

**MONDAY, DECEMBER 8, 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, December 8, 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.

**In the Matter of  
Minutes Approved:**

Mrs. Metzler offered the motion, seconded by Mr. Wippel to approve the minutes from December 1, 2008.

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

Attest: Ryan Scribner, County Administrator

**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 December 5, 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 \$345,092.30 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: Ryan Scriber, County Administrator

**In the Matter of  
Reappointment of Annisa Dudas to the  
Pickaway County MRDD Board:**

Mrs. Metzler offered the motion, seconded by Mr. Reeser to re-appoint **Annisa Dudas, P.O. Box 575, Circleville, Ohio 43113 to the Pickaway County Board of Mental Retardation & Development Disabilities**, term expiring December 31, 2012.

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

Attest: Ryan Scriber, County Administrator

**In the Matter of  
Reappointment of Max Marion to the  
Pickaway County Airport Authority:**

Mr. Reeser offered the motion, seconded by Mrs. Metzler to re-appoint **Max Marion, 15692 Lockbourne Eastern Road, Ashville, Ohio 43103**, to the **Pickaway County Airport Authority Board**, term expiring January 20, 2014.

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: Ryan Scriber, County Administrator

**In the Matter of**  
**Invoice from District 17 Natural Resources**  
**Assistance Council Approved for Payment:**

Mrs. Metzler offered the motion, seconded by Mr. Reeser to approve for payment the invoice in the amount of \$1,000 to cover Pickaway County's share of administrative fees incurred by the District 17 Natural Resources Assistance Council (NRAC), of which Pickaway County is a member. No funds have been requested from the member counties since 2006 because the funds collected at that time sufficiently covered administrative expenses for calendar years 2006, 2007, and 2008. The District 17 NRAC is a working committee that is responsible for allocating funds made available through the Clean Ohio Conservation Fund.

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

Attest: Ryan Scribner, County Administrator

**Matter of**  
**Travel Authorizations Approved for**  
**Department of Job & Family Services:**

The Commissioners signed and approved Travel Authorizations for numerous Department of Job & Family Services employees to attend various meetings, training sessions, and workshops to be held throughout the month of December 2008, at the total probable cost of \$1,180.14.

**In the Matter of**  
**Pickaway County OSU**  
**Extension Office Update:**

Mike Estadt, Pickaway County OSU Extension Office Director and Extension Educator, met with the Commissioners to provide an update on operations and initiatives of the agency. He started by introducing Michelle Treber, the newly hired Family and Consumer Sciences educator. Ms. Treber informed the Board of her initial activities including a weight loss program in conjunction with Berger Health System and other wellness initiatives. Commissioner Reeser indicated that he would like to focus on a smoking cessation program. Ryan Scribner, County Administrator, said that the Health and Safety Committee would be resuming regular meeting starting in January and that Ms. Treber should attend to discuss how her programming might be implemented.

Mr. Estadt updated the Commissioners on the status of the retail market analysis, saying that the study intended to help align new businesses with identified market gaps would be starting soon. In regards to the 2009 budget process, he indicated that he was waiting on the final appropriation numbers from the Board before implementing his new staffing plan. Mr. Estadt also informed the Board that his office would be purchasing a new phone system in the coming months with funds from their non-appropriated spending account.

**In the Matter of**  
**Meeting with Circleville Mayor, Chuck Taylor; Terry Elliott, City of Circleville Director of Public**  
**Service, and Terry Frazier, Pickaway County Director of Planning and Development to Discuss**  
**Building Department Transition and Signing of Contract for Building Inspection Services:**

Terry Frazier, Director of Planning & Development, and Mayor Taylor explained to the Commissioners that a final draft of the contract for building inspection services between Circleville and Pickaway County was ready for signatures. The contract had been modified by Gary Kenworthy to clarify the language for the 10% reimbursement to city. The contract had been approved as to form by County Prosecutor, Judy Wolford.

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Mr. Reeser offered the motion, seconded by Mrs. Metzler to adopt the following Resolution to enter into contract enter into contract with the City of Circleville for the Pickaway County Building Department to provide building inspection services:

**Resolution No: PC-120808-1**

WHEREAS, the Board of Commissioners of Pickaway County, Ohio are empowered pursuant to Ohio Revised Code Section 307.38 to enter into a contract with any municipal corporation under which one entity enforces for the other entity any local building regulations, existing structures code, or if certified pursuant to Section 3781.10 of the Ohio Revised Code, the state residential and nonresidential building codes in the other entity's jurisdiction, and

WHEREAS, the Council of the City of Circleville, pursuant to Ordinance No. 11-61-2008 has authorized the Mayor and Law Director of the City of Circleville to enter into a contract with the County pursuant to Ohio Revised Code Section 307.38 permitting the Pickaway County Building Department to provide such services for the administration and enforcement of the building regulations of the City of Circleville and to pay for such services, then

THEREFORE BE IT RESOLVED that the Pickaway County Building Department hereby agrees to assist the City of Circleville in the administration and enforcement of the City's building regulations, and the Pickaway County Board of Commissioners hereby enters into contract with the City of Circleville for such services as set forth in said contract.

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

Attest: Ryan Scribner, County Administrator

President Wippel signed the contract on behalf of the Board of Commissioners.

In regards to the transition of the Circleville Building Department's assets in exchange for the County Building Department assuming outstanding liabilities, Mayor Taylor indicated that the city would provide whatever resources the county needs to ensure a smooth transition. However, the issue of how permit records are to be handled was still being discussed. Mr. Elliott and Mr. Taylor explained that following discussion with the city's records retention committee, they would be willing to provide copies current and historical permits and files, but that they would need to retain the original copies. Commissioner Reeser suggested that the city consider transferring ownership of all building department records thus absolving the city from its responsibility to retain them. It was agreed that both entities would work towards facilitating a full transition of records, but that in the short term, only copies would be made available. There was also discussion of transferring software, furniture, and vehicles from the Circleville Building Department to the County Building Department. Mr. Elliott said that the city did not believe they could transfer vehicles without offering them for public bid. He suggested a county lease the two vehicles for one dollar a year until the legality of transferring full ownership could be determined. Mr. Frazier said he would draft a lease to do that. Mayor Taylor said they could provide copies of the building department software immediately.

**In the Matter of**  
**Meeting with Terry Frazier Regarding**  
**Fee Schedule for County Building Department:**

Following the discussion with the representatives from the City of Circleville, Terry Frazier, Pickaway County Director of Planning and Development, provided some additional updates on the establishment of the County Building Department. Mr. Frazier suggested that in the interest of continuity, the Commissioners adopt a fee schedule for 2009, identical to the 2008 schedule utilized by the City Building Department.

Mr. Reeser motioned, seconded by Mrs. Metzler to adopt the fee schedule as suggested by Mr. Frazier.

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: Ryan Scriber, County Administrator

Mr. Frazier then detailed the upcoming meeting on December 16, 2008 at 7:00 p.m. at Circleville High School cafeteria. The meeting will provide the opportunity for township trustees and zoning officials to learn about the new County Building Department and implications of county-wide residential building inspections.

**In the Matter of**  
**Meeting with Terry Frazier Regarding**  
**Harrison Township and Villages of Ashville &**  
**South Bloomfield Cooperative Economic Development Agreement:**

Terry Frazier, Pickaway County Director of Planning and Development updated the Commissioners on efforts to restart conversations with Harrison Township, Village of Ashville, South Bloomfield regarding their Cooperative Economic Development Agreement (CEDA).

Mr. Frazier indicated that not much had been done under the terms of the CEDA in four years since its inception. He had spoken with Mike Arcari about helping to facilitate meetings and discussion among the four partners with the intent to make CEDA more effective by instituting joint planning for economic development, sharing of municipal services, etc. Commissioner Reeser indicated that he would like to get to the point where Mr. Arcari is not needed to make the CEDA effective, but supported using him to jumpstart the process. Commissioner Reeser motioned and Commissioner Metzler seconded to approve the proposed contract for Mr. Arcari's services.

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

Attest: Ryan Scribner, County Administrator

**In the Matter of**  
**Meeting with Melissa Betz**  
**Regarding Month-End Revenue/Expenditure Reports:**

Melissa Betz, Pickaway County Auditor, met with the Commissioners to provide an update on the end of month county revenue and expenditures. She indicated that General Fund balance at the end of November was \$2,860,705. At the time of the meeting the balance was at \$2,534,244 after the most recent payroll deduction. Ms. Betz indicated that there was no new guidance from the state on how local government funds would be affected by budget shortfalls in 2009. Commissioner Reeser said that he had recently learned that there would be no formula changes, but that the funds received by the county would likely be reduced because of declines in state revenues. Ms. Betz reminded the Commissioners that the yearly GAAP meeting would be held next Thursday, December 11 at 9:00 a.m. at Brooks Yates MRDD South building.

**In the Matter of**  
**Meeting Regarding Sheriff**  
**Department Capital Plan/Priorities:**

Lt. John Monce and Administrative Assistant Jack Middaugh from the Pickaway County Sheriff's office met with the Commissioners to discuss current and future capital needs. Mr. Middaugh presented an updated vehicle plan that called for the purchase of three new vehicles before the end of 2008. Included in this request are two new Chevrolet Tahoes to be used as K-9 vehicles. Lt. Monce explained the advantages of using the Tahoes instead of a traditional cruiser for K-9. Following the presentation, Commissioner Reeser indicated that due to the delay in receiving the updated vehicle plan, funding for any vehicle purchases would be delayed until 2009. The Commissioners also asked that the vehicle plan be incorporated into the Sheriff's five year master capital plan. Mr. Middaugh said he would revisit the master plan and identify the top ten priorities for funding with the vehicle plan incorporated.

**In the Matter of**

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**Creation of New Line Items Approved:**

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

**101.1108.5102 – Building Dept.-Salaries  
101.1108.5201 – Building Dept.-PERS Employees  
101.1108.5202 – Building Dept.-Medicare  
101.1108.5203 – Building Dept.-Insurance  
101.1108.5301 – Building Dept.-Supplies  
101.1108.5401 – Building Dept.-Contract Services  
101.1108.5403 – Building Dept.-Travel & Expenses  
101.1108.5404 – Building Dept.-Advertising  
101.1108.5501 – Building Dept.-Equipment  
101.1108.5901 – Building Dept.-Other Expenses  
101.1108.5960 – Building Dept.-Permit Refunds  
101.1108.5961 – Building Dept.-Township, Village, City Fee Returns  
101.1108.5478 – Building Dept. – Board of Building Standard Fees  
101.1108.5527 – Building Dept.-Vehicle Expenses  
101.1108.5484 – Building Dept.-Uniforms  
101.1108.5480 – Building Dept.-Communications  
101.0000.4359 – Building Dept.-Contractor Registration  
101.0000.4289 – Building Dept.-Commercial Inspection Fees  
101.0000.4290 – Building Dept. Residential Inspection Fees  
101.0000.4291 – Building Dept.-Contract Inspections-City/Village  
101.0000.4926 – Building Dept.-Other Receipts  
101.0000.4292 – Acting Judges  
101.0000.4200 – Magistrate Fees**

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

Attest: Ryan Scribner, County Administrator

**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:

**200 to 905.1231.5301 – Juvenile Special Project Fees Assessment-Supplies  
10,350 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: Ryan Scribner, County Administrator

**In the Matter of  
Transfers Approved:**

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

**2,500 from 101.1105.5703 – Contingencies  
to  
101.2012.5527 – Sheriff-Administration-Vehicle Expenses  
  
850 from 101.1105.5703 – Contingencies  
to**

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**101.2012.5308 – Sheriff-Administration-Prisoners Food**

**7,000 from 101.1105.5703 – Contingencies  
to  
101.2012.5498 – Sheriff-Administration-Medical Expenses**

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

Attest: Ryan Scribner, County Administrator

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

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

**800 from 101.1215.5415 – Juvenile-Attorney Fees  
to  
101.1215.5501 – Juvenile-Equipment**

**700 from 101.1215.5403 – Juvenile-Travel & Expenses  
to  
101.1215.5501 – Juvenile-Equipment**

**127.81 from 101.5010.5480 – Soldiers Relief-Communications  
to  
101.5010.5437 – Soldiers Relief-Transportation**

**2 from 101.5010.5480 – Soldiers Relief-Communications  
to  
101.5011.5404 – Veterans Services-Marketing**

**909.80 from 101.5011.5501 – Veterans Services-Equipment  
to  
101.5011.5404 – Veterans Services-Marketing**

**481.92 from 101.5011.5430-Veterans Services-Training  
to  
101.5011.5203 – Veterans Services-Insurance**

**3,000 from 101.5010.5301 – Soldiers Relief-Supplies  
to  
101.5010.5437 – Soldiers Relief-Transportation**

**40,000 from 101.5010.5438 – Soldiers Relief-Relief  
to  
101.5010.5437 – Soldiers Relief-Transportation**

**862.20 from 101.5011.5501 – Veterans Services-Equipment  
to  
101.5010.5437 – Soldiers Relief-Transportation**

**220 from 101.5011.5305 – Veterans Services-Grave Markers  
to  
101.5010.5437 – Soldiers Relief-Transportation**

**5,765.65 from 101.5010.5403 – Soldiers Relief-Travel  
to  
101.5010.5437 – Soldiers Relief-Transportation**

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**1,146.47 – Soldiers Relief-Communications  
to  
101.5010.5437 – Soldiers Relief-Transportation  
120 from 101.5010.5403 – Soldiers Relief-Travel  
to  
101.5011.5404 – Veterans Services-Marketing  
314.82 from 101.5010.5403 – Soldiers Relief-Travel  
to  
101.5010.5437 – Soldiers Relief-Transportation  
7,874 from 257.5027.5901 – Job & Family Services-Other Expense  
to  
257.5031.5401 – Job & Family Services-Dislocated Worker Expense  
1,600 from 101.1140.5428 – Board of Elections-Contract Workers  
to  
101.1140.5501 – Board of Elections-Equipment  
29.90 from 101.1223.5406 – Juvenile Court-Public Defender  
to  
101.1222.5406 – Municipal Court-Public Defender  
1,000 from 101.2012.5430 – Sheriff-Administration-Training  
to  
101.2012.5483 – Sheriff-Administration-Uniform Allowance  
500 from 101.2012.5402 – Sheriff-Administration-Contract Repairs  
to  
101.2012.5301 – Sheriff-Administration-Supplies  
500 from 101.2012.5402 – Sheriff-Administration-Contract Repairs  
to  
101.2012.5483 – Sheriff-Administration-Uniform Allowance  
50 from 101.2012.5403 – Sheriff-Administration-Travel & Expense  
to  
101.2012.5401 – Sheriff-Administration-Contract Services  
2,000 from 101.2012.5413 – Sheriff-Administration-Allowances  
to  
101.2012.5401 – Sheriff-Administration-Contract Services**

**In the Matter of  
Weekly Dog Warden Report Filed:**

The weekly report for the Pickaway County Dog Shelter was filed for week ending December 6, 2008.

A total of \$373 was reported being collected as follows: \$32 in sales of dogs; \$30 in redemptions; \$25 in donations; \$286 in sales of tags; and \$-0- in late tag fee penalties.

Four (4) dogs were destroyed.

No firearms were discharged.

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With there being no further business brought before the Board, Mr. Reeser offered the motion, seconded by Mr. Wippel 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: Ryan Scribner, County Administrator