

**TUESDAY, JULY 11, 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, July 11, 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 Henson offered the motion, seconded by Commissioner Wippel, to approve the minutes from July 5, 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 July 12, 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 \$124,765.83 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:**

Erica Tucker, RPHF Joint Solid Waste District & Special Projects Assistant, mentioned the ribbon cutting that the commissioners will be attending at 3:00 p.m. today that will be held behind the Maxwell Center at the Ohio Christian University for the Pickaway County Roundtown Trail Project. She has assisted Tom Davis, Pickaway County Park District Board Director, with organizing the event.

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

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

- Payments are beginning to be received related to the invoices that were recently sent out for the annual EMA dues paid by townships, villages, and the City of Circleville, which are calculated on a per capita basis.
- It was determined that a line item will be set up in the county's Capital Fund in reference to the Pickaway County Fairgrounds Revitalization Project.

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**In the Matter of**

**Report Provided by Dave Conrad:**

The following is a summary of the report provided by Dave Conrad, EMA Director & 9-1-1 Coordinator:

- Mr. Conrad reported that Scioto Twp. Fire Chief, Porter Welch, provided him with two proposed addendums to the Pickaway Countywide 9-1-1 Plan.
- A check was received from the Ohio EMA Office in the approximate amount of \$8,000 related to manpower and equipment reimbursements that will be made to the various entities that responded to a hazardous material spill that occurred in the county on April 14<sup>th</sup>.
- Mr. Conrad and Mr. Hube will be attending a Norfolk & Southern Rail Safety meeting in Columbus tomorrow related to its hazardous material program.
- A Pickaway County 800 MHz Advisory Committee meeting is scheduled to be held at the Pickaway County Sheriff's Office, on Thursday, July 13<sup>th</sup>, beginning at 6:00 p.m. It was noted that some users have already converted to the new NG911 system, and a list of those will be provided to the commissioners' for review. By Ohio law, all users of the county's 800 MHz Communications system must be converted to the new NG911 system by the end of this year.

**In the Matter of**

**Agreement Signed with WDC Group, LLC, for  
Architectural Services Related to Renovations to the  
County's Building Located on South Pickaway Street:**

April Dengler, Deputy County Administrator, presented the AIA Document B105 – 2007 Standard Form of Agreement between the Pickaway County Commissioners and WDC Group, LLC, in reference to architectural services for renovations to be made to the county's building located on South Pickaway Street for the relocation of the Pickaway County Department Job & Family Services and the OhioMeansJobsPickaway office.

Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Stewart to sign the agreement.

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

Attest: Patricia Webb, Clerk

**In the Matter of**

**Pickaway County Outreach Specialist  
Quarterly Payment Approved:**

After reviewing the activity summary of the Pickaway County Outreach Specialist for the second quarter of 2017, Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Stewart to sign the acknowledgement of duties performed for the receipt of \$5,000 from the RPHF Joint Solid Waste District fund.

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

Attest: Patricia Webb, Clerk

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**In the Matter of**  
**Adoption of Concealed Carry Policy for Inclusion in the**  
**Pickaway County Policy & Procedure Manual:**

The commissioners reviewed the following concealed carry weapon (CCW) policy, prepared by Clemans, Nelson & Associates, for adoption in Section 5.19 of the Pickaway County Policy & Procedure Manual (PPM):

*The Pickaway County Commissioners adopt the following policy:*

- A. *As required by Ohio Revised Code §2923.1212, the following sign (or language substantially similar) will be posted at the entrance of every county-owned building, and at the entrance to the portion of any non-county-owned building which is leased by the county.*

*Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto these premises.*

- B. *In accordance with newly enacted sections of the Ohio Revised Code, the Pickaway County Board of Commissioners will permit the possession of concealed weapons into the Office of the County Commissioners by individuals legally licensed and authorized to carry such concealed weapon. Pursuant to Ohio Revised Code Sections 2923.126 and 2923.1210, individuals who bring their handgun onto other county land must leave the handgun in their own locked vehicle, either locked in the glove compartment, locked in the trunk, or locked inside a gun case. The individual's vehicle must be parked in a permitted area. An individual with a valid license to carry a concealed handgun may remove the handgun from their own vehicle parked on county property only for the purpose of transporting it to and from the trunk of that vehicle for storage.*

*Legal limitations to such possession shall be strictly enforced.*

- C. *Individuals who are not legally licensed to possess a concealed weapon are prohibited from bringing a firearm into the Office of the County Commissioners, into any County building, in any county vehicle, or onto any county land (including parking lots), even if it is kept locked in a vehicle.*
- D. *The County shall be immune from liability for any injury, death, or license to person or property that was caused by or related to a licensee bringing a handgun onto the premises or property of the County.*
- E. *In the event where a non-law enforcement county employee discharges a firearm in a county building, in a county vehicle, or while on duty, that employee and the related incident will be evaluated to determine if the employee acted outside the concealed carry law and scope of employment with the county. Scope of employment is the actions or activities an employee might reasonably undertake as part of his or her job. If the employee is found to be in violation of this policy, they will be subject to disciplinary action, up to and including discharge. Pickaway County will not defend or indemnify such actions by any official or employee.*
- F. *County employee who use a firearm or make comments about firearms in such a way that intimidates, harasses, coerces, or threatens any person will be subject to disciplinary action, to and including discharge.*
- G. *All employee who wish to possess concealed weapons in the Office of the County Commissioners will be required to provide proof of a valid concealed carry license to the County Administrator prior to carrying the weapon onto the premises. It is the employee's responsibility to ensure that the County Administrator has an effective and valid concealed carry license on file. Employees who bring a handgun onto the premises of the Office of the County Commissioners and who have not presented the County Administrator with the proper documentation, will be subject to termination.*

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Upon reviewing the above, it was determined that "E" will be eliminated as no county employee's scope of employment with the county, outside of law enforcement personnel, that has a CCW license includes carrying a concealed weapon.

Following the review, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the above policy, with the exclusion of "E," to be included in the Pickaway County PPM.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Approval from Various Elected Officials' Worksheets for**  
**General Fund Employee's Pay Adjustment Increases:**

Over the past few years, 3% pay step increases have been provided for elected officials' General Fund employees. Recently, the commissioners met with elected officials informing that then that this year, they are offering them the option to receive a 5% appropriation into their respective employee wages line item, providing them with the opportunity to adjust their employees' hourly compensation based on the individual employee's job responsibilities, longevity, and what is being paid in the current market for like positions in order to maintain experienced and qualified employees, and the ability to offer a competitive wage rate to qualified applicants to fill a position. The commissioners informed the elected officials that they would like to see a variation of wage percentage increases based on the reasons described above. If an elected official were to choose not to participate in the option of adjusting their employee's hourly compensation, a 3% appropriation will be provided to the elected official's respective payroll line item for employee wage increases. Elected officials were also informed that no more than 2% pay increases will be provided in 2018. Worksheets were provided to elected officials who were requested to turn them in for the commissioners' review today.

The commissioners reviewed the worksheets submitted by the Pickaway County Sheriff, Pickaway County Prosecutor, Pickaway County Treasurer, Pickaway County Recorder, Pickaway County Engineer's General Fund employees, Pickaway County Auditor, and Pickaway County Clerk of Courts. The Pickaway County Board of Elections (BOE) was provided an additional week to submit its worksheet so it may be reviewed during its meeting for scheduled for later this week, and it will be reviewed by the commissioners next week for consideration. It is noted that the Juvenile/Probate Judge Jan M. Long, and Common Pleas Court Judge, P. Randall Knece, choose not to participate in the option provided, and will be provided a 3% increase in their respective employee wages line items.

During the commissioners' review, it was noted that Jim Dean, Clerk of Courts, provided his employees with an increase earlier in the year when one of his employees took a position within another county department. As Mr. Dean does not intend to hire a new employee for the position, wages of that employee was spread among the remaining employees in the Clerk of Courts, all of whom were assigned with the various duties of the employee who left.

After the review, Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the worksheets submitted by the Pickaway County Sheriff, Pickaway County Prosecutor, Pickaway County Treasurer, Pickaway County Recorder, and Pickaway County Engineer's General Fund employees. It was determined that the county auditor will be requested to provide additional information, which will be considered next week at the same time the commissioners review the worksheet that will be submitted from the Pickaway County BOE.

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

Attest: Patricia Webb, Clerk

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

Ryan Scribner, P3 Economic Development Director, briefly met with the commissioners. At 9:32 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC §121.22 (G)(8) related to economic development assistance. Commissioner Henson was not present.

Roll call vote on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, not present for vote. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

At 9:45 a.m., the commissioners exited Executive Session, and Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to resume Regular Session.

Roll call vote on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, not present for vote. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

Upon resuming Regular Session, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, giving authority to Ryan Scribner, P3 Economic Development Director, to communicate the county's position regarding incentives for a prospect related to economic development.

Roll call vote on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, not present for vote. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Amended Certificate Approved:**

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

**Resolution No.: PC-071117-1**

WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE in the amount of \$34,440 for the Pumpkin Show Recycling Grant Fund #657; 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:

**Pumpkin Show Recycling Grant Fund #657**  
**\$34,440**

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**  
**Creation of New Line Item Approved:**

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

**401.7115.5975 – Fairgrounds Revitalization – Capital**

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:

**10,000 to 401.7115.5975 – Fairgrounds Revitalization – Capital  
17,220 to 657.0000.4557 – Pumpkin Show Recycling Grant-State Share  
17,220 to 657.0000.4556 – Pumpkin Show Recycling Grant-Local Share  
34,330 to 657.6084.5501 – Pumpkin Show Recycling Grant-Equipment  
250 to 101.1105.5703 – Contingencies  
150,000 to 260.1150.5401 – Auditor-Contact Services  
1000,000 to 202.3010.5506 – Engineer-Contract Project-  
10,000 to 201.3007.5495 – Engineer- Equipment-Lease/Rental ALGT**

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  
Transfer Approved:**

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

**250 from 101.1105.5703 – Contingencies  
To  
101.1223.5406 - Juvenile**

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  
Public Hearing for 2018 Pickaway County Tax Budget;  
2018 Pickaway County General and Non-General/Special Revenue Tax Budgets Approved:**

The Public Hearing scheduled for 11:00 a.m. was conducted for the 2018 Pickaway County General Fund and Non-General/Special Revenue Fund Tax Budgets for 2018. A Public Hearing Notice of the date, time, and location for the hearing was published in the Circleville Herald on June 30<sup>th</sup>. No members of the public were in attendance for the Public Hearing.

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The estimated revenue and expenditures were reviewed based on the submittals by county elected officials and department heads. With the estimated January 1, 2018 General Fund carryover balance of \$5,666,076.36, estimated 2018 revenue of \$17,533,307.00, and estimated 2018 expenditures of \$17,091,182.71, a General Fund ending balance of \$6,108,200.65 was estimated for 2018.

At the conclusion of the review, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the Pickaway County General Fund and Non-General/Special Revenue Fund Tax Budgets as presented.

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**  
**Subsidy Grant Agreements Signed for Community-**  
**Based Corrections Programs:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to sign the Ohio Department of Rehabilitation & Correction's Community-Based Corrections Program Non-Residential Felony, and Non-Residential Misdemeanant Subsidy Grant Agreements in the amounts of \$134,105, and \$128,102 respectively, that will be in effect for State Fiscal Years 2018 & 2019. The subsidy grants provide financial assistance to local governments in community-based corrections program services that are designed to reduce or divert the number of persons committed to penal institutions and/or detained in and/or committed to local corrections agencies.

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**  
**Satisfaction of Mortgage Signed for**  
**John F. Netherton and Christina M. Netherton:**

The commissioners' office receive a check in the amount of \$2,700 from the Chicago Title Insurance Company, Jacksonville, FL, which satisfies the county's lien placed on the property of John F. and Christina M. Netherton, 709 Deercreek Road, Williamsport, Ohio, 43164. In 2003, the Netherton's received \$18,000 in rehabilitation improvements to their home through the Community Housing Improvement Program (CHIP) grant, and eighty-five percent (85%) of that amount reduced automatically by 10% each year for a period of 10 years. Per the Private Owner Rehabilitation Mortgage signed by the Netherton's, a lien was placed on the property that represented the remaining 15% (\$2,700) of the home rehabilitation assistance.

Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Stewart to sign the Satisfaction of Mortgage, which will be provided to the Pickaway County Recorder's office for recording and release of the lien.

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**  
**Review of Pickaway County Fairgrounds Revitalization**  
**Project Schematic Design Owner Sign-off Documents:**

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Commissioner Wippel reviewed the schematic design owner sign-off documents he and Mr. Lutz examined on July 10<sup>th</sup>, with ms consultants, inc., and Quandel Construction representatives for the Pickaway County Fairgrounds Revitalization Project. The schematic design documents reflected the minor changes that were made after discussions with the representatives in the commissioners' regular meeting on June 27<sup>th</sup>. Commissioner Wippel reviewed a few minor alterations to the schematic designs with Commissioners Stewart and Henson that were discussed with the representatives on July 10<sup>th</sup>. The designs essentially verified the size, shape, and location of the various buildings that included the horse barn, hog barn, cattle barn, sheep and goat barn, small animal barn, outdoor covered barn, and the multi-purpose building. It was noted that the stall and pen sizes were not reflected in the schematic designs, which will be verified at a later time. Once the final owner sign-off documents are complete, ms consultants, inc. will move forward with the design and development phase. Cost estimates are expected to be provided in approximately 3 to 4 weeks after the commissioners sign final schematic design sign-off documents, which will be available in time for the donor campaign that is planned to kick-off in September. The final schematic designs will be posted on the commissioners' website. Final biddable documents will be available within the first two months of 2018, which will provide ample time to have a contractor in place prior to the 2018 county fair.

**In the Matter of**  
**On-Site Visit at Sofidel Manufacturing Construction Site:**

The commissioners, along with Ryan Scribner, P3 Economic Development Director, made an onsite visit to the Sofidel Manufacturing project that is currently underway in Pickaway Township.

**In the Matter of**  
**Roundtown Trail Ribbon Cutting:**

The commissioners attended the official ribbon cutting for Roundtown Trail, a 1.5 miles long asphalt walking and biking trail that connects the YMCA, Circleville City Schools' campus, and the Ohio Christian University. Speakers included Tom Davis, Director of the Pickaway County Park District Board; Dan Fouts, Chairman of the Roundtown Trail Committee; Chris Mullins, County Engineer; Tim Colburn, President/CEO of Berger Health System; Gary Scherer, Ohio House Representative, District 92; Commissioner Brian Stewart; and Ryan Scribner, P3 Economic Development Director.

**In the Matter of**  
**Number of Foreclosures Filed:**

It was reported that James Dean, Clerk of Courts, provided the following numbers related to the number of foreclosures filed to date as follows for comparison over the last 4 years: 2017 – 70; 2016 – 80; 2015 – 69; 2014 – 79.

**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 July 8, 2017.

A total of \$1,102 was reported being collected as follows: \$360 in adoptions; \$12 in boarding revenue; \$300 in dog licenses; \$135 dog license late penalties; \$40 in owner turn-ins; \$100 in private donations; \$75 in redemptions; \$80 in transfer out-rescue.

Five (5) dogs were processed in; nine (9) dogs were adopted.

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With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Wippel, 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