

TUESDAY, JANUARY 2, 2018
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Tuesday, January 2, 2018, 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 Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from December 26, 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
Oath of Office Administered to Bill McGowan,
Commissioners' Appointee to the Pickaway County Board of Developmental Disabilities:

Mike Pelcic, Bob Hively, and Marie Wilbanks, of the Pickaway County Board of Developmental Disabilities (PCBDD), met with the commissioners for the Oath of Office to Bill McGowan, a commissioners' appointee to the PCBDD for a 4-year term, commencing January 1, 2018, terminating December 31, 2021. Prior to administering the oath, Commissioner Stewart thanked Mr. McGowan for his willingness to serve on the board and mentioned that the commissioners made their selection based on his impressive background.

Following the oath, the commissioners congratulated Mr. McGowan and wished him the best of luck.

In the Matter of
Report Provided by Dave Conrad:

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

- The monthly testing of the countywide emergency sirens will take place on Wednesday, January 3rd, at 1:00 p.m.
- Mr. Conrad will be attending the Pickaway County Local Emergency Planning Commission (LEPC) meeting scheduled to be held at 8:00 a.m. on Wednesday, January 4th, in Berger Health System's Community Room.
- The Pickaway County LEPC received a SFY 2017 LEPC Recognition Award from the State Emergency Response commission for meeting the requirements for cataloging and reporting hazardous materials stored at 33 sites throughout the county.

In the Matter of
Report Provided by April Dengler:

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

- A medical only Workers' Compensation case was filed by a PCSO Deputy who slipped and fell on ice.
- Mrs. Dengler will be attending the Pickaway Addiction Action Coalition (PAAC) Advisory Council meeting scheduled to be held at 6:00 p.m. on January 9th, at the Circleville High School Cafeteria. Jessica Nickel, President and CEO of the Addiction Policy Forum, will lead the discussion and answer question related to the steps the PAAC will take in continuing to help end addiction in Pickaway County.

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

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

230 to 101.1105.5801 – Prosecutor-Victims of Crime-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
Appropriations Approved:**

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

**93.59 to 249.2035.5203 – EMA-Insurance
1,929.30 to 101.1105.5703 – Contingencies
2,022.89 to 101.1105.5703 – Contingencies
6,355.57 to 101.1105.5703 – Contingencies
998 to 101.1105.5703 – Contingencies
17,846 to 101.1105.5703 – Contingencies
3,077.50 to 101.1105.5703 – Contingencies**

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

**0.03 from 101.1140.5101 – Board of Elections-Board Member Salary
To
101.1140.5203 – Board of Elections- Insurance

2,941.79 from 101.1145.5203 – Recorder-Insurance
To
101.1145.5102 – Recorder-Employee Salary

28.06 from 503.6916.5401 – Darby Sewer-Contract Services
To
503.6916.5201 – Darby Sewer-PERS

271.67 from 503.6916.5401 – Darby Sewer-Contract Services
To
503.6916.5102 – Darby Sewer-Employees Salary

98.88 from 501.6915.5201 – Sewer District-PERS
To
501.6915.5102 – Sewer District-Employees Salary**

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**0.11 from 503.6916.5401 – Darby Sewer-Contract Services
To
503.6916.5202 – Darby Sewer-Medicare**

**63.53 from 101.1110.5202 – Auditor-Medicare
To
101.1110.5201 – Auditor-PERS**

**73.42 from 101.1110.5202 – Auditor-Medicare
To
101.1110.5203 – Auditor-Insurance**

**7.54 from 260.1150.5102 – Auditor-REA-Salary
To
260.1150.5201 – Auditor-REA-PERS**

**1,408.58 from 260.1150.5102 – Auditor-REA-Salary
To
260.1150.5203 – Auditor-REA-Insurance**

**1,691.36 from 801.6904.5218 – County Health Benefits-Premiums
To
801.6904.5217 – County Health Benefits-Admin. Fees**

**3,077.50 from 101.1105.5703 – Contingencies
To
101.2083.5313 – Sheriff-Memberships**

**17,846 from 101.1105.5703 – Contingencies
To
101.2083.5413 – Sheriff-FOJ/Allowances**

**500 from 101.1218.5492 – Probate Court-Services
To
101.1218.5474 – M.I Court Costs**

**5,518.18 from 101.1105.5703 – Contingencies
To
101.1211.5104 – Magistrate’s Salary**

**600 from 101.1218.5937 – Probate Volunteer Guardian Program
To
101.1218.5474 – M.I. Court Costs**

**400 from 101.1218.5501 – Probate Court-Equipment
To
101.1218.5474 – M.I. Court Costs**

**998 from 101.1105.5703 – Contingencies
To
101.2014.5203 – Sheriff-Communications-Insurance**

**393.67 from 101.1105.5703 – Contingencies
To
101.1211.5105 –Magistrate-Admin. Assistant Salary**

**151.26 from 101.1105.5703 – Contingencies
To
101.1211.5201 – Court Magistrate-PERS**

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**175.58 from 101.1105.5703 – Contingencies
To
101.1211.5202 – Court Magistrate-Medicare**

**116.88 from 101.1105.5703 – Contingencies
To
101.1211.5203 – Court Magistrate-Insurance**

**3,739.14 from 101.1210.5203 – Common Pleas-Insurance
To
101.5201.5102 – Common Pleas-Employee Salary**

**15.91 from 101.1210.5203 – Common Pleas-Insurance
To
101.1210.5202 – Common Pleas-Medicare**

**5.94 from 907.1226.5102 – Law Library-Employees Salary
To
907.1226.5202 –Law Library-Medicare**

**3,389.25 from 101.2012.5102 – Sheriff-Administration-Salary
To
101.2010.5102 – Sheriff-Road Patrol-Salary**

**826.15 from 101.2010.5202 – Sheriff-Road Patrol-Medicare
To
101.2010.5102 – Sheriff-Road Patrol-Salary**

**67.81 from 101.2010.5201 – Sheriff-Road Patrol-PERS
To
101.2010.5102 – Sheriff-Road Patrol-Salary**

1,566.59 from 101.2012.5102 – Sheriff-Road Patrol-PERS LE

**5,245.37 from 101.2010.5203 – Sheriff-Road Patrol-Insurance
To
101.2011.5102 – Sheriff-Corrections-Salary**

**348.63 from 101.2012.5102 – Sheriff-Administration-Salary
To
101.2011.5201– Sheriff-Corrections-PERS**

**.01 from 101.2012.5102 – Sheriff-Administration-Salary
to
101.2011.5212 – Sheriff-Corrections-PERS LE**

**244 from 101.2012.5102 – Sheriff-Administration-Salary
To
101.2013.5102 – Sheriff-Court Services-Salary**

**29.04 from 101.2012.5102 – Sheriff-Administration-Salary
To
101.2013.5201 – Sheriff-Court Services-PERS**

**658.29 from 101.2012.5201 – Sheriff-Administration-PERS
To
101.2014.5201 – Sheriff-Communications-PERS**

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**42.54 from 101.2011.5202 – Sheriff-Corrections
To
101.2082.5212-Sheriff-Investigations-PERS LE**

**36.13 from 101.2083.5313 – Sheriff-Memberships
To
101.2082.5212 – Sheriff-Investigations-PERS LE**

**1,896.10 from 101.2082.5102 – Sheriff-Investigations-Salary
To
101.2014.5102 – Sheriff-Communications-Salary**

**326.31 from 101.2082.5201 – Sheriff-Investigations-PERS
To
101.2014.5102 – Sheriff-Communications-Salary**

**425.68 from 101.2082.5202 – Sheriff-Investigations-Medicare
To
101.2014.5102 – Sheriff-Communications-Salary**

**428.85 from 101.2014.5202 – Sheriff-Communications-Medicare
To
101.2014.5102 – Sheriff-Communications-Salary**

**437.64 from 101.2012.5202 – Sheriff-Administration-Medicare
To
101.2014.5102 – Sheriff-Communications-Salary**

**154.78 from 101.2013.5212 – Sheriff – Court Services-PERS LE
To
101.2014.5102 – Sheriff – Communications-Salary**

**165.39 from 101.2012.5201 – Sheriff-Administration-Salary
To
101.2014.5102 – Sheriff-Communications-Salary**

**305.90 from 101.2083.5483 – Sheriff-Uniforms
To
101.2014.5102 – Sheriff-Communications-Salary**

**110.01 from 101.2083.5527 – Sheriff-Vehicles
To
101.2014.5102 – Sheriff-Communications-Salary**

**305.78 from 101.2012.5102 – Sheriff-Administration-Salary
To
101.2014.5102 – Sheriff-Communications-Salary**

**145.71 from 101.2012.5203 – Sheriff-Administration-Insurance
To
101.2014.5102 – Sheriff-Communications-Salary**

**4804 from 101.2010.5203 – Sheriff-Road Patrol-Insurance
To
101.2013.5203 – Sheriff-Court Services-Insurance**

**733.19 from 101.2010.5203 – Sheriff-Road Patrol-Insurance
To
101.2014.5203 – Sheriff-Communications-Insurance**

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**17.40 from 101.2011.5203 – Sheriff-Corrections-Insurance
To
101.2014.5203 – Sheriff-Communications-Insurance**

