

TUESDAY, JANUARY 16, 2018
BOARD OF COUNTY 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 16, 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 Stewart offered the motion, seconded by Commissioner Henson, to approve the minutes from January 9, 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 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 January 18, 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 \$377,010.86 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
Matthew Tootle Reappointed to
Pickaway County Board of Developmental Disabilities:**

Commissioner Wippel administered the Oath of Office to Matthew Toole for his re-appointment to the PCBDD for an additional 4-year term, expiring December 2021. This is Mr. Tootle's second term on the board as one of the commissioners' appointees.

Following the oath, the commissioners thanked Mr. Tootle for his service on the board.

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

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

- Work continues on the LEPC Grant for 2018/2019, in addition to the EMPG Grant quarterly report, and the year-end GAAP reports.
- Mr. Conrad is meeting with Red Cross representatives on Wednesday of this week regarding emergency shelter management.

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

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

- Two medical only W.C. cases were filed last week by employees that fell on ice.
- A brief overview of the Health & Wellness meeting was provided that Mrs. Dengler attended last week in Columbus along with two other members of the county's Health & Wellness committee. The 4 for \$300 incentive program available for county employees to participate in will kick-off on February 1st. Employees now have the ability to go online to schedule and track their Health Risk Assessments (HRA) progress in addition to covered spouses. Employees will also be able to view their progress on a weekly rather than monthly as last year. It was noted that the HRA process will take ½ hour this year, as opposed to 15 minutes in the past. Elected officials and department heads will be encouraged to be flexible in allowing employees the ½ hour of worktime to participate in the HRAs.
- Mrs. Dengler and Mr. Lutz will be conducting interviews this week and on Monday of next week for the advertised Fiscal Specialist/Administrative Assistant position in the commissioners' office for the replacement of Angela Karr, who was appointed as the commissioners' clerk, effective February 4, 2018.
- A Franklin County Health Benefits Consortium will be forming a committee related to requesting proposals for 2019 healthcare provider services.
- Mrs. Dengler will be participating in a Joint Benefits Committee telephone conference on Thursday of this week.

**In the Matter of
Amber D. Boyer Hired as Custodial Worker I:**

Mrs. Dengler and Jon Brown, Maintenance Supervisor, conducted interviews last week for a Custodial Worker I position, and it was their recommendation to hire Amber D. Boyer.

Following a brief discussion regarding the recommendation, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to hire Amber D. Boyer, Circleville, Ohio 43113, as a Custodial Worker I for the 4:00 p.m. to 8:00 p.m. shift, effective January 29, 2018, at the rate of \$11.25 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
Transfer of Portion of Medicaid Sales Tax Transition Fund to the
General Fund and the Capital Improvement Fund:**

Following a brief discussion, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to transfer \$81,084.68 from the county's Medicaid Sales Tax Transition Fund to the county's General Fund, and \$3,378.53 to the Capital Improvement Fund.

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 Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following APPROPRIATION OF FUNDS request:

84,463.21 to 926.1160.6701 – Medicaid Sales Tax-Transfer Out

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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 Stewart, to approve the following FUND TRANSFER requests:

**183,299.50 from 101.5005.50 – JFS-Children Service Contract
To**

207.0000.4901 – County Maintenance of Children

**138,476 from 101.5001.5702 – JFS-Mandated Share
To**

206.0000.4902 – Mandated Share Receipts

**81,084.68 from Medicaid Sales Tax-Transfers Out
To**

101.0000.5701 – General Fund-Transfers

**3,378.53 from Medicaid Sales Tax-Transfers Out
To**

401.0000.4901 – Capital Fund-Transfers

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
Issuance of Blanket Purchase Order Approved:**

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

2,500 – Pickaway HELPS – 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
Allocation of November 2017 Sales Tax Collections:**

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to allocate the November 2017 Sales Tax collections in the following manner:

**27,633 to 401.0000.4121 – Capital Fund
663,179.98 to 101.0000.4121 – General Fund**

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

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In the Matter of
Resolution Enacting 50% Temporary
Load Reduction on Various County Roads:

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

Resolution No.: PC-011618-1

WHEREAS, the Pickaway County Engineer submitted a written request to the Pickaway Board of Commissioners to enact a 50% temporary load reduction on various county roads due to excessive moisture and unstable road beds; then,

THEREFORE BE IT RESOLVED that, effective immediately, the Pickaway County Board of Commissioners hereby enacts a temporary 50% road load reduction on the following county roads, which will expire on April 30, 2018:

- **Canal Road (CR-100) from the Melvin Stone entrance south to State Route 104**
- **Crownover-Mill Road (CR-125) from Crownover-Mill Road (T125) to Yankeetown Pike**
- **Yankeetown Pike (CR-17) from Crownover-Mill Road to Five Point Pike**
- **Five Points Pike (CR-21) the entire length**
- **Scioto Darby Road (CR-22) from London Road to U.S. Route 62**
- **Airbase Road (CR-237) the entire length**
- **Smith Hulse Road (CR-5) the entire length**
- **Federal Road (CR-173) from London Road to McKinley Road**
- **McKinley Road (CR-175) the entire length**

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
Professional Services Contract with
J. L. Uhrig & Associates, Inc. Signed for
Years 2017, 2018, and 2019:

Following the commissioners' review of the Professional Services Contract from J. L. Uhrig & Associates, Inc. provided by Melissa Betz, County Auditor, for generally accepted accounting principles (GAAP) conversion and other accounting reporting requirement services for years 2017, 2018, and 2019, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to sign the agreement.

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
Loan Document with Kingston National Bank
Signed for Purchase of New John Deere Wheel Loader
For Pickaway County Engineering Department:

The commissioners reviewed the Tax and Revenue Anticipation Note in regards to the purchase of the new John Deere Wheel Loader for the Pickaway County Engineering Department. The loan amount is \$102,360, with two annual payments of \$53,059.31 due on February 1, 2019, and February 1, 2020, at the rate of 2.35% per annum. The payments will be made from Auto License & Gas Tax (ALGT) funds received by the county engineering department.

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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
Job & Family Services Data Sharing Agreement Signed:

Joy Ewing, PCDJFS Director, requested the commissioners' signatures on the Data Sharing and Confidentiality Agreement between the Ohio Department of Job and Family Services (ODJFS) and Local Workforce Development Area 20. Mrs. Ewing explained this is an agreement that county JFS Directors usually sign every year for unemployment information to be share with the OhioMeansJobs-Pickaway office and this year the state has made a change and the agreement must be signed by county commissioners.

Following the commissioners' review, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to sign the agreement.

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
Job & Family Services Update:

The following is a summary of the agency update provided by Joy Ewing, PCDJFS Director:

- A Children Services case worker was hired with funds provided by the Ohio Attorney General's 2-year Sobriety, Treatment, and Reducing Trauma (START) pilot program that the PCDJFS is participating in to assist children with a parent or parents addicted to drugs.
- Related to the 5-year Regional Partnership Grant OSU applied for and obtained that PCDJFS and Fairfield County JFS Department are participating in to increase the well-being of children affected by drug abuse, Nick Tatman, PCDJFS Children Services Administrator, will be attending a 2-day conference in Washington D.C. A new caseworker to handle the additional cases will be hired in the spring. OSU will be the administrator of the funds.
- The agency is exclusively utilizing its new phone system (Cincinnati Bell), obtained at state prices and paid for by the ODJFS. The phone system will be able to be transferred when the PCDJFS relocates to the county's building on South Pickaway St.
- All food and cash assistance cases will be converted to the Ohio Benefits System in May of this year. Caseworkers will be trained on the new system.
- The PCDJFS is utilizing the new Statewide Document Imaging System provided by Northwoods Imaging. The ODJFS is paying for the system.
- Pickaway County's unemployment rate for November 2017 was 3.9%, down from 4.1% in October 2017, and down from 4.5% in November 2016.
- Agency statistics were reviewed related to the number of clients served through the agency's various divisions and the associated costs for the period of November 2016 – December 2017. Mrs. Ewing noted that for the first time, the agency has placed its first foster child in an out-of-state (Pennsylvania) foster care facility due to behavioral issues. A caseworker will be required to make visits to the out-of-state foster care facility.

Following a brief question and answer session regarding the Medicaid plan that will involve work requirements and other topics, the commissioners thanked Mrs. Ewing for the update.

In the Matter of
Resolution Adopted Approving the
Solid Waste Management Plan of the
Ross, Pickaway, Highland Fayette County Solid Waste Management District:

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The Ross, Pickaway, Highland, Fayette (RPHF) Solid Waste Policy Committee is in the final stages of updating its RPHF Solid Waste District Plan as mandated by the State of Ohio covering a planning period of fifteen (15) years. The ratification period for this plan began January 15, 2018, and will close on April 14, 2018. For the district to receive ratification status required by the State of Ohio, 60% of the political subdivisions in the district must review the plan and pass a resolution declaring said approval.

Following the commissioners' final review of the plan, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

Resolution No.: PC-011618-2

WHEREAS, the Ross, Pickaway, Highland, Fayette Solid Waste Management District, by its Solid Waste Policy Committee, has adopted a Solid Waste management Plan for the District; and,

WHEREAS, pursuant to Ohio Revised Code Section 3734.55(B), the Board of County Commissioners and the legislative authority of each municipal corporation or township under the jurisdiction of the District, must approve or disapprove the Plan by ordinance or resolution; and,

WHEREAS, the Pickaway County Commissioners, Pickaway County, Ohio have reviewed the Plan and considered it at a duly called meeting; and,

WHEREAS, the Plan furthers the public interest; and,

NOW BE IT THEREFORE RESOLVED, THAT THE Solid Waste Management Plan of the Ross, Pickaway, Highland, Fayette Solid Waste Management District, adopted by the Solid Waste Policy Committee on December 7, 2017, is hereby approved; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution of Approval shall promptly be delivered, or caused to be delivered, to the Solid Waste Management Policy Committee of the Ross, Pickaway, Highland, Fayette Solid Waste Management District.

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
Approval of Demolition and Removal of Specified
Buildings on Pickaway County Fairgrounds:

The Pickaway County Senior Fair Board has requested that two buildings and a ticket booth be demolished and removed from the fairgrounds to improve safety and the attraction of the grounds. The structures have been inspected and there are no asbestos issues. The structures requested to be demolished and removed are as follows:

- The barn next to the horse arena on the southwest corner of the grounds;
- Barn 4, located on the south side of the fairgrounds;
- Ticket booth located at Gate C

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the demolition and removal of the above-stated structures. The work will be performed at no cost by Darby Creek Excavating.

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
Pickaway County's 2017 Fourth Quarter Investment Report:

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Dennis Yacobozzi, of United American Capital Corp., provided the Pickaway County Investment Advisory Committee the 2017 Fourth Quarter Investment Report. Committee Chairman, Ellery Elick, was not present.

After discussing the current status of the stock market, it was noted that that the county treasurer continues to purchase more commercial paper. Reviewed were yield curve comparisons between December 2016, and December 2017, in addition to the county's portfolio inventory, portfolio transactions, portfolio income, portfolio analysis, and market analysis.

In the Matter of
Dude Solutions Maintenance Application and
Facility Condition Assessment Executive Summary Briefing:

Jon Brown, Maintenance Supervisor, provided the commissioners with an executive summary briefing related to the Dude Solutions Maintenance application and work order system since it was implemented in March 2016, in addition to the Facility Condition Assessment that was performed on all county buildings.

Reviewed was the number of online corrective maintenance work orders (428) and planned maintenance work orders (23) entered into the system for 2017, for a total of 451, and associated information. This compares to a total of 413 work orders in 2016. Work orders are entered into the system by requesters (anyone in county departments that has access to the system); technicians (Maintenance Dept. personnel); Jon Brown; and Mrs. Dengler and Mrs. Karr of the commissioners' office. Mr. Brown noted and was pleased with the significant uptick in the number of work orders entered into the system by the Grant Clifton and Travis Brown, (Maintenance Dept. personnel) since they began using the iPads made available to them in August of last year. In reviewing the various pieces of information provided in the summary, Mr. Brown noted that the county is in the top 4 users out of 30 counties in Ohio that utilize the same system.

The Facility Condition Assessment report was reviewed that provided a general overview of the condition of the county's facilities, capital needs and estimated costs that is extended out for years to come, and other improvements to be made that were observed as a whole. The commissioners requested an assessment breakdown of the county's individual buildings.

At the conclusion of the meeting, the commissioners thanked Mr. Brown for the summary.

In the Matter of
Miscellaneous Items:

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

- The commissioners reviewed the sanitary structure data diagram provided by ms consultants, inc. related to the Pickaway County Fairgrounds Revitalization Project and discussion was held regarding the sewer connection to the City of Circleville's existing main sewer line or if an additional sewer main line will be required. An upcoming meeting between ms consultants, inc. the City of Circleville will be taking place related to the topic and it was determined that one of the commissioners will attend that meeting to discuss the sewer main connection and timeframe.
- A new employee who applied for health and dental benefits misunderstood the online health benefits application and selected "dental with health;" however, he did not select "health" leaving the employee with only dental coverage which was not the employee's intent. The Franklin County Health Benefits Consortium was contacted and indicated that the employee cannot change his coverage until the next open enrollment. While discussing the matter, Mr. Lutz sent an email to the Franklin County Administrator asking them to resolve the situation in the employee's favor.
- Robert Adkins, IT Manager, has ordered the computer and networking equipment for the Senior Fair Board the commissioners agreed to purchase.
- An email from Lt. Brown with the configuration of the new communications room at PCSO. The email will be forwarded to the commissioners for their review.
- After receiving an email from ms consultants, inc., discussion was held regarding building names to be considered for the Pickaway County Fairgrounds Revitalization Project's final plans.

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- An email was received from Melanie Willeford of BOE related to the county's IT Department being approved to provide additional IT support to the Board of Elections (BOE) during election days that was discussed in the commissioners' meeting on January 9th. In discussing the matter, it was determined that Commissioner Stewart and Mr. Lutz will work out the details on determining the amount of hours of additional support the IT department will provide to BOE on election days.

**In the Matter of
Executive Session:**

At 2:15 p.m., Commissioner Stewart offered the motion, seconded by Commissioner Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (7) to discuss county hospital trade secrets. Brad Luz, County Administrator, was in attendance.

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

Attest: Patricia Webb, Clerk

At 3:31 p.m., the commissioners exited Executive Session and Commissioner Stewart offered the motion, seconded by Commissioner Henson, to Resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

**In the Matter of
Issue Related to County Employee's
Healthcare Coverage Resolved:**

Related to the matter discussed earlier in today's session regarding the county employee's healthcare benefits coverage, Mr. Lutz received an email back from the Franklin County Administrator that stated the matter has been rectified and the employee will be able to receive healthcare benefits.

**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 13, 2018.

A total of \$1,720 was reported being collected as follows: \$40 in adoption fees; \$6 in boarding fees; \$1,260 in dog licenses; \$239 in kennel licenses; \$150 in private donations; \$25 redemptions.

Three (3) 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.

Jay H. Wippel, President

Harold R. Henson, Vice President

Brian S. Stewart, Commissioner
BOARD OF COUNTY COMMISSIONERS
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Attest: Patricia Webb, Clerk