

MONDAY, NOVEMBER 27, 2006
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 Monday, November 27, 2006, with the following members present: Mrs. Ula Jean Metzler; Mr. Glenn D. Reeser; and Mr. Jay H. Wippel. Daniel V. Bradhurst, County Administrator, was also in attendance.

Mr. Reeser offered the motion, seconded by Mr. Wippel to approve the minutes from the previous meetings.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

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

Mr. Reeser offered the motion, seconded by Mr. 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 November 22, 2006, in the Commissioners' Voucher Register, and

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 **\$194,504.16** on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Cash Advance Back Approved:**

Mr. Wippel offered the motion, seconded by Mr. Reeser to approve the following request for CASH ADVANCE BACK:

1,895.62 from 296.1256.4910 – Misdemeanor Day Reporting
to
101.0000.4910 – Advance Back-General Fund

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Meeting with Rojanne Woodward
Regarding Job & Family Services Monthly Update:**

Rojanne Woodward, Director of the Pickaway County Job & Family Services, met with the Commissioners to provide the agency's monthly update:

Topics reviewed included:

- **Child Support Enforcement Agency staff changes:** Debi Hoffhines has accepted the division's position of Program Administrator, who has been serving as Interim Administrator since the departure of the previous administrator. Judith Topping, who has been a lead worker in the Child

Support Enforcement Agency, will replace Ms. Hoffhines as Program Manager of the Child Support units.

- **Faith-Based Summit:** A summit was held on November 3, 2006, and was well attended. Existing workgroups reported on progress made since the last summit and new objectives will be discussed at the next summit, scheduled for April 27, 2007.
- **Ohio Department of Job & Family Services (ODJFS) Audit:** The preliminary report from the ODJFS's recent audit of the local agency has not yet been received. The report is expected sometime in January or February 2007.
- **New Personal Computers (PC's):** The ODJFS has been working on the installation of new PC's for all employees at the local agency. These are state-owned computers and are of no expense to county or the local agency.
- **Unemployment Statistics:** Pickaway County's unemployment rate for October 2006 is 4.8%, down from 5.1% in September 2006.
- **Agency Statistics:** Statistics for the department's administration, child support, child welfare, family support, and Jobs One-Stop were provided through October 2006, reflecting the number of people served and their related costs were reviewed.

At the conclusion of the meeting, the Commissioners thanked Ms. Woodward for the agency's update.

**In the Matter of
Meeting Regarding Quarterly Investment Report:**

Dennis Yacobozzi of United American Capital Corporation (UACC) provided the Commissioners with the Pickaway County Quarterly Investment Report for the period of July 1, 2006, through September 30, 2006. Pickaway County Treasurer, Ellery Elick, and Pickaway County Auditor, Melissa Betz were also in attendance.

Mr. Yacobozzi reviewed the county's portfolio inventory; transactions; income; analysis; and market analysis. The report is on file in the Pickaway County Commissioners, Treasurer, and Auditor offices.

**In the Matter of
Resolution Adopted for
THEN and NOW CERTIFICATION**

At the request of Melissa Betz, County Auditor, Mr. Reeser offered the motion, seconded by Mr. Wippel to adopt the following two (2) Resolutions:

WHEREAS, for the period of December 1, 2006, to January 31, 2007, all purchases of \$750 or less are exempt from the THEN and NOW CERTIFICATION requirements, then

THEREFORE BE IT RESOLVED that for any person authorized to make purchases shall, within three (3) business days of making a purchase, file with the Pickaway County Auditor a written document stating the purpose, amount, and date of the purchase along with the name of the vendor.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of Resolution
Adopted Regarding All Blanket Certificates
Brought Before the Board of Commissioners for Approval:**

Mr. Reeser offered the motion, seconded by Mr. Wippel to adopt the following Resolution:

BE IT RESOLVED that any and all PURCHASE ORDER BLANKET CERTIFICATES, regardless of the amount, will come before the Pickaway County Board of Commissioners for approval.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Vacation Accrual Limitation Discussed:**

Melissa Betz, County Auditor, and the Commissioners held a brief discussion to explore the approach in which to address county employees who have been carrying over more than three (3) years accumulated vacation hours from one year to the next. The Ohio Revised Code (ORC) specifies the three (3)-year limitation, (excluding the current year's accumulation), as does the Pickaway County Employee Manual; however, approximately ten (10) county employees fall into the category of possessing more than three (3) year's of vacation hours on the payroll records.

It was decided that the topic will be further researched before making a final decision on how to legally address the issue, in addition to notifying all county employees that as of 2007, the three (3)-year accumulation of vacation hours is the maximum that will be keep on the payroll records or the employee will lose the vacation hours if not utilized.

**In the Matter of
Meeting Regarding Relocation of the
Pickaway County Emergency Management Agency Office:**

James Deal, Pickaway County Emergency Management Agency (EMA) Director, and Terry Frazier, Director of the Pickaway County Development and Planning Office (PCDPO), met with the Commissioners to discuss the relocation of the EMA office from Memorial Hall to the lower level of the former Pickaway County Sheriff residence/jail facility located at 121 West Franklin Street. Currently, the lower level is only partially occupied by the PCDPO and the Pickaway County Coroner.

The Commissioners explained to Mr. Deal that they would like to move the EMA office to the former jail facility for a number of reasons. They stated that they would like for Vicky Heiskell, EMA office support staff, and Lisa Huffer, PCDPO support staff to be blended into the same labor pool, contained within the same building, and could then be interchangeable between the two offices. The Commissioners stated that they are in favor of the move because they would like a more secure location for the EMA vehicle to be parked during non-business or necessary use hours, and feel the new office location could provide that security. They also explained that Memorial Hall may not be in county's facilities feasibility plan and with the EMA office occupying a relatively small area of the structure, the heating and cooling of the large building is not cost-effective for the county. The Commissioners explained that ultimately they would like to see the building turned over to a non-profit organization, such as the Pickaway County Historical Society, to be managed and maintained. At that suggestion, it was ascertained that Terry Frazier, current president of the Historical Society Board, would go back to the organization with the suggestion.

Upon further discussion of the EMA office relocation, it was determined that Mr. Deal will coordinate the move for the EMA office with the county maintenance supervisor, which will take place before the end of the year.

**In the Matter of
Commissioner Wippel Appointed as
Pickaway County Board of Commissioners
Representative on Enterprise Zone Committee:**

Terry Frazier, Pickaway County Enterprise Zone (EZ) Manager, met with the Commissioners and provided a copy of an application for a proposed Enterprise Zone Tax Incentives agreement for their review for *Florida Production Engineering, Inc.*, located in Pickaway Township.

Enterprise zone agreements are utilized as an incentive tool in bringing new businesses or expansion of existing business to the county, resulting in the creation of new jobs. Mr. Frazier stated that in conjunction with granting abatement for real estate and property taxes, certain policy guidelines can be adopted and offered the following items for the Commissioners review and eventual consideration:

- **Eligible projects:** Types of businesses eligible (retail not eligible except in distressed-based communities): Industrial, Commercial, high-tech only, etc. or, any eligible business that creates an established threshold of jobs or investment.
- **Minimum amount** of investment and/or job creation/retention for eligible project, and a policy on the amount (up to 100%) and duration (15 years maximum) of an enterprise zone incentive.

- **Percentage of new jobs** for local residents (within taxing district or township); Enterprise Zone area (if larger than a township); Pickaway County residents; women; minorities.
- **Contribution to economic development** initiatives such as P3-lump sum or annual contribution
- **Membership with the Chamber of Commerce**
- **Annual monitoring fee** to local jurisdiction: 1% of the benefit received, annual \$500 minimum to \$2,500 maximum as reimbursement for man-hours spent in monitoring the agreements. (This fee may be waived).
- **Agreement negotiation:** The County Commissioners may delegate a negotiating authority for an agreement. The Ohio Department of Development (ODOD) suggests a three member team consisting of a representative from the municipality/township, a representative from the county, and a representative from the affected board of education. This committee would determine if the project is eligible.
- **School Board notification policy:** Notify upon initial review or assigning to a committee (need not notify the school board according to ODOD), or notify upon submission of an EZ application form.

Mr. Frazier stated that these guidelines can determine what abatement is granted, depending on the number and type of jobs created. In Pickaway County, all EZ agreements must be jointly approved by municipalities/townships or city councils and the Board of County Commissioners.

Following further discussion of the topic, Mr. Reeser then offered the motion, seconded by Mrs. Metzler to appoint Commissioner Jay H. Wippel as the county representative on the above-mentioned three (3)-member negotiating authority committee.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Greenbriar Ditch Extension Project:**

Judy Wolford, County Prosecutor, and Robert E. Parker, County Engineer, met with the Commissioners to review the status of the Greenbriar Ditch Extension project.

The project was approved at the Final Public Hearing, conducted October 23, 2000, and the bid opening for the construction of the ditch extension was held on August 20, 2001; however, with the only bid received being over the cost estimate, a project contract award recommendation was never made by the county engineer. The new project estimate is now near completion by the county engineer, who will be filing it with the Commissioners' Clerk in the very near future.

Following dialogue that took place as to where in the sequence of the Ohio Revised Code's required procedures the project now stands, it was determined that once Mr. Parker files the new project cost estimate in the Commissioners' office, a "Second Final Public Hearing" will be scheduled and notices will be sent to all affected property owners by the Commissioners' Clerk notifying them of their amended assessments and the date, time, and location of the public hearing. Subsequently, a second bid opening will be conducted for the project's construction.

**In the Matter of
Prairie View Acres Subdivision Plat Approved:**

Mr. Reeser offered the motion, seconded by Mr. Wippel to adopt the following Resolution:

BE IT RESOLVED, that the Pickaway County Commissioners accepted and approved the plat for **Prairie View Acres, Saltcreek Township, Pickaway County, Ohio, Section 31, Township 11, Range 20**, then

THEREFORE BE IT RESOLVED, that all right-of-ways for roads, streets and easements be accepted for public use as shown on said plat.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of Prohibiting
Smoking in County Vehicles:**

Mr. Reeser offered the motion, seconded by Mr. Wippel to adopt the following Resolution:

WHEREAS, effective November 27, 2006, smoking, including inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or similar device for burning tobacco or any other substance is prohibited in Pickaway County vehicles.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Recording Equipment for
Court Magistrates Approved:**

Probate/Juvenile Judge Jan Long, and Dianne Hopkins Court Administrator, met with the Commissioners on behalf of the two (2) Court Magistrates, who handles child support, child custody, and neglect and abuse cases, to request their consideration of purchasing a new court recording system.

Judge Long informed the Commissioners that a recording system, required by statute, is necessary for the transcribing of court proceedings in the event that a party objects to and/or files a grievance regarding the court's proceedings and findings. Repair parts for the current recording system, which is several years old, are no longer available. He stated that the purchase of the equipment is not an allowable expense under the Department of Youth Services grant funds.

Ms. Hopkins distributed copies of a proposal from *Dolbey and Company*, 7164 Beechmont Ave., Cincinnati, Ohio 45230, in the amount of \$10,758.00 for two (2) recording systems for both magistrates including two (2) compatible computers with a ninety (90)-day warranty on parts and labor. A one (1)-year warranty is available at the cost of \$1,212.00 for a total of \$13,182.00 for both systems.

After obtaining further details regarding the request, Mr. Reeser offered the motion, seconded by Mr. Wippel to approve the purchase of the recording system after Ms. Hopkins researches the possibility of obtaining a longer warranty than ninety (90)-days on parts and labor.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest Patricia Webb, Clerk

The next topic of discussion was a safety issue regarding a small office located in the Courthouse boiler room which houses two (2) juvenile department employees. It was determined that researching an alternate area for the employees will be explored.

Ms. Hopkins then spoke to the Commissioners regarding the removal of a wall in a small office occupied by one of the juvenile probation officers. She informed the Commissioners that no matter how the office furniture is arranged there is no quick access out of the area in the event that a disruptive situation should occur. She explained that David Conrad, Maintenance Supervisor, stated it would be no problem to remove the wall to make the office larger and more conducive to the department's needs; however, on the opposite side of the wall is a twelve (12) foot evidence property cabinet belonging to the Clerk of Courts department. It was ascertained that Dan Bradhurst, County Administrator, will contact the Clerk of Courts department regarding the possible removal of the cabinet.

Ms. Hopkins then inquired when the new carpet for the juvenile department previously approved by the Commissioners will be installed. The Commissioners asked that she contact David Conrad to research the status of obtaining and installing the carpet squares for which he previously measured the area.

Judge Long and Ms. Hopkins then thanked the Commissioners for their time and support.

**In the Matter of
New Fee Schedule
Adopted for Pickaway County Animal Shelter:**

Mr. Wippel offered the motion, seconded by Mr. Reeser to adopt the following Fee Schedule for the Pickaway County Animal Shelter, effective December 1, 2006:

DOG TAG LICENSE

- Purchased prior to January 31, 2007 \$13.00
- Penalty dog tag license purchased after January 31, 2007 \$26.00

SURRENDER FEES

- Owner surrender fee \$15.00
- Litter of puppies \$25.00

REDEMPTION AND BOARDING FEES

- Redemption of first impoundment occasion for licensed dog \$15.00
- Redemption of first impoundment occasion for unlicensed dog \$20.00
- Redemption of second impoundment occasion \$25.00
- Redemption of third impoundment occasion \$30.00
- Daily Impoundment boarding fee \$ 5.00

All redemptions require current dog tag license. Dog tag licenses must be purchased prior to dog leaving the shelter.

ADOPTION FEE

Dogs/puppies (Includes current dog tag license) \$45.00

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Waiver Approved:**

Mr. Wippel offered the motion, seconded by Mrs. Metzler to waive the waiting period to issue payment to **Mark Allman** in the amount of \$7,453.00 from line item #252.5038.5524 for home repairs made through the Pickaway County FY05 CHIP Program to the Yinger residence, 5394 Mill St., Orient, Ohio 43146.

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Listing of Contracts Entered Into by
Pickaway County Job & Family Services:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved and otherwise executed by the Pickaway County Department of Job & Family Services and the Pickaway County Commissioners. The list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

LIST OF NEW OR AMENDED CONTRACTS

Organization/Agency	Contract Purpose	Contract Duration	Contract Amount
Sherrlynn Clawson	Homemaker	9/7/06 - 12/31/06	\$8.00/hour
Mill's Locksmith	Locksmith Services	7/1/06 - 6/30/07	\$40.00/hour + \$40.00 service call
Litter Quality Propane	Propane Gas for Jobs	8/15/06 - 6/30/07	\$1.699/gallon
ComDoc	Maintenance Agreement for Copier	8/1/06 - 07/31/07	.0115/black prints & \$1.11/color print

Ronda Shiltz	Daycare Provider	10/1/06 - 6/30/07	\$2.75/hour, \$68.75/wk parttime & \$104.96 - \$132.08/wk fulltime
Mary Sizemore	Homemaker	8/21/06 - 12/31/06	\$8.00/hour
Children's World	Daycare Provider	7/30/06 - 8/26/06	\$56.89/week parttime & \$114.14/week fulltime
Frances Carper	Daycare COAP	8/27/06 - 9/30/06	\$118.78/week Fulltime & \$76.94/week parttime
Frances Carper	Daycare COAP	8/27/06 - 9/30/06	\$104.96/week Fulltime & \$70.82/week parttime
Frances Carper	Daycare COAP	8/27/06 - 9/30/06	\$104.96/week Fulltime & \$70.82/week parttime
Ronda Shiltz	Daycare COAP	8/27/06 - 9/30/06	\$124.52/week fulltime & \$68.75/week parttime
Ronda Shiltz	Daycare COAP	8/27/06 - 9/30/06	\$132.08/week fulltime & \$68.75/week parttime
Ronda Shiltz	Daycare COAP	8/27/06 - 9/30/06	\$104.96/week fulltime & \$68.75/week parttime
Sherrlynn Clawson	Homemaker	9/25/06 - 12/31/06	\$8.00/hour
Rock-A-Bye Daycare	Daycare Provider	9/28/06 - 6/30/07	\$5.84-\$8.76/hour, \$82.00-\$87.00/wk parttime & \$87.00-\$92.00/wk fulltime
Catherine Lease	Daycare Provider	10/1/06 - 6/30/07	\$3.37-\$5.09/hour, \$70.00-\$86.00/week parttime & \$104.00-\$132.00/week fulltime
Peggy Dye	Homemaker	9/28/06 - 12/31/06	\$8.00/hour
Larry & Nancy Smetanko	Family Foster Parent	10/19/06 - 10/26/08	\$16.00/day for Birth thru 12 & \$22.00/day for 13 thru 18 years of age
John & Patricia Roberts	Family Foster Parent	7/24/06 - 7/24/08	\$16.00/day for Birth thru 12 & \$22.00/day for 13 thru 18 years of age
Alissa Lacey	Daycare COAP	8/27/06 - 9/30/06	\$118.00/week fulltime & \$76.00/week parttime
Integrated Service Systems Aha Process, Ince	OWF Intensive Services	7/1/06 - 6/30/07	Contract amendment completed increasing budget amt from \$54,000.00 to \$64,000.00
	Consulting Services	5/3/2007	\$2100.00 + expenses
Circleville City Schools	After School Demo Project	10/2/06 - 6/30/07	\$115,267.00
Blue Technologies	Maintenance Agreement for Copier	10/1/06 - 9/30/07	Serial #37032029 -.03025/copy or \$35.00/mo minimum Serial #37030078 \$.01815/copy or \$35.00/mo minimum
Edwards Creative Learning Center	Day Care Provider	10/30/06 - 6/30/07	\$5.39-\$8.76/hour, \$71.99-\$134.21/week parttime & \$80.00 - \$160.00/week fulltime
Juliann Palm	Homemaker	10/1/06 - 12/31/06	\$8.00/hour
Joe Williams	Foster Parent	11/5/06 - 11/23/08	\$16.00 to \$27.00/day depending on child's needs.
Pickaway County Juvenile Court	PCJFS to determine IV-E eligibility & assist in separation of IV-E funds	11/8/06 - 6/30/07	Juvenile Court to pay PCJFS \$1.00/case
Eveland, Thomas	Process Serving	1/1/06 - 12/31/06	Amending contract balance from \$17,150.00 to \$21,760.00
YMCA Kids World of Learning	Daycare Provider	11/15/06 - 6/30/07	\$5.39-\$8.76/hour, \$71.99-\$134.21/week parttime & \$102.38-\$169.90/wk fulltime
Brooks, Linda	Homemaker	11/16/06 -	\$8.00/hour

		12/31/06	
IMS	Maintenance Agreement for Canon Scanner	11/9/06 - 11/8/07	\$842.72/year
		11/28/06	
Reeser, Howard	Transporter	- 11/27/07	\$8.00/hour

Attest: Patricia Webb, Clerk

**In the Matter of
Weekly Animal Shelter Report Filed:**

The weekly report for the Pickaway County Animal Shelter was filed for week ending November 25, 2006.

A total of \$149.50 was reported being collected as follows: \$60 in sales of dogs; \$0 in redemptions; \$62 in donations; \$27.50 in sales of tags; \$0 in late tag fee penalties.

Four (4) dogs and no cats were destroyed.

No firearms were discharged.

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

Ula Jean Metzler, President

Glenn D. Reeser, Vice President

Jay H. Wippel

BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk