

MONDAY, APRIL 5, 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 Monday, April 5, 2010, with the following members present: Mr. Jay H. Wippel; Mr. Glenn D. Reeser; and Mrs. Ula Jean Metzler. Ryan Scribner, County Administrator, and Stan Summers, Muhlenberg Township Trustee, was also in attendance.

In the Matter of
Minutes Approved:

Mrs. Metzler offered the motion, seconded by Mr. Reeser to approve the minutes from March 29, 2010.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Approval for 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 April 1, 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 **\$124,139.43** on the County Treasurer to satisfy the same.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
National Crime Victim's Rights Week
Resolution Adopted:

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

Resolution No.: PC-040510-1

WHEREAS, as a nation devoted to liberty and justice for all, America must increase its efforts to protect, restore, and expand crime victims' rights and services so that they apply to **every victim, every time**; and

WHEREAS, 24.2 million Americans are victims of crime each year, and of those, 5.2 million are victims of violent crime; and

WHEREAS, all victims of crime deserve respect, resources, restoration, and justice; and

WHEREAS, all fifty states, the District of Columbia, and the federal government grant crime victims certain legal rights; and

WHEREAS, National Crime Victims' Rights Week – April 18 through April 24, 2010 – offers us all the opportunity to recommit ourselves to ensuring that every victim is afforded his or her legal rights and treated as a crucial participant in our criminal justice system; and

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WHEREAS, we carry crime victims' rights into 2010 and beyond, we must strive to create a nation where the legal rights of victims are honored and individuals are accountable for their treatment of victims; and

WHEREAS, despite significant progress in providing rights and services to crime victims over the past two decades, large segments of our population, including crime victims with disabilities, victims with mental illness, victims who are immigrants, victims who are teenagers, victims who are elderly, and victims in rural areas, are still underserved; and

WHEREAS, the Pickaway County Board of Commissioners is joining forces with victim service programs, criminal justice officials, and concerned citizens throughout Pickaway County and America to raise awareness of victims' rights and observe National Crime Victims Week; then

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby proclaim the week of

**April 18 through April 24, 2010
as
NATIONAL CRIME VICTIMS' RIGHTS WEEK
in Pickaway County, Ohio**

and reaffirms the Pickaway County Board of Commissioners' commitment to respect and enforce victims' rights and address their needs during *Crime Victims' Rights Week* and throughout the year, and hereby express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force to improve our response to victims of crime and build a more just community.

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

Attest: _____
Patricia Webb, Clerk

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

The Commissioners signed and approved Travel Authorizations for numerous Job & Family Services employees to attend various meetings and training sessions to be held throughout the month of April at the total probable cost of \$1,317.44.

**In the Matter of
Agreement Signed for Development of
Continuity of Operation Plan and Continuity of Government Plan:**

A Standard Client Agreement was signed by Commissioner Wippel, President, between the county and Michael E. Baker, Jr., Inc., 2720 Airport Drive, Columbus, Ohio 43219, in the amount of \$16,071.38 for the development of a hybrid Continuity of Operation Plan (COOP) and Continuity of Government (COG). The merged plan, funded by a Homeland Security Grant, will include alternate sites to set up government offices to continue essential functions should incidents or events interrupt normal operations.

**In the Matter of
Meeting with Emergency Management Agency Update:**

David Conrad, Pickaway County EMA Director, met with the Commissioners to provide an update.

Topics reviewed included:

- **Diesel Fuel Tank Leak:** Late last week, the Pickaway County Sheriff Department's diesel fuel above ground tank was found to be leaking. The fuel is used for the tractor mower utilized by the department. Mr. Conrad contacted the Ohio EPA which also responded to the site. The

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contaminated soil, which will be recycled at a proper facility, has been removed and replaced with fill dirt. A new 250 gallon double-wall storage tank, which will be placed on precast concrete pads, will be obtained from Circleville Oil at no cost.

- **Village of Tarlton/Saltcreek Fire Township Department Meeting:** Mr. Conrad recently attended a Tarlton/Saltcreek Township Fire Department meeting at which he stated he ended up being the guest speaker.
- **Mobile Meth Lab:** Mr. Conrad recently responded to the discovery of a mobile meth lab that was found during a traffic stop. Mr. Conrad commended the local fire departments on their plan in responding to such incidents.
- **Ohio Emergency Management Agency Conference:** Mr. Conrad, along with County Administrator Ryan Scribner, attended a two-day EMA Conference last week. Mr. Conrad stated that he obtained a lot useful information and was able to network with other EMA Directors.
- **Pickaway County Fire Chief's Association Meeting:** Mr. Conrad attended a Pickaway County Fire Chief's Association meeting where he learned that the local fire chiefs feel disconnected from county government. Members of the association, which was formed last year, informed Mr. Conrad that they would like a County Commissioner to attend one of their regularly scheduled meetings that are held on the 4th Tuesday of every month at 7:00 p.m. at the Pickaway Township Volunteer Fire Department. The Commissioners were receptive to Mr. Conrad's suggestion of his acting as a liaison between the association and the County Commissioners and they stated that one of them will plan to attend a meeting.
- **Ohio EMA Liaison:** Mr. Conrad stated Lori Haukedahl, the Ohio EMA Liaison, will be meeting with him on Wednesday to review the EMA Director's Manual and provide other information and answer any questions he may have.

In the Matter of
Discussion Regarding Temporary Intermittent
Non-Classified County Maintenance Worker Position:

Mr. Conrad and Ryan Scribner, County Administrator, discussed staffing in the maintenance department. Mr. Conrad indicated that the Jobs One Stop had placed a worker, Clarence Raines, in the maintenance department that was originally supposed to be funded at 40 hours a week. Mr. Conrad recently learned that the One Stop program would only be able to fund 25 hours a week. Mr. Conrad asked the Commissioners if they would approve appointing Mr. Raines as an intermittent, unclassified employee to be able to pay him for the balance of a full 40 hour week. Mr. Scribner recommended that county pick up the 15 hours per week that is no longer covered by the Jobs One Stop Office program for the next two week period. The Commissioners agreed to the recommendation.

In the Matter of
Meeting Regarding Purchase of IT Firewall Software:

Robert Adkins, Pickaway County IT Director, met with the Commissioners to discuss the purchase of firewall software, which is a top priority on the list of upgrades related to the county's computer network. Five thousand dollars (\$5,000) has been earmarked in the county's 2010 Capital Purchase Plan IT for such upgrades and purchases.

Mr. Adkins stated that one of the criteria for the firewall software is the ability to impede entering specific non-work related websites that can be made specific to the various departments and also be capable of blocking new computer viruses that are created that have the potential to infect computer networks on a near daily basis. Mr. Adkins provided information regarding *Astaro Firewall* software which has both capabilities. Discussion was also held in reference to ultimately creating the ability for county residents to pay real estate taxes, court costs, and purchase dog tags online.

Following further discussion regarding IT needs, the Commissioners stated that they would like to conduct a meeting with all elected officials and department heads to obtain their respective input regarding firewall software and discuss and prioritize IT capital needs. It was determined that the meeting will be scheduled for early May.

In the Matter of
Resolution Adopted Authorizing
County Engineer to Enter into Bridge Inspection Contract:

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Chris Mullins, Deputy County Engineer, met with the Commissioners to obtain their permission for Robert E. Parker, Pickaway County Engineer, to enter into an agreement with Stantec Consulting Services, Inc. for 2010 bridge inspections.

After discussing the agreement, Mrs. Metzler offered the motion, seconded by Mr. Reeser to adopt the following Resolution:

Resolution No.: PC-040510-2

WHEREAS, the Pickaway County Engineer received a proposal from Stantec Consulting Services, Inc. for bridge inspection services for year 2010; and

WHEREAS, Stantec Consulting Services, Inc. proposed to perform 7 tasks associated with the bridge inspection services that include:

- Task 1: Inspect 155 bridges: 124 in the west half of the county, and 31 bridges with a General Appraisal of 4 or less in the east half of the county;
- Task 2: Inspect and inventory 1 new box culvert (formerly SFN 6534236);
- Task 3: Inspect and inventory 1 new multi-span bridge (load rating not included) (formerly SFN 6533159);
- Task 3A: Perform load rating of new multi-span bridge (formerly SFN 6533159);
- Task 4: Pickaway County staff will inspect bridges (12) with General Appraisal of 5 or higher in the east half of Pickaway County. The inspection form BR86 will be provided to Stantec for error checking and finally inclusion in the CEAO Bridge Software and submitted to ODOT.
- Task 5: Prepare Pickaway County Inspection Staff comments;
- Task 6: Field Investigation visit; and
- Task 7A-7C: Under water inspection of 3 bridges.

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby authorizes Robert E. Parker, Pickaway County Engineer, to enter into contract with **Stantec Consulting Services, Inc., 1500 Lake Shore Drive, Suite 100, Columbus, Ohio 43204, for a lump sum fee of \$52,000** for the above described services.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Meeting Regarding Electrical Distribution Panel
Repair for Sheriff Department/County Jail:

Jim Willeford, Maintenance Supervisor for the Pickaway County Sheriff Department/County Jail, met with the Commissioners regarding the repair/replacement of the county jail's electrical sub-distribution breaker (ESDP) panel board interior. The panel controls the emergency generator the jail's computer room and dispatcher, radio communications room, critical circuits in two jail pods, and central control room. Two months ago, the equipment failed to operate and a temporary emergency repair was made to allow additional time to determine a permanent solution.

Mr. Willeford provided a comprehensive report that included a quote from Jess Howard Electric Co. (\$7,458) and B.J.'s Electric, Inc. (\$8,990) for the repairs that include a new breaker. After reviewing the quotes, the Commissioners stated that though the costs do not meet the threshold for the mandatory bidding process, they requested that Russell E. Toole & Sons Electric be contacted and also be provided the opportunity to submit a proposal. Mr. Willeford stated that he would contact the company and report back.

In the Matter of
Approval to Provide Financial
Support to the Pickaway County OSU Extension Office for
Purchase of New Telephone System:

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Ryan Scribner informed the Commissioners that the Pickaway County OSU Extension office telephone system is antiquated, does not have voice mail capabilities, and is in need of replacement at the cost of \$3,684. In speaking with the agency's director, Mike Estadt, Mr. Scribner stated that he believes the state's OSU Extension Office provides partial funding for the purchase of such office equipment. Mr. Scribner stated that he will contact Mr. Estadt to obtain additional information.

In the meantime, it was determined that the county will provide partial funding for the purchase. Therefore, Mrs. Metzler offered the motion, seconded by Mr. Reeser to provide financial support for the difference in the amount the Pickaway County OSU Extension office receives from the OSU Extension and the purchase of a new telephone system. The county's portion of the financial support toward the purchase will be paid from Unplanned Capital expenditures.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Meeting with County Auditor
Regarding Month End Reports:

Melissa Betz, County Auditor, met with the Commissioners and reviewed the county's month end revenue and expenditure reports for March 2010.

In the Matter of
Meeting with Sheriff Radcliff Regarding
Basement Renovations at Sheriff Department:

Sheriff Dwight Radcliff met with the Commissioners and provided a schematic drawing prepared by architect John Ankrom of the proposed layout of renovations under consideration for the basement of the Pickaway County Sheriff Department. The renovations are to provide additional office and meeting room space.

After reviewing the drawing, the Commissioners posed a few questions and requested Sheriff Radcliff set a time to meet with Mr. Ankrom to perform an overview of the location and dimensions of the offices on the first floor that will be relocating to the basement level and report back to them with more details.

It was also ascertained that an auction will be scheduled for the sale of obsolete property and confiscated items that are stored in the basement and no longer required to be held by the Sheriff's Department.

In the Matter of
Maintenance Worker 1
Position Description Reviewed:

Ryan Scribner, County Administrator, provided a draft Maintenance Worker 1 position description for the Commissioners' review. Some minor changes were suggested, which will be made prior to approval.

In the Matter of
Transfer Approved by County Administrator:

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

235.85 from 203.2025.5201 – Engineer-Road & Bridge PERS
to
203.2025.5205 – Engineer-Road & Bridge-Workers Compensation

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Appropriation Approved:

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

2,000 to 101.1105.5703 – Contingencies

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Transfer Approved:

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

2,000 from 101.1105.5703 – Contingencies
to
101.1117.5901 – Recycling Outreach-Other Expense

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Issuance of Blanket Purchase Order Approved:

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

3,204.06 to 101.1145.5901 – Recorder-Other Expense
2,500 to 101.1117.5901 – Recycling Outreach-Other Expense

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending April 3, 2010.

A total of \$775 was reported being collected as follows: \$256 in sales of dogs; \$45 in redemptions; \$240 in donations; \$182 in sales of tags; and \$52 in late tag fee penalties.

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Eleven (11) dogs were euthanized.

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

Jay H. Wippel, President

Glenn D. Reeser, Vice President

Ula Jean Metzler
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: _____
Patricia Webb, Clerk