

**MONDAY, JUNE 4, 2007**  
**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, June 4, 2007, with the following members present: Mr. Glenn D. Reeser; Mr. Jay H. Wippel; and Mrs. Ula Jean Metzler. Daniel V. Bradhurst, County Administrator, was also in attendance.

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

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

Attest: Patricia Webb, Clerk

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

Mr. Wippel offered the motion, seconded by Mrs. Metzler 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 date June 1, 2007, 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 \$278,981.27 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Time Intervals Established for Updates from  
Various Committees/Agencies/Departments:**

The following is the list of time intervals the Commissioners would like to establish for receiving updates from appointees they have made to various committees/boards, in addition to receiving updates from various county departments and/or agencies:

<b>Paint Valley Alcohol, Drug Addition &amp; Mental Health Services Board (ADAMH):</b>	<b>Annual</b>
<b>Pickaway County Airport Authority:</b>	<b>Semi-annual</b>
<b>Animal Shelter Advisory Committee:</b>	<b>Semi-annual</b>
<b>Pickaway County Auditor:</b>	<b>Monthly*</b>
<b>Berger Health System Board of Governors:</b>	<b>Quarterly</b>
<b>Circleville/Pickaway Building Advisory Board:</b>	<b>Semi-annual</b>
<b>Educations Improvement Committee:</b>	<b>Semi-annual</b>
<b>Pickaway Co. OSU Extension Office:</b>	<b>Quarterly*</b>
<b>Pickaway Co. Dept. of Job &amp; Family Services</b>	<b>Monthly*</b>

<b>Nate Green – Pickaway Progress Partnership (P3):</b>	<b>Quarterly</b>
<b>Pickaway Co. Library Board:</b>	<b>Semi-annual</b>
<b>Pickaway Co. Mental Retardation Developmental Disabilities Board:</b>	<b>Quarterly</b>
<b>Metropolitan Housing Authority:</b>	<b>Annual*</b>

Already established\*

**In the Matter of Review of Applicant’s Qualifications/Experience for the Maintenance Repair Worker Position:**

Dan Bradhurst, County Administrator, and the Commissioners reviewed the list of qualifications and experience from applicants interviewed last week by County Maintenance Supervisor, David Conrad, for the County Maintenance Repair Worker position.

No action was taken.

**In the Matter of Ohio Public Works Commission Fund Disbursement Request for London Road Curve Relocation Project:**

On behalf of the Pickaway County Engineering Department, Commissioner Reeser signed a fund disbursement request in the amount of **\$101,918.55** related to the **London Road Curve Relocation Project #JAC-C003-3.38, CQ6J**, for which the county was granted at total of **\$400,096.00** from the Ohio Public Works Commission.

**In the Matter of Agreement with Trans Associates Consultants, Inc.:**

The Commissioners signed an agreement with **Trans Associates Engineering Consultants, Inc., 941 Chatham Lane, Suite 105, Columbus, Ohio 43221** on behalf of the Pickaway County Engineering Department **in an amount not to exceed \$15,000** without prior authorization. The scope of services include, but are not limited to performing reviews of preliminary site development plans and make recommendations regarding the proposed site access and internal circulation systems and assist in the definition of items to be addressed in requisite traffic impact studies and furnishing engineering or technical advice on other matters as directed.

**In the Matter of Review of Applications for the Position of Maintenance Repair Worker:**

Daniel Bradhurst, County Administrator, and the Commissioners reviewed applications received for the available position of Maintenance Repair Worker, with no decision made at this time.

**In the Matter of Waiver Approved for Payment to Huntington Bank:**

Mrs. Metzler offered the motion, seconded by Mr. Wippel to waive the waiting period to issue payment to **Huntington Bank** in the amount of **\$3,650.00** from line item **#311.8202.5604** for the semi-annual interest due related to the **Northwood Park Sanitary Sewer Bonds**.

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

Attest: Patricia Webb, Clerk

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

Mr. Wippel offered the motion, seconded by Mrs. Metzler to approve the following request for the CREATION OF A NEW LINE ITEM:

**225.2054.5401 – Juvenile/Probate-Clinical Assessment Contract**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Appropriations Approved:**

Mrs. Metzler offered the motion, seconded by Mr. Wippel to approve the following requests for the APPROPRIATION OF FUNDS:

**1,500 to 207.5020.5901 – Job & Family Services-PCSA Fund-Other Expenses  
12,000 to 225.2054.5401 – Juvenile/Probate-Clinical Assessment Contract**

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

Attest: Patricia Webb, Clerk

**In the Matter of Issuance of  
Blanket Purchase Order Approved:**

Mr. Wippel offered the motion, seconded by Mrs. Metzler to approve the following request for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**1,500 from 207.5020.5901 – Job & Family Services-PCSA Fund-Other Expense**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Travel Authorizations Approved:**

The Commissioners signed and approved Travel Authorizations at a total probable cost of \$2,457.99 for numerous Job & Family Services employees to attend various meetings, workshops, seminars, and training sessions to be held throughout the month of June 2007.

**In the Matter of  
Meeting Regarding U.S. Postal Service  
Delivery to the Pickaway County Courthouse:**

As a result of a letter the Commissioners received from Circleville Postmaster, Jim Blankenship, outlining various U.S. Postal Service concerns regarding the current mail delivery method related to county departments that, being housed in the Courthouse, share a common address. A meeting was scheduled to be held with Mr. Blankenship and affected county elected officials, or their designee, to review those concerns. The letter stated that the Courthouse mail delivery methods have come into conflict with postal delivery and security procedures. The following individuals were in attendance for the meeting: Melissa Betz, Pickaway County Auditor; Ellery Elick, County Treasurer; Joyce Gifford, County Recorder; Robert Parker, County Engineer; Dianne Hopkins, representing Juvenile/Probate Courts; Jim Dean, Clerk of Courts; Deanna Reeser, representing Common Pleas Court; and Lt. Rob Radcliff of the Sheriff's Department, representing officers stationed at the Courthouse Security Desk.

At the time for the meeting to commence, word was given that due to an emergency Mr. Blankenship was unable to be present; however, those in attendance remained to discuss a few of the concerns expressed in the letter.

The letter referenced that U.S. Postal Service policy requires mail carriers to keep their satchels with them at all times when they are not in their assigned vehicles. Currently, with the volume of Courthouse departmental mail, carriers park the vehicle at the locked rear entrance of facility and wait for a security officer to allow them access into the building while carrying numerous boxes of mail and leaving their in satchel unattended in the vehicle. The letter also referenced that normal mail delivery is altered or impeded when a carrier is detained at an entry point, and postal policy prohibits employees from entering a facility through a scanning device or locked-gated entry. In essence, this would result in the mail carriers leaving all of the various departments' mail at the front security desk. In response, Lt. Radcliff stated that security has no problem with the mail carriers entering through the front doors of the building and bypass scanning devices without emptying their satchels. Another point of concern he mentioned was that if all county departments' mail was to be dropped off at the security desk the responsibility for seeing that the mail was delivered to the appropriate departments would be placed on the security officers. Lt. Radcliff also stated that in signing for registered/certified mailings, the mail carrier will have to wait for a representative from each Courthouse office to report to the security desk to sign-off on their respective registered/certified mailing receipts.

Another concern mentioned in the Postmaster's letter was in reference to the event of a lockdown at the Courthouse. The correspondence stated that in the event of a lock-down at the Courthouse, the carrier's safety would be compromised by exceptions to its safety policies. In discussing the issue, it was ascertained that the likelihood for a lockdown situation would be rare, and in light of the fact that the carrier is in the building for only a short period of time, there should pose no reason for concern.

Dialogue took place among those in attendance in reference to the postal delivery changes that are sought to be made by the postal service that would severely affect the operations of the various departments and it was ascertained that another appointment will be scheduled with Mr. Blankenship next week in an effort to rectify the matter. In the meantime, Commissioner Reeser will contact Mr. Blankenship and provide him with the various concerns made in this meeting by the elected officials in preparation for that meeting.

At the conclusion of the meeting, Jim Dean informed the Commissioners that the Clerk of Courts computer system has been down for the past three (3) weeks. He stated that he is hoping to have the system back up and running later in the week, adding that the software is outdated and he intends to replace it with Certificate of Title funds. Mr. Dean stated that all legal matters have continued to be taken care of during the computer system "downtime" and the main issue will be getting the information into the new system. He stated he is checking into the bidding process for the procurement of a new computer system and/or software.

On another matter, Commissioner Wippel provided an architect's conceptual drawing for the possible construction of a building that could house non-court related county departments currently occupying the Courthouse. The site for the potential building is county-owned property at the northeast corner of the Pickaway County Service Center parking lot. He asked that the elected officials provide him with a breakdown of the square footage they feel they would require for their respective department and provide him with that information in the near future. Plans are to have a final cost plan completed by the end of the summer.

**In the Matter of  
Meeting with Robert Parker  
Regarding Sewer Main Back-up at  
Walnut Heights Subdivision:**

The Commissioners met with Robert Parker, County Sanitary Engineer, to discuss a Walnut Heights Subdivision resident that contacted the county regarding a recent sanitary sewer main backup that has caused flooding issues in his basement along with three (3) other residents.

Mr. Parker informed the Commissioners that homes in which the floor drains are connected to the sanitary sewer system as opposed to the storm water system experienced the problem. He stated such connections are in violation of the sanitary sewer regulations, and that possibly the only option homeowners have at this time is to install a sump pump and/or a backflow valve after the water recedes.

At the conclusion of the discussion, it was determined that the homeowner will be contacted to further discuss the matter.

**In the Matter of  
Meeting with Mike Struckman  
Regarding Access Management Fee:**

Mike Struckman, Scioto Township Trustee, briefly met with the Commissioners and Mr. Parker regarding his previous inquiry concerning a lot owner questioning \$50 township fee for a driveway permit and a separate \$50 fee for a preliminary lot split access permit on a township road as spelled out in the *Pickaway County Access Management Regulations* adopted in October 2006.

Mr. Struckman stated that it was his understanding that the *Pickaway County Access Management Regulations* were relevant to county roads only. Mr. Parker stated that the preliminary access permit fee is part of the regulations for driveway sight distance in lot split cases only, inclusive of lots located on township roads.

Following further discussion of the matter, Mr. Struckman concluded by saying that he felt that it was unclear at the time the *Pickaway County Access Management Regulations* were adopted that they would affect township roads in any way.

**In the Matter of  
Authorization to Purchase System Manager Upgrade for  
800 MHz Communications Tower:**

Jim Bingman, Chairman of the Pickaway County 800 MHz Advisory Board, met with the Commissioners to request their authorization to purchase a system manager upgrade for the county 800 MHz communications tower.

Mr. Bingman stated that the donated site controller/system manager equipment from Columbia Gas is up and running however, is in need of an upgrade. He presented a proposal from W S Electronics South, Inc., Xenia, Ohio, in the amount of \$6,000.00, for a system manager upgrade with full features and explained that funds are available in the 800 MHz Fund to purchase the equipment.

Following further discussion of the added features the upgrade will provide, Mrs. Metzler offered the motion, seconded by Mr. Wippel **authorizing the purchase of one (1) SMZA5C System Manager Upgrade from W S Electronics South, Inc. 1106 State Route 380, Xenia, Ohio 45385, in the amount of \$6,000.00 to be paid from the 800 MHz Fund.**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Correcting Entry Related to  
Contract Award for London Road  
Curve Relocation Project:**

In reference to the bid opening conducted on July 24, 2006, for the **London Road Curve Relocation Project**, a clerical error was made in reference to the contract award for the project. On August 7, 2006, it was erroneously entered into the Commissioners' meeting minutes that the contract was awarded to *KMC Paving*, 6790 Brooksmiller Road, Circleville, Ohio in the amount of \$664,846.61, low bid, whereas the contract was actually awarded to **Darby Creek Excavating, 6790 Brooksmiller Road, Circleville, Ohio in the amount of \$664,846.61, low bid.**

Attest: Patricia Webb, Clerk

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

The weekly report for the Pickaway County Animal Shelter was filed for week ending June 2, 2007.

A total of \$553 reported being collected as follows: \$288 sales of dogs; \$-0- redemptions; \$70 donations; \$156 in sales of tags; \$39 in late tag fee penalties.

Seven (7) 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 Mrs. Meltzer to adjourn. Voting on the motion was as follows: Mr. Reeser, yes; Mr. Wippel, yes; Mrs. Metzler, yes. Voting No: None. Motion carried.

Glenn D. Reeser, President

Jay H. Wippel, Vice President

Ula Jean Metzler  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk