

**MONDAY, SEPTEMBER 21, 2009**  
**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 21, 2009, with the following members present: Mrs. Ula Metzler; Mr. Glenn D. Reeser; and Mr. Jay H. Wippel. Ryan Scribner, County Administrator, was also in attendance.

**In the Matter of**  
**Minutes Approved:**

Mr. Wippel offered the motion, seconded by Mr. Reeser to approve the minutes from September 14, 2009.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**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 September 21, 2009, in the Commissioners' Voucher Journal, then

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 **\$148,169.10** on the County Treasurer to satisfy the same.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Allocation of July 2009**  
**Sales Tax Collections:**

Mr. Wippel offered the motion, seconded by Mr. Reeser to allocate the **July, 2009** Sales Tax collections in the following manner:

**\$559,312.52 to 101.0000.4121 – General Fund**

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Contract Signed with**  
**Scioto Township Trustees Regarding**  
**Gibson Road Improvements Phase 1:**

Mr. Wippel offered the motion, seconded by Mr. Reeser to adopt the following Resolution related to the **Scioto Township Trustee's Gibson Road Improvements, Phase 1** project:

**MONDAY, SEPTEMBER 21, 2009**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

**Resolution No.: PC-09289-1**

WHEREAS, on September 16, 2009, the Scioto Township Trustees signed a contract stating that they will cause to be paid to **W.E. Stilson Consulting Group, LLC, 335 E. Campus View Blvd., Suite 250, Columbus, Ohio 43135**, on behalf of the Pickaway County Board of Commissioners a **sum not to exceed \$43,300** for engineering services related to **the Gibson Road, Ph. 1** Improvements located in Scioto Township, and

WHEREAS, W.E. Stilson Consulting Group, LLC will provide the engineering services for the design and preparation of construction plans and bid documents, bidding services, construction observation and administration for the Gibson Road, Ph. 1 Improvements, then

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby approve and enter into the above-mentioned contracts with the Scioto Township Trustees and W.E. Stilson Consulting Group.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Meeting with Pickaway County**  
**Building Department Appeals Board Members:**

Bren Gentzel, Durk Peters, and Hurst Pack, members of the Pickaway County Board of Building Appeals, along with contractor Dave Kohli, met with the Commissioners to provide their input related to the performance and experience they have had with employees of the Pickaway County Building Department.

At the conclusion of the meeting, the Commissioners thanked the group for their time and input.

**In the Matter of**  
**Meeting in Executive Session:**

At 9:50 a.m., Mr. Wippel offered the motion, seconded by Mr. Reeser to enter into Executive Session regarding a personnel matter. Terry Frazier, Director of the Pickaway County Building Department, was in attendance.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

At 10:15 a.m. Mr. Wippel offered the motion, seconded by Mr. Reeser to Resume Regular Session.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Ten-Work Day Suspension of**  
**Pickaway County Building Department's Chief Building Official:**

Upon return to Regular Session, Mr. Reeser offered the motion to place Allyn Sheldon, Pickaway County Building Department Chief Building Official, on a two-week suspension without pay. The motion

**MONDAY, SEPTEMBER 21, 2009**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

also includes the requirement for Mr. Sheldon to receive instruction in the area of ethics, management, and public relations, and that this reprimand stating such be placed and permanently maintained in his personnel file.

Mr. Wippel seconded the motion, with the request for discussion clarifying the definition of the two-week suspension and if it affects Mr. Sheldon's employee benefits (i.e. healthcare; OPERS). Following the discussion, it was established that the suspension without pay is for two weeks consisting of five work days, or a total of ten work days, and employee benefits will not be suspended.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Terry Frazier to Pursue**  
**Available Ethics Training for Employees:**

Mr. Wippel offered the motion, seconded by Mr. Reeser authorizing Terry Frazier, Director of the Pickaway County Building Department, to pursue information regarding ethics training sessions that may be available specific to public employees that could be attended or, depending on costs, if there may be a consultant that could conduct on-site ethics training. Information regarding available management and public relations training will also be pursued.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

It was also determined that Clemans, Nelson & Associates will be consulted in reference to placing a form in the new-hire packets for new employees to sign verifying that they not only received but also read the Ohio Ethics Law and related statutes.

**In the Matter of**  
**Resolution of Certification**  
**Adopted for Job & Family Services**  
**Prevention, Retention, & Contingency Plan:**

Rojanne Wood, Director of Pickaway County Job & Family Services, distributed the department's Statement of Policies Governing the Pickaway County Job & Family Services' Prevention, Retention and Contingency (PCR) Program for the Commissioners' review. The Pickaway County PRC program is a combination of goods and services designed to support economically needy families, containing at least one minor child in the household in seeking and maintaining employment leading to family self-sufficiency or overcoming barriers keeping families from being self-sufficient.

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

**Resolution No.: PC-092109-2**

WHEREAS, pursuant to Ohio Revised Code 5108.07, the Board of County Commissioners is required to certify that the Pickaway County Department of Job and Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan, and

WHEREAS, the Board is satisfied that the Pickaway County Department of Job and Family Services has complied with said Chapter, then

**MONDAY, SEPTEMBER 21, 2009**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

THEREFORE BE IT RESOLVED, that the Board of County Commissioners certifies that the Pickaway County Department of Job and Family Services has complied with chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan to be implemented on October 1, 2009.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Job & Family Services**  
**Monthly Update:**

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

Topics reviewed included:

- **Staff Reduction/Proposal to close agency during lunch time:** September 11, 2009, was the last day worked for staff that was laid-off with pay through September 22, 2009. Mrs. Woodward stated that work is being covered, however; it is particularly difficult to efficiently cover the front desk and telephones for the agency's various divisions during lunch time due to the reduction in staff. Mrs. Woodward requested the Commissioners' permission to close the agency during lunch, 12:00 noon to 12:45 p.m. due to the reduction in staff. This also would apply to the department's Jobs-One Stop building adjacent to the Pickaway County Service Center. A notice will be posted on the front doors of both buildings reflecting the offices hours. The Commissioners granted their permission.
- **Unemployment Statistics:** Pickaway County's unemployment rate for July, 2009 was 11.6%.
- **Agency Statistics:** A spreadsheet was distributed for review reflecting the number of clients served through the department's various divisions and the associated costs for the period of August, 2008, through August, 2009.

**In the Matter of**  
**Memorandum of Understanding**  
**Signed for Job & Family Services**  
**Local Workforce Investment Area-20:**

Commissioner Metzler, President, signed the Job & Family Services Local Workforce Investment Area #20 Memorandum of Understanding (MOU) between the Fairfield, Pickaway, and Ross Chief Elected Officials, Area-20 Workforce Investment Board and the Jobs One-Stop System Partners. The purpose of the MOU is to provide information about the relationship between the parties regarding their respective roles, duties, obligations, and responsibilities for implementation of the provisions of the Workforce Investment Act (WIA) of 1998.

**In the Matter of**  
**Bid Opening for County Road**  
**Pavement Markings:**

A bid opening was conducted for the **2009 Pavement Markings** of various county roads. Robert Parker, Pickaway County Engineer, and Chris Mullins, Deputy County Engineer were in attendance.

**Engineer's Estimate: \$150,000.**

The following bids were received and read aloud:

<b>Areo-Mark, Inc.</b>	<b>\$138,000</b>
10423 Danner Drive	
Streetsboro, Ohio 44241	

**MONDAY, SEPTEMBER 21, 2009**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

<b>Interstate Road Management (IRM)</b> 2080 S. State Route 19 Oak Harbor, Ohio 43449	<b>\$126,425</b>
<b>Oglesby Construction, Inc.</b> 1600 Toledo Rd. Rt. 20 West Norwalk, Ohio 44857	<b>\$141,336</b>
<b>A &amp; A Safety</b> 1126 Ferris Road Amelia, Ohio 45102	<b>\$134,468</b>
<b>Mar-King Construction</b> 339 Cleveland Road Norwalk, Ohio 44857	<b>\$139,850</b>

The bids were turned over to Mr. Parker, Pickaway County Engineer, for his review and contract award recommendation.

**In the Matter of  
Pickaway County 2008 Single Post-Audit Conference:**

The Pickaway County 2008 Single Post-Audit Conference was held with Rick Norris, Sr. Audit Manager and Judy Storey, Audit Team Leader; Rob Pike, Auditor of State Regional Liaison; and Melissa Betz, Pickaway County Auditor, in attendance.

At 11:05 a.m. Mr. Wippel offered the motion, seconded by Mr. Reeser to enter into Executive Session to review the preliminary audit report for the period of January 1, 2008, through December 31, 2008.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

At 11:35 a.m. Mr. Wippel offered the motion, seconded by Mr. Reeser to Resume Regular Session.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

No action was taken.

The final report is expected to be released by the Auditor of State Office in approximately three weeks.

**In the Matter of  
Meeting Regarding  
Delinquent Tangible Personal Property and Real Estate Taxes:**

Ellery Elick, Pickaway County Treasurer, along with Judy Wolford, Pickaway County Prosecutor, and Jeff Catri, Assistant County Prosecutor, met with the Commissioners to provide an update regarding delinquent tangible personal property taxes.

A spreadsheet was distributed and reviewed reflecting delinquent tangible personal property taxes (TPP). Appeals have been filed with the Ohio Department of Taxation that date back a number of years for the bulk of these delinquent taxes and are uncollectible as a result. The Commissioners requested that the

**MONDAY, SEPTEMBER 21, 2009**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

county treasurer and county prosecutor offices make every effort to pursue collection of the TPP taxes that are not tied up in appeals, and discussion was held in reference to contacting legislators concerning the backlog of appeals. Dialogue also took place as to as to the fact that there is no mechanism in place to collect delinquent tangible personal property taxes at the time of a sale and/or a title conveyance of property as is done with delinquent real property taxes.

A listing of the delinquent real property taxes was also reviewed and the collection of these taxes will continue to be pursued by the county treasurer and county prosecutor. Since October 2007, approximately \$1,878,000 in delinquent real property taxes have been collected.

**In the Matter of**  
**Meeting with County Prosecutor**  
**Regarding Personnel Matters:**

At 2:34 p.m., Mr. Wippel offered the motion, seconded by Mr. Reeser to enter into Executive Session regarding a personnel matter with Judy Wolford, Pickaway County Prosecutor, related to the Pickaway County Building Department.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

At 2:30 p.m., Mr. Wippel offered the motion, seconded by Mr. Reeser to resume Regular Session.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

No action was taken.

**In the Matter of**  
**Meeting with Members of the Pickaway County**  
**Fair Board Regarding Quarter Midget Racing:**

Steve Barthelmas and Daryl Ward of the Pickaway County Agricultural Society met with the Commissioners to inform them that they have been approached by the National Publicity Director of the Quarter Midgets of America (QMA). With the fairgrounds being situated on county-owned property, Mr. Barthelmas and Mr. Ward informed the Commissioners that the QMA asking permission to allow for a section of the fairgrounds to be utilized as a new location to promote the sport of quarter midget racing.

The QMA is a non-profit racing organization for boys and girls from the ages of 5 to 16 years old to participate in racing in specially prepared cars. The racing program has three tiers which will involve structured scheduled racing events. Admission is free for spectators and any revenue generated is used for building and updating racing facilities and promoting the sport. The QMA is prepared to spend approximately \$100,000 to build a racing facility that also includes 1/20 mile concrete oval racing track, a tower with indoor observation room, concession stand, restroom facility, grandstand seating, and a completely fenced in children's play area. All improvements will be at no cost to the fairgrounds in exchange for a 10-year non-monetary lease, with a 10-year renewal, for the section of land to build the facility. In the second lease term, if funds allow and with local approval, the QMA would begin to invest further in improvements including, but not limited to, black top for RV roads and camp sites in the fairgrounds camping area.

The Commissioners expressed their concern regarding the noise level that would be created during racing events and felt that the fairgrounds may not be the most suitable location. Other concerns were expressed related to the lease. After further discussion, Mr. Ward and Mr. Barthelmas stated that a committee has been formed to further study the matter and that they will report back to the Commissioners with their findings.

**MONDAY, SEPTEMBER 21, 2009**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

**In the Matter of**  
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At 2:34 p.m., Mr. Wippel offered the motion, seconded by Mr. Reeser to enter into Executive Session regarding a personnel matter with Judy Wolford, Pickaway County Prosecutor, related to the Pickaway County Building Department.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

At 2:30 p.m., Mr. Wippel offered the motion, seconded by Mr. Reeser to resume Regular Session.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

No action was taken.

**In the Matter of**  
**Contract Award for**  
**2009 Pavement Marking Project:**

In reference to the bid opening conducted earlier in the day for the **2009 Pavement Markings of various county roads** and upon the written recommendation of Robert E. Parker, Pickaway County Engineer, Mr. Wippel offered the motion, seconded by Mr. Reeser **to award the contract to the lowest bidder, Interstate Road Management, 2080 St. Rt. #19, Oak Harbor, Ohio 43449, in the amount of \$126,425.00.**

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Appropriations Approved:**

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

**8,017.04 to 205.5018.5401 – Job & Family Service-Children’s Trust Fund**  
**100,000 to 257.5028.5401 – Job & Family Services-Youth Contracts**  
**15,000 to 257.5027.5901 – JFS-Other-Incumbent Worker Training**

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

**In the Matter of**  
**Transfers Approved:**

**MONDAY, SEPTEMBER 21, 2009  
OFFICE OF THE BOARD OF COMMISSIONERS  
PICKAWAY COUNTY, OHIO**

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

**30,000 from 257.5029.5401 – Job & Family Services-Adult Contracts  
to  
257.5031.5401 – Job & Family Services-Dislocated Contracts**

**35,000 from 202.3010.5506 - -Permissive Tax/Roads-Contracts/Projects  
to  
202.3011.5506 – Permissive Tax/Bridges & Culverts-Contracts/Projects**

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, 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 Mr. Reeser to approve the following request for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**3,684.77 – 101.1101.5901 – Commissioners-Other Expenses**

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, 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 TRANSFER and RE-APPROPRIATION OF FUNDS:

**500 from 101.1103.5205 – Workers Compensation  
to  
101.1101.5301 – Commissioners-Office Supplies**

**1,500 from 101.1103.5205 – Workers Compensation  
to  
101.1101.5404 – Commissioners-Advertising**

**1,500 from 101.1101.5502 – Commissioners-Copier Rentals**

**1,500 from 101.1103.5205 – Workers Compensation**

**1,500 from 101.1103.5205 – Workers Compensation  
to  
101.1101.5901 – Commissioners-Other Expenses**

**75,000 from 101.1103.5205 – Workers Compensation  
to  
101.1102.5401 – Maintenance-Contract Services**

**16,500 from 101.1103.5205 – Workers Compensation  
to  
101.1101.5204 – Unemployment**

**MONDAY, SEPTEMBER 21, 2009  
OFFICE OF THE BOARD OF COMMISSIONERS  
PICKAWAY COUNTY, OHIO**

**300 from 101.1102.5501 – Maintenance-Equipment  
to  
101.1102.5484 – Maintenance-Uniforms**

**1,262.38 from 101.1103.5402 – Liability Contract Repairs  
to  
101.1103.5443 – Group & Liability Deductible**

**3,600 from 101.1103.5442 – Group & Liability Insurance  
to  
101.1102.5480 – Maintenance-Communications**

**In the Matter of  
Two-Week Notice of  
Lay-off for Dog Shelter Employee:**

Due the OPERS Disability Leave reinstatement of Keith Adams' position at the Pickaway County/Wright Poling Dog Shelter, Mr. Wippel offered the motion, seconded by Mr. Reeser, authorizing Ryan Scribner, County Administrator, to implement the lay-off procedure for an employee of the Dog Shelter due to financial restraints.

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

Attest: \_\_\_\_\_  
Patricia Webb, Clerk

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

The weekly report for the Pickaway County Dog Shelter was filed for week ending September 19, 2009.

A total \$603 was reported being collected as follows: \$262.50 in sales of dogs; \$55 in redemptions; \$58 in donations; \$162.50 in sales of tags; and \$65 in late tag fee penalties.

Two (2) dogs were euthanized.

No firearms were discharged.

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: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, yes. Voting No: None. Motion carried.

\_\_\_\_\_  
Ula Jean Metzler, President

\_\_\_\_\_  
Glenn D. Reeser, Vice President

\_\_\_\_\_  
Jay H. Wippel  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: \_\_\_\_\_  
Patricia Webb, Clerk