

MONDAY, JUNE 16, 2008
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 16, 2008, with the following members present: Mr. Jay H. Wippel; Mrs. Ula Jean Metzler; and Mr. Glenn D. Reeser. Ryan Scribner, Pickaway County Administrator, was also in attendance.

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

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

Attest: Patricia Webb, Clerk

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

Mrs. Metzler offered the motion, seconded by Mr. Reeser 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 June, 2008, 2008, 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 **\$296,570.94** on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Allocation of April 2008
Sales Tax Collections:**

Mr. Reeser offered the motion, seconded by Mrs. Metzler to allocate the April 2008, Sales Tax collections in the following manner:

25,900 to 401.0000.4121 – Sales Tax Reserve
10,528 to 401.0000.4121 – Capital Improvements/Purchases
452,268.78 to 101.0000.4121 – General Fund

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

Attest: Patricia Webb, Clerk

**In the Matter of Able Roofing
Proposal Approved Roof Repairs to Memorial Hall:**

Mrs. Metzler offered the motion, seconded by Mr. Reeser approving the proposal from ***Able Roofing, 3034 Westerville Road, Columbus, Ohio 43224***, in the amount of **\$3,100** for roof repairs to the **Memorial Hall** building located at 165 E. Main Street.

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

Attest: Patricia Webb, Clerk

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In the Matter of
Re-Appointment of William Toole to the
City of Circleville/Pickaway County Building Department:

Mrs. Metzler offered the motion, seconded by Mr. Reeser to **re-appoint William R. Toole, 11 West Main Street, Ashville, Ohio 43103**, as the Commissioners' representative on the **City of Circleville/Pickaway County Building Department Advisory Committee**.

Mr. Toole's three (3)-year term will **expire July 31, 2011**.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, yes. Voting No: Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of Resolution
Adopted Approving Designated Alternate Members on the
Pickaway County Planning Commission:

Resolution No: PC-061608-1

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

BE IT RESOLVED that pursuant to Ohio Revised Code §713.22 regarding the designation of alternate members for another member on the Pickaway County Planning Commission, the Pickaway County Board of Commissioners hereby accept the following appointees to serve as alternate members for the following individuals:

- **Byron Rose**, 6480 Hatfield Road, Williamsport, Ohio 43164, to serve as the **alternate member for C. Randall Metzger**;
- **Nathan Wilson**, 27502 Kingston Pike, Circleville, Ohio 43113 to serve as the **alternate member for Alan Gabriel**.

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

Attest: Patricia Webb, Clerk

In the Matter of
Village of New Holland
Warning Siren Agreement Signed:

Mr. Reeser offered the motion, seconded by Mrs. Metzler to sign the Warning Siren System Agreement, transferring ownership to the Village of New Holland.

The warning system was purchased and installed with grant funds received through the Commissioners' Pickaway County CDBG FY06 Formula Program. The agreement states that the Village of New Holland will be responsible for all repairs, damage, and general maintenance to the system.

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

Attest: Patricia Webb, Clerk

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

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

Topics reviewed included:

- **Bargaining Unit Negotiations:** The initial meeting was held May 30. Future meeting dates are scheduled for June 17; July 1; and July 10.
- **Family & Children First Council (FCFC):** Wilma Beerman, FCFC Program Coordinator, will be changing from full-time status to part-time status beginning July 1, with Debbie Hoffman taking over the administration of the program, as Ms. Beerman will be retiring on September 30. As a result of state funding cuts, budget letters have gone out to all member agencies of the FCFC requesting five-year financial support commitments that serve at-risk children in Pickaway County.
- **Job & Family Services Agency Budget:** SFY09 initial allocations for the local agency have been received, with more cuts than expected. There is a projected increase in the agency's Children Services division due to increased placement costs. Mrs. Woodward stated that with an anticipated \$150,000 - \$160,000 deficit, she fully expects to come back to the Commissioners next year requesting county subsidy. An employee who is scheduled to leave in July will not be replaced.
- **Workforce Development:** With recent layoffs at area correctional institutions, the agency is scheduled to provide rapid response services to the affected employees on June 18 & 19, and again in July.
- **Unemployment Statistics:** Pickaway County's unemployment rate for the month of April was 5.6%, down from 6.7% in March.
- **Agency Statistics:** A spreadsheet was distributed for review reflecting the number of clients served through the agency's various divisions along with the associated costs.

**In the Matter of
Danielle Brust Appointed to the
Pickaway County Family Services Planning Committee:**

At the request of Rojanne Woodward, Mrs. Metzler offered the motion, seconded by Mr. Reeser to adopt the following Resolution, adding a new member to the Pickaway County Family Services Planning Committee:

Resolution No.: PC-061608-2

WHEREAS, pursuant to Ohio Revised Code 329.06, the Board of County Commissioners is required to establish a county family services planning committee; and

WHEREAS, the Board may appoint individuals to the committee in such a manner that the committee's membership is broadly representative of the groups of individuals and the public and private entities that have an interest in the family services provided in the county,

NOW, THEREFORE, BE IT RESOLVED that **Danielle Brust** is appointed to serve as a member of the **Pickaway County Family Services Planning Committee** through December 31, 2008.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Appointment of Joe Testa as
Assistant Director of the
Pickaway County Emergency Management Agency:**

Jim Deal, Pickaway County EMA Director, met with the Commissioners along with Joe Testa of Ashville, Ohio, regarding his appointment as the new Assistant Director for the agency. Waylon Strickland of the *Circleville Herald* was also in attendance.

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Mr. Testa will fill in for Mr. Deal during vacation or other extended periods of absence. In the past, Mr. Deal had to make arrangements with EMA Directors from surrounding counties to fill in if a natural, manmade, or other disaster situation were to arise.

Mr. Testa provided a summary of his experience in emergency management, including his volunteered services to the EMA over the past year and serving as the head of the Community Emergency Response Team (CERT) Program. He possesses CPR and other first-aid skills, and has worked with the Pickaway County Red Cross for a number of years. Mr. Testa has also had experience during his time spent in the military in assisting with the management of emergency situations.

Following the summary and a brief question and answer session, Mr. Reeser offered the motion, seconded by Mrs. Metzler to appoint **Joe Testa, 12792 Fridley Rd., Ashville, Ohio 43103**, as a contracted **Assistant Director to the Pickaway County Emergency Management Agency**.

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

Attest: Patricia Webb, Clerk

Mr. Testa took the Loyalty Oath per O.R.C. §5502.21 as recited by Commissioner Wippel, formally swearing-in him in as the Assistant Pickaway County Emergency Management Agency Director. Mr. Testa will work on a contracted, as-needed basis. A written contract will be finalized that will define his duties; hourly wage; and provide authorization to operate the agency vehicle if/when necessary to perform his duties in the absence of Mr. Deal. Mr. Testa will not be eligible Public Employee Retirement System (PERS), or group health insurance benefits.

On a separate topic, Mr. Deal spoke to the Commissioners regarding the annual Emergency Management Agency dues assessed for its services to all political subdivisions throughout the county. Pursuant to the Ohio Revised Code, the county commissioners set the amount county emergency management agencies assess on based upon the most recent Census per capita basis per political subdivision. Mr. Deal stated that the Pickaway County EMA has assessed \$0.05 per capita for more than 15 years. With current costs and the need for the purchase of emergency response equipment that will serve the entire county, the current dues assessments are deficient. Examples of other EMA per capita annual dues were provided to the Commissioners reflecting much higher figures.

It was determined that Mr. Deal will meet with township trustees to discuss an increase in the annual dues, and report back to the Commissioners with a recommendation.

In the Matter of
Meeting with Melissa Betz Regarding Month-End Reports and
Triennial Update for Real Property:

Melissa Betz, County Auditor, met with the Commissioners and reviewed the county's General and Non-General Fund revenue and expenditure reports for month ending May 2008.

Mrs. Betz then provided the Commissioners with an update related to the last general reappraisal and the next general reappraisal for real property tax purposes. Every six years counties are required by state law to perform reappraisals where properties are physically viewed and the frontage of properties are photographed. During the third year between that six-year period, a triennial update is required, however; properties are not viewed. Each time a property sale comes through the county auditor's office, on the conveyance form the price of the property sold is listed and the county auditor fills in the value as recorded on file, which is then sent on to the Ohio Department of Taxation, Division of Tax Equalization. Mrs. Betz explained that 20+ counties in the state are scheduled for their triennial updates. Of those counties, nine were mandated with an increase, including Pickaway County, with a 3% increase for residential; a 10% increase for agriculture; with no recommendations for commercial and industrial properties. Mrs. Betz pointed out that the increases are not necessarily "across the board" for each property. Depending on variables, one property may experience a 6% increase, with another experiencing no increase in value.

Mrs. Betz provided the Commissioners with Pickaway County's property sales ratio report for the last three years reflecting recorded appraised value numbers and actual property sales for various

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“neighborhoods” (houses of similar types/values) throughout the county. In reviewing the report, Mrs. Betz pointed out a few examples of discrepancies between property sales numbers and the county’s respective appraised value numbers. She stated that her office will be researching the cause of the discrepancies, whether it may be entry errors, or under/over property valuations recorded within the office.

In discussing agricultural land, Mrs. Betz said that her office has tillable farm land valued at \$3,000 per acre, and she doesn’t feel the 10% increase for agricultural land is enough to bring them up to fair market value. She expects value of acreage to increase to \$3,800 to \$4,000 per acre. Soil value types are mandated by the state based on a formula and county auditors are directed as to what will be charged per acre per soil type. In Mrs. Betz’s research of district by district, soil type by soil type, she found there should be a 7% to 55% increase in soil values, most averaging in the 35% range, and pointed out that just because soil type values increase, real property taxes will not necessarily increase at the same percentage rate. She stated that during the triennial and reappraisal years, schools and voting millage can not realize additional tax dollars because of this process and tax rates will be adjusted to accommodate that, however; she stated that the county has inside millage and real property tax revenue that will increase, but not at a windfall rate.

Following further discussion of the topic, Mrs. Betz stated that she will be submitting a tentative abstract to the Ohio Department of Taxation for approval for the county’s increase in real property values. Once it is approved, she will begin the process of notification of the value changes, followed up with hearings that will be held to receive questions and comments.

In the Matter of
Meeting with County Auditor and County Treasurer
Elected Official Faithful Performance Bonds:

With the recent recommendation made in the Ohio Auditor of State Bulletin issued June 2, 2008, Melissa Betz, and Ellery Elick, County Treasurer, met with the Commissioners to review the bond amounts of the various elected officials that insure against mistakes, errors, omissions, or fraud by third parties. Waylon Strickland of the *Circleville Herald* was also in attendance.

The Ohio Revised Code states, “All public officials are liable for all public money received or collected by them or by their subordinates under color of office.” Public officials are generally held strictly liable to account for public funds entrusted in their care and, in a finding for recovery situation, may be found individually liable for the loss of public funds even if he or she may not have been personally at fault.

Mr. Elick provided a spreadsheet reflecting various public official bond amounts, and while the bonds are within the amounts mandated by the ORC, discussion was held as to whether the amounts are sufficient. Mr. Elick explained that the bonds are not “insurance policies,” but instead are structured to cover initial damages, after which the bond company would come back to the elected official for collection. The question was raised regarding whether additional coverage is supplied by the County Risk Sharing Authority (CORSA), the county’s liability insurance provider carried through the Ohio County Commissioners’ Association of Ohio (CCAO).

In further discussing the topic, it was ascertained that further investigation will be necessary and *Clemans, Nelson, and Associates*, which handles various legal and other matters for the county, will be contacted for further clarification.

A brief discussion was then held concerning Mrs. Betz’s question as to whether sick leave is considered active pay status in regards to overtime. Ryan Scribner, County Administrator, responded by providing the example of if an employee was ill the first three days of a week, and works the remaining two with two hours overtime on one of those two days of that same work week, the employee will be paid at the overtime rate for those two hours.

Another question was raised by Mrs. Betz regarding whether employees will be eligible to receive PERS benefits and county group insurance in MRDD’s desire to privatize the Brooks-Yates Center Diversified Opportunities, Inc. Commissioner Reeser stated that it is his understanding that employees will be required to pay into social security, however; will have the option of contributing to the PERS as well if they so choose. As far as eligibility for group health insurance, the Commissioners stated that they are currently investigating the matter.

In the Matter of

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Meeting with Sheriff Radcliff
Regarding Various Departmental Matters:

Sheriff Radcliff and Lt. Rob Radcliff met with the Commissioners to discuss various topics related to their department and county jail. Wylon Strickland of the *Circleville Herald* was also in attendance.

Topics discussed included:

- **Inmate Overcrowding:** Sheriff Radcliff reiterated his previous concerns regarding inmate overpopulation at the county jail. The current daily population averages 125+ inmates, which are being held in the facility that is designed to house 110. He also expressed his concern regarding the number of inmates with “medical needs” which affects where they can be placed within the facility in addition to the associated medical expenses paid by the department and the required increase of personnel supervision.
- **Antenna for 800 MHz Communications Tower:** The countywide 800 MHz communications tower is slated to undergo a re-banding project. Sheriff Radcliff stated that as a result, it will be necessary for the department to purchase a new antenna for the approximate amount of \$14,000, however; resources are available in the jail’s commissary fund to cover the cost. He also stated there should be enough funds to cover the cost of a system to be put in place that tracks the times and frequency of inmate cell checks.
- **Purchase of a Mini-transport Van:** When the Sheriff stated he would like to replace an older, larger, high mileage transport van that is utilized for the transporting inmates to court or other correctional facilities with a mini-van, the Commissioners requested that it be included in the department’s five-year capital plan. He stated that two K9 unit vehicles need to be replaced as well. Lt. Radcliff informed the Commissioners that the department’s capital plan with the listed priorities will be submitted to them by next week. The Commissioners pointed out that they have already factored \$124,000 into the county’s 2008 budget for the purchase of vehicles for the department.
- **Laptop Computers:** The Sheriff recently attended a Law Enforcement Assistance Program meeting where he submitted a request for the funding of 35 laptop computers for the road patrol cruisers. Lt. Radcliff stated that a number of the road patrol laptops have had to be replaced by laptops that were previously being used by the administrative personnel, and that the remaining cruiser laptops are “on borrowed time.” The Sheriff indicated that he was told that his department should be able to receive at least 20 of the requested laptop computers through the program, if not all 35.
- **Renovation of the Basement of the Administration Building:** Due to the department’s administrative division space needs, the Sheriff stated he would like to further explore the renovation of the basement level. During discussion held in reference to moving forward with the renovation project, the Commissioners stated that they will work out an action plan and get back with the Sheriff in the near future.

Sheriff Radcliff then announced that he had a personnel matter that was necessary to discuss in Executive Session. Therefore, at 2:43 p.m. Mr. Reeser offered the motion, seconded by Mrs. Metzler to enter into Executive Session.

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

Attest: Patricia Webb, Clerk

At 2:43 p.m. Mrs. Metzler offered the motion, seconded by Mr. Reeser to resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

In the Matter of
Meeting Pickaway County
Planning Commission Fee Schedule Adopted:

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Terry Frazier, Director of the Pickaway County Development and Planning Office, and staff-member of the Pickaway County Planning Commission, on June 13, 2008, regarding the formal adoption of a structured fee schedule for various applications for plan or plat reviews made to the commission as discussed in Regular Session on June 2, 2008.

As a result, Mrs. Metzler offered the motion, seconded by Mr. Reeser to authorizing the implementation of the following Pickaway County Planning Commission fees:

Resolution No: PC-061608-3

WHEREAS, in February 2008, Pickaway County transitioned from a Regional Planning Commission to a County Planning Commission, and

WHEREAS, it is necessary to recover staff time, materials, and other associated costs in completing the requested services performed by the Pickaway County Planning Commission, then

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby approve the following fee schedule, effective July 1, 2008, and

BE IT FURTHER RESOLVED that the following fee schedule does not include associated fees or charges for the Pickaway County Engineer's plan and specification review; access management permits; the City of Circleville/Pickaway County Building Department's plan review or specifications and inspections; zoning fees; the Pickaway County Board of Health site evaluations; or other fees and costs associated with development:

Resource Publications (many publications are available on-line free)

- **Pickaway County Subdivision Regulations** **\$ 10**
- **Pickaway County Special Purpose Flood Hazard Reduction Resolution** **\$ 10**
- **Plans and other documents (black & white) up to ledger size (11 " x 17") at 25 cents/page**
- **Maps & illustrations in color up to 11"x 17" at \$3/page; larger sizes @ \$5/sheet**

Subdivision & Development Applications:

- **Residential Sketch Plan Review (applied toward preliminary plan fee)** **\$250**
- **Residential Preliminary Plan Review** **\$250 plus \$50/lot**
- **Residential Preliminary Plan Review (re-approval)** **\$250**
- **Residential Final Plat** **\$250**
- **Replat, extension, or plat re-approval (Residential, Commercial or Industrial)** **\$250**
- **Planned Unit Development (PUD) reviews or acre*** **\$\$250 plus \$50/lot**
- **Commercial/Industrial Preliminary Plan** **\$500**
- **Commercial/Industrial Final Plat** **\$250**
- **Lot splits or combinations, per lot** **\$ 50 per division**
- **Right-of-way & road dedication (no lots platted)** **\$250****
- **Variances or waivers** **\$100**
- **Flood permit** **\$ 50**

*the lesser amount is charged

**fees may be waived by the Pickaway County Commissioners for certain projects

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

Attest: Patricia Webb, Clerk

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**Acceptance of Performance Bond
For Sonic Restaurants, Inc.**

The Commissioners accepted the performance bond in the amount of \$12,177 for guaranteed improvements at a commercial subdivision in Circleville Township, titled Replat of Lot 2, Circleville Crossing Subdivision, for the Sonic Drive-in construction site at Lot 2-A.. The re-plat received a conditional plat approval by the Pickaway County Planning Commission on June 10, 2008. The bond is expected to guarantee the required improvements as determined by the Pickaway County Engineer.

**In the Matter of
Appropriation Approved:**

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

942.50 to 101.1105.5703 – Contingencies

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfer Approved:**

Mr. Reeser offered the motion, seconded by Mr. Reeser to approve the following TRANSFER and RE-APPROPRIATION request:

**942.50 from 101.1105.5703 – Contingencies
to
101.1140.5491 – Board of Elections-Contract Services**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfer Approved by County Administrator:**

Ryan Scriber, County Administrator, approved the following request for the TRANSFER and REAPPROPRIATION OF FUNDS:

**666.60 from 260.1150.5205 – Real Estate Assessment -Workers Comp.
to
260.1150.5403 – Real Estate Assessment-Travel & Expense**

**In the Matter of
Revisions to the Pickaway County
Policy & Procedure Manual Approved:**

In addressing Sub. HB 187 (Civil Service Reform), Internal Revenue Services requirements, and other revisions to the Pickaway County Policy & Procedure Manual that were previously reviewed with county elected officials and department heads in a Power Point presentation on June 9, 2008, Mr. Reeser offered the motion, seconded by Mrs. Metzler for their approval.

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

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Attest: Patricia Webb, Clerk

An updated manual will be provided to all county departments in the form of a compact disc.

In the Matter of
Weekly Dog Warden Report Filed:

The weekly report for the Pickaway County Dog Shelter was filed for week ending June 14, 2008.

A total of \$136 was reported being collected as follows: \$96 in sales of dogs; \$60 in redemptions; \$40 in donations; \$52 in sales of tags; \$13 in late tag fee penalties.

Six dogs were destroyed.

No firearms were discharged.

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

Jay H. Wippel, President

Ula Jean Metzler, Vice President

Glenn D. Reeser
BOARD OF COUNTY COMMISSIONERS
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Attest: Patricia Webb, Clerk