

**TUESDAY, JUNE 12, 2018**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio on Tuesday, June 12, 2018, with the following members present: Mr. Jay H. Wippel, Mr. Brian S. Stewart, and Mr. Harold R. Henson. April Dengler, Deputy County Administrator, was also in attendance.

**In the Matter of**  
**Minutes Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from June 5, 2018, with corrections.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Bills Approved for Payment:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, 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 13, 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 \$566,567.46 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: Angela Karr, Clerk

**In the Matter of**  
**Appropriation of Funds Approved:**

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

**\$5,000.00 – 101.1105.5703 - Contingencies – Commissioners**

**\$100,000.00 – 401.7115.5975 – Fairgrounds Revitalization – Commissioners**

**\$190,000.00 – 101.1105.5703 – Contingencies – Sheriff**

**\$2,000,000.00 – 304.7120.5401 – JFS Bldg. Contract Services - Commissioners**

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

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**In the Matter of  
Transfers & Re-Appropriations Approved:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to approve the following requests for the TRANSFERS and RE-APPROPRIATIONS OF FUNDS:

**\$5,000.00 from 101.1105.5703 – Contingencies – Commissioners  
TO  
101.1112.5404 – Advertising & Printing – Commissioners**

**\$37,000.00 from 927.2095.5102 – Salary LE Diversion Grant– Sheriff  
TO  
927.2095.5401 – Contract Services LE Diversion Grant– Sheriff**

**\$102,500.00 from 101.1105.5703 – Contingencies – Sheriff  
TO  
101.2083.5527 – Vehicles – Sheriff**

**\$87,500.00 from 101.1105.5703 – Contingencies – Sheriff  
TO  
101.2083.5401 – Contract Services - Sheriff**

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

Attest: Angela Karr, Clerk

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

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

**304.7120.5401 – JFS Bldg. Contract Services - Commissioners**

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

Attest: Angela Karr, Clerk

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

Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to adopt the following Resolution:

**Resolution No.: PC-061218-1**

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$2,000,000.00 for the OTHER RECEIPTS- JFS BUILDING NOTE Fund #304.0000.4926 to amend the certificate due to funds received for the JFS note; then,

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

**OTHER RECEIPTS – JFS BUILDING NOTE FUND #304.0000.4926**

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**\$2,000,000.00**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Tom Davis, Park District:**

Mr. Davis presented the Commissioners with the quote received from Andy Cupp at Hummel and Plum Insurance to add the Park District onto the county insurance premium. The Commissioners were prepared to discuss today since the figure was provided for review. Mr. Davis introduced Aritsa Hartzler as his new hire as the Park District Executive Assistant.

**In the Matter of  
Tom Davis, Park District Director  
Liability, Equipment and Vehicle  
Insurance for the Park District:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve adding the Park District to the county policy for liability and vehicles insurance coverage. The \$550 yearly increase of the policy premium will be offset by a reimbursement from the Park District.

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

Attest: Angela Karr – Clerk

**In the Matter of  
Report Provided by Dave Conrad, EMA Director & 911 Coordinator:**

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

EMA

- The EMA Office trained or recertified thirteen volunteer's Sunday June 10<sup>th</sup> on CPR/AED, and First Aid. They will be working at the Fair from 12:00 noon until 8:00pm beginning Monday June 18<sup>th</sup> until Saturday June 23<sup>rd</sup>.

E911

- Yesterday Monday June 11<sup>th</sup>, Mr. Conrad met with Lt. Rhoades, Clp. Adkins, and their Information Technology Intern Travis Swackhamer at the Commissioner's office about the County Public Safety Answering Point. The main topic of discussion was funding, the use of General, Capital, or the E-911 Fund.

**In the Matter of  
Report Provided Tim McGinnis, Planning and Development Director:**

The following is a summary of the report provided by Tim McGinnis, Planning and Development Director:

- Mr. McGinnis met with Debra Binkley, Anthony Neff and the Technical Advisory Committee meeting last Thursday to discuss the Meadows at Walnut Creek Subdivision and access to the area that lies behind. The preliminary plat does not show required frontage that would be available to access residual acreage after lot split.

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- Mr. McGinnis received a phone call from a woman that lives on Kingston Pike who had concerns with the start of construction of the new Shawnee Groves Phase 1. Mr. Stewart stated that Phase 1 was approved over a year ago and they are starting the construction. Phase 2 was subject to a referendum by the voters and was voted down in the township.
- The Planning and Development meeting scheduled for later today consist of Keavin Hill seeking approval for a lot split, Larry Clarke seeking preliminary plan approval for the Meadows at Walnut Creek subdivision, and Anthony Neff, Pickaway County Engineer's Office, to discuss easement concerns and stakeholder signatures on final mylar plat.

**In the Matter of**  
**Resolution Adopted Authorizing the Submission of a**  
**Competitive Critical Infrastructure Community Development Block Grant**  
**Application for the City of Circleville:**

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

**Resolution No.: PC-061218-2**

**RESAOLUTION AUTHORIZING THE SUBMISSION OF A COMPETITIVE CRITICAL**  
**INFRASTRUCTURE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR**  
**THE CITY OF CIRCLEVILLE**

WHEREAS, the State of Ohio makes funds available on a competitive basis under its Critical Infrastructure Community Development Block Grant (CDBG) Program for the purpose of assisting communities in correcting critical infrastructure needs; and,

WHEREAS, the City of Circleville is proposing such improvements to address such critical infrastructure needs in the Village; then,

THEREFORE BE IT RESOLVED by the Board of Commissioners for Pickaway County, Ohio:

**Section 1.** That the President of the Board of Commissioners be authorized to execute and submit an application for the said CDBG funds.

**Section 2.** That should said funding be granted by the State of Ohio, the President of the Board of Commissioners be authorized to execute all documents necessary to administer said grant program.

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

This Resolution is hereby adopted by action of the Board of Commissioners, Pickaway County, Ohio.

Attest: Angela Karr, Clerk

**In the Matter of**  
**Resolution Adopted Authorizing the Procurement of**  
**Grant Administration / Consultants Related to the Submission of a Competitive**  
**Critical Infrastructure Grant Related to the City of Circleville Infrastructure Project:**

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

**Resolution No.: PC-061218-3**

WHEREAS, the Pickaway County Commissioners wish to apply for a Critical Infrastructure Grant in the amount of \$236,000 related to the City of Circleville Infrastructure Project; then,

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THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby authorizes the procurement of grant administration / consultant services from qualified firms and/or individuals through the Request for Qualifications/Request for Proposal (RFQ/RFP) process.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**2018 General Fund 2<sup>nd</sup> Half**  
**Appropriations Approved for Disbursement:**

Mrs. Dengler prepared the 2<sup>nd</sup> half General Fund departmental appropriations for operating expenses for distribution for departmental operating expenses for the remainder of 2018.

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

**Resolution No.: PC-061218-4**

BE IT RESOLVED, that pursuant to Ohio Revised Code §5705.392, the Pickaway County Board of Commissioners hereby adopts as part of its annual appropriation measure a spending plan setting for a semi-annual schedule of all expenses and expenditures of all appropriations from the Pickaway County General Fund for fiscal year 2018. The total second half schedule of expenses and expenditures for each office, department, and division is as follows and that there be appropriated from the GENERAL FUND

**\$6,807,529.40**

as the second half appropriation for 2018.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Then & Now Certification Resolution for**  
**2018 General Fund 2<sup>nd</sup> Half Appropriations:**

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

**Resolution No.: PC-061218-5**

WHEREAS, for the period of June 12, 2018, to July 31, 2018, all purchases of \$1,000 or less are exempt from the THEN and NOW CERTIFICATION requirements; then,

THEREFORE BE IT RESOLVED, that any person authorized to make purchases shall file a written document with the Pickaway County Auditor within three (3) business days of making a purchase stating the purpose, amount, and the date of the purchase along with the name of the vendor.

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

Attest: Angela Karr, Clerk

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

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

- WDC Group received a change order for the upstairs office area for Children's Services at the new CRC building. The change order is to remove the drywall and replacing with additional insulation to the attic and remove and replace light fixtures. Geotechnical Engineer need to be officially approved to verify rebar, check stability of soil and to accommodate the new stair enclosure at the CRC Building. Deputy County Engineer, Anthony Neff recommended using S&ME, as the county has used them on other projects. S&ME agreed to do the work for the county and the agreement just needs signed.
- Mrs. Dengler spoke with Corna-Kokosing regarding the testing agent for the fairgrounds concrete and asphalt. They determined the project for concrete should be less than \$40,000, so there is no need to go out for RFP. Both Pickaway County Engineer's Office and Corna Kokosing have worked with Terracon on other projects and an official vote is needed to hire Terracon for the project.
- June 8<sup>th</sup> Mrs. Dengler emailed tax budget worksheets to the department heads with a return date of June 15<sup>th</sup>. Some office asked for an extension, however, the worksheets must be passed by July 15<sup>th</sup> and to the Auditor's Office by July 20<sup>th</sup>.
- Mrs. Dengler updated the General Fund Expense Budget 2018 to reflect the offices that have already received their 2<sup>nd</sup> half appropriations. The budget amount need to be approved for the remaining offices.
- Old iPads from the building department are on GovDeals.com.
- Mrs. Dengler received a letter from Roundtown Players Board President regarding the installation of security cameras in Roundtown Players Theater in Memorial Hall. The Commissioners requested to discuss the installation with Roundtown Players and asked Mrs. Dengler to schedule a meeting.

**In the Matter of the**  
**Change Order No. COR-003 General**  
**Trades signed for Pickaway Job and Family**  
**Services Project at the CRC Building:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following Change Order No. COR-003 received from Stockmeister Enterprises, Inc., related to changes to remove/replace GWB at room 210 at the CRC Building.

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

Attest: Angela Karr – Clerk

**In the Matter of the**  
**Approving and Signing of Contract with**  
**S&ME, Inc. for Construction Services Material Testing**  
**For the JFS Renovation/ CRC Building Project:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve contract with S&ME, Inc. to provide construction services for material testing of the new stairwell enclosure at the CRC Building for the JFS Renovation Project.

