The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Tuesday, January 30, 2018, with the following members present: Mr. Jay H. Wippel, Mr. Harold R. Henson, and Mr. Brian S. Stewart. 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 January 23, 2018, with corrections.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson yes; Commissioner Stewart, 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 January 31, 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 <u>\$262,609.83</u> on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

In the Matter of Report Provided by Dave Conrad:

The following is a summary of the report provided by Dave Conrad, EMA Director/911 Coordinator:

- Work is being done in closing-out the Emergency Management Planning Grant (EMPG) for the 4th quarter of 2017. Mr. Conrad also continues to work on the City of Circleville's request to have 911 calls and VoIP calls made from inside the City of Circleville be routed directly to the city's dispatch center.
- The General Assembly has taken action to dissolve the Dangerous Wild Animal Response Committees, and ORC Sections 935.26; 935.27; 935.28 will be repealed, effective February 20, 2018.

In the Matter of Report Provided by April Dengler:

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

- Tim McGinnis, the new Fiscal Specialist/Administrative Assistant, will begin Monday February 5th.
- A lawsuit has been filed by a citizen who fell and injured her leg at the Pickaway County Service Center last fall. The incident report and witness statements have been sent to CORSA, which has assigned a case number.

- Interviews will be conducted this week for the certified building inspector, plumbing inspector, and chief building official position at the county Building Department.
- WDC Group provided an updated timeline for the renovation project for the county's building on South Pickaway St. that will house the county JFS. The project will be let out for bid on March 16th, after proper advertisement and a mandatory pre-bid meeting will be held on February 27th. WDC Group will be meeting with the commissioners on February 13th to provide the bid documents and request approval to bid.
- A 2001 Chevy Tahoe 4WD and a 2003 Ford F-250 has been posted on govdeals.com on behalf of the county engineering department.
- The list of items related to the renovations that remained for the Military Artifact Museum that were discussed last week with representatives of the Soldier Monumental Association (SMA) have been addressed with the exception of the discolored carpet. The carpet factory will be sending a remnant that Mrs. Dengler and a representative from SMA will view when it is delivered next week.

In the Matter of Resolution Appoint Chris Mullins, County Engineer, and Anthony Neff, Deputy County Engineer, as the County's Representatives on the District 17 Ohio Public Works Integrating Committee

Chris Mullins, County Engineer, met with the commissioners to request his and Anthony Neff's, Deputy County Engineer, re-appointment to District 17 Public Works Integrating Committee.

After a brief discussion regarding the request, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

Resolution No.: PC-013018-1

BE IT RESOLVED that the Pickaway County Board of Commissioners here appoints Sterlin C. Mullins, Pickaway County Engineer, and appoints alternate, Anthony Neff, Deputy Pickaway County Engineer, as the county's representatives on the District 17 Public Works Integrating Committee.

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

Attest: Patricia Webb, Clerk

In the Matter of Resolution Enacting Temporary Road Load Reduction on Blaine Road in Darby Township:

The commissioners received Resolution No. 01-2018 adopted by the Darby Township Trustees requesting a temporary 50% road load reduction on Blaine Road located in Darby Township, Ohio. Upon reviewing the request, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to adopt the following Resolution:

Resolution No.: PC-013018-2

WHEREAS, the Pickaway County Board of Commissioners received Resolution No. 01-2018 from the Darby Township Trustees requesting a temporary 50% road load reduction on Blaine Road located in Darby Township, Ohio, due to recent weather events combined with heavy truck traffic; then,

THEREFORE BE IT RESOLVED that, effective immediately, the Pickaway County Board of Commissioners hereby enacts a temporary 50% load reduction on Blaine Road, expiring April 30, 2018.

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

Attest: Patricia Webb, Clerk

In the Matter of

Travel Authorization Signed for Job & Family Services:

The commissioners signed the Travel Authorization and an Addendum for numerous Job & Family Services employees to attend various seminars, training sessions, and perform home visits throughout the month of February, at the total estimated cost of \$1,972.00.

In the Matter of Amended Certificate Approved:

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

Resolution No.: PC-013018-3

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$195,326.00 for the Felony T-CAP Fund #925; then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby appropriates the following the following sum for expenditure for period ending December 31, 2018:

Felony T-Cap Fund #925 \$195,326.00

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

Attest: Patricia Webb, Clerk

In the Matter of Cash Advance Approved:

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

1,685.62 from 101.1105.5801 – Advances Out To 239.0000.4910 – HVEO Grant-Sheriff

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

Attest: Patricia Webb, Clerk

In the Matter of Fund Transfers Approved:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following FUND TRANSFER requests:

6,499.77 from 651.6050.5701 – Unclaimed Fund-Transfers To 101.0000.4997 – Unclaimed Funds-Transfers In

> 10,000 from 101.105.5717 – GIS-County Share To 903.0000.4530 – GIS Contract

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

Attest: Patricia Webb, Clerk

In the Matter of Fund Transfer Approved:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following FUND TRANSFER requests:

10,000 from 101.1105.5717 – GIS-County Share To 903.0000.4530 – GIS contract

6,499.77 from 651.6050.5701 – Unclaimed Fund-Transfers To 101.0000.4997 – Unclaimed Funds-Transfers In

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

Attest: Patricia Webb, Clerk

In the Matter of Appropriation of Funds Approved:

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

15,000 to 505.6918.5401 – Derby Sewer-Contract Services
2,502.95 to 101.1105.5703 – Contingencies
131,456.48 to 101.1105.5703 – Contingencies
5,000 to 101.1105.5703 – Contingencies
13,000 to 925.1207.5102 – Felony T-CAP-Employee Salaries
175 to 925.1207.5202 – Felony T-CAP-Medicare
925.1207.5401 – Felony T-CAP-Contract Services
1,700 to 925.1207.5201 – Felony T-CAP-PERS
120 to 925.1207.5205 – Felony T-CAP-Workers' Comp.
925.1207.5501 – Felony T-CAP-Equipment
7,500 to 101.1105.5703 – Contingencies

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

6,500 from 225.2054.5401 – Juvenile-DYS Probation-Contract To 225.2054.5501 – Juvenile-DYS Probation-Equipment

14,000 from 225.2086.5401 – Juvenile-DYS-Administration To 225.2054.5501 – Juvenile-DYS Probation-Equipment

14,000 from 225.2024.5102 – Juvenile-DYS Work Detail-Salaries To 225.2054.5501 – Juvenile-DYS Probation-Equipment

4,000 from 225.2028.5401 – Juvenile-DYS Drug Abuse Contract To 225.2054.5501 – Juvenile-DYS Probation Equipment

> 7,500 from 101.1105.5703 – Contingencies To 101.1105.5954 – Education Improvement

> 5,000 from 101.1105.5703 – Contingencies To 101.1105.5706 – Economic Development

131,456.48 from 101.1105.5703 – Contingencies To 101.1112.5405 – Countywide Facilities-Professional Services

> 2,502.95 from 101.1105.5703 – Contingencies To Countywide Facilities-Other Expenses

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

Attest: Patricia Webb, Clerk

In the Matter of Soil & Water Conservation District Update:

The following is a summary of the report for the Soil & Water Conservation District (SWCD) provided by Aaron Mosely, District Technician, and Montana McFarland, Education Outreach Coordinator, for the 4th quarter of 2017:

- Staff and supervisors will be attending the Ohio Federation of Soil & Water Conservation District (OFSWCD) meeting February 25th 27th, 2018, in Columbus. Aaron will be presenting a computer aided design software (CAD) presentation again this year during a break-out session. A reception with legislators is scheduled for Tuesday evening at the state House.
- Lindsey Shaffer, SWCD Deputy Administrator, resigned on November 22, 2017, to take a position with the Natural Resources Conservation Council (NRCS). Cheyenne Jebson has been hired for the position that was held by Lindsey.
- Employee evaluations were conducted on December 12, 2017. Mr. Mosley thanked the commissioners for the additional appropriation they provided for wage adjustments/increases, in addition to the annual un-mandated financial support they have provided to the agency over the years.
- The January "Conservation News" newsletter was mailed out to 2,284 residents and emailed to 320.
- The Area 5 Envirothon rules, regulations, and team forms have been sent out to all county school districts. The event will be held on April 24th, at Liberty Park, in Hillsboro.
- The Ohio Envirothon will be held on June 10th 12th, at Cedarville University.
- The Donald E. Minor Memorial Scholarship information is being distributed to all county high schools.
- The final report on the Healthy Soils mini-grant has been submitted.
- Affiliate membership renewal forms have been sent out.
- Ms. McFarland received her certification as an Annie's Project Facilitator, an educational program dedicated to strengthening women's roles in modern farm enterprise. She will be working in

conjunction with P3 and Pickaway County Farm Bureau to host a program for Pickaway County farm women that will take place each Thursday evening from February 15th – March 22nd. Registration is limited to 15 participants.

- The SWCD office, along with Fairfield SWCD, will be hosting a Grazing School on March 13th, 14th, and 17th.
- Ms. McFarland along with help from others in the SWCD office, visited numerous county school classes during the past 3 months, and programs are scheduled for the remaining school year.
- Ms. McFarland, Mr. Mosely, and Arista Hartzler, Field Technician, are working on a surveying program that will be held for one week in the Westfall Agronomic class where the football field will be surveyed with the CAD software system.
- There are currently 4 waterways in various stages of design. Four were constructed last fall.
- Two soil schematic design (SSD) plans are currently being completed, with 8 on the books.
- Five engineering plans were completed before the conservation reserve program (CRP) was closed.
- Nine additional conservation projects are surveyed and ready to be designed.
- Twenty projects are designed and are waiting on construction.

Following a brief question and answer session, the commissioners thanked Mr. Mosely and Ms. McFarland for the update.

In the Matter of Miscellaneous Topics:

- An email was received from John Maynard, Scioto Township Trustee, about the Franklin County 911 Planning Committee that met the evening before. It was noted that it is not known whether the committee took action regarding amending its 911 Plan for the Grove City dispatch center to accept and dispatch 911 emergency services from cell phone calls received from within Scioto Township. After discussing the matter, it was determined that email will be sent to Kenneth Wilson, Franklin County Administrator, stating that the Pickaway County Commissioners are against it, and that the current Scioto Township Trustees have indicated that they are also against Scioto Township breaking-off from the Pickaway County 911 Plan.
- A letter and invoice received from Signet Development will be forwarded to Carlisle Patchen & Murphy, LLC to respond on the county's behalf.
- As a reminder, Mr. Lutz mentioned the new ThriveOn programs that will be effective February 1st, and the requirements for the 4 for \$300 incentive that includes spouses' for employees that have the family plan. The 4 incentives include: health assessments; health screening; health advisor session; and be tobacco-wise. It was noted that an email was previously sent to county employees about the requirements of the program.

In the Matter of Agreements with Zuercher Technologies Approved Related to 911 and CAD Updates:

The commissioners reviewed the Zuercher 911 Support Agreement, Statement of Work, and Software License and Implementation Agreement in the amount of \$158,546.75 related to 911 and computer aided dispatch (CAD) software updates at the county's dispatch center at the PCSO. The purchase for the updates is part of the county's capital plan.

Following the review, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the agreements and authorizing Commissioner Wippel to sign.

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

Attest: Patricia Webb, Clerk

In the Matter of County Administrator Update:

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

- A new generator at the county dog shelter site is being installed to replace the one that previously failed.
- Last week, Chris Mullins, Sanitary Engineer, spoke with Mr. Lutz regarding some issues that are occurring at the Wintergreen sewer package plant that the county dog shelter is connected to. In short, Mr. Lutz stated that a more environmentally-friendly disinfectant to be used at the dog shelter will be explored because the volume of bleach that is being used is affecting E.coli testing at the package plant. Another issue mentioned was midgets that are coming into the building from the old septic tank during the summer months. When the dog shelter was connected to the package plant a few years ago, its old septic tank remained in the line to catch dog hair. After providing more details regarding the issue, Mr. Lutz stated that and Mr. Mullins determined that the old septic tank will be collapsed and the line will be re-routed.
- Robert Adkins, the county's IT manager, is moving forward with the IT upgrades at the Pickaway County Fairgrounds and new computers are expected to be installed for the Senior Fair Board next week. Mr. Lutz noted that an email was just received from Westside Media that just officially purchased pickawaycountyfair.org; pickawayaec.org (for the events center); and pickawaycountyaec.com. In discussing the fairgrounds, Commissioner Wippel stated that the groundskeeper has taken another position and will be moving out of the double-wide house located on the fairgrounds after the flea market is held early next month. He also mentioned that the Senior Fair Board is planning to sell the double-wide in an auction.
- Related to the JFS building on South Pickaway St. and added maintenance this will generate for the county maintenance department, discussion was held regarding transitioning Travis Brown, part-time maintenance worker, to full-time. The amount of hours required by the maintenance department for mowing during the summer months was noted, that includes mowing around all county buildings, the county's sewer package plants, the 800 MHz tower site, and the dog shelter, and the topic of contracting mowing services was discussed. Mr. Lutz stated that Mrs. Dengler is currently seeking prices from local landscaping businesses. A possible future multi-year maintenance and mowing agreement between the county and the fair board was also mentioned.
- Lisa Johnson, Director of the Haven House Domestic Violence Shelter, and Chris Mullins, Haven House Board President, would like to come next week to thank the commissioners for approving a \$25,000 donation that was included in the county's Capital Plan for years 2018 and 2019. The donations are related to the domestic violence shelter's capital campaign.

In the Matter of Meeting with Andrew Binegar of PICCA Regarding Community Housing Impact & Preservation Grant Program:

Andrew Binegar, Executive Director of PICCA, and Becky Hammond, Deputy Director, met with the commissioners to discuss the PY 2018 Community Housing Impact & Preservation (CHIP) program.

Mr. Binegar stated that the purpose of their visit was to inquire if PICCA could be the organization that submits the application to the Ohio Development Services Agency (ODSA), Office of Community Development (OCD), and administer the 2-year program for the county. Mrs. Hammond stated that the application will be available online for review February 5th. Between February 5th and March 1st, Housing Advisory Committee (HAC) meetings would be held related to research and planning for local needs; the application due date is May 4th; and grant awards will be announced on September 1st. It was noted that PICCA administered the program on the county's behalf in the early 2000's. Mrs. Hammond stated that she would administer the program that subcontracts the housing rehabilitation work and Rob Kidwell, of PICCA, who has all of the necessary housing rehabilitation training and licenses, would oversee the projects. Mr. Binegar stated that PICCA has a relationship with ODSA/OCD and has worked with the agency on other grants. The commissioners stated that in the past, the county implemented some requirements and expectations related to homeowners who receive the grant assistance and provided a brief summary of what those expectations are. It was also noted that the City of Circleville grant department has indicated its desire to apply for and administer the grant on behalf of the county and the city. With that being said, Mrs. Hammond stated that Sharon Schall, of the city's grant department, indicated via email that she does not intend to submit an application.

After discussing the matter and a brief question and answer session, it was determined that the county will consider the matter and seek clarification to get a sense from the city grant department's on its intention about applying for the grant, and thanked Mr. Binegar and Mrs. Hammond for meeting with them.

