

**TUESDAY, MARCH 13, 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, March 13, 2018, with the following members present: Mr. Brian S. Stewart, and Mr. Harold R. Henson. Brad Lutz, 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 March 6, 2018, with corrections.

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

Attest: Angela Karr, Clerk

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

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold 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 March 14, 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 \$284,953.55 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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

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

**\$1,000.00 – 220.1238.5963 – Indigent Guardian Services – Juvenile/ Probate Court**

**\$12,428.00 – 201.3007.5506 – Contract Projects – Engineer**

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Transfers Approved:**

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

**\$5,857,456.41 to various funds too numerous to list related to the**

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**2017 collection of the first half real estate tax settlement**

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

Attest: Angela Karr, Clerk

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

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following request for the CREATION OF A NEW LINE ITEMS:

**626.6031.5826 – Pickaway County Park – Undivided General - Auditor**

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

Attest: Angela Karr, Clerk

**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 Inc. sent Addendum #2, revising the door hardware schedule and adding Greenheck as an approved louver manufacturer. Additionally, the addendum adds a air balancing section. The addendum drawings included: adding a flag pole, connecting downspouts to existing trench drain, adding bituminous membrane roofing between gabled roofs, and upgraded aluminum frame windows instead of vinyl windows. A name needs to be established for new JFS building located at 1005 South Pickaway Street. Brad Lutz suggested the name of Pickaway Community Resource Center (CRC). Commissioners agreed with Mr. Lutz's suggestion and recommended discussing the name with Joy Ewing, Job and Family Services Director. After speaking with Mrs. Ewing, she stated that she liked the name and agreed.
- Bio screenings will be held in the Commissioners' Office this Friday, March 16, 9:00 a.m.-3:00 p.m. The upstairs offices will be used for health coaching sessions. There is still times available for any employee or employees family member that is still needing to schedule their screening. The Fiscal Specialist position was posted in the newspaper and Ohio Means Jobs. Deadline for applications is this Friday, March 16<sup>th</sup>. Mr. Dengler has received a mowing quote from Mike's Landscaping for the county property locations only -\$500/weekly. A quote was already submitted for the fairgrounds property. The Township Trustees Tire Collection is Thursday, May 17, 2018 from 9:00 a.m. to 3:00 p.m. at the Engineer's Garage, 1660 Island Road, Circleville. The Public Tire Collection will be held Saturday, May 19, 2018 from 8:00 a.m. to 12 :00 p.m. at the Engineer's Garage, 1660 Island Road, Circleville.

**In the Matter of  
Ross, Pickaway, Highland, Fayette Joint Solid Waste  
Authorizing Erica Tucker Authority to Sign Vouchers:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, approving Commissioner Stewart to sign on Commissioners behalf the letter to the Pickaway County Auditor authorizing Erica Tucker permission to sign off on the district's vouchers for billing on expenditures' of up to and not to exceed \$2,000 for the Pickaway, Highland, Fayette Joint Solid Waste District effective April 2, 2018.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Electric Line Right-of-Way Easement**  
**For South Central Power Company to**  
**Enter County Owned Land:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, authorizing Commissioner Henson to sign on behalf of the Commissioners an electric line right-of-way easement for **South Central Power Company** to enter on lands owed by the county situated at **S.R. 56 East, Washington Township, Parcel #N3100010007001**, the location of the **800 MHz Tower Back-up Site**. The easement width shall be 30" adjacent to and parallel with the southerly Road right-of-way line of State Route 56 as now or hereafter located extending across the entire road frontage. The approximately location of said easement is depicted on the Exhibit "A" drawing attached to the easement document that is on file in the Commissioners' office. The easement shall also cover right-of-way for anchors and guy wires outside the 30-foot easement area as needed to support South Central Power Company's pole line.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Resolution Adopted Certifying the CY 2017 Mileage Certification of**  
**Pickaway County Maintained Roads to the Ohio Department of Transportation:**

Chris Mullins, County Engineer, presented the 2017 County Highway System Mileage Certification (CY2017) form for submittal to the Ohio Department of Transportation certifying the total length of county-maintained public roads. A small decrease of -0.437 from the CY2016, due to adjustments and minor realignments.

After reviewing the certification document, Commissioner Brian Stewart offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

**Resolution No.: PC-031318-1**

WHEREAS, in accordance with the provisions specified in §4501.01 of the Ohio Revised Code, an annual Highway System Certification must be submitted to the Ohio Department of Transportation as to the total length of the county's maintenance of public roads; then,

THEREFORE BE IT RESOLVED, as of December 31, 2017, the Pickaway County Board of Commissioners hereby certifies that there were 224.919 miles of public roads for which Pickaway County was responsible for maintaining in CY 2017.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Scioto Township, Village of Orient**  
**Resolution to County Engineer Requesting Dissolving of an Alley:**

The Trustees of Scioto Township submitted Resolution No. 18-011 requesting to dissolve and vacate an alley in the dissolved Village of Orient. The alley is no longer used for through traffic. It is the responsibility of the township to maintain, but they are requesting the alley be vacated. A stipulation will be

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placed on the deed for the next transfer that the parcel must be surveyed and added to the adjoining parcel before it can proceed with a transfer. The County Engineer will work with the Commissioners to schedule a view of said alley to be vacated.

**In the Matter of**  
**Meeting with Ellery Elick, County Treasurer:**

Ellery Elick, County Treasurer met with the Commissioners to discuss the vendors for the credit card processing transition. The transitions will affect the Treasurer's Office (real estate taxes), Building Department (permit fees), Dog Shelter (dog license and fees) and Auditor's Office (dog license and fees). Mr. Elick has met with five companies, being Forte, Point & Pay, NCourt, PayGov and Sage Solutions, for the purpose of discussing what each company has to offer. Mr. Elick gave an overview of what each vendor would offer in the way of convenience fees, costs of set-up, and any other related costs. The company currently being utilized by the Treasurer's Office for credit card processing is Sage Solutions. Sage Solutions will not negotiate for a lower convenience fee and will charge the county customer 2.95% of the transaction total. The Treasurer gave his preliminary choice of vendor but will be gathering additional information to see how the process would work with the current system for Tyler Technology. If the system was updated to IS World with Tyler Technologies the credit card processing would directly post the transaction to a parcel with no delays in applying payments.

New credit card readers will have to be purchased for the Treasurer's Office, Building Department and Dog Shelter. The current card readers will not work with the updated version of IS World and need additional features for the posting process. Forte would provide two readers at no charge with the county purchasing two additional readers at \$300 each and Forte will not charge a set-up fee. While with on-line credit card payments, a customer would be directed and linked to the Forte's site to process the payment. The credit card transition would take about three weeks to complete the changeover. Forte is a company highly recommended and used by most County Treasurers in the state of Ohio.

Commissioner Brian Stewart asked questions about the software upgrade of IAS World with Tyler Technologies and why this upgrade was not requested in the past. Commissioner Stewart stated that if there have been issues with the system we need to look into the IAS World upgrade and get a proposal from Tyler Technologies. It was agreed by the Commissioners and Mr. Elick that after additional information was obtained, the Treasurer will schedule a meeting with the Commissioners to discuss the vendor selection for the credit card processing transition.

**In the Matter of**  
**Brad Lutz, County Administrator:**

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

The Commissioners and MS Consultants continuing to meet with potential donors for the Fairgrounds revitalization project. MS Consultants continues to work on the plans and is in the process of working with the City of Circleville on the utility connections for the fairgrounds property. Robert Adkins, County IT Department, continues to work with Von Cremeans on the installation of Wi-Fi for the Fairgrounds by meeting with contractors who would install the equipment and review quotes.

Mr. Lutz attended the Transportation Coordinator Committee (TCC) Transit Planning Meeting held on Wednesday, March 7, 2018 to discuss the recent transportation survey results and how the members of this committee may help address concerns highlighted in the results. In summary, PICCA and their partners have done a very good job addressing the transportation needs in the County. The Transportation Coordinator Committee feels there is still work to be done getting the information out to the public on what is available and addressing issues such as rural transportation to specific job sites.

Mr. Lutz met with Ryan Scribner, Pickaway Progress Partnership (P3) to introduce Tim McGinnis as the new Planning and Development Director. Mr. Lutz stated that the meeting went very well and there was an invitation made for Mr. McGinnis to attend the P3 Board meeting as the Planning and Development Director as a standing seat on the Board. Mr. McGinnis has started his training for the Planning and Development Director position with Terry Frazier as of Monday, March 19<sup>th</sup>, and will continue throughout the week.

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The Junior Fair Board and Pickaway Agriculture and Event Center Youth Committee will be hosting “Footloose at the Fairgrounds” this Friday, March 16<sup>th</sup> from 6:30 p.m. to 9:00 p.m. The event will have music provided by a DJ, line dancing, raffle and “Kiss the Pig”. The nominated person that raises the most money will partake in kissing the pig. The event is open to the public and all is welcome.

Pickaway County currently has a total liability limits of \$8,000,000 with CORSA and CORSA can provide higher limits if the County would like them. The following is the additional cost to increase the limit.

1.	\$9,000,000	\$834.00
2.	\$10,000,000	\$1,584.00
3.	\$11,000,000	\$2,259.00

If the County would like to increase the total limit to one of these, please let Mr. Lutz know. If the county advises CORSA before the first of April they will be able to include the increase with the program invoice and allocation calculations. Commissioners agreed to keep the liability limits that we currently hold at this time of \$8,000,000.

**In the Matter of**  
**Tom Swisher, Communications Administrator:**

The following is summary of the report provided by Tom Swisher, Communication Administrator:

- System Status
  - Current EDACS systems functioning but showing signs of age. Minor glitches continue to come and go.
  - The new P25 system is functioning well.
  - Both systems suffered failure the night of January 23, 2018. The new system was used as a back-up while the site was out of service. The problem was traced to a failure of the tower-top amplifier power supply, apparently caused by a power surge; fortunately, B&C Communications had a replacement power supply available. Currently awaiting additional quotes for replacement parts to keep on hand.
- Migration Status
  - All agencies (with the exception of the Fire Department, Sheriff’s Office and “suburb” Police Departments) have migrated to the new system and are working well. Engineer migrated but returned to EDACS system so they could monitor Fire and Sheriff’s Office.
  - Current consoles at the Sheriff’s Office have been configured to allow the Fire Department migration before new consoles are installed. Similar capability exists for the Sheriff’s Office but the Sheriff’s Office has been non-committal on this topic.
  - The Fire Departments completed pager testing and basic voice testing on the new system using the existing consoles during February. Some glitches were noted and corrected.
  - Department-by-department testing will be conducted starting March 16, 2018.
  - New dispatch consoles have been set up at W/S Electronics for some time; minor configuration updates and testing continue.
  - The Sheriff’s Office advises that new communications center project proceeding. New console furniture still has not been received, due in part to a delay in aesthetic choices at the Sheriff’s Office. W/S Electronics is enquiring with the manufacturer as to the projected delivery date; Mr. Swisher asked W/S Electronics to urge that delivery be expedited.
  - Once the new communication center is ready, training for dispatchers will still need to be conducted.
  - Potential full migration date regrettably not until June.

**In the Matter of**  
**Meeting in Executive Session:**

At 11:30 a.m., Commissioner Brian Stewart offered the motion, second by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (8) to discuss county hospital’s trade secrets with Mr. Lutz in attendance.

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

Attest: Angela Karr – Clerk

At 12:05 p.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, second by Commissioner Harold Henson to resume Regular Session.

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

Attest: Angela Karr – Clerk

No action was taken.

**In the Matter of  
Meeting with Penny Dehner of the  
Paint Valley Alcohol, Drug Addiction, and Mental Health Services Board  
Regarding First Responders Appreciation Week:**

Penny Dehner, Associate Director of the Paint Valley Alcohol Drug Addiction and Mental Health Services (ADAMH) Board, met with the Commissioners to speak about holding a First Responder Appreciation Week, April 9<sup>th</sup> through April 13<sup>th</sup> for Fayette, Highland, Pickaway, Pike and Ross County. Mrs. Dehner went on to explain that the ADAMH Board will be delivering pizzas and providing mental health services to the first responding departments, as our first responders are dealing with the opioid crisis on a daily basis and this is our way of saying “thank you”. Mrs. Dehner received a small grant to recognize the first responders and asked the Commissioners to share in her plans of this event with the message of “Bring Help. Bring Hope. Thank You”.

Mr. Dehner ask local leaders to join in a day of appreciation for those on the front lines of Ohio’s opioid epidemic “We sponsored the Day of Appreciation because we see every day the difficulty and pain so many of our front-line fighters face as they work to help individuals in need. The positive impact that recovery from addiction can have on individuals, families, job growth, community safety, and overall economic development cannot be overstated. “Treatment Works and People Recover.” Saying individuals and helping to open the door to recovery for those living in Pickaway County who need treatment services and supports is not only the right thing to do, it is the smart thing to do. Our community will be stronger for it.”

Mrs. Dehner went on to discuss that there have been legislative changes in Ohio with the Ohio Revised code 340.30 to add a County hub program to combat opioid addiction. The hub program is to strengthen county and community efforts to prevent and treat opioid additions; to educate youth and adults about the dangers of addiction and the effects it has on the community; to promote family building and workforce development as ways to combat opioid addictions in the community; and to encourage community engagement in efforts to address the purposes specified in divisions (A)(1) to (3) of the revised code. The program will be administered by each board of alcohol, drug addiction, and mental health services. By the date of January 1,2020 each board will be required to submit a report to the department of mental health and addiction services summarizing the board’s work and progress toward addressing each programs purpose. Mr. Dehner has accomplished with that the ADAMH board through vista volunteer and would like to create a central information location to gather information and data on the opioid cases.

After discussion with the Commissioners and requesting any input or remarks from the Commissioners regarding the First Responders Appreciation Week, she thanked the Commissioners for their input and stated that she will follow up as April 9<sup>th</sup> gets closer to date.

**In the Matter of  
Meeting with County Auditor for  
Review of February Revenue and Expenditure Reports:**

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Melissa Betz, County Auditor, met with the Commissioners and reviewed the February month-end revenue and expenditure reports. February's end of month balance for the General Fund was \$6,711,245.80, and the balance for the day was \$6,480,712.12. It was noted that approximately \$2.1 million will be going into the General Fund related to the first half real estate settlement, with approximately \$2.1 million that will remain in the General Fund after the normal distributions is paid out to the various entities. This year looks great as it shows an increase from last year at this time.

Commissioner Stewart addressed the IAS Software update that involves the credit card transition with the County Treasurer office. Mrs. Betz stated that she had spoken with IAS World last December and was told there was a year to a year and a half wait before they could get the changeover running due to the demand since other counties were doing the same thing. Commissioner Stewart asked about getting on the waiting list now and work on getting a proposal from IAS World. Mrs. Betz will contact IAS World to work on getting numbers and a proposal together.

**In the Matter of**  
**Meeting with Charlie Weaver and Sid Liming of the**  
**Pickaway County Soldiers Monumental Association**  
**Regarding an update to the Military Artifact Museum in Memorial Hall:**

Charlie Weaver and Sid Liming, of the Soldier's Monumental Association (SMA), met with the Commissioners to get an update on the status of renovations to the SMA's Military Artifact Museum in Memorial Hall. Commissioner Stewart advised that all repair and renovations are complete. Mr. Liming addressed the lighting needs to be changed, what is currently installed is not bright enough for the large room. Mr. Lutz stated that the fixtures and bulbs have already been changed on the six ceiling fans. Commissioner Stewart stated that they can do a walk-thru and take a look at the lighting. Mr. Weaver asked if the Commissioners had seen the new carpet since it has been installed and Mr. Lutz stated he was aware the carpet had been completed. Commissioner Stewart asked when they plan to start moving in and Mr. Liming said that some of the local football players will be helping with the move in process.

**In the Matter of**  
**Agreement Signed with Prime AE Group as**  
**Consultants to Perform Construction Inspections of Design Build**  
**Projects PIC-TR31-0.52, PIC-CR31-2.93/CR500-0.37 and PIC-TR28-1.36:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve and sign Agreement No. 31345 between the Pickaway County Commissioners (acting through the Pickaway County Engineer) and Prime AE Group (Consultant). Prime AE Group agrees to perform Construction Inspection and keeping of records and documents; detailed Plan Review and Comment; Constructions Contract Administration and Testing as may be authorized by the county for three separate Design Build-Structure projects, being PIC-TR31-0.52 (PID 103361); PIC-CR31-2.93/ CR500-0.37 (PID 97310) and PIC-TR28-1.36 (PID 103363) in Pickaway County.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Lima Company's Request to Use Memorial Hall**  
**For the Eyes of Freedom Exhibit:**

Terry Sloan, with the Lima Company contacted the Commissioners' office on March 13, 2018 by phone thanking the Commissioners for allowing Lima Company to use Memorial Hall to display the "Eyes of Freedom" and "The Spirit of America's Story" during the week of the 2018 Circleville Pumpkin Show. Mr. Sloan asked if the Commissioners would approve for a door to be installed between the two rooms at Memorial Hall to be used during the display. Mr. Sloan stated that he can purchase the door if the county would install it. Commissioner Stewart expressed that we will not modify the building for the event and will have to utilize the room that is provided as it is. The Commissioners stated that they would love to see the

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event back again for 2018, however, the building cannot be modified. Mr. Sloan was fine with that decision and stated that they will use the room as it is at this time and appreciated the Commissioners allowing the event to come back to Circleville.

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending March 10, 2018.

A total of \$792 was reported being collected as follows: \$240 in adoption fees; \$42 in boarding revenue; \$240 in dog licenses; \$105 in dog license late penalty; \$40 in owner turn-ins; \$50 private donations; \$75 in redemptions; transfer out- rescue \$80.

Eight (8) stray dogs were processed in; six (6) dogs were adopted.

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

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

{Absent}  
Jay H. Wippel, President

Harold R. Henson, Vice President

Brian S. Stewart, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
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Attest: Angela Karr, Clerk