

**TUESDAY, JUNE 13, 2017**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

The Pickaway County Commissioners met in Regular Session in their office at 139 W. Franklin Street, Circleville, Ohio, on Tuesday, June 13, 2017, 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 Henson offered the motion, seconded by Commissioner Wippel, to approve the minutes from June 6, 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**  
**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 June 14, 2017, 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 \$328,931.54 on the County Treasurer to satisfy the same.

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

Note: Commissioner Stewart was not present for a portion of the morning session due to an outside commitment.

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

The following is a summary of the report provided by Erica Tucker, RPHF Joint Solid Waste District Administrative Assistant & Special Projects Assistant:

- Last week Mrs. Tucker and Tom Davis, RPHF Joint Solid Waste Coordinator, attended a recycling conference in Columbus, and they also toured Glatfelder Paper Company in Chillicothe.
- Mrs. Tucker will be providing a seed tape activity for Friday in the Park next Friday, and the OSU Extension Office will be providing a composting activity for the event.

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

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

- The Certificate of Recycling and Disposition from Accurate IT Services was provided for the commissioners' review related to the weight of various electronic equipment that was collected

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during the county's recent Electronic Recycling and Tire Collection event. A total of 4,832 lbs. of electronic equipment was collected.

- Mrs. Dengler and Marc Rogols, Chief Dog Warden, will be conducting two interviews later in the week for the Deputy Dog Warden position that is available at the Pickaway County Dog Shelter.
- Letters went out to all township trustees' fiscal officers last week informing them of the various building permits issued by the Pickaway County Building Department that the commissioners have made available for viewing on the building department's website. Mrs. Dengler also reported that Geoff Davis, Building Inspector, is making some changes to form letters that are distributed related to building and plan inspections.
- Mrs. Dengler distributed an email to county departments related to new hires that were hired before June 1<sup>st</sup>, will be eligible to receive the lower healthcare insurance \$200 deductible provided they complete the required the necessary protocol by August 31<sup>st</sup>, put in place to receive the reduction.
- A meeting is scheduled with the WDC Group and the Ohio Department of Job & Family Services' IT Department on June 29<sup>th</sup>, related to the server room for the county's JFS Department that will be relocating to the county's building on South Pickaway Street.

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

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

- Mr. Conrad attended his final Leadership Pickaway class last Friday.
- Mr. Conrad is working with the Auditor of State Office regarding the reporting of various grants received by the EMA office.

**In the Matter of**  
**Waiver Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to waive the waiting period to issue payment to Cintas Uniforms in the amount of \$2,664.30 from line item #101.1112.5401 and line item #101.1102.5484.

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**  
**Report Provided by Dustin Hube:**

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

- Last Friday Mr. Hube attended the Medical Reserve and Leadership Conference in Columbus.
- Mr. Hube and Mr. Conrad will be manning the first-aid booth during the county fair in addition to four CERT team members.

**In the Matter of**  
**Amended Certificate Approved:**

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

**Resolution No.: PC-061317-1**

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WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE in the amount of \$10,000 for the CDBG Fund #201- ( Love’s Travel Stops Project); then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby appropriates the following sum for expenditure for period ending December 31, 2017:

**CDBG Fund #251 – Love’s Project  
\$10,000**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Creation of New Line Items Approved:**

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

**251.0000.4583 – CDBG-Loves’s  
251.6230.5801 – CDBG Advance Out-Love’s  
251.6230.5521 – CDBG Administration-Love’s  
251.6230.5401 – CDBG Contract Services-Love’s  
101.1105.5974 – Pickaway Addiction Action Coalition**

Voting on the motion was as follows: Commissioner Stewart, absent for vote; Commissioner Wippel, yes; Commissioner Henson, 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 request for a CASH ADVANCE:

**101.1105.5801 – Advance Out-General  
To  
251.0000.4910 – Advance In-CDBG-Love’s**

Voting on the motion was as follows: Commissioner Stewart, absent for vote; 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:

**20,000 to 101.1105.5703 – Contingencies  
12,110.60 to 201.3007.5401 – Engineer-On Behalf Money-Contract Services  
10,000 to 251.6230.5521 – CDBG-Love’s-Administration**

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

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Attest: Patricia Webb, Clerk

**In the Matter of**  
**Transfer Approved:**

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

**20,000 from 101.1105.5703 – Contingencies**  
**To**  
**101.1105.5974 – PAAC**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**County Administrator Report:**

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

- Mr. Lutz attended the Hearing of the City of Circleville Planning & Zoning Commission last week and obtained a Condition Use Permit for the county's building located on South Pickaway Street.
- Mr. Lutz has been working with Tom Davis, Coordinator for the Pickaway County Park District Board, and Anthony Neff, Deputy County Engineer, in reference to the final documentation related to the ODNR grant received for the Roundtown Trail Walking/Bike Path project. A ribbon cutting is expected to be scheduled soon.
- Mr. Lutz conducted tours of Memorial Hall and the Courthouse last Friday for the Pickaway Leadership class.
- It was reported that the department heads under the commissioners' purview are close to finalizing employee evaluation forms for the commissioners' review, which will be implemented January 1, 2018. It was noted that the evaluation forms will not necessarily be tied to pay increases.
- Mr. Lutz will be out of the office on Thursday of this week to meet with the Union County Administrator to discuss matters related to county administrator duties.
- James Dean, Clerk of Courts reported the following number of year-to-date foreclosures in the county: 2014 - 60; 2015 - 65; 2016 - 65; 2017 - 54.

**In the Matter of**  
**Meeting with Representatives of**  
**ms consultants, inc., and Quandel Construction**  
**Regarding Renderings of Building Designs and**  
**Livestock Building's Floorplans for Display During the Pickaway County Fair:**

Representatives from ms consultants and Quandel Construction met with the commissioners to review and determine the final conceptual drawings/renderings of the building designs and the floorplans for the livestock buildings related to the Pickaway County Fairgrounds Revitalization Plan which will be on display for public viewing during the Pickaway County Fair next week. Drawings/renderings will be displayed on poster boards and laminated drawings/renderings will be available for viewing. Handouts with Frequently Asked Questions (FAQ) will be available for distribution that will also include and a composite of the drawings.

It was determined that the hours the commissioners' booths, one in the coliseum and one outside, during the county fair will be manned with combination of ms consultants, inc. representatives and representatives from the commissioners' office during the following days and hours to answer any questions: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday from 10:00 a.m. to 12:00 noon, and Wednesday, Thursday, and Friday from 5:00 p.m. to 7:00 p.m.

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**In the Matter of**  
**Meeting Regarding Erica Tucker**  
**Assuming Recycling Outreach Specialist Position:**

Tom Davis, Coordinator of the RPHF Joint Solid Waste District, and Erica Tucker, RPHF Administrative Assistant, met with the commissioners regarding Mrs. Tucker assuming the duties of the Pickaway County Recycling Outreach Specialist. Mrs. Tucker's RPHF Assistant position is part-time, and she also serves as a part-time Special Projects Assistant for the commissioners' office, for which the hours needed can be arbitrary. Mr. Davis stated that if Mrs. Tucker does not assume the duties of the Pickaway County Recycling Outreach Specialist, he will need to begin seeking a person for that position.

When the commissioner inquired, Mrs. Tucker stated that recycling has become a passion and she is desirous of continuing to work in the field, and is willing to assume the responsibilities of the Pickaway County Recycling Outreach Specialist.

After discussing the matter further, it was noted that 36 hours a week of Mrs. Tucker's time could be dedicated to the RPHF Joint Solid Waste District, and 4 hours a week could be dedicated to continuing as a Special Projects Assistant for the commissioners' office can be considered,, which would officially take effect in January 2018.

**In the Matter of**  
**Contract Agreement Signed with Berqshire, LLC, Related to**  
**Professional Consultant Services for Love's Travel Stops**  
**FY2016 CDBG Economic Development Grant for Road Improvements:**

The commissioners reviewed the Contract Agreement for Professional Services with Berqshire, LLC, in reference to providing professional administrative services related to the FY2016 Love's Travel Stops Economic Development Grant #B-E-16-1CH-1 in the amount of \$400,000. The commissioners previously approved Berqshire, LLC, to provide the services per Resolution No.: PC-050217-2 adopted May 2, 2017.

