

TUESDAY, OCTOBER 24, 2017
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, October 24, 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. John Allen, Administrator for the Village of South Bloomfield, visited and sat in on the session.

**In the Matter of
Minutes Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from October 17, 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 October 25, 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 \$300,326.44 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 Erica Tucker:**

The following is a summary of the report provided by Erica Tucker, RPHF Solid Waste District Admin. Asst./Recycling Outreach Specialist:

- After the third and final reading, the City of Chillicothe Council a passed an ordinance for a curbside recycling program. Bids will be received for the recycling bins that will be purchased through an Ohio EPA Recycling grant.
- It was reported that overall, the Pumpkin Show, Inc.'s trash and recycling bins distributed throughout Pumpkin Show went well. The bins were purchased with a recycling event grant from the Ohio EPA, and Director Craig Butler, rode in one of the evening parades with Mayor McIlroy.

**In the Matter of
Report Provided by Angela Karr:**

Angela Karr, Fiscal Specialist/Administrative Assistant, reported that the initial total of reported proceeds collected by organizations by parking cars at the Pickaway County Service Center as fundraisers during Pumpkin Show is \$9,377, and will be divided evenly between the nine organizations that participated, which included: DARE; PCBDD Special Olympics; DASH Animal Rescue; Haven House; Job & Family Services Child Support Enforcement Agency (CSEA); Community Emergency Response Team (CERT);

TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Partner For Paws; Soil & Water Conservation District (SWCD); and Juvenile Court Appointed Special Advocates (CASA)/Guardian Ad Litem (GAL). It was reported that this was the largest combined total amount of money collected in any one year.

**In the Matter of
Waivers Approved:**

At the request of Angela Karr, Fiscal Specialist/Administrative Assistant, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve waiving the waiting period to issue payment to the following:

- Pettibone Construction, Inc. in the amount of \$28,500 from line item #251.6255.5520 (FY2016 CDBG Projects) for installation of sidewalks on Long St. in the Village of Ashville.
- Roes Brothers Paving in the amount of \$35,282 from line item #251.6255.5520 (FY2016 CDBG Projects) for improvements to Redding Street in the Village of Tarlton.

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:**

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

- It was reported that the Community Emergency Response Team (CERT) members provided 157 volunteer hours during Pumpkin Show. There were 44 calls for first-aid assistance, mostly related to bee stings. A total of 28 people asked for assistance in locating or being escorted to their vehicles.
- Mr. Conrad will be assisting Red Cross later in the day in south end of Circleville with the installation of free smoke detectors provided by Red Cross. A request has also been made for the installation of one in the Village of Ashville.

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

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

- This year's Health & Wellness Pumpkin Show Passport Challenge was a huge hit. A total of 90 county employees participated, the largest number to date, and many reported that they enjoyed the challenge that took them to multiple destinations throughout Pumpkin Show in order to answer the Passport questions. Passports turned in will be evaluated for correct answers, which will be placed in a random drawing to win a mini iPad, a \$100 Amazon Card, and a \$50 VISA Card.

**In the Matter of
Meeting with Devin Scribner:**

Devin Scribner, the newly hired Executive Director for the Pickaway Addiction Action Coalition (PAAC), stopped by and Mrs. Dengler, Treasurer of the PAAC Board, introduced Mr. Scribner. His office is located in BHS Foundation's Marketing House.

Mr. Scribner, who is three weeks into the position, provided a brief background about himself and thanked the commissioners for their support they committed to PAAC prior to his employment. He reported that he has been meeting the various resource groups and community leaders affiliated with PAAC, and wanted to meet the commissioners and thanked for the support they committed to PAAC prior to his employment. He said inspired at the local level of resource organizations and community leaders that have banded together in PAAC's mission. Mr. Scribner mentioned that PAAC is partnering with the Addiction

TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Policy Forum in Washington DC on a 2018 – 2021 in a strategic plan that will be worked on for the next 6 to 12 months. He said that after he is more settled into the position, he provide the commissioners with a report.

At the conclusion of their discussion, the commissioners thanked Mr. Scribner for coming in to meet them. He asked that they contact him at any time if he could be of assistance or if they have any questions regarding PAAC.

In the Matter of
Resolution Adopted Authorizing the Submission of a
Competitive Critical Infrastructure Community Development Block Grant
Application for the Village of New Holland:

Clair “Butch” Betzko, Mayor of the Village of New Holland, follow-up with the commissioners in reference to last’s week’s meeting regarding the FY 2017 Competitive Critical Infrastructure Grant application the village is desirous of applying for the reconstruction of a portion of South Main Street in the village.

Since last week, Mayor Betzko informed the commissioners that after speaking with Stantec Consulting Services, Inc., the total project cost was able to come in in the \$370,000 range, down from the \$475,000 range that was quoted last week.

Since the county commissioners’ office will be responsible for the administration of the grant, if awarded, it will require a resolution to be adopted agreeing submit the grant application and to the sign can executive all necessary documents and administer the grant funds if the application is successful. The grant application will be in the amount of \$300,000, with the Village of New Holland provided \$70,000 in local contributions. The application is due to the Ohio Development Services Agency (ODSA) by November 10th, and it will require the adoption of an additional resolution for the procurement of grant administration / consultant services from qualified firms and/or individuals through the Request for Qualifications/Request for Proposal (RFQ/RFP) process.

After providing information about the scope or work for the project, Mayor Betzko requested the commissioners’ consideration of apply for the competitive grant on the behalf of the Village of New Holland; therefore, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

Resolution No.: PC-102417-1

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

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

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

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

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

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

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

Attest: Patricia Webb, Clerk

**TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

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

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

Resolution No.: PC-102417-2

WHEREAS, the Pickaway County Commissioners wish to apply for a Critical Infrastructure Grant in the amount of \$300,000 related to the Village of New Holland Infrastructure Project; then,

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

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

Attest: Patricia Webb, Clerk

Mayor Betzko thanked the commissioners and stated that it is anticipated that the application will be scored by ODSA/Office of Community Development in December, and if the competitive grant application is successful, public bidding for the project is expected to occur in January or February of next year.

**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:

**63,982 to 251.6225.5520 – FY 2016 CDBG Projects
5,000 to 206.5015.5403 – JFS-Travel & Expenses
20,000 to 206.5015.5301 – JFS-Supplies**

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 & RE-APPROPRIATION OF FUNDS:

**8,336 from 101.2013.5203 – Sheriff-Court Services-Insurance
To
101.2013.5102 – Sheriff-Court Services-Salary**

**2,850 from 101.2013.5212 – Sheriff-Court Services-PERS LE
To
101.2013.5102 – Sheriff – Court Services-Salary**

**20,785.44 from 101.2014.5203 – Sheriff-Communications-Insurance
To
101.2013.5201 – Sheriff-Court Services-PERS**

**TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**315.92 from 101.2014.5203 – Sheriff-Communications-Insurance
To
101.2013.5202 – Sheriff-Court Services-Insurance**

**1,216. From 101.2083.5430 – Sheriff-Training
To
101.2083.5313 – Sheriff-Membership**

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
Travel Authorization Approved:**

After reviewing the Travel Authorization submitted by Sheriff Robert Radcliff for the total approximate cost of \$1,400 to attend the Buckeye State Sheriff's Association 2017 Annual Conference to be held in Sandusky, Ohio, on November 12th – November 17th, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve and sign the document.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Rental Lease with the YMCA
Approved for an Additional 3-Year Period:**

The commissioners reviewed the current 3-year rental lease [2015, 2016, 2017] with the Pickaway County YMCA that expires on December 31, 2017. The YMCA is desirous of extending the lease for an additional 3-year period for the dance studio and art studio spaces it occupies in Memorial Hall. When reviewing the current 3-year lease, it was noted that there were agreed upon supplemental increases, bringing lease amount to \$900 per month in 2017.

At the conclusion of the review, the commissioners agreed to keep the monthly rate level at \$900 per month, and to extend the agreement at that rate for another 3-year period with no supplemental increases; therefore, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to extended the YMCA Lease Agreement for a another 3-year period at the rate of \$900 per month.

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

Mr. Lutz stated that he will prepare the 3-year extended lease and present it to the commissioners for signing next week, and he will contact Jeff Phillips, YMCA Director.

**In the Matter of
Filing for Articles Related to the
Creation of a Pickaway County Land Reutilization Corporation and the
Creation of an Initial Five-Member Board of Directors:**

The commissioners discussed steps required for the Initial Articles of Incorporation for the creation of a non-profit Pickaway County Land Reutilization Corporation that will be filed with the Ohio Secretary of State's Office by Ellery Elick, Pickaway County Treasurer. The first step is for the original appointment of a statutory agent, which was determined to be Commissioner Stewart.

TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

After discussing the matter, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to authorizing Commissioner Stewart to sign the above-mentioned documentation.

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
Miscellaneous Topics Discussed:

- Commissioner Stewart mentioned that he received an email from Dave Crawford, President of Circleville City Council, who stated that he and Mayor McIlroy have met with Kristen May, of ArtsaRound, are negotiating a lease agreement for the Pickaway Arts & Life Center to be housed in the former Evert's Middle School Industrial Arts Program wing and the gymnasium on Mill St. the City of Circleville owns. On September 5th, the commissioners announced that they were willing to commit a total of \$200,000 towards the center, paid in \$50,000 annual installments over the next four years, if the city wished to move forward with establishing the center, and the commissioners asked to be informed of that progress by December 1st, in order to include an appropriation in the county's 2018 Capital budget.
- A letter was composed and signed in response to a letter from attorney William Archer, counsel for the Scioto Township Trustees, dated October 20, 2017, in reference to transferring calls from within the township received at the Pickaway County PSAP to the Grove City PSAP in Franklin County. The letter of response essentially stated that if Scioto Township wishes to have its calls dispatched by Franklin County, and if Franklin County likewise wishes to dispatch calls from Pickaway County, then the township should request the Franklin County 911 Planning Committee to amend its plan to consent to those transfers, which was referenced in the Pickaway County Prosecutor's previous legal opinion. A copy of the commissioners' letter will be mailed to the Scioto Township Trustees and the Pickaway County Prosecutor.
- This past Sunday, Commissioner Stewart attended a ceremony at Memorial Hall where an Eyes of Freedom Flag signed by those who visited the exhibition was presented in appreciation to the commissioners for the use of Memorial Hall to display the traveling Lima Company Memorial exhibition during Pumpkin Show. Commissioner Stewart was also provided a tour of the Solider Monumental Association's Military Artifact Museum that was renovated due to damage incurred during high wind and heavy rain events last year.
- In discussing various boards/commissions that the commissioners make appointments to and interest that has been expressed to them from time-to-time from individuals requesting to be considered for appointment, it was determined that notices will be published in the Circleville Herald asking for the submittal of applications. Incumbent appointees whose terms are about to expire will also be requested to submit and updated application.
- Commissioner Wippel reported that a breakfast meeting of the volunteer leadership committee for the Pickaway County Fairgrounds Revitalization Project capital campaign will be held on November 8th.
- The commissioners and Mr. Lutz will be traveling to Preble County on November 2nd to tour its recently renovated fairgrounds with one of the county commissioners and the fairgrounds manager. A representative of ms consultants, inc., which is continuing to work on the building designs for Phase 1 of the county's revitalization project, will also participate in the tour. Discussion was also held on how any in-kind services agreements will be handled in the preparation of the fairgrounds for the project.
- The commissioners plan to compose a letter to the Pickaway County Agricultural Society (Fair Board) members regarding items for discussion and consideration related to the future operations of and other matters related to the county fairgrounds.
- The commissioners are scheduled to meet with the CEDA partners at the Village of Ashville Municipal Building this evening at 6:00 p.m.

In the Matter of
Pickaway County Soil & Water Conservation District Update:

TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Lindsey Shaffer, Pickaway County Soil & Water Conservation District (SWCD) Deputy Administrator, met with the commissioners and provided the agency's Quarterly update, along with Montana McFarland, Education/Outreach Coordinator. The following is a summary of the report:

ADMINISTRATIVE:

- Arista Hartzler, District Technician, volunteered at the Federation booth during the Farm Science Review.
- Ms. Shaffer completed the yearly inventory report for the SWCD office.
- Bill Black and Steve Hawkins were re-elected to the SWCD Conservation Board.
- The conservation project contractor list was recently updated by Ms. Hartzler and a few more contractors were added. The list is helpful to landowners who wish to do conservation projects on their own or through the SWCD office.
- Tawn Seimer, District Manager, has begun updating office policies that essentially mirror state offices policies.

EDUCATION:

- Ms. McFarland attended Educator's Week that was held in Hocking Hills and received 54.5 hours of training on environmental education. She also attended the Project WILD and Aquatic WILD training and the Project Learning Tree Program and received her certification in all, which allows her to utilize their programs in the schools.
- Ms. McFarland helped judge the Natural Resource Projects at the Pickaway County Fair and she mentioned that she was quite impressed with the level of knowledge shown by the project participants.
- Both Ms. Shaffer and Ms. McFarland attended a National Archery in Schools Program and became certified basic archery instructors and this enabled them to work the ODNR booth at the Farm Science Review and Earth Day Camp where they connected with many students.
- Ms. McFarland published 18 programs that are available for teachers to sign-up for presentations to their students.
- Ms. McFarland is serving on the Pickaway WORKS Committee in developing a program connecting businesses and school districts throughout the county.
- Ms. McFarland presented the Enviroscope at the Ohio State Fair.
- Tawn Seimer and Ms. McFarland served on the AG Day committee. A total of 761 fourth grade students from Circleville, Teays Valley, Westfall, Logan Elm, and New Hope attended the AG Day event that was held on September 8th. The students learned about Agriculture 101, corn, soybeans, equipment, water, drones, vet tech, hogs, and dairy and beef. The local FFA Chapters, Farm Bureau, and SWCD volunteered their time in assisting with the event.
- The SWCD office assisted with District 7 FFA Land Judging Contest held at Mount Oval, and there were 131 students that participated.
- With the assistance from Ms. Shaffer and Ms. Hartzler, Ms. McFarland has presented various educational programs to 595 students. A popular program with students is testing various nutrient levels in soil.

TECHNICAL:

- Three conservation projects the SWCD assisted with have been constructed; eight projects are currently being designed; and the district office completed 6 project designs that are now waiting for contracts to be signed or construction.
- There have been 5 new Conservation Resource Program (CRP) projects applications have signed up for the program and there are now 23 projects on the list to complete.
- The SWCD has responded to multiple pond checks in reference to proper soil types that would be feasible for a pond. During the earlier rains, numerous drainage complaints were received. Related to Swackhammer Road drainage issue, it was noted that the SWCD has not heard any more from landowners after it was communicated that it is a matter that Circleville Township is responsible in addressing.
- Ms. Shaffer and Ms. McFarland visited two Melvin Stone locations in the county as part of their auto CAD technical training group hosted by Pickaway SWCD.

Following a brief question and answer session, the commissioners thanked Ms. Shaffer and Ms. McFarland for the update.

TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Appointment of Bill McGowan to the
Pickaway County Board of Developmental Disabilities:

After the soliciting interested individuals by public notice in the Circleville Herald and reviewing the applications received, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to appoint Bill McGowan, Ashville, Ohio 43013, to a 4-year term as their At-Large member on the Pickaway County Board of Developmental Disabilities (PCBDD), commencing January 1, 2018.

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 County Administrator:

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

- Mr. Lutz and Patrick Herron, Wayne County Administrator have again been requested to provide a budget education presentation at the County Commissioners' Association of Ohio's Winter Conference in Columbus. The presentation is scheduled for Monday, December 11th, at 8:00 a.m.
- Mr. Lutz has drafted a letter that will be mailed later in the week to the rental tenants in the two buildings the county owns on the frontage of the fairgrounds reminding them of the March 31st date to vacate the premises that they were previously made aware of.
- BJ's Electric provided a quote in the amount of \$9,000 related to the dispatch communications room relocation.
- A formal report has been received from the Building Department related to inspections performed at the fairgrounds.
- The Pickaway County Service Center gutter repair project that was approved last year will begin this week.
- Commissioner Stewart and Mr. Lutz will be providing a presentation to the 2017 Pickaway Fellows Class on Thursday beginning at 9:00 a.m., at the Circleville Fire Station #1.

In the Matter of
Review of Draft 2018 Capital Plan:

The commissioners reviewed the various projects and purchases related to the draft Pickaway County 2018 Capital Plan.

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 21, 2017.

A total of \$771 was reported being collected as follows: \$240 in adoption fees; \$6 in boarding revenue; \$165 in dog licenses; \$60 dog license late penalties; \$25 in microchip fees; \$40 in owner turn-ins; \$135 in private donations; \$100 in redemptions.

Eleven (11) stray dogs were processed in; six (6) dogs were adopted.

**TUESDAY, OCTOBER 24, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

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, yes; 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