

TUESDAY, AUGUST 28, 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, August 28, 2018, with the following members present: Mr. Brian S. Stewart, and Mr. Harold R. Henson. Brad Lutz, County Administrator, was also in attendance. Mr. Jay H. Wippel was absent.

In the Matter of
Minutes Approved:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from August 21, 2018, with corrections.

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

Attest: Angela Karr, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold 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 August 29, 2018, 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 \$413,545.77 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

In the Matter of
Appropriation of Funds Approved:

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

\$900.00 – 928.1261.5102 – ATP Grant Salaries – Juvenile Court

\$128.00 – 928.1261.5201 – ATP Grant Employer Share OPERS – Juvenile Court

\$15.00 – 928.1261.5202 – ATP Grant Employer Share Medicare – Juvenile Court

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

Attest: Angela Karr, Clerk

In the Matter of
Transfer & Re-Appropriation of Funds Approved:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the TRANSFER & REAPPROPRIATION OF FUNDS:

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**\$65.10 from 232.1155.5401 – Contract Service Treasurer DTAC
TO
232.1155.5201 – PERS Treasurer DTAC**

**\$6.74 – 232.1155.5401 – Contract Services Treasurer DTAC
TO
232.1155.5202 – Medicare Treasurer DTAC**

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

Attest: Angela Karr, Clerk

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

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for a NEW LINE ITEM:

928.1261.5102 – ATP Grant Salaries – Juvenile Court

928.1261.5201 – ATP Grant Employer Share OPERS – Juvenile Court

928.1261.5202 – ATP Grant Employer Share Medicare – Juvenile Court

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

Attest: Angela Karr, Clerk

**In the Matter of
Report Provided by April Dengler, Deputy County Administrator:**

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

- WDC Group: The meeting went well, and the blacktop is completed on the back parking lot. The project is on schedule and contractors are awaiting delivery of the doors for installation.
- The City of Circleville sent the Pumpkin Show Operating Manual for review and updates.
- Mrs. Dengler present the Commissioners with information from Bricker and Eckler relative to the bond financing for review.
- EMA: The Airport had an incident during the storm on Sunday evening. The winds removed the roof from one of the hangers and caused damage to an additional hanger housing an aircraft. Tom Swisher, 800 MHz Director was able to assess the damage Monday morning. Mrs. Dengler met with Dan Endrizzi, Ohio EMA to review documentation currently completing. The HazMat plan needs to be submitted by October 17th, and the fiscal report for LEPC need to be finalized to be submitted for approval at the LEPC meeting October 4th. Tom Swisher will take the new title of Emergency Response Coordinator. The new Director must attend the Director's Conference October 8th at OSU. The Emergency Management Director position is being advertised this weekend and Tuesday with a deadline of September 5th.
- Open enrollment for health insurance benefits will be November 1st to November 15th. Benefits will become effective January 1, 2019.

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In the Matter of
Oath of Brad Lutz as
Interim EMA Director:

Commissioner Stewart administered the loyal oath as prescribed in Section 5502.34 of Ohio Revised Code for the appointment of Brad Lutz as the Interim Director of Emergency Management.

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to authorize Commissioner Stewart to sign the Record of Appointment of Interim Director of Emergency Management certifying that Brad Lutz has been duly appointed as Interim Director of Emergency Management on behalf of the Commissioners.

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

Attest: Angela Karr, Clerk

In the Matter of
Executive Session:

At 9:34 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (8) confidential matters regarding economic development with Ryan Scriber, P3, Angela Karr, Clerk, and Brad Lutz, County Administrator in attendance.

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

Attest: Angela Karr, Clerk

At 10:00 a.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action taken.

In the Matter of
Resolution Adopted Accepting the Amounts and Rates as
Determined by the Budget Commission and Authorizing the
Necessary Tax Levies and Certifying Them to the County Auditor for Year 2019:

In regards to the 2019 Tax Budget filed with the Pickaway County Auditor's office on July 17, 2018, and subsequently approved by the Pickaway County Budget Commission, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

Resolution No.: PC-082818-1

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY AUDITOR
(BOARD OF COUNTY COMMISSIONERS)
Rev. Code, Secs. 5705.34, 5705.35

WHEREAS, this Board of County Commissioners in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and

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WHEREAS, the Budget Commission of Pickaway County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill tax limitations; then

THEREFORE BE IT RESOLVED by the Board of Commissioners of Pickaway County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED that there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as shown on **Schedule A, Summary of Amounts Required from General Property Tax Approved by Budget Commission, and County Auditor's Estimated Tax Rates** that is filed in the Pickaway County Commissioners' and County Auditor's Offices; and

BE IT FURTHER RESOLVED that the Clerk of the Board be, and is hereby directed, to certify a copy of this Resolution to the County Auditor of said County.

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

Attest: Angela Karr, Clerk

In the Matter of
Allocation of June 2018 Sales Tax Collections:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to allocate the June 2018 Sales Tax collections in the following manner:

\$30,029.00 to 401.0000.4121 – Capital Fund
\$720,681.91 to 101.0000.4121 – General Fund

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

Attest: Angela Karr, Clerk

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

The Commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of September 2018, at the total probable cost \$1,994.86.

