

TUESDAY, JANUARY 19, 2010
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 Tuesday, January 19, 2010, with the following members present: Mr. Glenn D. Reeser and Mr. Jay H. Wippel. Mrs. Ula Jean Metzler was absent. Ryan Scribner, County Administrator, was also in attendance.

In the Matter of
Minutes Approved:

Mr. Reeser offered the motion, seconded by Mr. Wippel to approve January 11, 2010 minutes.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Approval for 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 January 15, 2010, 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 **\$449,489.05** on the County Treasurer to satisfy the same.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Allocation of Sales Tax Collections:

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

461,979.52 to 101.0000.4121 - General Fund

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Re-appointment of Robert Lamneck as
Pickaway County 2010 Apiary Inspector:

Mr. Reeser offered the motion, seconded by Mr. Wippel to re-appoint **Robert Lamneck, 14181 Walnut Creek Pike, Ashville, Ohio 43103** as the **Pickaway County 2010 Apiary Inspector** with the annual of appropriation of \$3,850 for apiary inspection expenses; pay rate of \$10.00 per hour; and mileage reimbursement rate of 47¢ per mile.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Travel Authorizations Approved for
Job & Family Services Employees:

The Commissioners signed and approved Travel Authorizations for numerous Job & Family Services employees to attend various meetings, seminars, and training sessions to be held throughout the month of January at the total probable cost of \$1,176.40.

In the Matter of
Designation of Abby Scott as Alternate Member on
Pickaway County Planning Commission:

Pursuant to Ohio Revised Code §713.22 regarding the designation of alternate members for another member on the Pickaway Planning Commission, Mr. Reeser offered the motion, seconded by Mr. Wippel to accept the appointment of **Abby Scott, 8900 Keplar-Ford Road, Orient, Ohio 43146**, to serve as an alternate member for Stacey Sark on the Pickaway County Planning Commission.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Meeting Regarding Job & Family Services
Employees Held Harmless Related to Dental Insurance Increases:

Rojanne Woodward, Director of the Pickaway County Department of Job & Family Services (PCDJFS), met with the Commissioners along with Melissa Betz, County Auditor, and Lisa Burroughs, Pickaway County Payroll Clerk, to discuss employee dental insurance rate increases.

Mrs. Woodward explained that when the health and dental insurance rates increased this year, she had the authority and made the decision to hold PCDJFS staff harmless of all health, dental, and vision insurance rate increases as spelled out in the 2-year union contract. This freeze was also passed onto PCDJFS's non-bargaining employees. Mrs. Woodward stated that agency's budget can support absorbing the increases. A letter was provided to the county auditor's payroll department regarding employees being held harmless, however; after payroll checks were received it was found that the payroll deductions reflected no increase in health insurance rates to employees, but the increase for dental insurance was deducted from their pay. (Vision insurance rates did not increase). It was pointed out by Mrs. Burroughs that over the years while departments/agencies with their own Boards, (i.e. Board of Elections; Veterans Services; Board of Health, etc.), employee health insurance rate contributions have varied, but employee contributions for dental insurance were uniform across the board..

Mrs. Woodward pointed out that the both of the agency's union and non-union employees relinquished raises for the past two years, and she does not want to breach or deviate from the non-bargaining unit employees' contract and pass along the dental insurance increase. She mentioned that the agency's non-bargaining compensation plan states, "The [PCDJFS] Director may, should he or she determine that the Department's financial situation allows, direct the Department to subsidize all or part of the employee's portion of the health insurance premiums. The Director may revise the amount of the subsidy when he or she determines it is appropriate."

After further discussing the matter, Commissioner Reeser stated that while he personally was under a bit of misconception about the bargaining and non-bargaining contracts, it *is* spelled out in the compensation

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plan that the agency's director may determine to subsidize all or part of the employee's portion of insurance premiums with the budget permitting, and that should be honored.

A brief discussion was held related to elected officials that are offering additional compensation to employees for not utilizing their accrued sick time during a one year period. It was determined that a discussion should be held at an upcoming elected officials luncheon regarding deviating from the county's policy and procedure manual related to bonuses or pay-outs if their budgets permit.

In the Matter of
Meeting with Rojanne Woodward Regarding
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:

- **Cell Phone Policy:** The agency's cellular telephone policy was revised to exclude eliminated positions. Employee positions where it is necessary to carry a cellular phone for emergency response purposes, it is required that the employee utilize their personal cellular phone. Employees under this requirement receive reimbursement up to a maximum of \$30 per month by completing a monthly travel reimbursement request and attaching a copy of their cellular telephone invoice. If the monthly costs are less than the \$30 maximum, the lesser amount is the amount reimbursed. All reimbursements are IRS taxable.
- **Family & Children First Council (FCFC):** There is a vacancy in the FCFC Coordinator position due to the resignation of current coordinator. The position will be posted on the Pickaway County Jobs One-Stop Office website this week or next.
- **Unemployment Statistics:** Pickaway County's unemployment rate was 11.1% for the month of November 2009.
- **Agency Statistics:** A spreadsheet was distributed reflecting the number of clients served through the agency's various divisions and the associated costs for the period of December 2008, to December 2009.

In the Matter of
Meeting in Executive Session with
Rojanne Woodward Regarding Personnel Matter:

Rojanne Woodward, Director of the Pickaway County Job & Family Services Department, met with the Commissioners to discuss a personnel matter within the agency.

At 10:19 a.m., Mr. Reeser offered the motion, seconded by Mr. Wippel to enter into Executive Session to discuss the matter.

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

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At 10:35 a.m., Mr. Reeser offered the motion, seconded by Mr. Wippel to resume Regular Session.

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

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A Three (3) Working Day Suspension and Last Chance Agreement form was then signed by the Commissioners for a Pickaway County Job & Family Services' employee, which will be placed in the employee's personnel file.

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In the Matter of
Derby Area Sanitary Sewer Project
Progress Meeting:

Robert Parker, County Sanitary Engineer, Chris Mullins, County Deputy Sanitary Engineer, and Randy Stoll and David Walker of M-E Companies, Inc. met with the Commissioners for the monthly progress meeting regarding the Derby Area Sanitary Sewer project.

Topics discussed included:

- **Force main route:** The force main route from Derby to the lift station at Foxlair Mobile Home Park (FMHP) will run along the easement on Buzzard Road. A small number of easements will be obtained from private property owners.
- **Directional bore:** A cost analysis will be performed related to a directional bore compared to an open trench through a wooded area on the Foxlair Mobile Home Park property.
- **Additional services for survey work:** An amendment to the M-E Companies, Inc. agreement will be required for additional topographic surveying and other work needed to complete the force main construction plans. Local residents will be notified of the survey team that will be working the area. Funds for the amendment will be covered through the county's existing Ohio Water Development Authority (OWDA) planning loan designated for contingencies.
- **Income Survey:** The income survey that was performed designating the area low-to-moderate income does not meet the United States Department of Agriculture's (USDA) requirements and a separate median income household survey will need to be performed if a low interest loan for the project is ultimately obtained through USDA's Rural Community Assistance Program (RCAP). Discussion was held in reference to strengthening the county's application for the second phase of stimulus funding. The EPA will be contacted regarding obtaining the Permit to Install and reviewing the project that will be servicing the LMI area. If the stimulus application is approved, the USDA RCAP median income household survey will not be necessary. Grant funding will continue to be explored to keep the user rates as low as possible.
- **Township Easement:** An easement will be obtained from the township for the lift station. Mr. Stoll will set up a meeting with the Darby Township Trustees to discuss an intergovernmental agreement to allow the county to operate the lift station. The township house will be tied into the system.
- **Railroad Access:** An Application for Pipeline Crossing or Parallelism of Properties and/or Track will be filed with the Indiana & Ohio Railroad.
- **Customers:** Discussion was held regarding stubbing out vacant properties and vacant properties adjacent to occupied properties for future tie-ins. A determination of the number of vacant lots that will be stubbed out and how many potential users that could be added on to the existing system for future development were requested. A first right-of-refusal agreement will be spelled out for existing users.

Following further discussion regarding the project, the following amendment was signed for the additional survey work related to the project.

In the Matter of
Amendment to Owner/Engineer Agreement
Related to Derby Area Sanitary Sewer Project:

Commissioner Wippel signed an Amendment to Owner-Engineer Agreement with **M-E Companies, Inc.** in the amount of **\$8,100** for an additional area of topographic survey work needed to complete the force main construction plans for the Derby Area Sanitary Sewer. Additional services include setting field controls, topographic survey, property research, and establishing property lines.

In the Matter of
Road Load Reductions Approved:

Robert Parker, County Engineer, along with Chris Mullins, Deputy Engineer, met with the Commissioners and requested the enactment of a 50% load reduction on several county roads due to excessive moisture and unstable road beds.

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Upon the Commissioners' review of the listing of roads, Mr. Reeser offered the motion, seconded by Mr. Wippel to enact a 50% load reduction on the following county roads:

- **Canal Road (CR-100)** from the Melvin Stone entrance south to St. Rt. 104
- **Crownover Mill Road (CR-125)** from Crownover Road to Yankeetown Pike
- **Yankeetown Pike (CR-17)** from Crownover Mill Road to Five Points Pike
- **Five Points Pike (CR-21)** from Yankeetown Pike to St. Rt. 56
- **Ashville Pike (CR-28)** the entire length
- **London Road (CR-3)** from Pherson Pike to the south corporation limit of Darbyville

All reductions are effective immediately and will expire on April 30, 2010.

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Meeting with Engineering Department
Regarding Road & Bridge Funds:**

Robert Parker, Pickaway County Engineer, and Chris Mullins, Deputy County Engineer, discussed ORC §5577.13 related to county Weight Scale Programs funds shared between the county engineering department the Sheriff's Department. The sheriff department utilizes to fund a deputy to enforce the statute and the County Engineering Department for the costs of road maintenance and repairs generated from fines for overload cases that are paid into the county Road & Bridge Funds.

**In the Matter
Appropriation Reductions Approved:**

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

- 26,160 from 210.5026.5102 – Stepping Stones-Salaries
- 3,600 from 210.5026.5201 – Stepping Stones-PERS
- 364 from 210.5026.5202 – Stepping Stones-Medicare
- 500 from 210.5026.5301 – Stepping Stones-Supplies
- 500 from 210.5026.5403 – Stepping Stones-Travel/Training
- 1,000 from 210.5026.5429 – Stepping Stones-Office Space/Rent
- 500 from 210.5026.6501 – Stepping Stones-Equipment

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

Attest: _____
Patricia Webb, Clerk

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

Mr. Reeser offered the motion, seconded by Mr. Wippel to approve the following requests to CREATE A NEW LINE ITEM:

- 101.1216.5202 – ARRA-Juvenile Ct.-Div. Match-Medicare
- 101.1216.5102 – ARRA-Juvenile Ct.-Div. Match-Salaries
- 101.1216.5201 – ARRA-Juvenile Ct.-Div. Match-PERS
- 101.1234.5203 – ARRA-Juvenile-Probation Ins. Match

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**220.1238.5963 – Juvenile Ct.-Indigent Services
101.1216.5205 – ARRA-Juvenile Ct.-Div. Match-W.C.
101.2005.5202 – Coroner-Medicare**

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

Attest: _____
Patricia Webb, Clerk

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

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

**105,175 from 101.5001.5702 – Job & Family Services-Mandated Share
to
206.0000.4902 – Job & Family Services-Mandated Share Receipts

111,742.50 from 101.5005.5401 – Children Services Contract (Mandated Share)
to
207.0000.4901 – County Maintenance of Children**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Appropriation of Funds Approved:**

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

**1,000 to 220.1238.5963 – Juvenile-Indigent Guardian Fund-Indigent Services
1,000 to 101.1105.5703 – Contingencies
24,000 to 210.5024.5102 – ARRA-Stepping Stones-Salary
3,400 to 210.5024.5201 – ARRA-Stepping Stones-PERS
350 to 210.5024.5202 – ARRA-Stepping Stones-Medicare
2,000 to 101.1105.5703 – Contingencies**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

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

**981.45 from 225.2021.5201 – DYS Probation-PERS
to
225.2027.5201 – ARRA-Probation Match-PERS**

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**101.65 from 225.2021.5202 – DYS Probation
to
225.2027.5202 – ARRA-Probation Match-Medicare**

**130 from 225.2021.5205 – DYS Probation-W.C.
to
225.2027.5205 – ARRA-Probation Match-W.C.**

**7,101 from 225.2021.5102 – DYS Probation-Salaries
to
225.2027.5102 – ARRA-Probation Match-Salaries**

**127.08 from 101.1215.5202 – Juvenile-Medicare
to
101.1216.5202 – ARRA-Div. Match-Medicare**

**1,226.80 from 101.1215.5201 – Juvenile-PERS
to
101.1216.5201 – ARRA-Div. Match-PERS**

**8,763 from 101.1215.510 – Juvenile-Salaries
to
101.1216.5102 – ARRA-Div. Match-Salaries**

**1,330 from 101.1215.5203 – Juvenile-Insurance
to
101.1234.5203 – ARRA-Probation Match-Insurance**

**2,000 from 101.1105.5703 – Contingencies
to
101.1108.5430 – Building Department-Training**

**1,000 from 101.1105.5703 – Contingencies
to
101.1108.5501 – Building Department-Equipment**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Issuance of Blanket Purchase Orders Approved:**

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

**15,000 – 101.1101.5901 – Commissioners-Other Expenses
6,000 – 101.1102.5901 – Maintenance-Other Expenses
5,000 – 101.6101.5901 – Airport-Other Expenses
1,500 – 101.2001.5901 – EMA-Other Expenses
3,500 – 101.4002.5901 – TB Hospital Care-Other Expenses
2,500 – 297.5002.5901 – EIC-Other Expenses
625 – 101.2005.5901 – Coroner-Other Expenses
18,000 – 248.2030.5901 – LEPC-Other Expenses
2,000 – 249.2061.5901 – Citizens Corp-Other Expenses
2,500 – 255.5026.5901 – 800 MHz-Other Expenses
4,000 – 101.1206.5901 – Court of Appeals-Other Expenses
500 – 101.1117.5901 – Recycling-Other Expenses
1,500 – 101.1106.5901 – Planning & Development-Other Expenses**

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

Attest: _____
Patricia Webb, Clerk

With there being no further business brought before the Board, Mr. Wippel offered the motion, seconded by Mr. Reeser to adjourn. Voting on the motion was as follows: Mr. Wippel, yes; Mr. Reeser, yes; Mrs. Metzler, absent. Voting No: None. Motion carried.

Jay H. Wippel, President

Glenn D. Reeser, Vice President

ABSENT

Ula Jean Metzler
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: _____
Patricia Webb, Clerk