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

Attest: Angela Karr – Clerk

**In the Matter of the**  
**Authorization to hire**  
**Terracon as the Concrete Inspector**

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**For the Fairgrounds Revitalization Project:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to authorize the hiring of Terracon as the concrete inspector to perform testing of the concrete and asphalt during the Fairgrounds Revitalization Project.

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

Attest: Angela Karr – Clerk

**In the Matter of  
PRIME AE Group, Inc. Proposal Approved and Signed  
For Pickaway County Board of Elections Back Scanning Project:**

Related to the meeting the commissioners held recently with Nathan Dilley, of PRIME 3SG/PRIME AE Group, Inc., they reviewed the proposal received for the digitalization of the Pickaway County Board of Elections Back Scanning Project for the scanning of 3 large Election books, the cost per each book is \$436; 6 binders, with cost per book is \$478.75; and two travel pickup/deliveries at \$120 each, for a total proposal amount of \$4,420.50 to be paid from the capital fund. It was noted in the Commissioners' review that any variance to the number of books scanned can be handled through an approved supplemental agreement or change order.

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

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

Attest: Angela Karr, Clerk

**In the Matter of  
June as Brain and Alzheimer's Awareness Month and  
August 25, 2018 as Circleville Walk to End Alzheimer's Day:**

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

**Resolution No. 061218-6**

**WHEREAS**, June, 2018 is Brain and Alzheimer's Awareness Month, recognizing a disease that affects 5.7 million Americans and 220,000 Ohioans; and,

**WHEREAS**, recognizing these events provide an opportunity to promote and join the global conversation about the brain and Alzheimer's disease as a public health crisis; and,

**WHEREAS**, with no known way to slow or prevent Alzheimer's disease, essential public health services of early detection, risk reduction, and surveillance are necessary to protect and improve the health at a population level; and,

**WHEREAS**, caregiving for individuals with Alzheimer's disease often takes an enormous toll on family members; caregivers themselves often suffer more stress, depression, and health problems than caregivers of people with other illnesses; and

**WHEREAS**, the Alzheimer's Association is the largest non-profit funder of Alzheimer's research and provides care and support to those living with the disease today with the help and support of its dedicated volunteers; and

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**WHEREAS**, we recognize the important role the Alzheimer's Association, Central Ohio Chapter plays in meeting the needs of people affected by Alzheimer's disease and other forms of dementia through family and clinical support, early detection and diagnosis of disease education, advocacy and research; then,

**THEREFORE BE IT RESOLVED** that we, the Pickaway County Commissioners, are honored to support the Alzheimer's Association and bring awareness to the Alzheimer disease; and recognize:

**June 2018 as Brain & Alzheimer's Awareness Month**  
**and**  
**August 25, 2018 as Circleville Walk to End Alzheimer's Day**  
**in**  
**Pickaway County, Ohio**

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Temporary Liquor License Request for**  
**Roundtown Roller Derby at the Fairgrounds:**

The Commissioners reviewed the F Permit Application for a temporary liquor license and attached Certificate of Liability Insurance re-submitted by the Roundtown Roller Derby. The request is for July 1, 2018 through July 2, 2018, to provide liquor at a roller derby event being held at 415 Lancaster Pike, Circleville, Ohio 43113, to raise funds for the Haven House.

Following the review, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to approve the F Permit Application for a temporary liquor license for July 1, 2018 through July 2, 2018:

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Commissioner Stewart and**  
**Miscellaneous Discussions:**

Commissioner Stewart discussed John Payne, Payne Advisory, and the information they are gathering relative to numbers and financing for the Fairgrounds project. The numbers do not reflect fundraising until we have more accurate donation figures. Mr. Wippel states that he met with Mike Schmidt from MS Consultants to finalize presentations, events and the tent at the Fair next week. The opening ceremony is Monday, June 18<sup>th</sup> at 5:00 p.m. with a presentation at 1:00 p.m. Monday through Friday. The ground-breaking ceremony will be Saturday, June 23<sup>rd</sup> and the auction will be held June 30<sup>th</sup>, with building contents, animal pens, equipment, tools and miscellaneous items to be auctioned.

Tim Wilson stated to Commissioner Stewart that they are getting a lot of things done at the Airport Authority since the last two meetings. They are starting to use the Visitor's Bureau to provide information about Pickaway County when pilots fly into the airport. Mr. Wilson asked if the Fairgrounds has a full-time Office Manager that can answer phone calls and questions, Mr. Wippel has been in discussion with Von Cremeans and have scheduled a time to discuss a Fair Manager.



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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending June 9, 2018.

A total of \$586 was reported being collected as follows: \$120 in adoptions; \$6 in boarding revenue; \$135 in dog licenses; \$90 in dog license late penalties; \$40 in owner turn-in; \$75 in redemptions and \$120 in transfer out.

Seven (7) stray dogs were processed in; three (3) dogs were adopted.

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

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

Jay H. Wippel, President

Harold R. Henson, Vice President

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

Attest: Angela Karr, Clerk