In the Matter of Introduction to Circleville Herald Staff Reporter:

Steven Collins, Senior Reporter for the Circleville Herald, introduced Jonathan Tyler Patrick, a new staff reporter.

After Mr. Patrick provided a brief background about himself, Mr. Collins mentioned the large industrial dryer that has been traveling through the state from Cincinnati, where the equipment was received from abroad, for delivery to the Sofidel tissue manufacturing plant south of Circleville, and he asked about the commissioner's thoughts. Commissioner Stewart stated that it is great to see all of the interest in it and people are seeing that this happening, and shows there is a lot of work that goes into bringing jobs and progress to the county. He said this is something that the community has been working on for two years and the proof and a tangible example of that is great to see. Commissioner Wippel added that there has been excitement about Sofidel since the day it was announced and it continues with this. Commissioner Stewart added that a lot of communities throughout the state and other states wanted to have this project and it is nice to have "everybody's eyeballs" focused on Pickaway County. Commissioner Henson stated that the move is great publicity for the plant and mentioned all of the news articles written about the equipment's journey to Circleville.

In the Matter of Approval to Request for Proposals for Administration of FY 2018 Community Housing Impact & Preservation Grant Program:

Related to the FY 2018 Community Housing Impact & Preservation Program grant available through the Ohio Development Services Agency, Office of Community Development, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to initiate the Request for Qualifications/Request for Proposal process from qualified individuals, firms, or organizations for consulting and administrative services.

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

Attest: Patricia Webb, Clerk

In the Matter of Travis Brown of County Maintenance Department Transition from Part-time to Full-time:

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the Maintenance Worker I position held by Travis Brown, to transition from part-time to fulltime, effective February 5, 2018, at the rate of \$12.00 per hour.

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

Attest: Patricia Webb, Clerk

In the Matter of

Reappointments to Volunteer Peace Officers Dependents' Fund:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to re-appoint Robert Radcliff, Pickaway County Sheriff, and Melissa Betz, Pickaway County Auditor, to the Volunteer Peace Officers' Dependents Fund Board.

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

Attest: Patricia Webb, Clerk

In the Matter of Resolution Adopted Approving Berqshire, LLC, to Provide Professional Consultant Services for the FY 2017 and FY 2018 Community Development Block Grant Allocation Program:

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

Resolution No.: PC-013018-4

WHEREAS, Pickaway County is anticipating an allocation amount of approximately \$300,000 in FY2018 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 FY 2017 and FY 2018 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, 1280 St. Rt. 540, Bellefontaine, Ohio 43311, to be the provider of professional consultant services for the administration of the aforementioned grant.

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

Attest: Patricia Webb, Clerk

In the Matter of Resolution Adopted Approving Berqshire, LLC, to Provide Professional Consultant Services for a FY2017 Critical Infrastructure Grant for the Village of New Holland:

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

Resolution No.: PC-013018-5

WHEREAS, the Pickaway County Commissioners wish to apply for a FY2017 Critical Infrastructure Grant in the amount of \$300,000 related a Village of New Holland Infrastructure Project; and,

WHEREAS, the Pickaway County Commissioners solicited for grant administration / consultant services from qualified firms and/or individuals through the Request for Qualifications/Request for Proposal (RFQ/RFP) process; then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby select Berqshire, LLC, 1280 St. Rt. 540, Bellefontaine, Ohio 43311, to be the provider of professional consultant services for the administration of the aforementioned grant.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Stewart, 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 January 27, 2018.

A total of \$4,094 was reported being collected as follows: \$40 in adoption fees; \$12 in boarding fees; \$2,925 in dog licenses; \$596 in kennel licenses; \$120 in owner turn-ins; \$326 in private donations; \$75 redemptions.

Five (5) stray dogs were processed in; one (1) dog was 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, yes; Commissioner Henson, yes. Voting No: None. Motion carried.

Jay H. Wippel, President

Harold R. Henson, Vice President

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

Attest: Patricia Webb, Clerk