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

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**  
**FY2016 CDBG Contract Award to Wasserstrom Company for**  
**Purchase and Installation of Freezer for Pickaway Senior Center:**

In reference to the Pickaway County FY2016 CDBG Allocation program, written requests for proposals (RFP) were sent to seven (7) qualified vendors by the county commissioners' office for the purchase and installation of one (1) reach-in, double door, 49 cubic foot, stainless steel kitchen freezer for the Pickaway Senior Center. The RFP's were due by 10:00 a.m. on May 31, 2017. The estimate for the purchase was \$3,600.

One proposal was received in the amount of \$3,318 from the Wasserstrom Company, 477 S. Front Street, Columbus, Ohio 43215, which was submitted to Robert Berquist, Berqshire Consulting, LLC, who reviewed the documentation and provided his recommendation that the purchase be awarded to the Wasserstrom Company. The freezer is to be installed by August 31, 2017.

After a brief discussion regarding the matter, Commissioner Henson offered the motion, seconded by Commissioner Wippel to award the contract for the FY2016 CDBG Pickaway Senior Center kitchen freezer purchase and installation to the Wasserstrom Company, 477 S. Front Street, Columbus, Ohio 43215, in the amount of \$3,318.

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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**  
**Letter Signed Requesting Extension of Time for the**  
**FY2016 CDBG Economic Development Grant**  
**Related to Love's Travel Stops Road Improvements Project:**

In reference to the FY2016 CDBG Economic Development grant for the Loves' Travel Stops Road Infrastructure Improvements, Robert Berquist, of Berqshire, LLC, reported that it is necessary to request an extension of time from the Ohio Development Services Agency (ODSA) for the completion of the project.

A letter was composed respectfully requesting the extension time as follows:

Work Completion Date	From: 06/30/17 to 12/31/17
Draw Date:	From: 07/31/17 to 01/31/18
Grant Completion Date:	From: 08/31/17 to 02/28/18

Commissioner Wippel offered the motion, seconded by Commissioner Henson, authorizing Commissioner Stewart to sign the letter.

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**  
**Agreement for Use of County Property Approved:**

The commissioners reviewed the Agreement for Use of County Property submitted by Teresa Howard for use of the courthouse steps on July 26<sup>th</sup>, from 1:00 p.m. to 4:00 p.m. for a wedding that will be performed by the Circleville City Mayor.

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the agreement.

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**  
**Ohio Public Defender Contract Signed for**  
**SFY2017/2018 for Indigent Representation Services:**

After negotiating a reduction in rates per attorney contracts from \$58,000 to \$46,000 with the Ohio Public Defender's (OPD) Office, the commissioners reviewed the final *Agreement to Participate in the Multi-County Branch of the Office of the Ohio Public Defender* for SFY 2017/2018. The negotiations considered the input from Juvenile Judge Jan Long, Circleville Municipal Judge Gary Dumm, and Common Pleas Court Judge Randall Knece. It is noted that the OPD is no longer providing indigent legal representation of parties in the juvenile court.

Upon the review of the agreement, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to enter into the agreement in the amount of \$120,964 for SFY 2017/2018, which will be paid in four (4) equal installments of \$30,241, which reflects the county paying 60% of the attorney contracts.

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Commissioner Wippel offered the motion, seconded by Commissioner Henson, authorizing Commissioner Stewart to sign the letter.

Attest: Patricia Webb, Clerk

It is noted that the county will be working with Juvenile Court Judge Jan Long related to assuring representation of indigent parties in Juvenile Court notwithstanding the conclusion of the OPD agreement.

**In the Matter of**  
**Approval to Vacate and Approval to Amend/Reduce**  
**Utility Easements on Lot 1 of Split Rock**  
**Subdivision Owned By Jamie and Kellie Stinson:**

Terry Frazier, Director of the Pickaway County Development & Planning Office, along with Jamie Stinson, owner of vacant Lot 1 in the platted residential Split Rock Subdivision located in Scioto Township, met with the to obtain their approval to vacate a dedicated utility easement, and amend/reduce the width of another dedicated easement, on Lot 1 Split Rock Subdivision.

