

TUESDAY, MAY 30, 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, May 30, 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 Stewart offered the motion, seconded by Commissioner Henson, to approve the minutes from May 23, 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 1, 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 \$98,514.07 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

In the Matter of
Report Provided by Dave Conrad and Dustin Hube:

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

- Mr. Hube attended the Pickaway County Healthcare Coalition meeting on Friday, June 2nd. Wayne Gray, former City of Circleville Police Chief, provided a "Fight or Flight" video presentation.
- Ethan Allen, the Community Emergency Response Team (CERT) Leader, resigned the volunteer position. Dave Conrad, EMA Director, mentioned that the CERT, made up of volunteers that have been certified after completing the necessary CERT basic training and currently has about 5 members. Over the past several years at the request of the Circleville Fire Department, CERT has manned a first-aid station, at no cost, throughout the week of the county fair that assists individuals with minor cuts/scraps, providing bottled water in dehydration instances, and makes call-outs through the proper procedure if emergency services are needed, etc. Mr. Conrad mentioned that for the CERT members to be covered under insurance during the county fair, it must be requested to provide the first-aid station, and the request has not been made by the fire department. The commissioners recommended that the fire chief be contacted in writing regarding the matter and request a written reply. If no reply or request is received, it was recommended that the Pickaway County Agricultural Society (Fair Board) be contacted about providing a written request as the commissioners feel it is important to have a first-aid station available during the county fair.
- The county's EMA office will begin updating the county's 5-year Mitigation Plan that expires at the end of the year. The mandatory update to Mitigation Plan is a countywide comprehensive strategy for dealing with natural and man-made disasters.

TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- It was noted that when Sheriff Radcliff was contacted by Scioto Township Fire Chief, Chip Welch, via email, he informed Chief Welch that he will not be making any changes as to how the county's PSAP handles the dispatching of emergency services for 9-1-1 calls received from within the township unless the county's 9-1-1 Plan is amended. For a change to be made to the existing plan, an official request to call for a meeting of the county's 9-1-1 Planning Committee must be made.

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.

- The Request for Proposals (RFP) related to the 2018 bid packet for recycling drop-off services has been posted on the RPHF Joint Solid Waste District website, and RFP requests were emailed to waste haulers throughout the district. Responses are due June 30th, by 1:00 p.m.
- The RPHF Joint Solid Waste Board's recent meeting that had to be cancelled due to not meeting a quorum has been rescheduled for Thursday, June 15th, beginning at 9:30 a.m., and will be held in Hillsboro. A RPHF Policy Committee meeting is scheduled for Thursday, June 1st, at 11:00 a.m., in Washington Court House.
- Interviews are being scheduled in reference to the capital campaign for the Pickaway County Fairgrounds Revitalization project. Plans are also being made to have a booth at the county fair detailing the interior and exterior designs for the various buildings for public viewing and comments.

In the Matter of
Report Provided by April Dengler:

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

- A Workers' Compensation medical only claim was filed last week by corrections officer at the PCSO related to a hand injury.
- Mrs. Dengler is working on submitting the information related to the Ohio Bureau of Workers' Compensation bio-screenings that county employees participated in.
- Mrs. Dengler will be meeting with the Health Department later in the week to assist with updating its Personnel Manual.
- Mrs. Dengler will be attending a PAAC Advisory Board meeting on Friday, June 2nd, scheduled for 7:30 a.m. at Berger Health System.

In the Matter of
Amended Certificate Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following request for an AMENDED CERTIFICATE:

Resolution No.: PC-053017-1

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$85,000 for the Auto License & Gas Tax (ALGT) Fund #201; 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:

ALGT FUND #201
\$85,000

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

**TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

Attest: Patricia Webb, Clerk

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

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

201.0000.4930 – Engineer-Debt Proceeds

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
Appropriations Approved:**

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

**26,256.35 to 101.1105.5703 – Contingencies
21,814.42 to 201.3007.5506 – Engineer-Contract Projects
85,000 to 201.0000.4930 – Engineer-Debt Proceeds
85,000 to 201.3006.5501 – Engineer-Equipment
31,051.62 to 101.1105.5703 – Contingencies**

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
Transfers Approved:**

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

**300 from 101.1120.5309 – Treasurer- Postage
To
101.1120.5403 – Treasurer-Travel & Expense**

**600 from 101.1120.5309 – Treasurer-Postage
To
101.1120.5401 – Treasurer-Contract Services**

**31,051.62 from 101.1105.5703 – Contingencies
To
101.1110.5203 – Auditor-Insurance**

**240.55 from 101.2013.5203 – Sheriff-Court Services-Insurance
To
101.2013.5201 – Sheriff-Court Services-PERS**

**26,256.35 to 101.1105.5703 – Contingencies
To
101.1102.5203 – Maintenance-Insurance**

TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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
2017 Application for Certificate of Coverage
Annual Fee Assessment Statement Signed for Submission to the
Petroleum Underground Storage Tank Release Compensation Board:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Stewart to sign the 2017 Application for Certificate of Coverage Annual Fee Assessment Statement in the amount of \$1,800 for submission to the Petroleum Underground Storage Tank Release Compensation Board.

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
Bid Opening Conducted for
Pickaway County MON-CO21-4.62 / WAL-TO43-3.04 Guardrail:

The commissioners held a bid opening for the project referred to as Pickaway County MON-CO21-4.62 WAL-TO43-3.04 Guardrail for supplying guardrail and railing for structure replacements on Ringgold Northern Road and Winchester Road. Chris Mullins, County Engineer, and Anthony Neff, Deputy County Engineer, were in attendance.

Engineer Estimate: \$53,104

The following bids were received and read aloud:

Lake Erie Construction Co. 25 S. Norwalk Road P.O. Box 777 Norwalk, Ohio 44857	\$52,620
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M. P. Dory Co. 2001 Integrity Drive Columbus, Ohio 43209	\$48,456
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The bids were turned over to Mr. Mullins and Mr. Neff for review and contract award recommendation.

In the Matter of
Executive Session:

At 10:15 a.m., Commissioner Henson offered the motion, seconded by Commissioner Wippel, to enter into Executive Session with Joy Ewing, Pickaway County Job & Family Services (JFS) Director, pursuant to ORC §121.22 (G)(1) to discuss the appointment, employment, dismissal, promotion, demotion, or compensation of a Pickaway County JFS employee. The county administrator and county clerk were also in attendance.

TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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

Attest: Patricia Webb, Clerk

At 10:33 a.m., Commissioner Henson offered the motion, seconded by Commissioner Wippel, to exit Executive Session and resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

In the Matter of
Meeting in Executive Session:

At 10:37 a.m., Commissioner Wippel offered the motion, seconded by Commissioner Henson, to enter into Executive Session pursuant to ORC §121.22 (G)(1) to discuss the compensation of Pickaway County employees. The county administrator and deputy county administrator were also in attendance.

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

Attest: Patricia Webb, Clerk

At 11:02 a.m., Commissioner Henson offered the motion, seconded by Commissioner Wippel, to exit Executive Session and resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

Note: Commissioner Wippel was not present for the remainder of the day's session.

In the Matter of
Meeting of Pickaway County and Ross County
Joint Board of Commissioners Regarding Approval of
Annual Ditch Maintenance Assessments for Wolf Run Joint Ditch:

The annual meeting of the Wolf Run Joint Ditch Board of Commissioners was held regarding ditch maintenance assessments to the benefiting landowners of the drainage improvement that traverses Pickaway and Ross Counties. Present for the meeting were Commissioners Stewart and Henson, Chris Mullins, Pickaway County Engineer, and Ross County Commissioners Doug Corcoran, Stephen Neal, and Dwight Garrett.

An overall summary of cleaning, maintenance, and improvements made to the ditch by the Pickaway County Engineering Dept. since 2015, and what is planned for this year in regards to mowing and spraying and cutting back of vegetation in areas needed this fall.

TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The ditch’s base cost is \$75,558, and per the ORC, 20% of that amount is allowed to be maintained in ditch maintenance fund. Spreadsheets listing the individual assessments to be placed on the benefiting landowners’ tax duplicates for 2017, collectible in 2018 for both counties were reviewed. The last ditch base cost review for all county ditches was held in 2011, and ORC 6-year cycle in determining assessments based on inflation for continued maintenance, repairs, and improvements.

After reviewing the assessments, reflecting no increase from last year, Commissioner Neal offered the motion, seconded by Commissioner Stewart, to approve the 2017 Wolf Run Joint Ditch Maintenance Assessments and to adopt the following Resolution:

Resolution No.: PC-053017-2

WHEREAS, special assessments were made against the described real estate on the following list of benefiting acreage situated in Deercreek Township and Deerfield Township, located in Pickaway County, Ohio, and Ross County, Ohio, respectively; and,

WHEREAS, a county ditch maintenance fund was established in compliance with O.R.C. §6137.01 for the Wolf Run Joint Fund for the repair, upkeep, and permanent maintenance of said ditch constructed under Chapter 6131 of the Ohio Revised Code; and,

WHEREAS, on May 30, 2017, the Wolf Run Joint Ditch Board of County Commissioners met in Regular Session in the Pickaway County Board of Commissioners’ office and approved the annual maintenance assessments on the benefiting acreage for year 2017; then,

THEREFORE BE IT RESOLVED, that the Auditor of Pickaway County, Ohio and Auditor of Ross County, Ohio, are hereby authorized and directed to place said assessments on the Tax Duplicates of the benefited acreage for year 2017, collectible in year 2018:

Wolf Run Joint Ditch
Pickaway County – Deercreek Township

Property Owner	Parcel Number	Total Acres	Benefited Acres	Assessment Amount
Clifton, Richard J. & Judith A. - Trustees	C09-0-001-00-376-00	105.857	13.2	\$ 71.86
Sheridan, Mary Ellen-Trustee	C09-0-001-00-380-00	273	19	\$ 105.01
Hamman, Andy Russell & Cathryn	C09-0-001-00-354-01	24.36	22	\$ 121.60
Mace, Harold (Trust) & Norma Mace, Trustee	C09-0-001-00-373-00	72.2	48	\$ 265.32
Mace, Harold (Trust), Norma Mace, Trustee	C09-0-001-00-374-00	3.6	3.6	\$ 19.90
Massey, Norman D.	C09-0-001-00-380-01	7.18	4	\$ 22.09
Massey, Norman D.	P33-0-001-00-162-01	51.52	1	\$ 5.55
Shaw, Donald E. Sr.	C09-0-001-00-355-00	41	8	\$ 44.22
Shaw, Donald E. Sr.	C09-0-001-00-356-00	44	44	\$ 243.21
Shaw, Donald E. Sr.	C09-0-001-00-357-00	40	21	\$ 116.06
Shaw, Donald E. Sr.	C09-0-001-00-358-00	90	12	\$ 66.34
Barbee, T. Richard Jr.	C09-0-001-00-367-00	129	21	\$ 116.06
				\$ 1,197.22

**TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**Wolf Run Joint Ditch
Ross County – Deerfield Township**

Property Owner	Parcel Number	Total Acres	Benefitted Acres	Assessment
Oyer, Michael T. & Emily M. Oyer	100705007000	294.81	19.2	\$ 106.12
Mace, Norma-Trustee	090705009000	237.7	19.2	\$ 1,143.05
Davis, Donald L. & Wilma Jean	100705010000	160.13	98.4	\$ 543.89
Ge-MJ Farms. LLC	090705003000	306.66	107.03	\$ 593.07
Hamman, Andy & Cathryn Hamman	090705002000	184.68	31.9	\$ 176.33
Massey, Norman D.	100705012000	8.3	3.3	\$ 18.23
				\$ 2,580.69

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

Attest: Patricia Webb, Clerk

In concluding the annual meeting of the Wolf Run Joint Board of Commissioners, Commissioner Neal offered the motion, seconded by Commissioner Stewart, to adjourn.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Contract Award for Project Referred to as the
Pickaway County MON-CO21-4.62 WAL-TO43-3.04 Guardrail:**

Related to the bid opening held earlier in the day for the project referred to as the Pickaway County MON-CO21-4.62 WAL-TO43-3.04 Guardrail for supplying guardrail and railing for structure replacements on Ringgold Northern Road and Winchester Road, and upon the written recommendation of Anthony Neff, Deputy County Engineer, to award the contract in the amount of \$52,620 to Lake Erie Construction Company, 25 S. Norwalk Road, P.O. Box 777, Norwalk, Ohio 44857. It was noted in Mr. Neff's letter of recommendation that the low bidder, M. P. Dory Co., with a bid amount of \$48,456, submitted an incomplete bid.

Therefore, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to award the contract to Lake Erie Construction Company in the amount of \$52,620.

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

Attest: Patricia Webb, Clerk

TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Report Provided by Brad Lutz:

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

- Per ORC §5705.28 (C) Veterans' Service office submitted its standard annual letter requesting its full .5 mill inside millage collected for veterans in county's the 2018 budget.
- A letter was received from the City of Circleville Dept. of Public Service regarding a hearing Conditional Use Permit requested by the Pickaway County Agricultural Society that is scheduled to be held in the Circleville City Hall Council Chambers on June 7, 2017, at 6:00 p.m., related to various signs that have been placed on the fence at the county fairgrounds. A letter was also received regarding a Conditional Use Permit hearing scheduled for the same date and time related to the planned use for the county's building on South Pickaway Street.
- The county's General Fund second half departmental appropriations totaling \$7,158,978.35 have been prepared for distribution and are expected to be approved by the commissioners next week.
- The Simplex Grinnell Life and Safety sprinkler and alarm system agreement for the PCSO will be signed by Mr. Lutz for renewal.
- Jimmie Davis, Pickaway County Health Department Deputy Health Commissioner, inquired about a new filtered drinking fountain that includes a water bottle filling feature being installed at the Pickaway County Service Center, at the approximate cost of \$1,000. Mr. Lutz will further discuss the matter with Mr. Davis.
- The Ohio EPA's regulations that requires owners and operators of Small Municipal Separate Storm Sewer System (MS4) to develop and implement a Storm Water Management Program (SWMP) to minimize the discharge of pollutants within an urbanized area that have a moderate concentration of population was discussed. This is related to development and implementation of a plan to educate the public about ways to prevent wastes such as used oil, grease, etc., from entering storm drains and into surface waters of the State was discussed. This would include plans for Southern Point Subdivision in Scioto Township and Logan Elm Village Subdivision in Circleville Township. It was determined that the matter will be further researched by Mr. Lutz.
- The next Family & Children First Council meeting is scheduled to be held at the Pickaway County Education Center on June 14th, beginning at 9:00 a.m.
- An update from last week's discussion Mr. Lutz held with the commissioners related to the recent inquiry made by Kent Hardin, of Evolution AG in Circleville which sells Case IH equipment, a member of the NJPA Cooperative Purchasing program, was provided. Mr. Hardin had previously inquired as to why a price quote for a tractor purchase for the Pickaway County Agricultural Society had not been requested as the county was looking into purchasing a John Deere tractor and other equipment with the county fairgrounds improvement grant that was approved through the Ohio Department of Agriculture. Mr. Lutz had explained to Mr. Hardin that Evolution AG was not a member of the State of Ohio's Cooperative Purchasing program that the county is a member of. Mr. Lutz informed the commissioners that he has since learned that the county is permitted to participate in other cooperative purchasing programs outside of the State of Ohio's Cooperative Purchase program. Mr. Lutz reported that the county can become a member of the NJPA Cooperative Purchasing program at to cost and he reached out to Mr. Hardin about a price quote for a Case IH tractor, in addition to the NJPA Cooperative Purchasing program about the county becoming a member; however, he has not yet been contacted by either. It was determined that a response will be requested by the end of the week.

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 May 27, 2017.

A total of \$795 was reported being collected as follows: \$160 in adoptions; \$30 in boarding revenue; \$120 in dog licenses; \$45 dog license late penalties; \$95 in kennel licenses; \$95 in kennel licenses late penalties; \$40 in owner turn-ins; \$110 in private donations; \$100 in redemptions.

TUESDAY, MAY 30, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Seven (7) dogs were processed in; four (4) dogs were adopted.

With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, absent for vote. 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