

**TUESDAY, NOVEMBER 1, 2016**  
**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, November 1, 2016, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance.

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

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from October 25, 2016, with corrections.

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

Attest: Patricia Webb, Clerk

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

Commissioner Wippel offered the motion, seconded by Commissioner 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 November 2, 2016, 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 \$84,449.89 on the County Treasurer to satisfy the same.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Report Provided by Dustin Hube:**

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

- Mr. Hube provided a brief overview of the County Commissioners' Association of Ohio's Service Corporation (CCAOSC) Energy Committee Program Annual meeting he attended last week in Columbus. He mentioned that several counties have gone with the solar savings initiative, which the CCAOSC offers in collaboration with Palmer Energy Company. Pickaway County participates in the CCAOSC Electricity Purchase Program.

At the request of Mr. Hube, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to waive the waiting period to issue payment to the following:

- \$32,244.22 from line item #918.6206.5401 to the Pickaway County Engineer regarding the Roundtown Trail Project;
- \$3,317.37 from line item #317.8118.5603 and 317.8218.5604 to Vinton National Bank related to the Pence Tile Main Construction loan;
- \$12,410 from line item #311.8102.5603 and 311.8202.5604 to Huntington National Bank in reference to the Northwood Park Sewer Bonds.

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

Attest: Patricia Webb, Clerk

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

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

- Mr. Conrad attended a Community Health Improvement Plan (CHIP) Workshop last week at the Health Department related to prioritizing identified health problems in the community, clearly communicating those findings to the community, and stimulating action to create a healthier Pickaway County.
- Mr. Conrad attended a Circleville City Schools Safety Committee meeting in regards to additional safety measures at the school system's campus.

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

The following is a summary of the report provided by Eric Tucker, RPHF Solid Waste Coordinator:

- Last week Mrs. Tucker and Tom Davis, District Coordinator, attended an Ohio EPA grant meeting where they obtained information regarding recycling grants that are available and information on the application process.
- Mrs. Tucker and Mr. Davis met with a Rumpke Recycling representative last week regarding a proposal for a cardboard compactor at the recycling site that will be part of the EPA grant application. Fayette County also plans to apply for a grant to pour a concrete pad at its recycling area and wants to obtain dedicated bins for recycling and electronic drop-offs at its transfer station that can be accessed 24/7.
- Mrs. Tucker and Mr. Davis will be attending an Organization of Solid Waste Districts of Ohio (OSWDO) meeting in Columbus and a meeting with Resource Recycling Systems (RRS) later in the week.

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

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

- CORSA training, "Dealing with Toxic Employees" and "Discrimination/Harassment in the Workplace" was held on Wednesday of last week in the Pickaway County Annex, Suite 400. Twenty elected officials/department heads participated in the training.
- Free flu shots were offered to county employees today from 7:00 a.m. to 8:00 a.m. at the engineer's highway garage and again at the Pickaway County Service Center meeting room from 9:00 a.m. to 12:00 noon, and in the commissioners' conference room on Thursday, November 3<sup>rd</sup>, from 9:00 a.m. to 12:00 noon.
- A total of \$802 was distributed to each of the 9 county-affiliated organizations that parked cars last week at the Pickaway County Service Center as a fundraiser during Pumpkin Show.
- There was good attendance at the open enrollment meetings the Franklin County Health Improvement Program (CHIP) held last week regarding healthcare insurance for 2017. Franklin County changed the open enrollment to non-mandatory unless there are changes to an employee's healthcare benefits in 2017.

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- The Pickaway County Tire Collection Day sponsored by the RPHF Joint Solid Waste District and Pickaway County General Health District is scheduled for Saturday, November 5<sup>th</sup>, from 8:00 a.m. to 12:00 noon at the engineer's highway garage. Passenger tires will be accepted at no charge. All other tires (truck, tractor, etc.) are \$5.00 each. Tires will be accepted at no charge for township trustees on Friday, November 4<sup>th</sup>.
- First place winner of a \$150 Visa Gift card for the county employee Pumpkin Show Walking Challenge was Elizabeth Brannon (Dog Shelter) with 130,486 steps; Chris Rice (Dog Shelter) was the second place winner of a Fitbit Flex with 127,567 steps; and Jon Brown, (Maintenance Supervisor), was the third place winner of a \$25 Meijer gift card with 126,298 steps. A total of 75 employees participated in the challenge.
- Ms. Dengler will be attending the RPHF Solid Waste Recycling Outreach meeting in Chillicothe on Friday, November 4<sup>th</sup>, followed by a tour of First Capital Enterprises, the county's document destruction/paper recycling provider.
- Ms. Dengler will be participating in a Franklin County Wellness Program conference call on Thursday regarding the process to follow in which to go online and request a dietician to provide onsite healthy cooking demonstrations to county employees.
- A broadcast email will be going out to county employees regarding the Columbus Blue Jackets Public Service Appreciation Night at Nationwide Arena on Saturday, December 10<sup>th</sup>. Tickets start at \$34 (regularly \$54) and includes a Blue Jackets drawstring bag.
- The Westfall Education Foundation's Live Auction and Silent Auction is scheduled to be held Saturday, November 19<sup>th</sup>, at the Deer Creek State Park Lodge with Social Hour beginning at 5:00 p.m. Tickets are \$35 each, which includes food and raffle tickets.

**In the Matter of  
Travel Authorizations Approved for  
Job & Family Services Employees:**

The commissioners signed a Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and the performance home visits throughout the month of November at the total probable cost of \$1,430.

**In the Matter of  
Rental Lease Agreement with the  
Pickaway County YMCA Signed:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to execute the three-year Rental Lease Agreement with the Pickaway County YMCA, retroactive to January 2015, and terminating December 31, 2017.

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Discussion Regarding Central Ohio Regional Planning Organization  
Committee Representatives and Rural Transportation Planning  
Organization Sub-Committee Member Appointments:**

The commissioners discussed appointments of representatives to the Central Ohio Regional Planning Organization (CORPO) Committee and county Rural Transportation Planning Organization (RTPO) subcommittee members. Commissioner Stewart and Chris Mullins were discussed as the two elected officials who will represent the county on the CORPO Committee.

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Regarding the RTPO Subcommittee, the three Pickaway County Commissioners, the Pickaway County Engineer; a representative of the City of Circleville (largest city in the county); a representative of the Village of Ashville (full member of the Mid-Ohio Regional Planning Commission (MORPC)); the P3 Economic Development Director; Pickaway County Development & Planning Director; and a township trustee selected by the Pickaway County Trustees' Association were discussed as a 9-member subcommittee.

**In the Matter of**  
**Report Provided by Brad Lutz:**

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

- The departmental operating budget sheets have been distributed to county departments/agencies for the 2017 budget and are due back to Mr. Lutz by November 14<sup>th</sup>. Mr. Lutz noted that per ORC, the Veterans Services will receive .5 of a mill per dollar on the assessed value of the property in the county, which totals \$692,747.43.
- Mr. Lutz received a telephone call from Joe DeFelice, Harrison Township Trustee, regarding his concern that a decision has not been made in reference to his former request to receive 10% of building inspection fees for new development in the township to help off-set the costs of additional expenses the township incurs for maintenance of new roads, fire protection, etc. as a result of the new development. Mr. Lutz informed Mr. DeFelice that other options are being explored that could potentially provide additional revenue and he will be kept informed of the progress.
- Mr. Lutz informed the commissioners that he was again contacted by the homeowner in Wintergreen Subdivision that owns property adjacent to the county's sewer package plant. The homeowner wants to construct a building on a flat area of the rear of his property and a driveway leading to it. The homeowner claims that the county's corner post and fence on his property around the sewer package plant is impeding his ability to use his property and construct a driveway leading directly to the building he wants to construct. A legal easement was recorded in March 1973, years prior to the resident's purchase of the property. The homeowner obtained 2 quotes for the new driveway, \$2,800 and \$4,750 and he wants the county to pay for it. It was noted that a number of years ago the county paid to pave his driveway as a portion of it is utilized for the county to gain access to the sewer package plant. Over the years the county has crack-filled and sealed the homeowner's driveway, including the portion the county owns to access the sewer package plant. The county sanitary engineer has already informed the homeowner that county will not pay for the new driveway because there is a legal and recorded easement. It was ultimately determined that the commissioners will write a letter to the homeowner and inform him that no additional tax dollars will be spent other than to crack-fill and seal his existing driveway every 3 years or so.
- It was reported that a significant amount of droppings were removed from the North West corner of the courthouse parking lot from pigeons roosting on the courthouse roof line in that area. Pigeon spikes were installed and are working very well; however, the pigeons have relocated and are now roosting on the roof line at the back of the courthouse. The maintenance department will install spikes in that area as well.
- The Ohio Channel, which is producing a video on Pickaway County and the courthouse that will be aired sometime in December, contacted Mr. Lutz to obtain information about the Pickaway County Bicentennial Bell carrier. Mr. Lutz informed them that the bell carrier was designed constructed by Westfall High School students in 2001. He also contacted the Verdin Company (of Cincinnati) which forged the county's bicentennial bell during the 2001 Pumpkin Show. The company stated that they would be happy to provide a compact disc of numerous pictures of the process, some of which may be included in the video. Mr. Lutz mentioned that the pictures will also be a great addition to the Pickaway County Historical & Geological Library.
- Upcoming Ribbon Cuttings: Farthing & Stewart LLP and Peak Title Agency on Thursday, November 3<sup>rd</sup>, at 11:30 a.m., 229 N. Court St.; re-grand opening for Maurices' renovation of their store located at 1468 Circleville Plaza Dr. on Friday, November 4<sup>th</sup>, at 9:30 a.m.; and Chipotle Mexican Grill, 1469 S. Court St., at 10:30 a.m. on Saturday, November 5<sup>th</sup>.
- With the commissioners' plans to create a Pickaway County Land Bank, Mr. Lutz provided an overview of the Western Reserve Land Conservancy Conference he attended in Cleveland on October 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>. He mentioned that it was a very good conference and was very beneficial. He began by stating that county land banks are 501 (3) (c) quasi-governmental entities

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that are not pursuant to the ORC, and may ultimately perform a number of functions that can be tailored to the needs of individual counties and their municipalities and townships, but initially it is the goal to look at the demolition of tax delinquent blighted and deteriorated properties that negatively impact the value of other properties, and to put abandoned properties back on the tax roll. To date, 40 counties in the state of Ohio have created land banks and Mr. Lutz stated that more are on the way. County land banks are created by a resolution adopted by the county commissioners and the county treasurer's office will also play a major role. A shared services agreement between the land bank, county commissioners, and county treasurer will be required. One matter Mr. Lutz stated that the commissioners can begin to consider is assigning up to 5% of delinquent taxes that are collected by the county treasurer's office and county prosecutor's office as a dedicated source. It was noted that the county treasurer and county prosecutor offices receive 2.5% each of the delinquent property taxes collected for a total of 5%. The commissioners can also consider a dedicated appropriation to start the county land bank or advances from the general fund that would be paid back would be another option to consider. The county land bank would require a board of directors that would be composed of 5, 7, 9 members that statutorily includes at least 2 county commissioners, the county treasurer, one individual representing townships, and any other members appointed by the commissioners and treasurer. It was noted that at least 1 member must have private or non-profit experience in rehabilitation or real estate acquisitions. After providing the additional information, Mr. Lutz stated that it would not be out of the question to have the county land bank at least created by the end of the year. He said that he has all of the documents available to get the process started. Mr. Lutz also thanked the commissioners for allowing him to attend the conference and that he obtained very valuable information.

**In the Matter of  
Cash Advances Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following CASH ADVANCE request:

**2,204.99 from 101.1105.5801 – General Cash Advance  
To  
234.0000.4910 – Prosecutor-VOCA Advance In**

**2.000 from 101.1105.5801 – General Cash Advance  
To  
227.0000.4910 – Juvenile/Probate-VOCA Advance In**

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

Attest: Patricia Webb, Clerk

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

Commissioner Wippel offered the motion, seconded by Commissioner Stewart to approve the following FUND TRANSFER request:

**15,193.24 from 101.1105.5701 – Transfers Out  
To  
246.0000.4926 – Dog Shelter-Transfers In**

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

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**In the Matter of  
Appropriations Approved:**

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

**15,950 to 101.1105.5703 – Contingencies  
1,000 to 311.8102.5603 – Northwood Park Bond-Principal  
2097.38 to 297.5002.5901 – HELPS-Other Expenses  
12,500 to 501.6915.5102 – Countywide Sewer District-Employees Salary  
1,850 to 501.6915.5201 – Countywide Sewer District-PERS  
125 to 501.6915.5202 – Countywide Sewer District-Medicare  
3,500 to 503.6916.5102 – Darby Sewer Sub-District-Employees Salary  
500 to 503.6916.5201 – Darby Sewer Sub-District-PERS  
45 to 503.6916.5202 – Darby Sewer Sub-District-Medicare  
1,200 to 505.6918.5102 – Derby Sewer Fund-Employees Salary  
200 to 505.6918.5201 – Derby Sewer Fund-PERS  
15 to 505.6918.5202 – Derby Sewer Fund-Medicare  
1,000 to 506.6921.5102 – Derby Sewer Fund-Employees Salary  
150 to 506.6921.5201 – Orient Sewer-PERS  
20 to 506.6921.5202 – Orient Sewer-Medicare  
4,050 to 506.6921.5401 – Orient Sewer-Contract Service  
6,720 to 507.6922.5401 – Orient Water-Contract Service  
5,954.71 to 101.1105.5703 - Contingencies**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Transfers Approved:**

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

**1,000 from 907.1226.5501 – Law Library-Equipment  
To  
907.1226.5201 – Law Library-PERS  
  
5,224.28 from 101.1105.5703 – Contingencies  
To  
101.1120.5102 – Treasurer-Employee Salary  
  
12,500 from 203.3015.5501 – Engineer-Road & Bridge-Equipment  
To  
203.3015.5505 – Engineer-Road & Bridge-Materials & Supplies**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
County Engineer Update:**

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Chris Mullins, County Engineer, met with the commissioners to provide a brief update. Topics discussed included:

- A county engineer employee, which has the family plan, is inquiring about the county's Healthcare Insurance Buy-Out Program. It was noted that the employee is paid from the county engineer's Road & Bridge fund and not the county's General Fund.
- Howard Ditch Construction Assessments are being reevaluated by Mr. Mullins to ensure assessment amounts are in line in reference to landowners that are water-flow contributors to the ditch and landowners that benefit from the ditch.
- Mr. Mullins anticipates requesting the commissioners' enactment of temporary road load reductions after the first of the year on a portion of Five Points Pike from St. Rt. 56 to U.S. Rt. 62; Federal Rd. from London Rd. to McKinley Rd.; Scioto Darby Rd. from London Rd. to U.S. Rt. 62.
- Letters will be mailed to residents on McKinley Road to Federal Road regarding temporary road repairs that will be made.
- The Scioto Darby Road Bridge Replacement project is progressing at a more rapid pace than anticipated due to good weather conditions.

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending October 29, 2016.

A total of \$1,315 was reported being collected as follows: \$260 in adoption fees; \$60 in boarding revenue; \$270 in dog licenses; \$45 in dog license penalties; \$40 in owner turn-ins; \$40 in owner turn-in euthanasia; \$520 in private donations; \$80 in redemptions.

One (1) stray dog was processed in; thirteen (13) dogs were adopted; no (-0-) shelter-initiated euthanasia.

No firearms were discharged.

With there being no further business brought before the Board, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adjourn. Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes. Commissioner Wippel, yes; Voting No: None. Motion carried.

Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
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Attest: Patricia Webb, Clerk