**17.44 from 101.2083.5313 – Sheriff-Memberships
To
101.2014.5203 – Sheriff-Communications-Insurance**

**8.06 from 101.2013.5202 – Sheriff-Court Services-Medicare
To
101.2014.5203 – Sheriff-Communications-Insurance**

**179.98 from 101.2012.5203 – Sheriff-Administration-Insurance
To
101.2014.5203 – Sheriff-Communications-Insurance**

**.02 101.2012.5211 – Sheriff-Elected PERS
To
101.2014.5203 – Sheriff-Communications-Insurance**

**940.87 from 101.2011.5203 – Sheriff-Corrections-Insurance
To
101.2081.5203 – Sheriff-Investigations-Insurance**

**477.36 from 101.1105.5703 – Contingencies
To
101.1101.5203 – Commissioners-Insurance**

**365.52 from 101.1105.5703 – Contingencies
To
101.1102.5203 – Maintenance-Insurance**

**21/12 from 101.1105.5703 – Contingencies
To
101.1108.5102 – Building Dept.-Salary**

**415.30 from 101.1105.5703 – Contingencies
To
101.2001.5203 – Disaster Services-Insurance**

**650 from 101.1105.5703 – Contingencies
To
101.2005.5101 – Coroner-Salary**

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 Orders:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following requests for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**3,000 – 901.1212.5901 – Common Please Special Projects-Other Expenses
2,500 – 101.1210.5901 – Common Please-General-Other Expenses
5,000 – 206.5015.5901 – Job & Family Services-PCSA-Other Expenses
135 – 207.5020.5901 – Job & Family Services0-PCSA-Other Expenses
2,000 – 257.5027.5901 – Job & Family Services-WIOA-Other Expenses**

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**8,000 – 101.4002.5901 – TB Hospital-Other Expenses
1,396 – 101.2005.5901 – Coroner-Other Expenses
3,446.58 – 101.1102.5901 – Countywide-Other Expenses
125 – 101.1108.5901 – Building Dept.-Other Expenses
400 – 101.1102.5901 – Maintenance-other Expenses
3,575.75 – 101.1101.5901 – Commissioners-Other Expenses**

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
Resolution Authorizing County Engineer to
Proceed by Force Account in Year 2018:**

Per the written request from Chris Mullins, Pickaway County Engineer, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

Resolution No.: PC-010218-1

IT RESOLVED that the Pickaway County Board of Commissioners hereby authorizes Sterlin C. Mullins, Pickaway County Engineer, to proceed by Force Account in year 2018, for the normal construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and culverts when not required by ORC §5543.19 or other law to use competitive bidding.

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
Summary & Final Payable Invoice Form
Signed Related to the Ohio Department of Transportation's
Jobs & Commerce Grant Agreement - PIC Sofidel America Corp:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Henson to sign the Summary & Payable Invoice form in the amount of \$292,892 related to receiving reimbursement from the Ohio Department of Transportation's Job & Commerce Grant for the Sofidel America Corp. completed intersection project.

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
County Administrator Report:**

- Mr. Lutz informed the commissioners that there was a minor change to the 2018 General Fund budget and the Planned Capital budget related to a new copier for Common Pleas. When the Planned Capital budget was originally approved, monies had been taken from the Common Pleas operating budget to accommodate the copier purchase; however, rather than purchasing the copier, it has been communicated that the Common Pleas judge prefers to lease the equipment. Therefore, the monies originally allocated in the Planned Capital budget for the purchase has been removed and placed back in the Common Pleas operating budget to cover the monthly lease payments.

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- Mr. Lutz has informed Jon Brown, Maintenance Supervisor, that the 2018 Planned Capital projects have been approved and preparation in implementing those projects can begin to move forward weather permitting. The Pickaway Annex roof replacement project was one project mentioned, which will be let out for public bidding and quotes will be obtained for the replacement of air-conditioning units.
- The 2017 General Fund revenue (\$18,225,428.45) and expenditures (\$16,353,788.21) were reviewed. With the \$5,747,196.38 end-of-year balance in 2016, there is a projected \$7,618,636.52 year-end balance for 2017, which does not include the 2017 unspent county department operating funds.

In the Matter of
Implementation of Convenience Fees for
Consumer Credit/Debit Card Transactions:

Ellery Elick, County Treasurer, met the commissioners to discuss the implementation of credit/debit card convenience fees for over the-counter and online consumer credit/debit card transactions. In September 2017, after the county solicited local banks, the Savings Bank was selected as the county's depository of public funds for the next 4-year period. It was noted in the Savings Bank proposal that it will no longer be able to absorb all of the consumer credit/debit card convenience fees as it has done in past years; however the Savings Bank will cover up to \$100,000 a year in fees over the 4-year period with a \$250,000 compensating balance in a 4-year certificate of deposit at 0% interest to help offset the cost. Based on total credit/debit card online and over-the-counter transactions that were made by consumers in the county treasurer's office for years 2016 and 2017, Mr. Elick stated that the \$100,000 the Savings Bank will absorb will leave an approximate \$45,000 deficit that the county will need recoup. This does not include credit/debit card transactions made at the Dog Shelter and the Building Dept. that now offers consumers the ability to pay for transactions with credit/debit cards.

After a detailed discussion was held that considered a flat fee per transaction, or a percentage fee based on the transaction amount, it was determined that a 1% convenience fee will be implemented on over-the-counter and online transactions made in the county treasurer's office.

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
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending December 31, 2017.

A total of \$662 was reported being collected as follows: \$40 in adoption fees; \$6 in boarding revenue; \$390 in dog licenses; \$80 in owner turn-ins; \$96 in private donations; \$50 in redemptions.

Five (5) stray dogs were processed in; one (1) dog was adopted.

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With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; 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