

TUESDAY, MARCH 24, 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, March 14, 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 Brian Stewart, to approve the minutes from March 17, 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 March 25, 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 \$550,622.06 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
Amended Certificate Approved:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to adopt the following Resolution:

Resolution No.: PC-032420-16

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$4,476.76 to amend the Ohio CASA Fund #934 due to exceeding estimated receipts; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2019:

OHIO CASA #934
\$4,476.76

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
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:

\$15.00 – 934.1205.5205 – Ohio CASA Worker’s Comp – Juvenile Court
\$60.00 – 934.1205.5202 – Ohio CASA Medicare – Juvenile Court
\$540.00 – 934.1205.5201 – Ohio CASA OPERS – Juvenile Court
\$3,860.00 – 934.1205.5102 – Ohio CASA Salaries – Juvenile Court
\$30,000.00 – 928.1261.5440 – A.T.P. / ACS Contract Services – Juvenile Court
\$41,500.00 (2nd Half) – 101.1105.5703 – Contingencies – Commissioners
\$150.00 – 255.5036.5205 -800 MHz Workers Comp – 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
Transfer and Reappropriation:**

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

\$41,500.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1112.5402 – Countywide Contract Repairs – Commissioners
\$11,501.38 – 203.3015.5505 – Road & Bridge Funds Materials & Supplies – Engineer
TO
203.3015.5501 – Road & Bridge Funds Equipment – Engineer
\$1,000.00 – 501.6915.5300 – General Sewer Material/ Supplies – Engineer
TO
501.6915.5402 – General Sewer Contract Repairs – Engineer
\$2,000.00 – 249.2035.5901 – EMA Other – Commissioners
TO
249.2035.5301 – EMA EOC Supplies - 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
Waiver Approved:**

Nancy Graham, Fiscal Specialist, requested a waiver to pay the Precision Laser & Instrument, Inc., in a timely manner related to plan reviews for the Engineer. After discussing the request, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to waive the waiting period to issue

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payment to the Precision Laser & Instrument, Inc., in the amount of \$19,651.38 from line item #203.3015.5501 Engineer Road and Bridge Fund-Equipment.

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 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 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.

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- **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 was one Bureau of Workers Compensation filed this week. Medical only claim filed by the Sherriff's Office for a Deputy and drunk resisting. The Deputy was treated and released, no lost work hours. There were not unemployment claims filed this week.
 - One of the officers that was involved in the fight that took place at the Sheriff's Office with another officer has an appeals hearing scheduled March 31st by phone. Opposition was filed to the other officer's appeal of denial. No date set. Attorney Kelly Bocook is handling both hearings.
 - All Govdeals.com items are pending sale closure last week sold. Awaiting payment and pickup.
 - There will be no activity with ThriveOn due to the health crisis.
 - Mr. Rogols had nothing to report for the Dog Shelter due to established closure to the public.

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.

- Completed 2 lot splits last week via the drop box, with a couple more coming this week. Everyone has been very understanding, and the process has worked seamlessly thus far.
- I've advised the scheduled attendees for the April Planning Commission meeting to have in mind that their requests could likely be pushed to May at the very least depending how the next few weeks/months unfold.
- No new major projects brought up this week, however, I was contacted by a couple in Saltcreek Township. that are interested in creating a road-front subdivision out of their farm. They are wanting to sit down to discuss the process but are in no huge rush and want to wait until after COVID-19 to proceed.

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.

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- Last week the EOC was open Monday through Friday from 8am-5pm. COVID Response operations occurring across Pickaway County.
- This week the EOC will be open Monday through Friday from 8am-5pm. as COVID Response operations are occurring across Pickaway County.
- Next week the EOC will be open Monday through Friday 8am-5pm while COVID Response operations will still occur across Pickaway County.

In the Matter of
Transportation District:

Ryan Scribner and David Glass, Pickaway Progress Partners, met with the Commissioners to discuss the Transportation Improvement District (TID), with Eddie King, Ohio Department of Transportation (ODOT) and Sterlin Mullin, Engineer by teleconference call. Mr. King asked if Pickaway County is ready to create a TID and since 46 counties have already done so. There were \$9 million dollars of request last year with 70 application coming through. ODOT has requested an increase in funding due to seeing the benefits of the program and wanting to move forward. The best thing about the program is there is no limit on the amount of application that can be submitted yearly. The application process opens up May 1st. All that is needed to register as a county is an affidavit from the County Engineer and creating a board of 5 individuals (example, a commissioner, engineer etc.) Mr. Scribner explained that there is power in leveraging funding and is helped full to hear that a small board being created. Mr. Scribner expressed that it could be another good tool in economic development and would create jobs by larger companies coming into the county. Commissioner Stewart asked Mr. King what is in it for the state, typically in these situations the strings are laid out and he is curious what would be required from the county. Mr. King said the application proceed is fairly simple, and if you request up to a specific amount of funds and comes under the estimated cost, the county will receive the awarded funds. Commissioner Stewart asked what they would be doing differently from their everyday rolls if they did create a board with the three commissioners, economic development director and the engineer. Mr. Scribner commits to being a team whether it be a TID or just agreeing to do the same thing as a TID. Mr. Scribner feels that all parties need to sit down together and establish a plan and it would be great if funding could be received through ODOT. Commissioner Wippel asked if it would have to be the entire county listed in the TID or just a district and Mr. King stated that it has to be the entire county. Mr. Scribner questioned if that was set in stone or if they can designate a certain area and Mr. King explained that it is required as entire county. Mr. Mullins explained that there is no pot of money to pull from and if there is funding available to use for projects that are of high importance, it would help fuel to get additional projects completed. Mr. King will gather and forward additional information to all parties for review. Mr. Scribner offered to help in any way and asked for the Commissioners to reach out to him with any questions or concerns.

In the Matter of
Job and Family Services Update:

Joy Ewing, Job and Family Services Director, met with the Commissioners to provide an update of JFS. Effective today OhioMeans Jobs, Child Support, Public Assistance, and Fiscal have been divided into two groups. The group are alternating working every other week. Children Services workers have been working from home since last week. Medicaid re-applications have been waived at this time. A waiver was given from Federal Government to extend re-applications six months for Food Assistance scheduled in March, April, and May. Both OMJ and JFS lobbies have been closed to the public. There are signs posted at both doors with instructions for services. Effective March 30, 2020, Pickaway County residents can apply for Food Assistance and Cash by phone and JFS has been offering this for Medicaid. This gives the ability for applications to be completed on-line at benefits.ohio.gov or by phone. Once they have the number to apply by phone, it will be shared. Mrs. Ewing is working with Steven Collins to have an article in the Herald for the public. The OMJ – Pickaway County website has been updated and the PCJFS website will be updated today.

In the Matter of
Job and Family Services Planning Committee
Appointment of Becky Hammond:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to adopt the following Resolution:

Resolution No.: PC-032420-17

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WHEREAS, pursuant to Ohio Revised Code 329.06, the Board of County Commissioners is required to establish a county family services planning committee; and

WHEREAS, the Board may appoint individuals to the committee in such a manner that the committee's membership is broadly representative of the groups of individuals and the public and private entities that have an interest in the family services provided in the county,

NOW, THEREFORE, BE IT RESOLVED that the following individuals are appointed to serve as a member of the Pickaway County Family Services Planning Committee through December 31, 2020.

Becky Hammond-Pickaway County Community Action

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
Pickaway Progress Partners:

Ryan Scribner and David Glass, Pickaway Progress Partners, touched base with the Commissioners regarding their current standing with the COVID-19 epidemic. Mr. Scribner spoke with Columbus 2020 to discuss the Governor's new executive order and they tried to get on the conference call, but the line was at its max of 1000 calls and would not allow them on. EG shut down last week, TriMold was down to a couple administrators and the rest was shut down. Sofidel has been trying to stay ahead here in the United States since they have been dealing with it in Italy where their headquarters are located. Their sales are high at this time and they are trying to keep up with the demand. Mr. Scribner wants to keep the Commissioners up to date and allow for them to ask any questions or address concerns. Vantrust is a current project in Commercial Point but is currently being held up by Columbia Gas with Vantrust tapping into the gas line. Mr. Scribner has met with other counties to gather information how their Port Authority works. A discussion was held regarding land use plans. Mr. Scribner and Mr. Glass will gather information regarding a TID and forward to the Commissioners for review.

In the Matter of
Auditors End-of Month Review:

Melissa Betz, County Auditor, delivered end-of-month reports for February for the Commissioners to review without her attendance. The general fund cash balance reported at \$10,274,789.43 this morning. The first half Real Estate settlement has been completed and the County portion transferred to the General Fund. Auditor/ Treasurer fees, delinquent advertising fees, election expenses have also been transferred. Mrs. Betz's letter explained that the last spreadsheet that recaps EOM balances over the last few years, you will notice February 2020 look a little different from prior year. There was no sales tax received in February, but two months were paid in for March. Mrs. Betz distributed a spreadsheet to all departments to help track any expenditures that have to do with the public health crisis. There were new codes created to help track payroll as well.

In the Matter of
Central Ohio Area Agency on Aging
Dr. Doyne Wiggins as Hall of Fame Nomination:

Dr. Doyne Wiggins, the Commissioners nomination, was selected for introduction to the 2020 class of Central Ohio Senior Citizens Hall of Fame by the Central Ohio Area Agency on Aging. Due to the ongoing health crisis, the ceremony will be postponed to September.

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**In the Matter of
County Administrator Report:**

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

- Ms. Dengler reported that Robert Adkins, IT, is working on changing providers for our phone lines. The change will be from Frontier to Spectrum.
- The Commissioners' Porch Repair Project has been placed on hold at this time due to the health crisis.
- A Port a John has been placed behind the courthouse for Durable Slate Co. while performing work at the courthouse. The unit cannot be seen from the street but is protected.
- The Airport Hangar Project is continuing, however, may have delays on getting the building because the company is shutting down for two weeks.
- The status of County Offices will be placed on the County's main webpage.

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

The following members present: Commissioner Henson, Commissioner Stewart, and Commissioner Wippel. April Dengler, County Administrator, Marc Rogols, County Deputy Administrator, Steven Collins, Circleville Herald and Jeremy Newman, Scioto Post was also in attendance. The following were available by teleconference call: Melissa Betz, Auditor, Joyce Gifford, Recorder, Judge Jan Long, Tom Davis, Park District and Joy Ewing, JFS.

Commissioners Stewart gave a briefing of a statement of release and a rundown where all the offices currently stand. This is the first day of the stay at home order and it seems that less people are out. Jan Long request that on the statement make a request that individuals reach out to direct offices and call before attempting to come in. Commissioner Stewart informed Judge Long that the statement does include that information. Tom Davis asked if the public meeting standard had changed, they held their first virtual meeting today. Commissioner Stewart explained that the Commissioners' Office met today because they have to vote in person, however, we are keeping our social distance. Virtual voting has not been approved at this time. Mrs. Betz announced that the County Auditors Association sent out a release that their meeting had been canceled. Commissioner Stewart expressed that he was unaware of the cancelation and informed the individuals on the conference call that the Commissioners had a great meeting with Joy Ewing, JFS Director this morning. Mrs. Ewing is working to provide benefits the best way possible with having closed access to her office. It was shared that additional phone conference lines are being established. The next call in meeting for elected officials in Friday morning at 10:00 a.m. Judge Long thanked the Commissioners for establishing a conference line for their office, this has allowed for them to hold family court tomorrow by conference connection. The teleconference call ended.

Commissioner Stewart explained to Mr. Collins and Mr. Newman that the government is the last place that should close and we are here to continue business in a different way at this time. Pickaway County has had Emergency Plans in place for quite some time. Commissioner Stewart expressed that he is proud of Pickaway County Staff, how they have handled the situation and still report to work. Commissioner Henson is pleased with our EMA and Darrin Flick, he comes from many of years of experience and brings a lot of knowledge. Additionally, the relationship the county has with Berger Ohio Health. Commissioner Wippel went on to say he is pleased as well with the teamwork of employees. The Commissioners allotted an additional \$100,000 to fund emergency purchases need for any office during this pandemic. The reasoning that the county is able to have additional emergency funds is because of the county being frugal and preparing for an emergency situation. Commissioner Stewart informed Mr. Collins and Mr. Newman that we have set aside 1:30 every Tuesday for a teleconference meeting with elected officials and departments heads to keep all parties on the same page.

**In the Matter of
Weekly Dog Warden Report:**

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending March 21, 2020.

A total of \$370 was reported being collected as follows: \$130 in adoptions; \$75 in dog licenses; \$15 in dog license late penalty; \$100 in private donations and \$50 in redemptions.

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Zero (0) stray dogs were processed in; three (3) 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
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Attest: Angela Karr, Clerk