

**TUESDAY, OCTOBER 6, 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, October 6, 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 September 29, 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 October 7, 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 \$79,286.31 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
Waiver Approved:**

Upon the request of Dustin Hube, Fiscal Specialist & EMA Assistant, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to waive the waiting period to issue a check to US Bank for payment on the county's credit card in the amount of \$191.00 from line item #101.1106.5301.

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
Approval for Purchase of Modems from
Frontier Communications Solutions to
Upgrade the County's 911 Database:**

Dave Conrad, EMA Director, informed the commissioners that he performed research related to purchasing modems that would allow Frontier Communications Solutions to perform upgrades to the county's 911 system by way of remotely inputting information into the CAD database.

TUESDAY, OCTOBER 6, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

After obtaining further information, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the purchase of 2 Tripp Lite Modem cables and 2 Spectracomm 500A R/Ms from E911 Funds at the total cost of \$2,506.54, which includes labor, warranty, and freight.

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
Purchase of AccuGlobe E911 Dispatch Mapping Software for
Third Workstation at the County 911 Dispatch Center:

The proposal that was presented last week in behalf of the Pickaway County Sheriff's Office (PCSO) was revisited for the purchase of AccuGlobe E911 Dispatch mapping software in the amount of \$4,770, which includes remote installation assistance and configuration and the software license/support fee (2-year), for the third workstation at the county's 911 dispatch center that is currently being used on an as-needed basis. The third workstation has all other capabilities as the other two workstations that are used on a full-time basis.

After further discussing the request, Commissioner Henson offered the motion, seconded by Commissioner to approve the purchase to be paid from E911 funds.

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

Attest: Patricia Webb, Clerk

In the Matter of
Assistant County Administrator Report:

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

- Ms. Dengler has obtained the Records Retention Policies for all county departments.
- The commissioners were informed of an employee under their purview that plans to request time off without pay next spring as she does not have enough accrued vacation leave.
- The Franklin County Healthcare Consortium will be providing an informational meeting in November for all county employees Flexible Spending Account (FSA) that is being offered in 2016.
- The Health & Safety Committee will be sponsoring the 2015 Pumpkin Show Step Challenge for county employees to participate in. First, second, and third place prizes are being offered, in addition to an insulted lunch/snack bag for all of those who participate in the challenge.
- Research is being performed related to the possibility of once again placing healthy snack vending machine in the Pickaway County Annex, which may eventually include other county buildings.

In the Matter of
Executive Session:

At 9:44 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to discuss the compensation of a Pickaway County Board of Commissioners' employee.

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

**TUESDAY, OCTOBER 6, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

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At 10:19 a.m., the commissioners exited Executive Session and Commissioner Henson offered the motion, seconded by Commissioner Wippel, to resume Regular Session.

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

No action was taken.

**In the Matter of
2015 Community Development Block Grant Agreement
Signed between Pickaway County and the Ohio Development Services Agency:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, authorizing Commissioner Stewart, President, to sign two original grant agreements with the Ohio Development Services Agency in the amount of \$148,000 related to the Pickaway County FY2015 Community Development Block Grant (CDBG) Program.

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
Change Order #1 Approved and Signed for the
Village of Ashville's FY2014 Community Development Block Grant-
Station Street Improvements Project:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, authorizing Commissioner Stewart, President, to sign Change Order #1 in the amount of \$9,510.12, related to the Village of Ashville's FY2014 CDBG West Station Street Resurfacing Project, bringing the contract amount with Cox Paving, LLC, to the total of \$54,350.12. The Village of Ashville's project grant amount approved by commissioners was \$49,600, and the village will be making up the \$4,750.12 difference for the Change Order.

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 Approved with
No Request for Hearing for 56 Mini Market:**

After reviewing the application received from the Ohio Division of Liquor Control for the transfer of Liquor Permit #6069903, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the permit transfer with no request for a hearing for the following:

Permit No.: 6069903

From: Liberty Union Group, LLC
DBA: 56 Mini Market
10472 SR 56 E

To: MJ Harper, LLC
DBA 56 Mini Market
10472 SR 56 E

TUESDAY, OCTOBER 6, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Saltcreek Township
Circleville, Ohio 43113

Saltcreek Twp.
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
Agreement for Use of County Property Signed for
Berger Hospice Light Up a Life Annual Ceremony:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and authorize Commissioner Stewart, President, to sign the Agreement for the Use of County Property requested by Lisa Merrill of Berger Health Systems Hospice for the annual Light Up a Life Ceremony to take place on the courthouse front steps on Sunday, December 6, 2015, from 6:00 p.m. to 7:30 p.m.

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
Travel Authorizations Approved:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following Travel Authorizations:

- Authorization for numerous Job & Family Services employees to attend various training sessions, conferences, and perform multiple home visits throughout the month of October 2015, at the total probable cost of \$1,266.13.
- Ellery Elick, County Treasurer, to attend an Ohio County Treasurer's Conference that will be held on November 16 – 18, 2015, at Mariott Tuttle Crossing, at the total probable cost of \$730.

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 Wippel was absent for the remainder of the day.

In the Matter of
County Administrator Report:

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

- The Verdin Company is installing the backlighting in the courthouse clock tower this week.
- The drywall work is completed in the new restroom that is being installed in the commissioners' building and is ready to be painted.
- Mr. Lutz attended the county administrators' association meeting that was held last week in Wooster, Ohio (Butler County) and he provided the commissioners an overview of interesting topics and information that were discussed during the meeting.
- The letter to the residents of Bridlewood Estates will be going out soon informing them that the county will be responsible for maintaining Reserve A lot.
- Letters will be prepared to be sent to all of the users of the county's 800 MHz Radio Communications System related to the Ohio MARCS contract that the commissioners recently signed.

**TUESDAY, OCTOBER 6, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**In the Matter of
Appropriations Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the following APPROPRIATION requests:

**400,000 to 207.5020.5401 – Job & Family Services-Contract Services
3,900 to 255.5036.5102 – 800 MHz-Salary
60 to 255.5036.5202 – 800 MHz-Medicare
570 to 255.5036.5201 – 800 MHz-PERS
5,000 to 249.2035.5501 – EMA-Equipment
10,800 to 101.1105.5703 – Contingencies
200 to 101.1105.5703 – Contingencies
1,095.20 to 316.8217.5604 – Clarks Run Ditch Note-Interest
17,769.26 to 316.8117.5603 – Clarks Run Ditch Note-Principal
10,000 to 101.1105.5703 – Contingencies**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the following TRANSFER and RE-APPROPRIATION requests:

**4,700 from 201.3006.5537 – Engineer ALGT-Equipment/Material/Supplies
To
201.3007.5505 – Engineer ALGT- Materials & Supplies

10,000 from 101.1105.5703 – Contingencies
To
101.1102.5203 – Maintenance Dept.-Insurance

10,000 from 101.1105.5703 – Contingencies
To
101.1115.5414 – Exams
200 from 101.1105.5704 – Contingencies
To
101.1117.5403 – Commissioners-Travel & Expense**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Issuance of Blanket Purchase Orders Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the following request for the issuance of a BLANKET PURCHASE ORDER:

5,000 – 101.6101.5901 – Airport Authority-Other Expenses

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

TUESDAY, OCTOBER 6, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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In the Matter of
Weekly Dog Warden Report Filed:

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending October 3, 2015.

A total of \$278.50 was reported being collected as follows: \$120 in adoption fees; \$6 in boarding revenue; \$75 in sales of dog licenses; \$22.50 in sales of puppy licenses; \$30 in tag late fees; \$25 in redemptions.

Twelve (12) stray dogs were processed in; three (3) 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 Stewart, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson; yes. Commissioner Wippel; absent for vote. Voting No: None. Motion carried.

Brian S. Stewart, President

Harold R. Henson, Vice President

Jay H. Wippel
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk