

TUESDAY, APRIL 14, 2020
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 14, 2020, with the following members present: Mr. Harold R. Henson and Mr. Jay H. Wippel. April Dengler, County Administrator, was also in attendance. Mr. Brian S. Stewart was present by teleconference call.

In the Matter of
Minutes Approved:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from April 7, 2020, with corrections.

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

Attest: Angela Karr, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, 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 15, 2020, 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 \$263,143.80 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

In the Matter of
Appropriation of Line Item:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the following requests for the APPROPRIATION OF LINE ITEM:

\$259.00 – 318.8203.5604 – DS Drainage Ditch Interest – Commissioners

\$5,371.00 – 318.8119.5603 – DS Drainage Ditch Principal – Commissioners

\$12,500.00 – (2nd half) 101.1105.5703 – Contingencies – Sheriff

\$225,000.00 – (2nd half) 101.1105.5703 – Contingencies – Commissioners

\$500.00 – (2nd half) 101.1105.5703 – Contingencies - Commissioners

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

Attest: Angela Karr, Clerk

TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Transfer and Reappropriation:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the TRANSFER AND REAPPROPRIATE:

\$12,500.00 – (2nd half) 101.1105.5703 – Contingencies General – Sheriff
TO
101.2083.5483 – Uniforms – Sheriff

\$500.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1111.5301 – IT Supplies – Commissioners

\$225,000.00 – (2nd half) 101.1105.5703 – Contingencies – Commissioners
TO
101.1112.5401 -+ Countywide Contract Services - Commissioners

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

Attest: Angela Karr, Clerk

In the Matter of
Report Provided by Darrin Flick:

The following is a summary of the report provided by Darrin Flick, EMA Director & Pickaway County 911 Coordinator.

- Last week the EOC was open Monday through Friday from 8am-5pm. Weekends as needed. COVID Response operations occurring across Pickaway County. EMA-PCI-Health Dept-Berger-Scioto Twp Fire Meeting April 6th, EMA-Funeral Home-Berger-Coroner Meeting April and Circleville City Council Meeting April 7th, Emergency Healthcare Meeting April 8th.
- This week the EOC will be open Monday through Friday 8am-5pm, weekends as needed while COVID Response operations will still occur across Pickaway County. State EOC COVID Directors Call – M/W/F, EMA-Funeral Home-Berger-Coroner Meeting April 14th, Fire Chiefs Meeting and Central region healthcare coalition call April 15th.
- Next week the EOC will be open Monday through Friday 8am-5pm. Weekends as needed. COVID Response operations will still occur across Pickaway County.

In the Matter of
Report Provided by Marc Rogols:

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

- Mr. Rogols reported that the courthouse sign-in sheet has been implemented without any problems. The following is what has been reported per elected officials' offices:
 - **Auditor:** The office is closed to the public. All business is being conducted by mail, e-mail, or phone. Items required to be submitted to the office may be left in the designated area just outside the office. Dog tags are only available for purchase on-line. Phone (740) 474-4765 / Fax: (740) 474-4956/ mbetz@pickaway.org.
 - **Board of Elections:** The office is closed to the public. Employees are working from home to maintain services. The office is accepting previously voted absentee ballots by mail if they were postmarked by March 16, 2020. Applications for an absentee ballot are available on-line. You can also pick one up on a table just outside the office or request one via phone at (740) 474-1100.
 - **Building Department:** The office is closed to the public. Building plan drop off and pickup boxes have been put in place and are accessible at the rear entrance to the building. Temporarily, Inspectors will not be conducting inspections at occupied residences. Arrangements for those

TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

inspections will be made on a case by case basis in cooperation with the contractor. While the inspectors will be in the field conducting inspections, the front office staff has been reduced to an alternating weekly work schedule. Questions can be directed to (740) 474-8282.

- **Clerk of Courts / Title Office:** The office is closed to the public. Services are being provided to the public by phone, mail, or e-mail. Contact (740) 207-0113 or jdean@pickawaycountyohio.gov.
 - **Common Pleas Court:** The court is closed to the public under restricted access. Members of the public are asked to refrain from visiting unless absolutely necessary. Jury trials have been suspended or continued. Other hearings and proceedings are being conducted. The court's staff are working limited hours. The court can be contacted at (740) 474-6026.
 - **Commissioners' Office:** The office is closed to the public without appointment. The front office staff has been reduced to an alternating weekly work schedule. The office of Planning and Development is accessible on-line, by e-mail, and phone. A drop box for plans and correspondence has been placed at the front entrance. Essential staff remains in place. A second meeting of the Board of Commissioners' has been scheduled for Fridays until further notice. Contact can be made at (740) 474-6093.
 - **Courthouse:** The Pickaway County Courthouse is still open to the public. However, the public is discouraged from visiting the courthouse unless it's absolutely necessary. A sign-in sheet has been implemented at the front desk / main entrance.
 - **Dog Shelter:** The Pickaway County Dog Shelter is closed to the public until further notice. The shelter's volunteer program has also been suspended. The shelter staff is responding to emergency calls only. Owner surrenders are not being accepted. The shelter staff will continually maintain the facility and provide daily care for the resident dogs. Questions can be directed to the shelter at (740) 474-3741 or srarey@pickawaycountyohio.gov.
 - **EMA / 911:** The Emergency Operations Center is open and is fully staffed by EMA, 911, and Health Department personnel. Questions can be directed to (740) 889-0562, (740) 889-0563 or (740) 889-0564.
 - **Engineer's Office / Highway Garage:** The Engineer's Office is closed to the public. The staff is conducting business by phone or e-mail. A drop box for incoming documents and plans have been established at the front entrance. The Highway Garage is open to the public by appointment only. The staff is staggering shifts to maintain services. Questions can be directed to (740) 474-3360 or cmullins@pickawaycountyohio.gov.
 - **Maintenance Department:** The Maintenance Department is closed to the public. The staff will be working daily for regular county facility maintenance.
 - **Pickaway WORKS:** The office is closed to the public. All staff members are working remotely away from the office. Business is being handled by e-mail, phone, on-line, and social media. The office can be contacted by (740) 474-5383 or highered@pickaway.org and general information is available at www.pickawayworks.com.
 - **Prosecutor's Office:** The Pickaway County Prosecutor's Office is closed to the public. Personnel are working and conducting business by phone, on-line, or email. Questions can be directed to (740) 474-6066.
 - **Treasurer's Office:** The Treasurer's Office is closed to the public. A payment drop box has been placed at the courthouse front desk. Payments are also being accepted on-line and by mail. The staff is working at the office processing payments, answering calls, and conducting general business. Questions can be directed to (740) 474-2370.
 - **Park District / Solid Waste Management District:** Both offices are closed to the public. All services are being conducted by phone and e-mail. All off site events have been canceled. Solid Waste can be contacted at (740) 420-5452 or <http://rphfsolidwastedistrict.com>. Park District can be reached at (740) 474-2370.
 - **Recorder's Office:** The Recorder's Office is closed to the public. All services are being provided by phone, mail, or e-mail. A drop box for documents has been established at the front entrance to the office. Questions can be directed to (740) 474-5826, (740) 477-6152, or jgifford@pickawaycountyohio.gov.
 - **Veteran's Services:** The office is closed to the public until April 7, 2020. Staff will be working remotely monitoring phones, voicemail and returning calls. All transportation services have been suspended. Contact the Chillicothe VA (740) 773-1141 or the Columbus VA (614) 257-5200 for special transportation needs. Questions regarding transportation, emergency financial assistance, and general claims can be directed to (740) 474-3650 or <http://www.pickawayvets.com>.
- There were no Bureau of Workers Compensation filed this week and no unemployment claims filed this week. The BWC hearing for the Officer from the Sheriff's Office appeal was granted. The appeal filed

TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

was successful for outstanding unemployment claim that was filed by a Pickaway County Sheriff's Office employee. Two claims were filed for independent contractors.

- The Dog Shelter has no activity to report. The shelter is currently closed to the public and has no revenue coming in. Continuing to the work a schedule to eliminate all overtime incurred by cleaning.

In the Matter of
Report Provided by Tim McGinnis:

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

- Lot Splits: Similar to last week, processed a lot split yesterday, and took home a few files to review. I have a couple splits coming in this week to finalize, but not much 'new' coming in on that end.
- No receipts of any big projects or subdivisions.

In the Matter of
Pickaway County Community Action,
USDA Housing Preservation Grant:

Mark Mills from PICCA requested the Commissioners to discuss the USDA Housing Preservation Grant application. The grant is anticipated to begin October 2021 and the sum of \$60,373.06 will allow \$4,025 per home repair, estimating to help 15 homes outside of city limits.

Upon discussion, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve and authorize PICCA to submit the USDA Housing Preservation Grant Application.

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

Attest: Angela Karr, Clerk

In the Matter of
Resolution Adopted Authorizing
Participation in the ODOT Winter Contract for Road Salt:

At the request of Chris Mullins, Pickaway County Engineer, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to adopt the following Resolution which authorizes participation in the Ohio Department of Transportation's (ODOT) annual winter road salt bid (2020) for the purchase of road salt/sodium chloride:

Resolution No.: PC-041420-20

RESOLUTION AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020

WHEREAS, the Pickaway County Engineers, Pickaway County Ohio (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and

d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and

f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and

g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24 **by 12:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

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

Attest: Angela Karr, Clerk

In the Matter of
Engineer Contract Award for
SAL-T207-1.85, WAY-T102-1.61, MAD-C008-11.33
Guardrail Project for County Engineer Department:

In reference to the bid opening that was held on April 7, 2020, for the SAL-T207-1.85 WAY-T102-1.61 & MAD-C008-11.33 Guardrail Project, for the Pickaway County Engineer Department, and upon the written recommendation of Chris Mullins, County Engineer, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to award contracts to M.P. Dory Co., 2001 Integrity Drive South, Columbus, OH 43209 in the amount of \$71,197.00 .

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

Attest: Angela Karr, Clerk

In the Matter of
Ohio Department of Job and Family Services
SFY2020-2021 Subgrant Agreement between Ohio
Workforce Development Area 21 and Pickaway County:

TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Joy Ewing, Director of the Pickaway County Job & Family Services, requested the Commissioners to approve of the SFY2020-2021 Sub-Grant Agreement between Ohio Workforce Development Area 21, Fairfield County and Pickaway County. Agreement will be effective July 1, 2019 through June 30, 2021.

Following discussion, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the Amended Agreement for 2020-2021 SFY2020-2021 Sub-Grant Agreement between Ohio Workforce Development Area 21, Fairfield County and Pickaway County.

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

Attest: Angela Karr, Clerk

In the Matter of
Reappointments to Volunteer Peace Officers Dependents' Fund:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Jay Wippel, to re-appoint Robert Radcliff, Pickaway County Sheriff, and Melissa Betz, Pickaway County Auditor, to the Volunteer Peace Officers' Dependents Fund Board. The one-year terms will be effective April 14, 2020 through April 13, 2021.

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

Attest: Angela Karr, Clerk

In the Matter of
County Administrator Report:

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

- Ms. Dengler informed the Commissioners that Pickaway County is signed up thru Ohio EMA links to public assistance thru FEMA for possible re-imbusement.
- Ms. Dengler had a phone Conference with JAY-Car regarding the Airport Hangar Project. The concrete work inside passed inspection and are moving on to the outside concrete work. FulFab is shut down until May 1st, if restrictions are lifted, they would need three weeks to fabricate and deliver the building. Earliest date is May 26th. Ms. Dengler sent an email to Airport Authority with this update. A change order should be received with a reduction for less concrete work than originally bid.
- A conference call needs to be scheduled with Geronimo Energy. They are completing a project in Ross County.
- FSA Cleaning procedures from USDA included NRCS and Soil and Water.
- Board of Elections is requesting a security system. They still have funds left from IT security to pay for Simply Safe System. \$400 for the systems and \$14 a month to monitor.
- Roto-Rooter is fixing a clog at the end of the kitchen at the jail.
- Robert Adkins, IT, is training Elected Officials and department heads on how to mute their phone if needed during a phone conference.
- One of the K9 Unit SUV's crashed on Saturday during a chase. The vehicle was a 2009 and had over 250,000 miles.
- The Memorial Hall Window Replacement Project finished under bid at \$4,750.

In the Matter of the
Change Order/ Cost Estimate No. 4A-2 signed for the
Memorial Hall Window Replacement Project:

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the following Change Order No. 4A-2 to provide 2.5 dumpsters for the Memorial Hall Window Project. Proposed for work \$1,650.00. Use allowance #1 and delete remainder of unused allowance. Deduct \$4,750.00 from the contract.

TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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

Attest: Angela Karr, Clerk

**In the Matter of the
Certificate of Substantial Completion
Memorial Hall Window Replacement Project:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the Certificate of Substantial Completion #4A-1 with contractor, Foremost Management, Inc. for the Memorial Hall Window Project.

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

Attest: Angela Karr, Clerk

**In the Matter of
Pickaway Progress Partners and
Economic Development:**

Ryan Scribner and David Glass, Pickaway Progress Partners met with the Commissioners to provide an update of information gathered regarding the formation of a Transportation Improvement District (TID). Mr. Scribner provided two proposals, one being from Kegler Brown Hill & Ritter, who has done work all over the State of Ohio as an Administrator for TID's and they are looking into the long-term game with hopes to see the community grow. They are not looking to charge a fee for the startup of the TID. The Montrose Group also submitted a proposal for their services to administer a TID and apply for funding. Mr. Scribner suggested each company be able to explain what they have to offer directly in the near future. The Commissioners will review the proposal in more detail and Mr. Scribner and Mr. Glass will follow-up at a later date. Mr. Scribner reported that the Rickenbacker area is busy and it is assumed due to all the packages being shipped during the COVID-19 crisis.

Mr. Glass informed that they have been in contact with business around Pickaway County and connected them to the Lt. Governor's office for a program that put employees with employers for positions during COVID-19. A local business is in contact with Battelle with equipment that will sanitize PPE equipment and another business, Telesis is making shield mask to provide to Adena Health System. Commissioner Henson informed Mr. Scribner and Mr. Glass that a plan is starting to be prepared to open the County back up when the times comes. Looking ahead to make strategic moves for the benefit of Pickaway County.

**In the Matter of
Elected Officials and COVID-19:**

The following members present: Commissioner Henson and Commissioner Stewart. April Dengler, County Administrator, Marc Rogols and County Deputy Administrator. The Elected Officials were available by teleconference call. The conference call was to provide an update of the current standings of the COVID-19 outbreak and allow for questions and answers. It was suggested to Elected Officials to start thinking about steps to be taken to re-open when the time comes.

**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 11, 2020.

A total of \$70 was reported being collected as follows: \$30 dog license; \$30 dog license late penalty; \$10 in private donations.

**TUESDAY, APRIL 14, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

Two (2) stray dogs were processed in; zero (0) dogs were adopted.

With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, yes. Voting No: None. Motion carried.

Harold R. Henson, President

Brian S. Stewart, Vice President

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

Attest: Angela Karr, Clerk