In the Matter of
Economic Development:

Ryan Scribner, P3 and Tim McGinnis, Planning Development Director met with the Commissioners to discuss economic development prospects relative to the agricultural community in northern Pickaway County. Mr. Scribner is gathering information relative to the containers and shipping overseas. Mr. Stewart explained the process by which they have historically considered tax benefits offered to a company that is looking to build in Pickaway County, however, but this new company brings with it benefits to the agricultural community that may warrant considering the factors as well. Mr. Scribner expressed that the company is taking consideration of the area, their size and what the county has to offer. Mr. Scribner will reach out to the prospect to clarify some concerns and receive additional information to bring before the Commissioners.

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In the Matter of
Meeting with County Auditor to
Review July 2018 Revenue & Expenditure Reports:

Mrs. Betz, County Auditor, met with the Commissioner to review the revenue and expenditures reports ending July 31st. In reviewing the revenue and expenditures, it was reported that the balance in General Fund was \$8,218,954.06 and opened the month at \$7,558,609.97. The only other thing that will be figured in would be the roll backs.

Commissioner Stewart informed Mrs. Betz that they are gathering proposals for the purchase of new voting machines for the Board of Elections, being that they have applied for a grant to help with the purchase. Mrs. Betz addressed how her office will need to handle taxable benefits on donation regarding the Fairgrounds, and Mr. Lutz informed her that the donations will go through the Pickaway Community Foundation due to the tax benefits to donors. A discussion will need to be held regarding the Community Foundation providing documentation for the donations of time or monies.

Mrs. Betz had questions about the Northwood Park Bond Sewer assessment, it will expire after the 2018-2019 year and we need to look into maybe paying it off early without penalty due to there are enough funds in the line item to pay. Any funds available after payment could be transferred to a maintenance fund for Northwood Park Sewer. There was one owner that paid off their due portion of the assessment in 2014 because of the sale of the real estate and the Auditor will have to review the parcel and make adjustments to reflect paid assessment.

Mr. Lutz explained to Mrs. Betz where he stands with request of information from Millhuff-Stang CPA, Inc. There are a few concerns that will be addressed to any request or findings. Mrs. Betz expressed her concerns and will get clarifications upon meeting with Millhuff-Stang CPA, Inc.

In the Matter of
Northwood Park Sanitary Sewer Improvement:

In regards to the Northwood Park Sanitary Sewer Improvement Area loan and assessment, the Pickaway County Budget Commission, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

Resolution No.: PC-082818-2

WHEREAS, August 28, 2018, the #311– Northwood Park Bond Retirement Fund reflected a balance of \$74,198.64. Mrs. Betz requested the assessment loan be paid in full to Huntington National Bank and that received revenue from special assessments placed on tax duplicates of benefiting landowners of said sewer assessment laced in the Northwood Park Bond Retirement #311 in order to cover the expenses of the construction loan payment that was due to the Huntington National Bank; and,

WHEREAS, the loan with Huntington National Bank has a payoff of \$26,530.00; and,

WHEREAS, there is a request to transfer the unencumbered balance of \$47,668.64 into a created maintenance fund upon approval of the State of Ohio after the payoff of the Northwood Park Sewer Improvement Assessment; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby approves the payoff of \$26,530.00 to Huntington National Bank from the Northwood Park Bond Retirement Fund #311 and a request be submitted to the state for the remaining balance of \$47,668.64 from the Northwood Park Bond Retirement Fund #311 be transferred to a created maintenance fund for the continued maintenance and improvements needed for the aforementioned sewer.

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

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In the Matter of
Executive Session:

At 11:05 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (5) confidential matters by federal law, federal rules, or state statues with Millhuff-Stang, CPA, Inc., Melissa Betz, Auditor, Rachel Shaffer, Deputy Auditor-Finance, Angela Karr, Clerk, and Brad Lutz, County Administrator in attendance.

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

Attest: Angela Karr, Clerk

At 11:38 a.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action taken.

In the Matter of
Management Representation
Letter with Millhuff-Stang, CPA, Inc.:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve and sign the Management Representation Letter with Millhuff-Stang, CPA, Inc. for the audit of financial statements of governmental activities as of December 31, 2017.

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

Attest: Angela Karr, Clerk

In the Matter of
Report Provided by Brad Lutz, County Administrator:

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

1. Fairgrounds update: Still finalizing everything on the bulletin, which is change orders. There will still be a savings and they are awaiting final numbers. Bulletin one involves painting and sewer issues. The Cardo's Pizza sewer issue has been worked out.
2. Mr. Lutz presented information gathered from other counties pertaining to the purchase on new voting machines for their County Board of Elections. The information consisted of the types of system each county utilizes.
3. EMA: Mr. Lutz is working through various reports and attending meeting.

In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending August 25, 2018.

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A total of \$1,340 was reported being collected as follows: \$200 in adoptions; \$75 in dog licenses; \$40 in owner turn-ins; and \$1,025 in private donations.

Seven (7) stray dogs were processed in; and five (5) dogs were adopted.

With there being no further business brought before the Board, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to adjourn.

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

Jay H. Wippel, President – {Absent}

Harold R. Henson, Vice President

Brian S. Stewart, Commissioner
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: _____
Angela Karr, Clerk