

TUESDAY, DECEMBER 13, 2016
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, December 13, 2016, with the following members present: Mr. Harold R. Henson and Mr. Jay H. Wippel. Mr. Brian S. Stewart was not present for the day due to attending continued education. 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 6, 2016, with corrections.

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

Attest: Patricia Webb, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Wippel 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 December 14, 2016, 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 \$252,654.84 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Dustin Hube:

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist/Deputy EMA Director:

- Mr. Hube and Dave Conrad, EMA Director, attended the Ohio EMA Winter Conference held last week at Mohican State Lodge on December 8th & 9th, and Mr. Hube received a lot of good feedback regarding his presentation related to Compassion Fatigue and he has since received a few requests from county EMAs to provide the presentation.

In the Matter of
Waivers Approved:

At the request of Dustin Hube, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to waive the waiting period to issue payment to the following:

- U.S. Bank in the amount of \$1,639.64 to be paid from line items #101.1112.5301; 101.1105.5966; 101.1101.5430; 101.1120.5403; and,
- Darby Creek Excavating in the amount of \$33,491.39 to be paid from line item #918.6206.5401; and,
- The Ohio Public Defender Office in the amount of \$22,748 to be paid from line item #101.1112.5405.

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

Attest: Patricia Webb, Clerk

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

Mr. Conrad reported that after Juvenile/Probate Judge Jan Long recently met with representatives of the Ohio Supreme Court, he inquired about copy of the county's Continuity of Government Plan and Continuity of Government Plan (COOP/COG) and Mr. Conrad will be providing him another. The plan includes sites to set-up government offices to continue essential functions of the various county offices/agencies should incidents or events occur that would interrupt normal governmental operations.

**In the Matter of
Report Provided by Erica Tucker:**

Mrs. Tucker, RPHF Solid Waste District Administrative Assistant/Special Projects Assistant, reported that last week she assisted the County Engineering Department with the collection of a total of 15 boxes from the various county offices/agencies of toys donated by county employees for Toys for Tots and it is estimated that more than 1,000 toys were collected.

Mrs. Tucker and Tom Davis, RPHF Solid Waste Coordinator, will be meeting with representatives of the Ohio EPA later in the week to discuss new procedures related to a new state Solid Waste District Recycling plan.

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

April Dengler, Assistant County Administrator, reported that two Workers Compensation medical only claims were filed last week, one by an employee of the Pickaway County Sheriff's Office and one from the Pickaway County Dog Shelter.

It was reported that six (6) employees have opted for the healthcare insurance buy-out program this year.

**In the Matter of
Resolution Adopted Approving
Berqshire, LLC to Provide Professional Consulting Services
Related to the Pickaway County FY2017 Community Development Block Grant Allocation Program:**

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

Resolution No.: PC-121316-1

WHEREAS, Pickaway County is anticipating an allocation amount of approximately \$155,000 FY2017 Community Development Block Grant (CDBG) Allocation Program funds from the Ohio Development Services Agency; and,

WHEREAS, Pickaway County solicited for professional services from qualified firms and/or individuals to assist with the administration of the county's FY2017 CDBG Allocation and Competitive Set-Aside Grant Programs; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby select and approve Berqshire LLC, 2819 Abraham Avenue, NW, Massillon, Ohio 44647, to be the provider of professional consultant services for the administration of the aforementioned grant.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Brad Lutz:

Brad Lutz, County Administrator, mentioned that per the Statehouse Report provided by the County Commissioners' Association of Ohio (CCAO), county commissioners will have the option to permit carrying a concealed handgun inside government buildings under their control that is not a courthouse or another building in which a courtroom is located, in addition to a sheriff's office, jail, or detention facility. The commissioners indicated that they are not inclined to exercise the new option, which will go into effect in approximately 90 days.

An email was received from Robert Ferris, the architect that will be providing drawings of renovations to the building in a couple of weeks that Joy Ewing, Director of Job & Family Services, is considering relocating the agency into provided the necessary renovations are not too extensive.

John Bialy, of Bialy Property Management, informed Mr. Lutz that Pine Valley Construction is interested in temporarily renting the space for storage in one of the buildings the county owns on Lancaster Pike that was recently vacated by a former auto body repair shop. The owner of Pine Valley Construction is aware of the Pickaway County Fairgrounds Revitalization Master Plan and is willing to rent the space on a month-to-month basis. No decision was made by the commissioners at this time.

In the Matter of
Meeting Regarding Proposed Pickaway County
2017 Information Technology Plan and
Continued Two-Year IT Support Services Proposal:

Robert Adkins, IT Manager, and Ben Rule, Vice President of Info-Link Technologies, met with the commissioners and reviewed the county's IT projects completed in 2016, and included upgraded security, infrastructure inventory for the various county departments, and network infrastructure and detailed information was reviewed related to each. Discussion was held regarding the county having been proactive over the past several years related to IT and is more advanced than many counties in the state.

With the 2016 investment, Mr. Adkins stated that the county currently has infrastructure where all user workstations are Windows 7 or above and the servers and storage have capacity to spare. He said that the core of the county's servers are running in a 3 host 3VMware Cluster environment with the exception of two county departments due to their remote locations. The biggest change for 2016 was the replacement of one of the 3VMware Cluster hosts which enabled the installation of a Replication server at the Pickaway County Annex. The Replication server brings redundancy and resilience to a new level which Mr. Adkins stated is unique to counties the size of Pickaway County. He said that recovery can be made from an episode that would render the datacenter servers useless to the previous day.

The proposed list of proposed planned purchases was reviewed for the commissioners' consideration that focused on 3 areas – network, anti-ransomware, and end-user training. Mr. Adkins stated that he would like to purchase a Layer 3 Network Switch at \$5,398 to be the backbone of the network. He also stated that ransomware is a growing threat for all networks and this has spawned a new segment of protective software to run alongside anti-virus endpoint protection. The number one threat to any network remains the human element; therefore, Mr. Adkins stated that he would like to purchase a user training service, KnowBe4 User Training program - 1-year service agreement at \$1,350, or 3-year agreement at \$3,038 that will inform him of what user training is needed and allow him to provide packaged online training to suit the needs. It will also provide reports allowing monitored progress. Mr. Adkins reviewed other proposed purchases that included a Tripp Lite Portable Cooling Unit/air conditioner at the cost of \$649; Sophos Intercept X Anti-Malware/Anti-Ransomware subscription licenses - \$3,324; phone device repair/replace-\$660; Network Behavioral Analysis Monitoring Software, which monitors devices for availability, performance, traffic, and other parameters to monitor issues proactively and prevent problems from occurring - \$25,000, which can be

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paid for in monthly installments; however, Mr. Adkins indicated that he feels he can obtain it at a lower cost; and Zerto Replication Software (disaster recovery) - \$19,556.

Also reviewed were the proposed 2017 and 2018 Information Technology Services Agreements with Info-Link Technologies for the Base Agreement and the Tier 2 Agreement. For the Base Agreement, Mr. Rule stated that Info-Link is proposing a continuation of the current five days a week on-site augmentation, consisting of a project manager for meetings and oversight on a continuous basis and an Info-Link Director of Technology to service the account, which is Mr. Adkins. The Base Agreement reflected a \$2,400 increase for the two-year period. The Tier 2 Technology Services Agreement was reviewed that consisted of one permanently assigned Info-Link Engineer two days per week, which is currently Scott Gerling, at an increase of \$3,327.60 for the two-year period. The commissioners stated that they are very happy with the IT services the county has been receiving and the services that Mr. Adkins provides and they are agreeable to the proposed two-year agreements.

In the Matter of
Meeting in Executive Session:

At 11:00 a.m., Commissioner Wippel offered the motion, seconded by Commissioner Henson, to enter into Executive Session pursuant to ORC 121.22 (G) (1) to discuss the compensation of a Pickaway County Sanitary Engineering Department contract employee with Mr. Lutz and the commissioners' clerk in attendance.

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

Attest: Patricia Webb, Clerk

At 11:19 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 was as follows: Commissioner Henson, yes; Commissioner Stewart, absent; Commissioner Wippel, yes; Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

No action was taken.

In the Matter of
Authority Provided to County Administrator to
Approve Additional Appropriations to Line Items:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, granting Brad Lutz, County Administrator, the authority to approve additional appropriations to line items on an as-needed basis until December 31, 2016.

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

Attest: Patricia Webb, Clerk

In the Matter of
Amended Certificates Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following requests for an AMENDED CERTIFICATE and the adoption of the following Resolution:

Resolution No.: PC-121316-3

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WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE for the Unclaimed Money Fund #651 in the amount of \$34,193.28 and the Auto License & Gas Tax Fund #201 in the amount of \$3,380,068.48; 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:

Unclaimed Money Fund #651
34,193.28

Auto License & Gas Tax Fund #201
3,380,068.48

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

Attest: Patricia Webb, Clerk

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

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

**235.47 from 239.2088.5901 – Sheriff-High Visibility O.T. Grant-Advance Back
To
101.0000.4910 – Advance In-General Fund**

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

Attest: Patricia Webb, Clerk

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

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

919.6908.5401 – Treasurer-Tax Lien Sales-Contract Services

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, absent. Commissioner Wippel, 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 requests for the APPROPRIATION OF FUNDS:

**530.89 to 246.4010.5201 – Dog & Kennel-PERS
246.12 to 246.4010.5203 – Dog & Kennel-Insurance
24.17 to 246.4010.5202 – Dog & Kennel-Medicare
3,792.30 to 246.4010.5102 – Dog & Kennel-Salary
11.06 to 235.2002.5201 – E911- PERS**

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**7,767.60 to 101.1105.5703 – Contingencies
4,771.44 to 101.1105.5703 – Contingencies
1,325.90 to 255.5036.5401 – 800 MHz-Contract Services
10,000 to 206.5016.5203 – Job & Family Services-Income Maintenance-Insurance
25,000 to 206.5015.5102 – Job & Family Services-Shared-Salaries
150 to 206.5015.5202 – Job & Family Services-Shared-Medicare
10,000 to 206.5015.5203 – Job & Family Services-Shared-Insurance
15,000 to 206.5016.5102 – Job & Family Services-Income Maintenance-Salaries
1,500 to 206.5016.5201 – Job & Family Services-Income Maintenance-PERS
238.36 to 110.2052.5901 – Sheriff-Commissary-Other Expenses
798.23 to 110.2052.5901 – Sheriff-Commissary-Other Expenses
3,380,068.48 to 201.0000.4546 – Engineer-On Behalf Money
3,187,839.79 – Engineer-Contract Projects
192,228.69 – 201.3007.5401 - Engineer-Contract Services
15,000 to 503.6916.5401 – Engineer-Contract Services
5,000 to 505.698.5401 – Engineer-Contract Services**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, absent. Commissioner Wippel, 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:

**57.45 from 101.1140.5404 – Board of Elections-Advertising
To
101.1140.5401 – Board of Elections-Contract Services**

**4 from 232.1155.5205 – Treasurer-DTAC-Workers Comp.
To
232.1155.5201 – Treasurer-DTAC-PERS**

**0.05 from 101.1120.5403 – Treasurer-Travel & Expenses
To
101.1120.5210 – Treasurer-Elected Official-PERS**

**32 from 232.1155.5205 – Treasurer-DTAC-Workers Comp.
To
232.1155.5102 – Treasurer-DTAC-Salaries**

**4,990.48 to 101.1105.5703 – Contingencies
To
101.1101.5102 – Commissioners-Salary**

**698.47 from 101.1105.5703 – Contingencies
To
101.1101.5201 – Commissioners-PERS**

**1,080.34 from 101.1105.5703 – Contingencies
To
101.1106.5102 – Planning-Salary**

**151.26 from 101.1105.5703 – Contingencies
To
101.1106.5201 – Commissioners-PERS-Planning**

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**15.05 from 101.1105.5703 – Contingencies
To
101,1106.5201 – Planning-PERS**

**15.05 from 101.1105.5703 – Contingencies
To
101.1106.5201 – Planning-Medicare**

**324.80 from 101.1105.5703 – Contingencies
To
101.1117.5102 – Recycling-Salary**

**45.46 from 101.1105.5703 – Contingencies
To
101.1117.5201 – Recycling-PERS**

**5.20 from 101.1105.5703 – Contingencies
To
101.1117.522 – Recycling-Medicare**

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

**3,400 from 101.1112.5429 – Countywide-Rentals
To
101.1112.5405 – Countywide-Professional Services**

**4,771.44 from 101.1105.5703 – Contingencies
To
101.1112.5405 - Countywide-Professional Services**

**1,000 from 246.4010.5901 – Dog Shelter-Other
To
246.4010.5301 – Dog Shelter-Supplies**

**10,000 to 919.6908.5917 – Treasurer-Tax Lien Recording Fees
To
919.6908.5401 – Treasurer-Tax Lien Sales Contract Services**

**35 from 101.2083.5313 from 101.2083.5313 – Sheriff-Membership
To
101.2083.5496 – Sheriff-Medical**

**58.93 from 1001.2083.5403 – Sheriff-Travel & Expenses
To
11.2083.5496 – Sheriff-Medical**

**2,181.58 from 101.2083.543 – Sheriff-Training
To
101.2083.5496 – Sheriff-Medical**

**35.61 from 101.2083.5403 – Sheriff-Travel & Expenses
To
101.2083.5301 – Sheriff-Supplies**

**1,458.26 from 101.2083.5308 – Sheriff-Food-Prisoners
To
101.2083.5301 – Sheriff-Supplies**

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**856 from 101.2083.5527 – Sheriff-Vehicles
To
101.2083.5313 – Sheriff-Memberships**

**20 to 299.2006.5301 – Sheriff-CCW-Supplies
To
299.2006.5401 – Sheriff-CCW-Contract Services**

**9,107.50 from 101.1215.5202 – Juvenile-Insurance
To
101.1217.5417 – Juvenile-Detention Center**

**500 from 101.1145.5501 – Recorder-Equipment
To
101.1145.5901- Recorder-Other Expense**

**20 from 651.6050.5701 – Auditor-Unclaimed-Transfers Out
To
651.6050.5901 – Auditor-Unclaimed-Other Expenses**

**655.20 from 903.1109.5901 – GIS-Other Expenses
To
903.1109.5102 – GIS-Salary**

**91.72 from 903.1109.5301 – GIS-Supplies
To
903.1109.5201 – GIS-PERS**

**350.90 from 903.1109.5403 – GIS-Travel Expenses
To
903.1109.5205 – GIS-Workers Compensation**

**64.08 from 101.1140.5491 – Board of Elections-Contract Services
To
101.1140.5401 – Board of Elections-Contract Services**

**692.75 from 101.1140.5309 – Board of Elections-Postage
To
101.1140.5401 – Board of Elections - Contract Services**

**377 from 101.1140.5301 – Board of Elections-Supplies
To
101.1140.5401 – Contract Services**

**578.49 from 101.1140.5402 – Board of Elections-Contract Repair
To
101.1140.5401 – Board of Elections-Contract Services**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, absent. Commissioner Wippel, 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 10, 2016.

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A total of \$685 was reported being collected as follows: \$180 in adoption fees; \$210 in dog licenses; \$75 in kennel licenses; \$80 in owner turn-ins; \$40 in owner turn-in euthanasia; \$100 in private donations.

Seven (7) stray dogs were processed in; seven (7) dogs were adopted; no (-0-) dogs were euthanized initiated by the shelter.

No firearms were discharged.

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 Henson, yes; Commissioner Stewart, absent. Commissioner Wippel, yes; Voting No: None. Motion carried.

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Harold R. Henson, President

ABSENT

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner
BOARD OF COUNTY COMMISSIONERS
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Attest: Patricia Webb, Clerk