement payouts, vacation time and sick time payouts, resignations, and increased health benefits costs.

Sheriff Radcliff stated that essentially, he is requesting an additional \$55,000 in appropriations due to overtime costs for 2017. He explained that the overtime is related to the 3 homicides in the county in 2017; shift coverages due to sick/vacation leaves; FMLA; employees off work related to Workers' Compensation cases; narcotics operations; officers stationed at hospitals around the clock for guarding of inmates that are hospitalized due to medical issues/suicide attempts; mandatory training for corrections and law enforcement officers; and employees on military leave. The sheriff noted, however, that the final costs could come in lower or higher than the \$55,000 due to future circumstances that cannot be predicted.

After discussing the matter, the commissioners agreed to the \$171,379.26 appropriation; however, \$116,379.26 of that amount was already appropriated by the commissioners for raises earlier in the year and is not considered as additional funds, leaving a net of \$55,000 in additional appropriations for 2017. Therefore, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve a \$171,379.26 additional appropriation into the PCSO operating budget for 2017.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, not present; Commissioner Henson, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

Commissioner Stewart requested that the PCSO do the best it can to work within the \$55,000 amount until the end of the year. He stated that they have begun looking at the 2018 capital projects and need to have a good understanding of what they will have to work with. He mentioned the \$100,000 that has already been designated for the purchase of PCSO vehicles in 2018, and he noted the telephone system and CCTV security camera system that the PCSO brought to the commissioners' attention earlier this year as potential

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projects. The sheriff indicated that he would like to partner with the commissioners in purchasing new vehicles needed by the department by using some of its non-general fund revenue accounts.

**In the Matter of  
County Administrator Report:**

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

- A meeting is scheduled with the architects with WDC Group tomorrow and the firm will have the final cost estimate for the renovations to the county's building on South Pickaway St.
- The CDBG Economic Development grant related to the Love's Truck Stop intersection project is near completion close to being expended
- Related to the fairgrounds revitalization project, meetings continue with prospects for the Volunteer Fundraising Leadership Team and the response has been excellent. The first meeting of the team will be held on Thursday, November 9<sup>th</sup>. Arrival and coffee and refreshments will begin at 7:30 a.m., with the meeting beginning at 8:00 a.m., and conclude at 9:00 a.m.
- The Board of Elections office space costs survey requested by the County Commissioners' Association of Ohio was submitted last week that quantify the costs of administering elections
- Chris Mullins, County Engineer, spoke with Mr. Lutz last week in regards to the commissioners' consideration of advancing approximately \$55,000 into the department's ALGT fund that fronted the expenses for work done to 3 ditches in the county's ditch maintenance program that would be paid back over a 3 to 4-year period. It was explained that the respective ditch maintenance funds did have enough funds to pay the expenses. It was noted that Mr. Mullins indicated that he should have consulted with the commissioners prior to performing the work and, from this point forward, work will not be done to ditches if there is enough money in the ditch maintenance funds unless it is considered an emergency or immediate need. It was determined that the commissioners will discuss the matter and in the meantime Mr. Lutz will explore other options that may be considered to reimburse the ALGT fund in lieu of advances from the General Fund, which are typically paid back within a 1-year period.
- The following year-to-date figures for foreclosures filed in Pickaway County were provided by Jim Dean, Clerk of Courts: 2017 – 113; 2016 – 122; 2015 – 120; 2014 – 143.

**In the Matter of  
Discussion with Mike Schmidt  
Regarding Meeting to Kick-off Volunteer  
Leadership Fundraising Campaign:**

Mike Schmidt, of Cramer & Associates, met with the commissioners to review the schedule and topics planned for discussion at the Volunteer Leadership Fundraising Committee breakfast meeting scheduled for Thursday, November 9<sup>th</sup>, at the Pickaway County Community Foundation Office. The Gift Acceptance Policies and Volunteer Tracking Policies for donations received are prepared that the commissioner will review for approval that will then be provided to the PCCF for review, which will administer the donation funds. It is expected that the policies will be submitted to the Columbus Foundation to ensure they align with their policies.

After providing additional information related to the processes in moving forward and answering questions from the commissioners, Mr. Schmidt noted that there has been very positive feedback regarding the campaign.

**Meeting with Mayor of New Holland  
Regarding Project Overruns Related to the Proposed  
South Main Street Reconstruction Project FY 2017 CDBG Critical Infrastructure Application:**

Butch Betzko, Mayor of the Village of New Holland, met with the commissioners and inquired if there was a county revolving loan (RLF) program that the village could access. He spoke about project overruns and additional funds for grant application/administration services that recently came to his attention for the \$300,000 grant. He stated that the additional costs now takes the \$50,000 amount that the village council recently approved as a local match up to \$75,000.

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After the commissioners informed Mr. Betzko that there is no such RLF that exists for that purpose, and discussion was held on whether a percentage of the grant amount includes funds for the administration of the grant, Mr. Betzko stated that he will perform more research. He also indicated that a special meeting of the village council may need to be scheduled regarding the issue of providing additional funds.

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending October 28, 2017.

A total of \$1,331 was reported being collected as follows: \$200 in adoption fees; \$6 in boarding revenue; \$75 in dog licenses; \$25 in microchip fees; \$1,000 in private donations; \$25 in redemptions.

Two (2) stray dogs were processed in; five (5) dogs were adopted.

With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, not present; Commissioner Henson, yes. Voting No: None. Motion carried.

Brian S. Stewart, President

Jay H. Wippel, Vice President

Harold R. Henson, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
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Attest: Patricia Webb, Clerk