

TUESDAY, APRIL 21, 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 21, 2020, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart and Mr. Jay H. Wippel. April Dengler, County Administrator, was also in attendance.

In the Matter of
Minutes Approved:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from April 14, 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 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 22, 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 \$520,444.96 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 Harold Henson, to approve the following requests for the APPROPRIATION OF LINE ITEM:

\$10,000.00 – 101.1105.5703 – Contingencies – Board of Elections

\$372.39 – 101.1105.5703 – Contingencies – Treasurer

\$25,000.00 (3rd Quarter) – 101.1105.5703 – Contingencies – Commissioners

\$2,185.42 – 101.1105.5703 – Contingencies - Treasurer

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

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**In the Matter of
Transfer and Reappropriation:**

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

**\$2,000.00 – 101.1105.5703 – Contingencies – Board of Elections
TO
101.1140.5301 – Supplies – Board of Elections**

**\$2,000.00 – 101.1105.5703 – Contingencies – Board of Elections
TO
101.1140.5301 – Supplies – Board of Elections**

**\$8,000.00 – 101.1105.5703 – Contingencies – Board of Elections
TO
101.1140.5309 – Postage – Board of Elections**

**\$2,185.42 – 101.1105.5703 – Contingencies – Treasurer
TO
101.1105.5609 – ALGT Internet – Treasurer**

**\$100,000.00 – 202.3010.5505 – MVP Materials & Supplies – Engineer
TO
202.3010.5506 – MVP Contract Projects – Engineer**

**\$372.39 – 101.1105.5703 – Contingencies – Treasurer
TO
101.1105.5611 – Special Projects Assessment Interest**

**\$25,000.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1112.5405 – Countywide Professional 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
Fund Transfers:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the FUND TRANSFERS:

**\$372.39 – 101.1105.5611 – Special Projects Assessment Interest - Treasurer
TO
901.0000.4707 – Special Projects Assessment Interest – Treasurer**

**\$2,125.28 – 101.1105.5610 – Motor Vehicle Tax Interest – Treasurer
TO
202.0000.4706 – Motor Vehicle Tax Interest – Treasurer**

\$2,185.42 – 101.1105.5609 – ALGT Interest – Treasurer

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

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In the Matter of
Waiver Approved:

Nancy Graham, Fiscal Specialist, requested a waiver to pay US Bank, in a timely manner related to Pickaway County credit card purchases. After discussing the request, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to US Bank, in the amount of \$9,335.98 as follows:

\$1,153.89	101.1112.5401 Countywide Contract Services
\$267.02	249.2035.5301 EMA Supplies
\$49.19	101.1101.5301 Commissioners Supplies
\$54.97	101.1111.5301 IT Supplies
\$7,130.91	101.1112.5301 Countywide Supplies
\$150.00	246.4010.5403 Dog Shelter Travel & Expenses
\$530.00	101.1108.5301 Building Department Supplies

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
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. Opens weekends as needed. COVID Response operations occurring across Pickaway County. State EOC COVID Directors Call Monday, Wednesday, and Friday. EMA-Funeral Home-Berger-Coroner Meeting April 14th, Central region healthcare coalition call April 15th.
- 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 Monday, Wednesday and Friday. ODRC Daily 8:00am Synch
- Next week the EOC will be open Monday through Friday 8am-5pm. Weekends as needed. COVID Response operations will still occur across Pickaway County. Elected Officials Recovery Meeting April 28th.

In the Matter of
Report Provided by Mac 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 inspections will be made on a case by case basis in cooperation with the contractor. While the

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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.

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- 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. The shelter plans to partially re-open Monday, May 4, 2020. Open to the public by appointment only. Mask to be worn by staff.

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.

- Mr. McGinnis discussed two pending variance requests to be addressed by the Planning Commission. With both being time sensitive, Mr. McGinnis discussed virtual meeting options in which the Commissioners agreed that it was necessary and possible to proceed in setting up a Special, virtual public Planning Commission meeting with County Administrator, April Dengler.

In the Matter of
Allocation of February 2020 Sales Tax Collections:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to allocate the February 2020 Sales Tax collections in the following manner:

\$745,813.39 to 101.0000.4121 – General Fund

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

Attest: Angela Karr, Clerk

In the Matter of
2020 Unit Price Materials Contract Signed:

In reference to the bid opening that was held on February 25, 2020, for the county engineer's road and bridge 2020 Materials Unit Price Bids for road and bridge materials, too numerous to list, and upon the written recommendation of Chris Mullins, County Engineer, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to execute contracts with the following:

Primary Contracts

Melvin Stone Company, LLC
Sabina, Ohio 45169

The Olen Corporation
Columbus, Ohio 43207-4080

Westfall Aggregate & Materials
Circleville, Ohio 43113

Asphalt Materials, Inc.
Marietta, Ohio 45750

The Shelly Company
Thornville, Ohio 43076

Kokosing Materials, Inc.
Fredricktown, Ohio 43019-0334

Marathon Petroleum
North Bend, Ohio 45052

American Pavements
Plain City, Ohio 43064

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

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**In the Matter of
Contract with MP Dory Co. for the
SAL-T207-1.85, WAY-T102-1.61, MAD-C008-11.33
Guardrail Project for County Engineer Department:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the contract with PP Dory Co., for the SAL-T207-1.85 WAY-T102-1.61 & MAD-C008-11.33 Guardrail Project. Total amount of bid \$71,197.00 with a completion date of November 1, 2020.

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
Notice of Commencement with MP Dory Co. for the
SAL-T207-1.85, WAY-T102-1.61, MAD-C008-11.33
Guardrail Project for County Engineer Department:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to authorize Commissioner Harold Henson to sign the Notice of Commencement of a Public Improvement with MP Dory Co., for the SAL-T207-1.85 WAY-T102-1.61 & MAD-C008-11.33 Guardrail Project.

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
Engineers Request to Advertise for Bids
2020 County and Township Resurfacing Program
Bid A – Township Paving within Pickaway County:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to authorize Sterlin Mullins, Engineer to advertise for bids for the 2020 County and Township Resurfacing Program Bid A – Township Paving within Pickaway County. The engineer's estimate for project is \$398,629.

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
Engineers Request to Advertise for Bids
2020 County and Township Resurfacing Program
Bid B – County Engineer's Paving within Pickaway County:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to authorize Sterlin Mullins, Engineer to advertise for bids for the 2020 County and Township Resurfacing Program Bid B – County Engineer's Paving within Pickaway County. The engineer's estimate for project is \$777,387.

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

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In the Matter of
Engineers Request to Advertise for Bids
2020 County and Township Resurfacing Program
Bid C – Township Chip Seal within Pickaway County:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to authorize Sterlin Mullins, Engineer to advertise for bids for the 2020 County and Township Resurfacing Program Bid C – Township Chip Seal within Pickaway County. The engineer's estimate for project is \$476,500.

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
County Administrator Report:

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

- Ms. Dengler addressed how to re-open the county on May 4th. Ms. Dengler will send out a memo to offices asking them how they plan to operate on May 4th and changes to take effect.
- Ms. Dengler reported a break-in at the fairgrounds. The main fence was bent for entrance to the grounds.

In the Matter of
The Montrose Group, LLC Proposed
Scope of Services for Pickaway County
Transportation Improvement Development:

Ryan Scribner and David Glass, Pickaway Progress Partners and Nate Green and Jamie Beir Grant, Montrose Group, held a discussion with the Commissioners by teleconference. Mr. Scribner went on to talk about the Transportation Improvement Development (TID) and economic development and the approach to develop a TID. Commissioner Stewart gave feedback from the Commissioners regarding the startup of the TID and including individuals relative to a board. Mr. Green introduced Jamie Beir Grant, Manager of Economic and Workforce Development at Montrose Group. Ms. Grant gave a brief history about herself and explained what she has to offer to the development of a TID. Mr. Green informed that ODOT has \$250,000 available funds each year and Montrose Group will help apply in hopes to receive a portion of the funds for Pickaway County projects. Tim Bigham, Montrose Group, gave an introduction and his experience with Transportation Improvement Development Board Review.

After a short discussion, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve The Montrose Group, LLC Proposed Scope of Services for Pickaway County Transportation Improvement District.

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
CDC of Ohio and Community Development Block Grant:

A teleconference call took place with Hannah Diewald, CDC of Ohio, to talk through the 2020 Community Development Block Grant Program. Ms. Diewald explained that she reached out to the townships, villages and census entities and invited them to the Community Development Implementation Strategy (CDIS) meeting. At the meeting she asked for proposals and gathered more details regarding the entities' requested projects. Some of the entities that were eligible in the past are no longer eligible for the 2020 project list due to Low to Moderate Income guidelines. Ms. Diewald explained that the limit is up to four projects for the Allocation Program and the Neighborhood Revitalization Grant does not require a local

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match and can be given some allocation funds to it. There are some other programs that may be utilized for water projects. Commissioner Wippel asked if the entities have mentioned if they have funds to do a match and Ms. Diewald explained that they may have had the funds, but New Holland has been re-doing their main road and the funds may not be there anymore. Commissioner Wippel asked if any of the Senior Center responded with a project and Ms. Diewald had not received anything from them but will reach out to them. Critical Infrastructure grants may be eligible to apply for two projects if one is open, and there is currently one open, the Turner Drive Project. Application materials are due May 17th. Commissioner Stewart suggested that Ms. Diewald reach out to the Senior Center and Haven House.

**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
Executive Session:**

At 2:02 p.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (4) to discuss collective bargaining matters pertaining to the Ohio Public Defenders 2021 Contract renewal and employees, with April Dengler, County Administrator in attendance. John Cornely, Deputy Director Office of the Ohio Public Defender, Judge Randal Kneze, Court of Common Pleas and Judge Elisa Brahnham, Circleville Municipal Court were present by teleconference call.

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

Attest: Angela Karr, Clerk

At 2:17 p.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action taken.

**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 18, 2020.

A total of \$150 was reported being collected as follows: \$150 in private donations.

One (1) stray dogs were processed in; zero (0) dogs were adopted.

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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
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Attest: Angela Karr, Clerk