

TUESDAY, APRIL 11, 2023
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, April 11, 2023, with the following members present: Mr. Jay H. Wippel, Mr. Harold R. Henson and Mr. Gary K. Scherer. April Dengler, County Administrator, was also in attendance.

In the Matter of
Minutes Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from April 4, 2023, with corrections.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, 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 11, 2023, in the Commissioners' Voucher Journal, the date in which checks will be cut; 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 \$441,032.63 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Then and Now Certification Approved for Payment:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

BE IT RESOLVED, that the County Auditor certifies that both at the time that the following contracts or orders were made and at the time that a certification (Section 5705.41) was completed, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appointed and free from any previous encumbrance. The Then and Now Certification has been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated April 11, 2023, in the Commissioners' Voucher Journal, the date in which checks will be cut; then,

BE IT FURTHER RESOLVED, that the Board of Pickaway County Commissioners, as Taxing Authority are authorizing the Auditor of Pickaway County, Ohio, to draw her warrant on this entry in the amount of \$71,979.48 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

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In the Matter of
Appropriations Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for APPROPRIATION:

\$23,505.00 – 101.1105.5703 – Contingencies – Commissioners

\$600,000.00 – 230.1246.5701 – Transfer Out Certificate of Title Admin – Clerk of Courts

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Transfer and Reappropriations Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for TRANSFER AND REAPPROPRIATION:

\$23,505.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1103.5442 - Group & Liability Property Insurance – Commissioners

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Fund Transfer:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for FUND TRANSFER:

\$600,000.00 – 230.1246.5701 – Transfer Out Certificate of Title Admin – Clerk of Courts
TO
101.0000.4901 – General Fund Transfer In – Clerk of Courts

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Waiver Approved:

Tiffany Gallagher, Administrative Office Assistant, requested a waiver to pay Coughlin Ford of Circleville, in a timely manner related to the ARP Governmental Services. After discussing the request, Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to waive the waiting period to issue payment to Coughlin Ford of Circleville, in the amount of \$331,856.00 as follows:

\$331,856.00 #938.1123.5903 ARP Governmental Services

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

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In the Matter of
Report Provided by Ron Custer:

The following is a summary of the report provided by Ron Custer, Dog Warden.

- Mr. Custer reported that they will be holding a fundraising event at Gold Cliff Circleville Friday, April 28, 2023, 12:00 p.m. to 8:00 p.m.
- Nine dogs were adopted last week, and the in-house dogs are doing well.

In the Matter of
Report Provided by Robert Adkins:

The following is a summary of the report provided by Robert Adkins, IT Director.

- Visit to Sheriff's Office – Dell Vortex Server – Host1 down due to updates.
- Veeam Configuration – Plan to Virtualize the Backup Server at Sheriff's Office.
- Ordered Switch for Health Department.
- Update concerning project with William Greer.
 - Nothing new at this time.
- Health Department update
 - Larry to do evaluation of requirements for the phone port.
 - TNT quoting wiring and termination.
 - Meeting being arranged with NuMSP – Notice letter written.
 - Spectrum has been contacted – no order placed at this time.
 - Order placed for Switch and Access Points.
- Working with Mark to lock down Exchange O365
 - Update on getting quote for Windows Defender and upgrade to E3 licenses.
 - Call to intermedia
- External WiFi for SO is in - Gas Pump System Replacement use.
- Email Archiving
- Request for CISA assessment in process.
- Worked with Larry to determine viability of using Grand Stream Phones on the E-EmetroTel phone system.

In the Matter of
Report Provided by Gary Cameron:

The following is a summary of the report provided by Gary Cameron, EMA Director.

- This week Groundbreaking Ceremony – SW Pickaway Fire.
- Next week EMA – IT Meeting, CSX Railroad training, Ohio EMA Teams Meeting and Tour of Amazon facility.
- General Information
 - Run card project continuing – contract renewed.
 - Continued communications with MARCS to develop a standardized radio system – cleaning up Pickaway County database and inventory.
 - Critical Incident Debriefing project continues – developing relationship with Scioto Valley Peer Assistance Team.
 - Working with PICCA to establish a Disaster Relief Fund.
 - Continued reports of cyber-crime/hacking forwarded to IT.
- EMA Projects
 - Purchase of a damage assessment tool for the County – Waiting to set up training with vendor.
 - Seeking a utility trailer for the EMA UTV – selling unused EMA hazmat trailer.
 - Upfitting command trailer – Building radios and installing markings.
 - PCSO fiber connection conversion – Timeline estimate 5/2/23.
 - Developing a law enforcement mutual aid pact for consideration county-wide. No response from LE.
 - EMA inventory audit – more shelving space needed at EOC.
 - Homeland Security grant of \$58,804 to purchase PPE for law enforcement – working with State to resolve electronic reporting issues.

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- Issues requiring Commissioners Support/Notification:
 - MOU for Siren Maintenance.
 - Unknown if an MOU exists for EMA dues.

In the Matter of
Report Provided by Tim McGinnis:

The following is a summary of the report provided by Tim McGinnis, Planning and Development:

- Planning Commission: April 11th Agenda
 - Potential Single Lot Subdivision – Parcel #: J240-0-002-00-141-00
 - Potential Variance Request for same parcel on platting requirement.
- Outstanding Plats:
 - Navah Place – Cul-de-sac, Walnut Township, needs proof of bond before final approval can be granted.
 - Stonerock Road Subdivision – Section 2, needs confirmation of Health Department approval.
- Lot Splits:
 - Approved 3 lot splits in the last week, 7 open applications currently.
- CDBG: No update.

In the Matter of
Report Provided by Marc Rogols:

The following is a summary of the report provided by Marc Rogols, County Administrator:

- There were no BWC claims, or unemployment claims filed this week.
- There are currently seven new items on Govedeals.com. Two (2) Kardveyer document filing machines (BOE), four (4) skids law enforcement light bars (PCSO) and one (1) 2022 US Cargo enclosed trailer (EMA). All auctions end Monday, April 17 or Tuesday, April 18th.
- Mr. Rogols presented the first quarter 2023 Commercial Fee Reimbursement Summary.
- Two new hire packets were sent out last week (Engineer). A total of 18 new hire packets were handed out year-to-date. The full-time Custodian position hired last week has not answered phone calls. Will re-post tomorrow. Maintenance Worker for the Sheriff's Office is posted with no applicants. The Deputy Clerk of Courts position and Fiscal Officer positions have been posted and applications are going to Grant Davis.
- Phone conference last Thursday, April 6th with Wilson Partners. They prepared a summary of CEBCO annual meeting. Still finalizing wellness incentive payments with Auditor's Office and on-site events with CEBCO, Adena Health and Care Works.
- Mr. Rogols continues to meet with maintenance staff to discuss the 2023 capital improvement assignments and provided a maintenance update.
 - Generators Columbia Gas completed the installation of new meter. Commission by Generac pending.
 - Tuckpointing: Obtaining quotes for degraded lintels on alley side of garage. Positive comments from Engineer's Office (old jail yesterday).
 - Fairgrounds: Water damage repair -punch list completed last Thursday. All replacement furniture ordered when punch list was completed.
 - Courthouse: Fire alarm installation work continues. No update.
 - The Common Pleas Court carpet installation is 100% complete.
 - JFS: Koorsen inspection of JFS exit lights and signs. Found six (6) in operational. \$900.00 to repair.
 - Annex Exterior Painting: Presented two quotes with extreme difference in cost.
 - Catch Basin Repairs: The catch basins at the Maintenance building and courthouse are crumbling, caving in and deteriorated beyond repair. Quote received from Wolfe Construction.

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**In the Matter of
Job & Family Services Contract Listing:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved and otherwise executed by the Pickaway County Department of Job & Family Services and approved by the Pickaway County Board of Commissioners, The approved list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following contract listing:

Pickaway County Job & Family Services

**New or Amended Contracts
January 2023 – March 2023**

PCJFS New or Amended Contracts for Jan - March 2023				
Organization/Agency	Contract Purpose	Effective Date	Termination Date	Contract Value
First Byte Computers	PC Services	5/1/2023	4/30/2024	\$30.00 per hour
Hopper, Melissa & John	Foster Home	3/16/2023	8/2/2024	\$30.00 per diem
Licking County JFS	Shared Foster Home with Hopper	3/16/2023	8/2/2024	N/A
Speedy Muffler Man	Vehicle Detailing	4/1/2023	3/31/2024	\$55.00-\$130.00 per vehicle; \$15.00 per car seat
Staff Source	Temporary Staffing Service	6/1/2023	5/31/2024	\$15.96 per hour transporter services

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of
Pickaway County Court of Common Pleas
Adult Probation Department
FY 2024/2025 TCAP Grant:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the Pickaway County Court of Common Pleas Adult Probation Department FY24/25 TCAP application and guidelines for a two-year, \$740,057.00 grant. The grant will be utilized to help fund the Adult Probation Department by providing services to the community and non-violent offenders.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of
City of Circleville Billing Contract:**

Barry Keller and Doug DeBord met with the Commissioners to discuss the Jail Booking Contract with the City Circleville. Commissioner Wippel started by asking Mr. Keller if he remembered the contract from years ago and Mr. Keller did recall. The contract expired in 2013 and the last payment was made in May 2017. Since then, the Sheriff has sent invoices every month to the City of Circleville. There are about \$35,000 past due and a new contract needs to be negotiated. Mr. DeBord sent a letter to Sheriff Hafey back in November stating that the other entities are not paying for the same services as the City is being charged. Commissioner Wippel addressed that the City of Circleville is the only city in the county and does have a high volume of services. Mr. Keller addressed that if it is asked that the City pays the past due balance or start a new contract with negotiating fees. The Commissioners informed Mr. Keller and Mr. DeBord that a new contract does need to be established. The booking fee is charged whether it is municipal, or state coded. How it is booked has to do with who pays for it.

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Mr. Keller will address with the mayor about past due balance and a new contract. They do not want to go back into the jail business. The rooms have probably been repurposed. Mr. DeBord explained how he got started in his current position. The Sheriff reached out to Mr. DeBord to discuss the jail contract and the remaining past due balance. Mr. DeBord discussed this with the mayor and was advised to offer 50% of the past due balance. Commissioner Wippel explained that this started as a good faith agreement, however, the number can reflect how many prisoners within the city are being housed at the county jail. Additionally, the dog contract was another contract that the City negotiated at a lower rate and then failed to pay. Mr. Keller explained that this was just brought to his attention, and he wants to get the situation resolved for both parties. Commissioner Henson asked if the mayor authorized Mr. DeBord and Mr. DeBord confirmed. Commissioner Scherer explained that the past due balance needs to be paid and then a new contract can be addressed and negotiated.

In the Matter of
Pickaway County Sheriff's Report:

The following is a summary of the report provided by Sheriff Hafey, Pickaway County Sheriff:

- Sheriff Hafey reported that all of the cruisers are in and will be outfitted.
- Deputies will be working the US 23 paving project and the US 23 and North Court Street intersection.
- They have a dispatcher and jailer going through the academy now.
- Sheriff Hafey has been appointed to the LEAD Steering Committee.

In the Matter of
OSU Extension Office Update:

Joy Sharp and Chris Bruynis OSU Extension Office met with the Commissioners to provide an update of 4-H and Extension. They have filled two positions with educators due to the growth. OSU Extension works with the local schools on larger programs and partners with Pickaway WORKS. They still have the chick embryology program within the schools where they incubate eggs. With the large numbers of participates in a club does cause some to loss the opportunities as a role such as treasurer, secretary, or president, etc. The number of volunteers has grown, just having a hard time getting them to take on their own clubs. They are laying the plan to get more kids involved into 4-H.

Pickaway County 4-H programs:

- Clubs – 33 clubs with 805 members led by 121 advisors.
- Interview and Experiential judging for all projects.
- 4-H camp – 140 campers in 2022. This year 36 teens counselors and a beach theme.
- Junior Fair Board is 36 members strong.
- Demonstration contest with new Cloverbud Pledge activity.
- Project clinics – dogs, horses, sewing, partnerships.
- Nine county project videos produced in 2020 with over 25,000 participants from Vermont to California utilizing them.
- Quality Assurance- four in-person training in county this year.
- Monthly Cloverbud activity videos produced and shared via Facebook.
- Real Money Real World – financial education program, all 8th graders in county and city schools. RMRW programs are being updated with both Jessica and Joy on the state committee.
- ChickQuest – Circleville 3rd and 6th grades.
- Pickaway County 4-H helped raise over \$40,000 for a new shelter house at camp that was built this past fall.
- Pickaway County Board of Developmental Disabilities and 4-H.

Community Support and Funding Sources:

- Membership is still \$10 per member. No county fundraiser.
- Pickaway County Farm Bureau funding \$50 off all members' children attending camp.
- Donations from Gary family in memory of Chris Gary reducing campers with financial need by \$75.

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- Money from TSC Paper Clover Campaign reducing cost of first-time campers by \$20.
- Shooting Sports program receiving some grant money.
- All 4-H and Jr. Fair Awards sponsored totaling approximately \$8,000 annually.
- Received Ohio 4-H Foundation grant to provide all counselors with CPR certification (2022).

In the Matter of
Bid Opening Conducted for the
PIC-CRGR- FY2023 Guardrail Replacement Project
For the Pickaway County Engineer's Office:

A bid opening was conducted for the PIC-CRGR-FY2023 Guardrail Replacement Project for the Pickaway County Engineering Department.

The following electronic bids were opened and read aloud:

PDK Construction Inc.
\$263,269.80

Cuyahoga Fence LLC
\$285,664.00

Lake Erie Construction Company
\$247,475.00

MP Dory Company
\$259,543.50

The bids were turned over to Chris Mullins and Anthony Neff for review and contact award recommendation.

In the Matter of
Bid Opening Conducted for the
PIC-CR VAR PM – FY2023 Pavement Marking Project
For the Pickaway County Engineer's Office:

A bid opening was conducted for the PIC-CR VAR PM – FY2023 Pavement Marking Project for the Pickaway County Engineering Department.

The following electronic bids were opened and read aloud:

A&A Safety Inc.
\$361,087.93

The Aero-Marking Company LLC.
\$405,532.35

Griffin Pavement Striping LLC
\$380,634.09

The bids were turned over to Chris Mullins and Anthony Neff for review and contact award recommendation.

In the Matter of
County Administrator Report:

The following is a summary of the report provided by April Dengler, County Administrator:

- Ms. Dengler discussed the Lancaster Pike Improvement. It will go out for a rebid due to new estimate of \$410,000. Bid opening Tuesday, April 25th at 1:00 p.m.
- Ms. Dengler provided a document regarding what has been paid on behalf of the City of Circleville prior to today's meeting with the City of Circleville.
- Ms. Dengler received a proposal for \$55,600.00 from MS Consultants for the fairgrounds roadway and site improvements, construction administration and inspection.
- Ms. Dengler received a proposal in the amount of \$35,652.27 for additional painting in C-block and jail. Commissioners requested additional quotes.

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- Weekly meetings will be held with EMA and IT.
- Ms. Dengler presented the first quarter 2023 monthly projections spreadsheet.
- A request has been received from the Circle Area Humane Society for funding.

In the Matter of
Catch Basin Repairs at the Courthouse and
Maintenance Building by Wolfe Construction Company:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the estimate from Wolfe Construction Company for catch basin repair at the courthouse and Maintenance Building for a total of \$8,000.00. Invoice to be paid from American Rescue Plan funds.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Accurate Mechanical Proposal to Install
Carrier Open App Controller at Heritage Hall:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the proposal from Accurate Mechanical for scope of work to install Carrier Open App controller and egg crate diffusers in ceiling grid at Heritage Hall. Total cost \$11,995.00 plus and additional \$374.00 for egg crate diffusers to be installed. Invoice to be paid from American Rescue Plan funds.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
Utmost Renovations Proposal for
Courthouse South Side Chimney Spot-tuckpointing:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the proposal from Utmost Renovations for scope of work to perform spot-tuckpointing on the south side of the courthouse and spot-point and clean new mortar, check flashing and re-caulk as needed. The total cost is \$3,750.00 with a two-year warranty. Invoice to be paid from American Rescue Plan funds.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

In the Matter of
GV Electrical Estimate to Install LED Fixtures at
Pickaway Count Board of Developmental Disabilities:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the estimate from GV Electrical for scope of work to replace fixtures in High Street (PCBDD) building to LED fixtures. GV Electrical will demo and replace bulbs where needed and fixtures on other lights. They will discard all florescent bulbs and fixtures as needed. Total cost \$9,419.35 and invoice to be paid from American Rescue Plan funds. Three estimates were received with GV Electrical as the lowest estimate for the project.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

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Attest: Angela Karr, Clerk

In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for the week ending April 8, 2023.

A total of \$1,095.00 was reported being collected as follows: \$515 in adoptions; \$165 dog license; \$30 in dog license late penalty; \$40 in owner turn-ins; \$20 boarding revenue; \$175 in microchip fees; \$125 in redemptions and \$25 in private donations.

Eleven (11) stray dogs were processed in; nine (9) dogs were adopted.

With there being no further business brought before the Board, Commissioner Scherer offered the motion, seconded by Commissioner Wippel, to adjourn.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Jay H. Wippel, President

Harold R. Henson, Vice President

Gary K. Scherer, Commissioner
BOARD OF COUNTY COMMISSIONERS
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Attest: Angela Karr, Clerk