

**MONDAY, NOVEMBER 9, 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, November 9, 2009, with the following members present: Mrs. Ula Jean 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 November 2, 2009 minutes.

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

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

Mr. Wippel 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 November 9, 2009, 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 \$296,167.66 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: \_\_\_\_\_  
Ryan Scribner, County Administrator

**In the Matter of**  
**Meeting with Terry Frazier, Director of Pickaway County Development & Planning Office:**

Terry Frazier, Director of the Pickaway County Development and Planning Office met with the Commissioners for an update on the County Building Department. Mr. Frazier reported that the Building Department year to day revenues had exceeded expenditures by approximately \$3,000. He added that some upcoming commercial development projects would yield substantial permit fees before the end of 2009. Commissioner Reeser applauded the budget success noting that 2009 had been one of the most challenging years ever with construction activity suppressed by the sluggish economy.

Mr. Frazier suggested that the Commissioners enter into executive session to discuss a personnel matter in the Building Department. Mr. Wippel offered the motion, seconded by Mr. Reeser to enter into executive session at 9:48 a.m.

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

Mr. Wippel offered the motion, seconded by Mr. Reeser to come out of executive session at 9:56 a.m.

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

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**In the Matter of**  
**Request Denied for Exemption from Policy**  
**Related to Pickaway County Building Inspectors:**

Mr. Frazier indicated that Ryan Wilkins, Pickaway County Building Department Inspector, had formally asked for an exemption from the policy that Building Inspectors are not permitted to do work for a general contractor who does business in the respective Building Inspector's jurisdiction. Mr. Reeser offered the motion, seconded by Mr. Wippel to not grant any exemption from this policy so as to ensure no conflicts of interest.

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

**In the Matter of**  
**Derby Area Sanitary Sewer Meeting:**

The Commissioners held their monthly Derby Area Sewer Project update meeting. The following people were in attendance: Nathan Davis – Rural Community Assistance Program (RCAP), Ned Musselman – Darby Twp., Davie Walker – M.E. Companies, Randy Stoll – M. E. Companies, Ashley Kelly – U.S. Department of Agriculture (USDA), Bob Parker – Pickaway County Engineer, and Chris Mullins – Pickaway County Engineer's Office. Mr. Mullins and Mr. Stoll gave Mr. Kelly an overview of the existing and proposed sewer treatment infrastructure in Derby and the surrounding areas including Orient and Clarks Lakes. They explained that a preliminary engineering study had been completed and plans were in place to meet the EPA findings and orders to provide sewage treatment for Derby, and that there was interest in the various USDA funding programs to help finance the project.

Mr. Kelly asked what the probability was of getting the required easements for the project. Mr. Parker said he did not foresee any difficulty given that most of the area was agricultural, not residential. Mr. Kelly asked if the four commercial users were really only generating waste equivalent to an average residential user as indicated in the study prepared by M.E. Companies. He suggested that M. E. Companies do a survey to verify what the actual flows are.

Mr. Stoll asked if the low to moderate (LMI) study that M.E. had recently conducted in Derby could be used to qualify for USDA funding. Mr. Kelly said that it could and that LMI status was necessary to be eligible for USDA programs. Mr. Kelly added that in addition to the LMI study and the engineering report, an environmental report would be required as well. Mr. Davis explained that RCAP could do the study. He and Mr. Stoll discussed the possibility of using funds budgeted in the county's contract with M.E. Companies to pay for the study.

Mr. Kelly indicated that he thought there was a good potential funding package in place with mix of CDBG, OPWC, and other funding sources identified to help pay for the project. He suggested that next steps should be getting the engineering and environmental reports completed. Then USDA could evaluate the project and indicate what the terms of their funding solution could be. He also stated that the LMI survey would need to be approved by the Ohio Department of Development to make sure the project is eligible for CDBG and USDA funding. The group agreed upon these steps. It was also agreed that they would wait to see how the OPWC application went in December before committing the resources necessary for the engineering and environmental studies.

In closing, Mr. Kelly stated that USDA would ultimately commit their funding before the other contributors had committed their support, but that the USDA support would be contingent upon the other funding sources coming through. He informed Mr. Parker that USDA has a preferred form to be used for easement acquisition, and he asked that an amended report with revised total project costs be completed for submission to USDA.

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**In the Matter of**  
**Meeting with Melissa Betz, County Auditor**

Melissa Betz, County Auditor, met with the Commissioners to review the October month-end financial report. She indicated the General Fund balance at the end of October was just over \$2.3 million and that it appeared that the ending year balance might be higher than previously expected. Ms. Betz asked the Commissioners to approve a resolution to exempt bills of \$1,000 or less from the Then & Now Certification.

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

**Resolution No.: PC-110909-1**

WHEREAS, for the period of **December 1, 2009, to January 31, 2010**, all purchases of **\$1,000 or less are exempt from the THEN and NOW CERTIFICATION requirements**, then

THEREFORE BE IT RESOLVED that for any person authorized to make purchases shall file a written document with the Pickaway County Auditor stating the purpose, amount, and date of the purchase along with the name of the vendor within three (3) business days of making a purchase.

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

**In the Matter of**  
**Creation of New Line Item Approved:**

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

**225.2060.5401 – Juvenile-Volunteers Contract**

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

**In the Matter of**  
**Cash Advance Back Approved:**

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

**1,939.76 from 227.2020.5801 – VOCA-Advance Back**  
**to**  
**101.0000.4910 – General Cash Advance**

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

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

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

**3,000 to 101.1105.5703 – Contingencies  
7,011.25 to 101.1105.5703 – Contingencies  
3,000 to 225.2060.5401 – DYS-Volunteer Contract  
500 to 225.2060.5403 – DYS Grant-Volunteer Travel & Expense**

Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, absent for vote. 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:

**5,000 from 101.2012.5401 – Sheriff Administration-Contract Services  
to  
101.2012.5527 – Sheriff Administration-Vehicle Expenses**

**7,000 from 101.2012.5483 – Sheriff Administration-Uniform Allowance  
to  
101.2012.5527 – Sheriff Administration-Vehicle Expenses**

**80 from 101.1218.5403 – Probate-Travel & Expense  
to  
101.1218.5301 – Probate-Supplies**

**4,800 from 101.1102.5901 – Maintenance-Other Expenses  
to  
101.1102.5429 – Maintenance-Rentals**

**2,148 from 101.1102.5301 – Maintenance-Supplies  
to  
101.1102.5429 – Maintenance-Rentals**

**440.26 from 101.1215.5301 – Juvenile-Supplies  
to  
101.1215.5309 – Juvenile-Postage**

**3,000 from 101.2012.5301 – Sheriff Administration-Supplies  
to  
101.2012.5527 – Sheriff Administration-Vehicle Expenses**

**3,000 from 101.2012.5308 – Sheriff Administration-Food/Prisoners  
to  
101.2012.5527 – Sheriff Administration-Vehicle Expenses**

**5,079.65 from 101.1201.5426 – Municipal Court-Medical Insurance  
to  
101.1201.5422 – Municipal Court-Employee Salaries**

**1,716.87 from 101.1201.5421 – Municipal Court-Salaries  
to  
101.1201.5422 – Municipal Court-Employee Salaries**

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**2,549.29 from 101.1201.5426 – Municipal Court-Medical Insurance  
to  
101.1201.5424 – Municipal Court-PERS**

**147.10 from 101.1201.5426 – Municipal Court-Medical Insurance  
to  
101.1201.5425 – Municipal Court-Medicare**

**398.68 from 101.1201.5426 – Municipal Court-Medical Insurance  
to  
101.1201.5427 – Municipal Court-Workers Compensation**

**7,011.25 from 101.1105.5703 – Contingencies  
to  
101.1201.5422 – Municipal Court-Employee Salaries**

**3,000 from 101.1105.5703 – Contingencies  
to  
101.1113.5414 – Exams**

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

**In the Matter of  
Issuance of a Blanket Purchase Order Approved:**

Mr. Reeser offered the motion, seconded by Mrs. Metzler to approve the following request for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**2,211.08 – Development & Planning-Other Expenses**

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator

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

The weekly report for the Pickaway County Dog Shelter was filed for week ending November 7, 2009.

A total of \$505 was reported being collected as follows: \$256.60 in sales of dogs; \$50 in redemptions; \$75 in donations; \$97.50 in sales of tags; and \$26 in late tag fee penalties.

Seven (7) 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 Mrs. Metzler to adjourn. Voting on the motion was as follows: Mrs. Metzler, yes; Mr. Reeser, yes; Mr. Wippel, absent for vote. Voting No: None. Motion carried.

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Ula Jean Metzler, President

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Glenn D. Reeser, Vice President

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

Attest: \_\_\_\_\_  
Ryan Scribner, County Administrator