

MONDAY, OCTOBER 20, 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, October 20, 2008, , with the following members present: Mr. Jay H. Wippel; Mrs. Ula Jean Metzler, and Mr. Glenn D. Reeser. Ryan Scribner, County Administrator, was also in attendance.

Minutes of the previous meetings were read and approved.

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 October 20, 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 **\$122,972.53** 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 Signed for
County Treasurer:

The Commissioners signed a Travel Authorization approving Ellery Elick, Pickaway County Treasurer, to attend the County Treasurer's Assn. of Ohio Fall Conference at the total probable cost of \$350 that will be held on November 18-20, 2008, at the Columbus Marriott NW.

In the Matter of
United American Capital Corporation
Contract Renewal for Investment Advisory Services:

The county's agreement with *United American Capital Corporation* for investment advisory services was signed and approved at the monthly rate of **\$1,950**. This reflects no rate increase from the previous two-year agreement.

The contract is in effect for twenty-four (24) months, commencing on November 1, 2008. If the agreement is not renewed prior to or on November 1, 2010, the contract will remain in full force and effect on a month-to-month basis at the same monthly rate.

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

Rojanne Woodward, Director of Pickaway County Job & Family Services (PCDJFS), met with the Commissioners to provide the agency's monthly update. Rhonda Hoffman, Administrator of the Fiscal Division and Child Support Division, was also in attendance.

MONDAY, OCTOBER 20, 2008
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The first topic of discussion was the cash flow issues the agency has recently been experiencing related to draws received and payment of expenditures. Mrs. Hoffman explained that problems have occurred since the county switched to a new financial system called County Financial Information System (CFIS), which changed the process in how the agency's deposits are recorded. Weekly monetary draws that are requested from the Ohio Department of Job & Family Services (ODJFS) by the local agency are sent to the county's depository bank in the form of Electronic Fund Transfers (EFT). The amount of the monetary draw requests are based upon prior week's expenditures and projected expenditures for the upcoming week, including payroll every other week. For the past few months, on the weeks the agency's payroll expenditures are processed, the county auditor's office has had to pull remaining vouchers submitted by the local agency for payment due to fund cash balance deficiencies.

Mrs. Hoffman went on to explain that when the county's depository bank receives the EFT, it is held in a holding state for 2 to 3 days, which is a common practice of nearly all banking institutions, and technically the funds are not accessible during that 2 to 3 day period. Mrs. Hoffman explained that county treasurer's office is in the process of looking into the matter as EFT deposited funds are essentially guaranteed, however; she is concerned that it could eventually become an issue with the Auditor of State's Office. Mrs. Hoffman also stated that as a possible resolution to issue, the local agency is looking into the idea of drawing down prior week's expenditures along with a projection of expenditure amounts for 2 weeks in advance, rather than 1, however; this will create an over-advance situation, which is subject to interest being earned that the county would have pay to the ODJFS. She stated though, that the interest is calculated at the end of the fiscal year and with both under-advances and over-advances throughout that year's period, the calculated interest should minimal - \$200 or so annually. Mrs. Hoffman also stated that it would be helpful if the agency received its full annual mandated share from the county at the beginning of each calendar year, rather than quarterly installments spread out over the year. In reviewing that option, it was determined that with the PCDJF being on a fiscal year and the county being on a calendar year, the mandated share, which increases from one year to the next, should be provided on a semi-annual basis instead.

On other budget matters, Mrs. Woodward reported that the local agency has experienced \$94,496 in funding cuts from the ODJFS to be absorbed by June 30, 2009, in areas of administration for Temporary Assistance for Needy Families (TANF); Children Services; Child Support Enforcement Agency; Disability Assistance; food stamps; Medicaid; and Child Care. This is on top of the \$185,000 in funding cuts already in effect for the current fiscal year. Similar cuts are expected in January and July 2009. The local agency continues to work on its plan to reduce costs, which will require a significant reduction in contracts it has with various community organizations, agencies, programs, etc. Cuts in supplies and equipment, usage of transporters, and attrition are just a few ways the agency is trying to reduce expenses. For the Commissioners reference, Mrs. Woodward distributed copies of ORC §5153.35 which addresses levying taxes to make appropriations sufficient to enable the Children Services agency to perform its functions and duties as she realizes it will continue to be more and more difficult for the county to subsidize the agency to make up for the funding cuts. Next year alone, Mrs. Woodward will have to request from the county approximately \$100,000 to fund Children Services and \$35,000 to fund the Child Support Enforcement Agency.

In exploring other possible ways in which to further reduce agency expenditures, relocating the Jobs-One Stop Office to the existing building situated on the northwest corner the Pickaway County Service Center (PCSC) parking lot was discussed. (The building is currently occupied by the Clothing Center and Disabled American Veterans (DAV), both of which could be relocated). This would eliminate the current annual \$54,000 rental lease expense, plus associated utilities. It was determined that Ryan Scribner, County Administrator, and Mrs. Woodward will get together later in the week so she may view the inside of the building.

A spreadsheet reflecting the agency's projected five-year capital purchases plan was the next topic reviewed. No capital expenditures are anticipated for next year, however; vehicle replacement purchases are anticipated for years 2010, 2011, and 2013. A new Imaging Server will be needed in year 2012, however; it may be able to be purchased through a capital lease. Mrs. Woodward stated that though it was not reflected on the spreadsheet, the agency will need to replace its antiquated telephone system at some point.

Mrs. Woodward reported that the recent Job Fair conducted on September 30th resulted in the attendance of 378 job seekers and 43 employers.

The Summit on Children was held September 18. Thirty-six organizations were represented. Community challenges identified at the summit were transportation, mental health, substance/alcohol abuse, community resource knowledge, and valuing education. The next meeting is scheduled for November 13.

MONDAY, OCTOBER 20, 2008
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Pickaway County's unemployment rate was 7.9% for the month of August 2008.

A spreadsheet was provided reflecting the number of clients served through the agency and the associated costs for the period of September 2007, through September 2008.

In the Matter of
Meeting with County Auditor and
County Treasurer Regarding Board of Revisions:

The Pickaway County Board of Revisions consisting of County Auditor, Melissa Betz, Ellery Elick, County Treasurer and Glenn Reeser met briefly to review various applications for the remittance of penalties.

A summary of the decisions made regarding the applications is available in the County Auditor's office.

In the Matter of
Meeting in Executive Session with
Terry Frazier Regarding County Building Department Personnel:

At 11:21 a.m., Mrs. Metzler offered the motion, seconded by Mr. Reeser to enter into Executive Session with Terry Frazier, Director of Development & Planning, regarding personnel matters related to the new county building department.

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 11:34 a.m., Mr. Reeser offered the motion, seconded by Mrs. Metzler 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.

Mr. Frazier then briefly reviewed the topics to be discussed in the meeting scheduled for later in the day with City of Circleville officials regarding transitioning from a city to county building department. He informed the Commissioners that the City of Circleville has not yet taken the necessary action related to the ordinance required authorizing the mayor to enter into agreement with the county to provide the City of Circleville building department services.

The contract spelling out the mechanics in providing the city 10% of the commercial (excluding residential) building permits for projects within the city limits will need to be ironed out. After the county building department has been in operation for one year, residential permit fees might be remitted to townships and villages.

The amount the county will pay to the city for building department assets (i.e. vehicles; software; flat-files) will need to be decided upon. Once hired the county's new Permit Technician can assist with the selection of the remaining furnishings that may need to be purchased. The Permit Technician will be present at the city building department in time for the contractor registration renewal process that will begin November 1.

Mr. Frazier conducted contractor walk-throughs last week for the renovations that will be made to the building located at 124 W. Franklin Street that will house the new building department. He expects proposals to be submitted by the contractors within the next few days.

MONDAY, OCTOBER 20, 2008
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The county building department's application to the Ohio Manufactured Homes Commission has been approved for the inspection of manufactured home installations.

In the Matter of
Pickaway County Investment
Advisory Committee Meeting Regarding
Quarterly Investment Report:

Dennis Yacobozzi of United American Capital met with the Commissioners to review the Pickaway County Quarterly Investment Report for July 1, 2008, to September 30, 2008. Pickaway County Treasurer, Ellery Elick, and Melissa Betz, County Auditor, were in attendance.

Following an overview of the current status of the stock market and national economy, Mr. Yacobozzi reviewed the county's portfolio inventory; transactions; interest history details; portfolio analysis; and market analysis. It was noted that the county has no exposure to sub-prime mortgage securities or derivatives and all investments in the county's portfolio are protected by federal guarantees.

Copies of the report are on file in the Pickaway County Commissioners', County Auditor, and County Treasurer offices.

In the Matter of
Meeting with Chris Widener Regarding
County Departmental Space Needs Study:

Chris Widener of *WDC Group* met with the Commissioners and presented the results of the county department/agency space needs analysis and potential site options with associated budget estimates for the proposed construction of a county complex building to house non-court related offices, leaving the county courthouse to be classified as a justice center.

After the review, the Commissioners provided Mr. Widener a short list of additional options to be explored and asked that he report back with the results in the near future.

In the Matter of
Meeting with City of Circleville
Officials Regarding Transitioning from
City/County Building Department to Countywide Building Department:

A meeting was conducted regarding transitioning from a city to a county building department with the following individuals in attendance: Terry Frazier, Director of the Pickaway County Development & Planning Office; Circleville Mayor Chuck Taylor; City of Circleville Chief Building Official, Al Sheldon; Dorcus Morrow, of the Circleville City Council on behalf of Anne Canon, Chairman of the City of Circleville Safety Committee; and Andy Cupp and Sheila Poling of *Hummel & Plum Insurance Agency*.

Topics reviewed included:

- **Contracts:** Mr. Frazier distributed copies of a draft contract where, as of January 1, 2009, the county will make available its building department employees to provide any necessary administrative services, inspections, and otherwise take all necessary action to enforce the building regulations of the City of Circleville for projects within its corporation limits. The services provided by the county shall also include the collection of all required commercial and residential building permit fees for the city. In consideration of these services, the city would agree to permit the county to retain 90% of all commercial fees collected and the county would agree to provide to the city the remaining 10% after any State of Ohio surcharge has been deducted. The county has determined that it will not perform property maintenance duties within the city limits and it was suggested that the city utilize the 10% it receives to fund this function. A contract with the Board of Health to provide plumbing and electrical inspections for manufactured home parks will be required. A countywide contract will be needed for commercial and residential inspections.
- **Townships:** Effective January 1, 2009, the county building department will require plan review and construction inspections for all residential construction in unincorporated Pickaway County,

MONDAY, OCTOBER 20, 2008
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

including erection, construction, repair, alteration, and maintenance as specified in Section 3781.06 of the Ohio Revised Code and Pickaway County Commissioners' Resolutions PC-080408-2 (Enforcement of Residential Code of Ohio) and PC-080408-3 (Manufactured Home Installation Inspections) previously adopted by the Commissioners. Townships affected by these resolutions, effective January 1, 2009, include: Monroe; Perry; Deercreek; Pickaway; Saltcreek; Washington; Walnut; Wayne; and Madison. Townships that hold residential building department certification with the Ohio Board of Building Standards have one year to cease their building program after Pickaway County becomes certified as a residential building department. Pickaway County will then exercise residential building authority in the townships of: Darby; Scioto; Muhlenberg; Jackson; Harrison; and Circleville. Pickaway County retains authority for commercial plan review and inspection in all of unincorporated areas. The county building department may also enter into contracts or agreements with municipalities within Pickaway County for residential and/or commercial inspection services.

- **Assets and liabilities:** This will require a separate agreement between the county and the city. The county is interesting in purchasing a portion of the city building department inventory, i.e. vehicles; software; flat-files; records, and some furnishings. Future liabilities and upfront fees collected, notably for new school facilities currently under construction in northern Pickaway County will need to be worked out and Mr. Frazier is in the process of making some calculations.
- **City Ordinance:** Mayor Taylor reported that Gary Kenworthy, City Law Director, is preparing the ordinance permitting him to enter into agreement with the county building department that allows the county to provide the equivalent building department services the city is currently providing to the county. Mayor Taylor stated that the city building department will continue to exist but will contract for services through the county building department.
- **Contractor bond renewals:** Mr. Cupp of *Hummel & Plum Insurance Agency* stated that as long as the county's building department is operational by January 1, 2009, there should be no problem regarding contractor surety bond renewals. If the county building department is not operational by that date, the insurance agency would consequently have to renew and collect for two contractor bonds, one with the county and one with the city. The county will be sending letters to all contractors contained in the city building department's data base informing them that the bonds will be renewed with the county building department.
- **County building department future site:** The city building department has approved the renovations plans for the 124 W. Franklin Street location. Mr. Frazier will be working with the mayor on transitioning the telephone lines. The mayor stated that maintaining the same telephone number should be no problem.

Following further discussion of the topic, it was ascertained that the top immediate priority is getting the ordinance passed by city council allowing the mayor to enter into the aforementioned contract with the county. It will first go before the City of Circleville Safety Committee prior to being presented to Circleville City Council for adoption.

In the Matter of
Appropriations Approved:

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

300 to 285.6134.5901 – Greenbriar Ditch Extension 1
200 to 276.6125.5901 - Autie Howard Ditch
200 to Fulks/Moore/Wolford Ditch
153,000 to 201.3006.5505 – ALGT Materials-Roads

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 by County Administrator:

Ryan Scribner, County Administrator, approved the following requests for the following TRANSFER and RE-APPROPRIATION requests:

**MONDAY, OCTOBER 20, 2008
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**180,000 from 202.3011.5506 – Motor Vehicle Permissive-Contract Projects
to
202.3010.5505 – Motor Vehicle Permissive- Materials-Roads**

**21,000 from 201.3007.5506 – Auto, License, Gas Tax-Contract Projects-Bridges
to
201.3006.5504 – Auto, License, Gas Tax-Land**

**30,000 from 202.3010.5506 – Motor Vehicle Permissive-Contract Projects-Roads
to
202.3010.5505 – Motor Vehicle Permissive-Contract Projects-Roads**

**1,000 from 101.1140.5428 – Board of Elections-Contract Workers
to
101.1140.5501 – Board of Elections-Equipment**

**11,000 from 101.1103.5205 – Workers Compensation
to
101.1102.5401 – Maintenance Contract Services**

**20,000 from 101.1103.5442 – Group & Liability Insurance
to
101.1102.5401 – Maintenance-Contract Services**

**10,000 from 101.1105.5709 – Water Rights Protection
to
101.1102.5401 – Maintenance-Contract Services**

**In the Matter of
Waiver Approved:**

Mr. Reeser offered the motion, seconded by Mrs. Metzler to waive the waiting period to issue payment to **Justin Merkle** in the amount of **\$640** from line item for Maintenance Department contract wages.

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 October 18, 2008.

A total of \$292 was reported being collected as follows: \$109 in sales of dogs; \$30 in redemptions; \$10 in donations; \$91 in sales of tags; \$52 in late tag fee penalties.

No 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.

**MONDAY, OCTOBER 20, 2008
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

Jay H. Wippel, President

Ula Jean Metzler, Vice President

Glenn D. Reeser
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk