

TUESDAY, MAY 14, 2019
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, May 14, 2019, with the following members present: Mr. Jay H. Wippel, Mr. Brian S. Stewart and Mr. Harold R. Henson. April Dengler, 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 May 7, 2019, 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 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 May 15, 2019, 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 **\$2,815,129.11** 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 Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the APPROPRIATION OF FUNDS:

\$\$1,025.00 – 101.1105.5703 – Contingencies – Auditor

\$67.00 – 299.2006.5901 – Other Expenses – Concealed Carry – Sheriff

\$10,000.00 – 101.1105.5703 – Contingencies – Commissioners

\$20,000.00 – 248.2030.5501 – LEPC Equipment - Commissioners

\$11,619.65 – 248.2030.5901 – LEPC Other Expense – Commissioners

\$35,754.86 – 304.7120.5401 – Contract Services JFS Building – Commissioners

\$35,754.86 – 101.1105.5703 – Contingencies – Commissioners

\$2,000.00 – 246.4010.5301 – Dog Shelter - Commissioners

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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: Angela Karr, Clerk

In the Matter of
Fund Transfer Approved:

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

\$35,754.86 – 101.1105.5701 – Transfer Out – Commissioners
TO
304.0000.4901 – Transfer In 0- 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
Transfer and Re-appropriation of Funds Approved:

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

\$35,754.86 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1105.5701 – Transfer Out – Commissioners

\$10,000.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.2083.5483 – Uniforms – Sheriff

\$113.51 – 299.2006.5501 – Equipment- CCW Sheriff
TO
299.2006.5301 – Supplies CCW – Sheriff

\$3,425.00 – 313.8214.5604 – Engineer Interest Loan Note – Engineer
TO
313.8114.5603 – Engineer Principal Loan Note – Engineer

\$200.00 – 101.1105.5703 – Contingencies
TO
101.1221.5406 – APP Fees/ Clerk of Courts/ Legal Counsel – Auditor

\$700.00 – 101.1105.5703 – Contingencies – Auditor
TO
101.1222.5406 – APP Fees/ Municipal Court / Legal Counsel – Auditor

\$125.00 – 101.1105.5703 – Contingencies – Auditor
TO
101.1223.5406 – APP Fees/ Juvenile Court/ Legal Counsel - Auditor

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
Inactive Funds Approved:**

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

- 104 – Darbyville Rotary – Sheriff – last activity 2013**
- 105 – Orient Rotary – Sheriff - last activity – 2013**
- 106 – Williamsport Rotary – Sheriff – last activity 2013**
- 107 – Circleville Twp Rotary – Sheriff – last activity 2013**
- 109 – Tarlton Rotary – Sheriff – last activity 2013**
- 204 – FEMA Grant – Engineer – last activity 2013**
- 205 – Ohio Children’s Trust Fund – JFS – last activity 2012**
- 209 – Family & Children First County – JFS – last activity 2012**
- 212 – JAG (juvenile Asst Grant) – Juvenile Court – last activity 2012**
- 237 – Law Enforcement – Sheriff – last activity 2007**
- 238 – Drug Law Enforcement – Sheriff – last activity 2007**
- 250 – Haven House Byrne Memorial – Commissioners – last activity 2008**
- 261 – R.H. Howard Ditch Fund – Engineer – last activity 2007**
- 294 – OCJS Grant – Sheriff – last activity 2008**
- 298 – Homeland Security Grant – Sheriff – last activity 2011**
- 302 – Berger Hospital Retirement – Commissioners – last activity 2010**
- 303 – Downtown Annex Windows Replacement – Commissioners – last activity 2007**
- 602 – Environmental Services – Board of Health – last activity 2011**
- 603 – Clinical Services BOH – Board of Health – last activity 2011**
- 606 – Child & Family Health Services – Board of Health - last activity 2013**
- 615- IAP Grant – Board of Health – last activity 2013**
- 624 – Tobacco Prevention Grant – Board of Health – last activity 2011**

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
Blanket Purchase Order Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the BLANKET PURCHASE ORDER APPROVED:

- \$67.00 – 299.2006.5901 – Other Expenses Concealed Carry - 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
Waiver Approved:**

Nancy Graham, Fiscal Specialist, requested a waiver to pay The Savings Bank, in a timely manner related to the purchase of a Gradall for the Engineer’s Office. After discussing the request, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to The Savings Bank, in the amount of \$20,961.41 from line item #313.8114.5603 Principal Engineer Note, PO #RG190489, and \$1,737.41 #313.8214.5604 Interest Engineers Note, PO #RG190489.

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

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Nancy Graham, Fiscal Specialist, requested a waiver to pay Proline Electric, in a timely manner related to the CRC Building renovations. After discussing the request, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to The Savings Bank, in the amount of \$42,592.20 from line item #304.7120.5401 Contract Services JFS Building, PO #MV190453.

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
Deputy County Administrator Report:

The following is a summary of the report provided by Marc Rogols, Deputy County Administrator:

- There were no BWC claims filed and two unemployment claims filed for JFS and the General Heath District. The unemployment cases were the first filed for the year 2019.
- No appeal has been filed in the vicious dog case. The owner contends that he tried to file an appeal, but the elevator was broken at the Municipal building. Gary Kenworthy gave an additional thirty days for compliance. The owner was in partial compliance as of Friday, May 10th, having obtained muzzle, pens, fence etc.
- Craig Stevenson, Harral and Stevenson, completed the survey for the Pickaway Street properties. Mr. Rogols provided the Commissioners copies for review and is preparing for submission to the City Planning and Zoning at the next meeting May 20, 2019.
- Mr. Rogols is working on the printer/ copier contract. A bid has been received from Gordon Flesch and the office is still awaiting receipt two others.

In the Matter of
Report Provided by Darrin Flick:

The following is a summary of the report provided by Darrin Flick, EMA Director & Pickaway County 911 Coordinator.

- Tom Swisher explained that the fire templates went out to the Fire Chiefs last week and he is receiving feedback. Mr. Swisher and Mr. Flick are in hopes to have the EOC up and running for the LEPC meeting.
- Last week, Mr. Flick attended the Fairfield County LEPC Ex Final Planning Meeting Evaluator and County Healthcare Coalition Meeting.
- Mr. Flick will be attending the Fairfield County LEPC Ex – Evaluator this week and Mr. Swisher will be attending the HAM Radio Conference.
- Mr. Flick will be meeting with the Circleville Safety Committee to provide amplifying info on our proposal to help the city through consolidation of PSAPs.
- Mr. Flick will be working on the EOC in preparation for the move to the new facility.
- Mr. Flick will be preparing for the LEPC Ex Prep.

In the Matter of
Approval for the Temporary
Liquor License for Pickaway County Agricultural Society:

The Commissioners reviewed the application for a temporary liquor license submitted by the Pickaway County Agricultural Society. The request is for June 17, 2019 through June 22, 2019, to provide liquor at an event scheduled at 415 Lancaster Pike, Circleville, Ohio 43113.

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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 June 17, 2019 through June 22, 2019:

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
Engineers Design Build Scope for
PIC-T205-0.82 South Perry Road over Salt Creek and
PIC-CR125-2.04 Crownover Mill Road over Deer Creek:

The Commissioners reviewed the Professional Services Agreement between owner and E.I. Robinson Engineering of Ohio Co. for the replacement of superstructures for PIC-CR125-2.04, Crownover Mill Road over Deer Creek and PIC-TR205-0.82, S. Perry Road over Salt Creek.

Following the review, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to approve and allow the County Engineer to enter into the Professional Services Agreement with E.I. Robinson Engineering of Ohio Co.

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
Diebold Nixdorf Service Contract Renewal:

The Commissioners reviewed the Multi-Year Addendum Form with Diebold Nixdorf as the Maintenance Agreement for the vault equipment located at the County Treasurer's Office, effective August 1, 2019 to July 31, 2022.

Following the review, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to approve the Multi-year Addendum Form with Diebold Nixdorf.

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
CHIP Rehab Program
Subordination Agreement:

Rob Febes, TransCounty Title Agency, submitted a request for subordination of the second mortgage of record to the proposed new mortgage to the Savings Bank relative to Vicki Madden. Following the review, Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart to authorize Commissioner Wippel to execute the subordination agreement once submitted by TransCounty Title Agency.

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
Metropolitan Housing Board:

Kim Hartinger, Pickaway Metropolitan Housing Authority, met with the Commissioners to notify that Dan Litzinger is resigning from the Pickaway Metropolitan Housing Authority Board of Commissioners after 35.5 years of volunteer service. Mr. Litzinger is a Pickaway County Commissioner appointee to the Pickaway MHA Board and Mrs. Hartinger was seeking guidance on how the Board would like to proceed with filling this appointment effective July 1, 2019.

Mrs. Hartinger informed the Board that Pickaway MHA was also recently notified that the agency is eligible to consider Asset Repositioning of their public housing program rental properties under a Voluntary Conversion program. This process would take the public housing rental units from the HUD PIH Division and move them under HUD's Housing Choice Voucher program. The Pickaway MHA Board is currently reviewing the feasibility of this conversion and will likely meet with the Commissioners in the future for further discussion and comment.

Public Housing is units that HUD owns and they currently have 108 units from one bedroom to four bedroom units. MHAs receive a subsidy housing allocation and is only funded at 92%. They give vouchers and the individual pays to the landlord. The change would be that Metropolitan Housing becomes the landlord. Next years budget is showing that it will only fund public housing at 54%.

Mrs. Hartinger also informed the Board that Pickaway MHA has received a Firm Commitment from HUD to transition ownership of Pickaway Terrace to PMHA Pickaway Terrace, LLC which will allow the Housing Authority to own and manage Pickaway Terrace as a HUD property. In this process, the management structure will not change but the original Rural Development loan will be paid in full with a newly issued HUD loan. This will streamline the management of the property to one Federal agency rather than under the regulation of two federal agencies. This refinancing will also include funding to complete renovations geared toward energy efficiency at the property.

Commissioner Stewart asked if there are any obligations ten years down the road to keep units or can they be sold and Mrs. Hartinger explained that they can be sold. There are low housing tax credit that can be used to grow. There are programs for 62 years of age or disabled. They will still keep some restrictions on unites, such as non-smoking in all units. The voucher program they can stay in a unit or choose to go elsewhere. They are working on recruitment of landlords that have rental properties, however, they have had a hard time with the landlords that do not want to invest in maintaining or improving units and the older owners are getting out of having rental units. Voucher payments right now are over \$250,000 a month that they are paying out.

In the Matter of
Jobs and Family Services
Resolution for Pickaway County
2019 Plan for Kinship Caregiver Program:

Joy Ewing, Job and Family Services Director, met with the Commissioners to give insight that in October, Governor Dewine passed that JFS can provide child care for a grandparent or family member that wants to take on children before they would go to foster care. Some families cannot take on children due to the hardship of childcare expenses and it results in children having to be placed in foster care. The Kinship Caregiver Support Program will allow for families to be able to take on the children and keep them from having to be placed in foster care.

Following the review, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to approve the 2019 Plan for Kinship Caregiver Program

Resolution: PC051419-1

WHEREAS, the Pickaway County Job and Family Services receives a Kinship Caregiver Program Allocation from Ohio Department of Job and Family Services. These funds are in accordance Sub. H.B. 541 of the 132nd General Assembly and are to be used to assist with providing reasonable and necessary relief of child caring functions so that kinship caregivers, as defined in section 5101.85 of the ORC, can provide and maintain a home for a child in place of a child's parents.

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WHEREAS, the Kinship Caregiver program is a joint effort between the County Public Children Services Agency (PCSA) and the County Department of Job and Family Services(CDJFS).

WHEREAS, to properly access these funds for the PCSA, they must be transferred from the CDJFS (per ORC 5705.14) in which they are received from the Ohio Department of Job and Family Services into the PCSA Fund, which is allowable per ORC 5101.144 (PCSA).

THEREFORE, we the Board of Commissioners of Pickaway County, do hereby grant to Joy Ewing, Director of the County Department of Job and Family Services, the authority to approve the transfer of money from the PA fund to the CSEA Fund or PCSA Fund for calendar 2019, for the herein described purpose.

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
Community Development Block Grant
Fair Housing and Planning Administration:

Following the review of the Community Development Block Grant, Environmental Review Documentation and Certification Form for the General Administration, Fair Housing and Planning, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to authorize Commissioner Wippel to execute the Environmental Review Documentation and Certification Form.

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
Memorandum of Understanding
TCAP Agreement with the Ohio Department of
Rehabilitation and Corrections:

Following the review of the Statement of Agreement between Pickaway County Common Pleas Court, Pickaway County Sheriff's Department and Pickaway County Commissioner with the Ohio Department of Rehabilitation and Corrections, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel to authorize Commissioner Stewart to execute the TCAP Statement of Agreement.

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
County Administrator Report:

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

- Mrs. Dengler sent a letter and invoice to the USDA regarding back rent owed in the amount of \$59,912.84.
- Mrs. Dengler updated the cost and Maximus Report for the Health Department.
- Mrs. Dengler gave a tour of the Service Center downstairs space to Soil and Water.
- The .5K Bar Fun Run is Thursday, May16th. There is over 100 participants signed up for the event.
- Mrs. Dengler provided current budget projections for expenses and revenue.

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- Mrs. Dengler will gather information for the 2nd half appropriations with a 1% raise projection.
- Corna Kokosing bought tables for the Heritage Hall Ball on June 11, 2019.
- The City of Circleville has not paid booking fees to the Pickaway County Jail since April 2017.
- The Safety Meeting at City Council is scheduled for tonight at 6:00 p.m. and Mrs. Dengler plans to attend with the Commissioners and Darrin Flick, EMA Director.
- Mrs. Dengler will be billing Clean Screen Productions for Jon Brown, Maintenance Supervisors overtime for the movie shoot that took place at the Engineer's Office on May 12th, 13th and 14th.
- Mrs. Dengler will be working on the tax budget and clarify when it is due.

In the Matter of
2020 Census with
Mark Boyd, U.S. Census Bureau:

Mark Boyd, U.S. Census Bureau, met with the Commissioners to discuss upcoming 2020 Census operations and partnership opportunities that will ensure Pickaway County is prepared to facilitate the most complete and accurate 2020 Census count. In addition to determining our representation in Congress and influencing county planning; census data primarily determines how more than 675 billion federal dollars are distributed to states and counties like Pickaway County. Mr. Boyd presented a ***2020 Census Briefing PowerPoint presentation*** to the Commissioners and discussed operational timelines, jobs, partnership initiatives, innovations, and challenges of the 2020 Census. Mr. Boyd's goal is to help inform and prepare your team for what is coming; and hopefully facilitate a complete and accurate 2020 Census count of Pickaway County.

The 2020 Census is currently hiring for 2020 Census jobs. They want to hire people in Pickaway County who best know how to count people in their own county. Everything an applicant needs to know is on the website ***2020census.gov/jobs***. Mr. Boyd thanked the Commissioners for their time and looks forward to working with Pickaway County.

In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending May 11, 2019.

A total of \$631.58 was reported being collected as follows: \$100 in adoptions; \$44 in court restitution; \$150 in dog licenses; \$75 in dog license late penalty; \$40 in owner turn-ins; \$172.58 in private donations; and \$50 in redemptions.

Four (4) stray dogs were processed in; two (2) dogs were adopted.

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: Angela Karr, Clerk