Mr. Stinson is desirous of building a single-family home on the 1.214 acre lot within the next year and it was explained that the original engineering for utilities and storm water trisects the lot into three separate buildable areas. Mr. Stinson provided a written request to the commissioners to have one utility easement vacated and additional easements reduced in width from twenty feet width (20') to ten feet in width (10') as depicted on a plat of Lot 1 Split Rock Subdivision. This change is a requirement made by the Pickaway County Health District to allow for the design and installation of an approved on-site mound-type alternative septic system. Mr. Stinson previously submitted driveway pipe and ditch improvement plan to the Scioto Township Trustees for drainage improvements to the lot, which was approved on May 18, 2017. He has also notified the South Central Power Co. and AT&T of the proposed modifications to the utility easements. It was noted that per the county's policy for vacating or changing dedicating utility easements requires the approval of the Pickaway County Engineer's Department, and Anthony Neff, Pickaway County Deputy Engineer provided a written statement that the department approves the above-noted utility easement changes provided the township trustees approved the drainage improvements, hence providing the Pickaway County Engineer's recommendation of approval.

Following a brief overview of all documentation provided to the commissioners that included, but not limited to, copies of the platted lot, the Scioto Township Trustees' written approval of the drainage improvements, and Mr. Stinson's notification to the utility providers, the commissioners stated that they have no objection with Mr. Stinson's request; therefore, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to adopt the following:

**BE IT RESOLVED that the Pickaway County Board of Commissioners accepts the Pickaway County Engineering Department's recommendation of approval of the release of a utility easement and amendment/reduction of utility easements as described above for Lot 1, Split Rock Subdivision, Scioto Township, Pickaway, County, Ohio, as delineated on the recorded plat in Plat Book 616, Page 1934, of the records of the county.**

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

An excerpt of these minutes of the Pickaway County Board of Commissioners on this date will be provided along with the necessary documentation that will serve as a marginal entry on the official records of the county related to the modifications made to the lot.

Mr. Stinson then thanked the commissioners for their time and consideration, and the commissioners wished Mr. Stinson good luck on the construction of his new home.

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**In the Matter of**  
**Official Request for a Meeting of the**  
**Pickaway County 9-1-1 Planning Committee:**

Circleville Mayor Don McIlroy, and John Maynard, Scioto Township Trustee, statutorily-designated representatives of the Pickaway County 9-1-1 Planning Committee, met with the commissioners to officially request that they call a meeting of the committee for Tuesday, June 27<sup>th</sup>, at 8:00 a.m. to be held at the offices of the mayor. Porter Welch, Scioto Township Fire Chief, was also in attendance as was Terry Brill, Scioto Township Trustee, and Sheriff Robert Radcliff, and Administrative Lt. James Brown, of the Pickaway County Sheriff's Office.

Mayor McIlroy and Mr. Maynard presented letters requesting the meeting to consider amendments to the Pickaway County Final 9-1-1 Plan pursuant to ORC §128.12 (B)(2). When Commissioner Stewart, President of the Board of County Commissioners, who is the statutorily-designated Chairman of the Pickaway County 9-1-1 Planning Committee, stated that he can call for the meeting of the committee, Sheriff Radcliff stated that he will be out of the state attending a National Sheriff's Association Conference and will not be returning until June 29<sup>th</sup>. Other possible dates in which to hold the meeting were discussed in order for him to be able attend as Commissioner Stewart stated that with the PCSO being the designated as the county's Public Safety Answering Point (PSAP) dispatch provider in the plan, it would be appropriate for him to be in attendance for the meeting to consider any amendments to the existing plan.

After discussing alternate dates in which to hold the meeting, it was determined that the Pickaway County 9-1-1 Planning Committee will convene in the offices of the Pickaway County Commissioners on Tuesday, June 20<sup>th</sup>, at 8:00 a.m., which will be publically advertised in advance in The Circleville Herald.

**In the Matter of**  
**Weekly Dog Warden Report:**

The weekly Dog Warden report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending June 10, 2017.

A total of \$541 was reported being collected as follows: \$160 in adoptions; \$6 in boarding revenue; \$180 in dog licenses; \$120 in owner turn-ins; \$75 in redemptions.

Four (4) dogs were processed in; four (4) dogs were adopted.

With there being no further business brought before the Board, Commissioner Wippel 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.

Brian S. Stewart, President

Jay H. Wippel, Vice President

Harold R. Henson, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk