

MONDAY, SEPTEMBER 15, 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, September 15, 2008, with the following members present: Mr. Jay H. Wippel; Mrs. Ula Jean Metzler, and Mr. Glenn D. Reeser.

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 September 12, 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 \$152,247.01 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
Travel Authorization Addendum
Signed for Job & Family Services:

The Commissioners signed a Travel Authorization addendum at the total probable cost of \$75.20 for two Job & Family Services employees to attend a quarterly fiscal meeting to be held in London, Ohio on September 25.

In the Matter of
Letter of Cooperation Signed
Related to Replacement of Box Culvert in Matville
Road Improvement Project - Scioto Township:

The Commissioners signed a *Letter of Cooperation* related to the Scioto Township Trustee's grant application to the Ohio Public Works Commission (OPWC) for the Matville Road Improvements project. The grant is needed to repair the existing road and replace a deteriorated bridge.

The Pickaway County Engineering Department provided a letter of financial support for 25.1% of the construction costs, which will come from the Auto License and Gasoline Tax Fund in the amount of \$20,807.80 for the box culvert component of the project, contingent upon it being funded by the OPWC. The Scioto Township Trustees will provide funding totaling 20.4% of the cost of the project from the Township Road Fund.

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

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

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Topics reviewed included:

- **Ohio Department of Job & Family Services (ODJFS) CY2006 Audit:**
The local agency received its final audit information, with only \$44 in questioned costs requiring a corrective action plan.
- **Capitalization/Depreciation Issue:** The matter has been closed by the ODJFS. The agency now expenses assets over the useful life of the item.
- **Random Moment Sample (RMS):** Only 2 out of 354 RMS forms were not initialed. The agency now has an in-house audit of 100% of forms.
- **Contract Monitoring:** The agency now has written procedures in place and performs contract monitoring of sub-recipients.
- **Fixed Assets:** The agency now also has its own in-house inventory tagging system and will be requesting the county auditor to provide a letter of acceptance.
- **Unemployment Statistics:** The county's unemployment rate for the month of August will not be available until next week.
- **Agency Statistics:** A spreadsheet was provided reflecting the number of clients served through the agency's various divisions along with the associated costs for the period of August 2007, to August 2008. It was pointed out that the Children in Placement costs are now averaging 30 foster care placements per month, with the previous year averaging 20 per month. It was also pointed out that OWF, Food Stamps, Medicaid, and Disability Assistance programs have grown significantly in the past few months and are well above the numbers from a year ago and previous year's averages.

In the Matter of
Allocation of July 2008
Sales Tax Collections:

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

9,594 to 401.0000.4121 – Capital Improvements/Purchases
553,493.22 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
Records Retention Committee Meeting:

The second of two annually required Public Records Retention Committee meetings was conducted with Pickaway County Auditor, Melissa Betz, and Asst. County Prosecutor, Jayme Fountain in attendance.

Mrs. Betz reported that her office has put a records retention policy in place permitting the disposal of specified records on a scheduled basis. She recommended that all county offices adopt such a policy. Mrs. Betz also stated that she recently learned that the Ohio Historical Society does not provide permission to dispose of public records, instead reviews the request for disposal forms in order to identify any records that it may want to examine.

Ms. Fountain inquired as to the amount of record storage space the county may have available, as the prosecutor's office is required to permanently retain criminal files. Ms. Fountain was directed to contact the county maintenance supervisor, as there should be ample storage available Pickaway County Records Retention Center located in the old jail facility.

At the conclusion of the meeting, it was ascertained that next year's Records Retention Committee meeting will be conducted on March 9, 2009, and September 14, 2009 at 11:00 a.m.

In the Matter of
Fund Transfers Approved:

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Mr. Reeser offered the motion, seconded by Mrs. Metzler to approve the following FUND TRANSFER requests:

**83.22 from 101.1105.5611 – Depository & Investment-Interest
to
901.0000.4707 – Special Project Assessment-Interest**

**218.67 from 101.1105.5610 – Depository & Investment-Interest
to
202.0000.4706 – Motor Vehicle Permissive Tax-Interest**

**837.71 from 101.1105.5609 – Depository & Investment Interest
to
201.0000.4705 – Auto, License & Gas Tax-Interest**

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
Transfers Approved:**

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

**4,000 from 101.1217.5418 – Juvenile-Monitored House Arrest
to
101.1217.5496 – Detention-Medical Expense**

**135 from 101.1140.5901 – Board of Elections-Other Expenses
to
101.1140.5489 – Board of Elections-Travel**

**170 from 101.1140.5901 – Board of Elections-Other Expenses
to
101.1140.5489 – Board of Elections-Travel**

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
Appropriations Approved:**

Mr. Reeser offered the motion, seconded by Mrs. Metzler to approve the following requests to APPROPRIATE FUNDS:

**155,000 to 201.2006.5506 – Auto, License & Gas Tax-Contract Projects
18,000 to 225.2021.5401 – Juvenile/Dept. of Youth Services-Alternative School
691.53 to 246.4010.5527 – Dog & Kennel-Vehicle Expenses**

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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In the Matter of
Cash Advance Back Approved:

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

9,345 to 294.2009.5801 – O.C.J.S. Equipment Grant-Advance Back
to
401.0000.4910 – Capital Improvements-Advance In

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
Waivers Approved:

Mrs. Metzler offered the motion, seconded by Mr. Reeser to waive the waiting period to issue payment to the following:

Sherrlynn Clawson in the amount of **\$320** from line item #206.5015.5401 for homemaker services;

Peggy Dye in the amount of **\$320** from line item #206.5015.5401 for homemaker services;

Marjorie Hoagland in the amount of **\$482** from line item #206.5015.5401 for daycare services;

Christina Schwalbach in the amount of **\$1,791** from line item #206.5015.5401 for daycare services;

Rebecca Holland in the amount of **\$1,224.04** from line item #206.5015.5401 for daycare services;

Circleville Municipal Court in the amount of **\$649.54** from line item #206.5015.5401 for Rebecca Holland garnishment payment;

Angela Turner in the amount of **\$1,065.76** from line item #206.5015.5401 for daycare services;

Jill Gerchy in the amount of **\$929.78** from line item #206.5015.5401 for daycare services;

Lillian West in the amount of **\$266.68** from line item #206.5015.5401 for daycare services;

Samantha Hoselton in the amount of **\$2,041.86** from line item #206.5015.5401 for daycare services;

Laugh & Learn Daycare in the amount of **\$5,247.70** from line item #206.5015.5401 for daycare services;

Sherri Congrove in the amount of **\$1,776.90** from line item #206.5015.5401 for daycare services;

Joni K. White in the amount of **\$2,254.60** from line item #206.5015.5401 for daycare services;

Sheila R. Estep in the in the amount of **\$1,314.50** from line item #206.5015.5401 for daycare services;

Sonja M. Dawson in the amount of **\$2,111.00** from line item #206.5015.5401 for daycare services;

Wal-Mart in the amount of **\$506.04** from line item #257.5031.5401 for WIA Dislocated Worker expenses (tires);

Wal-Mart in the amount of **\$970.63** from line item #257.5029.5401 for WIA Adult expenses (tires, clothes, school supplies);

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Wal-Mart in the amount of **\$63.40** from line item #257.5020.5901 for adoption celebration expenses;

Wal-Mart in the amount of **\$917.09** from line item #207.5020.5401 for foster children clothes & supply expenses;

Wal-Mart in the amount of **\$172.21** from line item #206.5015.5301 for supply expenses;

Wal-Mart in the amount of **\$217.63** from line item #206.5015.5446 for client PRC assistance expenses;

Brooks Yates Center in the amount of **\$17,559.47** from line item #206.5015.5401 for TANF Help Me Grow expenses;

Brooks Yates Center in the amount of **\$6,828.68** from line item #209.5022.5940 for Family & Children First Help Me Grow expenses;

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 Authorization for
County Engineer to Enter Into Contract
With BBC&M Engineering Services for Cromley Road Bridge Project:**

Chris Mullins, Deputy County Engineer, met with the Commissioners requesting authorization for Pickaway County Engineer, Robert E. Parker, to enter into contract with *BBC&M Engineering, Inc.* for subsurface investigation services related to the Cromley Road Bridge Replacement project over Walnut Creek. The existing bridge is to be replaced with a single-span truss bridge on an alignment shifted approximately 25 feet west.

The scope of work includes performing two (2) structure borings and two (2) pavement borings at the project site at for a lump sum fee of \$7,650, and the Structure Foundation Report sheet preparation for an additional lump sum fee of \$1,450.

Following the Commissioners' review of the proposal, Mrs. Metzler offered the motion, seconded Mr. Reeser authorizing Robert E. Parker, Pickaway County Engineer, to enter into contract **with *BBC&M Engineering, Inc.* 6190 Enterprise Court, Dublin, Ohio 43016-3293 for a total lump sum fee of \$9,100.**

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 Terry Frazier
Regarding Building Department:**

Terry Frazier, Director of Development & Planning, met with the Commissioners for his weekly briefing on the progress of county building department.

Mr. Frazier met with Circleville Mayor Chuck Taylor last week regarding the city's building department assets. Mr. Frazier will be providing the Commissioners with a list of the assets and their values in the near future.

A local heating and cooling contractor has inspected the county building department's future facility and will repair or make recommendations for HVAC system as needed.

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The county prosecutor's office has provided its approval as to form on the *Asebrook & Company Architects* interim contract for the county building department's plan reviews and back-up services on a contracted as-needed basis.

The position description for the building department's "Permit Technician" has been provided to Jobs One-Stop for posting. Mr. Frazier expects to begin the pre-screening and interview process the week of September 22. He will provide a "short list" of qualified applicants to the Commissioners shortly thereafter.

In the Matter of
Proposal from Roesse Brothers
Approved for Seal Coating/Striping of
Building Department Parking Lot:

After reviewing three proposals obtained for seal coating and line striping of the rear parking for the future location for the county building department, 124 W. Franklin St., Mr. Reeser offered the motion, seconded by Mrs. Metzler to approve the proposal from *Roesse Brothers Paving, 14360 St. Rt. 104, Ashville, Ohio 43103* in the amount of **\$890**.

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 Robert Adkins
Regarding Contract with Time Warner:

Robert Adkins, the county's contracted IT Director, met with the Commissioners to discuss broadband services.

Mr. Adkins presented a 60-month Master Service Agreement from *Time Warner Cable* for the installation and monthly fees for dedicated Transport/Metro Ethernet/Layer 2 - 3 Mbps Fiber Internet Access, which will connect the Courthouse, old jail facility, Commissioners office building, and the location for the new county building department.

Following the Commissioners review of the document, they requested that it be provided to the County Prosecutor for approval as to form before they sign the agreement.

In the Matter of
Resolution Adopted
Supporting Issue 2 – Clean Ohio Fund:

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

Resolution No.: PC-091508-1

WHEREAS, the State of Ohio is home to many beautiful natural areas and vibrant urban areas that are in need of conservation and revitalization, and

WHEREAS, voters across the State of Ohio will be asked to vote yes on Issue 2, which will be funded by the sale of bonds and not from a new tax levy, in November of this year, and

WHEREAS, conservation purposes includes conservation and preservation of natural areas, open spaces and farmlands and revitalization purposes include providing for and enabling environmentally safe and produce development and use or reuse of publicly and privately owned lands through mediation or clean up and reuse, and

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WHEREAS, to date the Clean Ohio Fund has funded over 700 projects in 86 or 88 counties, preserving over 26,000 acres of natural areas and 16,0000 acres of farmland, creating more than 216 miles of recreational trails, and cleaning up 173 pollute sites, and

WHEREAS, renewal of the Clean Ohio Fund would help Ohioans maintain and enhance their current quality of life, will create jobs and improve the environment for this and future generations of Ohioans, then

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners of Pickaway County does hereby fully support the renewal of the Clean Ohio Fund and urges a "Yes" vote for the Clean Ohio Program Renewal, also known as Issue 2, on the November 4, 2008 general election ballot.

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
Weekly Dog Warden Report Filed:

The weekly report for the Pickaway County Dog Shelter was filed for week ending September 13, 2008.

A total of \$154 was reported being collected as follows: \$0 in sales of dogs; \$30 in redemptions; \$20 in donations; \$65 in sales of tags; \$39 in late tag fee penalties.

Six (6) dogs were destroyed.

No firearms were discharged.

With there being no further business brought before the Board, Mr. Reeser offered the motion, seconded by Mrs. Metzler 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
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk