

TUESDAY, MAY 12, 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, May 12, 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 May 5, 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 May 13, 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 \$202,833.44 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-051220-23

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$41,063.00 to amend the 2018 CDBG Program Fund #251 due to receipt of grant money; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2020:

2018 CDBG PROGRAM FUND #251
\$41,063.00

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

**TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**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:

\$2,000.00 – 251.6227.5521 – CDBG 2018 Administration – Commissioners

\$41,063.00 – 251.6227.5520 – CDBG 2018 Project Expenses – Commissioners

\$412.00 – 251.6227.5520 – CDBG 2018 – Projects Expenses – Commissioners

\$122,100.00 – 201.3006.5501 – ALGT Equipment - Engineer

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 & Reappropriation:**

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

**\$1,000.00 – 225.2029.5401 – Contract Family Treatment Center – Juvenile Court
TO**

225.2084.5401 – Contract Informed & Aware – Juvenile Court

**\$48.10 – 313.8214.5604 – Engineer Note – Interest – Engineer
TO**

313.8114.5603 – Engineer Note – Principal - Engineer

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 Transfer:**

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

**\$1.21 – 101.1105.5607 – HAVA Grant Security Interest – Treasurer
TO**

931.0000.4710 – HAVA Grant Security 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

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Waiver Approved:

Nancy Graham, Fiscal Specialist, requested a waiver to pay The Savings Bank, in a timely manner related to the Engineer's payment for the Gradall EL3100. After discussing the request, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to waive the waiting period to issue payment to The Savings Bank, in the amount of \$22,698.82 as follows:

\$21,531.25	313.8814.5603 - Principal
\$1,167.57	313.8214.5601 - Interest

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 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 meeting with the public by appointment only. 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. Inspectors will be in the field conducting inspections, and the front office staff has discontinued alternating administrative leave for clerical personnel. 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 operating by appointment only. 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

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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. 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 one unemployment claim filed this week. BWC hearings are scheduled for next week for the two corrections officers from the Sheriff's Office. Appeal have been filed for the corrections officer fight and Mr. Rogols will attend hearing via phone.
 - Veterans Services hired a replacement part-time driver and new hire packet is pending completion.
 - Sunday evening there was vandalism at the fairgrounds. The wooden door has been repaired by Grant Clifton, Maintenance. Mr. Clifton notified the County Monday morning at 5:45 a.m.

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. State EOC COVID Directors Call Monday, Wednesday, and Friday. Mr. Flick attended the Fair Board meeting May 4th. FEMA Public Assistance Applicant Briefing – M/T/W/T and Tornado Siren Testing Resumes May 6th.
- 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. Hazard Mitigation Plan Update Meeting May 11th, Personal Protective Equipment

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Shipment May 11th and 13th, Sheriff Dwight Radcliff Viewing at OCU May 12th, Sheriff Dwight Radcliff Service and Procession May 13th and Healthcare Coalition Meeting – 5/15/20

- Next week the EOC will be open Monday through Friday 8am-5pm. Weekends as needed. COVID Response operations will still occur across Pickaway County. State EOC COVID Directors Call Monday, Wednesday, and Friday. Mr. Flick will be attending the Healthcare Coalition Meeting May 15th.

In the Matter of
Park District Release of
Vehicle Title as trade-in

Upon review of the request of the Park District, Commissioner Jay Wippel motioned, seconded by Commissioner Brian Stewart, to authorize Commissioner Harold Henson to sign title of a 2003 Chevy Silverado K1500 to release for trade-in on the purchase of a 2015 Ford F150 for the Park District.

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
2020 Application for Certificate of Coverage
Annual Fee Assessment Statement Signed for Submission to the
Petroleum Underground Storage Tank Release Compensation Board:

Commissioner Jay Wippel the motion, seconded by Commissioner Brian Stewart, authorizing Commissioner Harold Henson to sign the 2020 Application for Certificate of Coverage Annual Fee Assessment Statement in the amount of \$1,650 for submission to the Petroleum Underground Storage Tank Release Compensation Board.

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
Contract Award for Project Referred to as the
2020 Pickaway County and Township Resurfacing Program
For Pickaway County Engineer Department:

In reference to the bid opening conducted on May 5, 2020 referred to as 2020 Pickaway County and Township Resurfacing Program – Bid A, and upon the written recommendation of Anthony Neff, Pickaway County Deputy Engineer, Commissioner Jay Wippel offered the motion, second by Commissioner Harold Henson, to award to the contract to the lowest bidder, The Shelly Company, 80 Park Drive, Thornville, Ohio 43076, for the amounts:

- Bid A: \$351,625.43

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, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Contract Award for Project Referred to as the
2020 Pickaway County and Township Resurfacing Program
For Pickaway County Engineer Department:

In reference to the bid opening conducted on May 5, 2020 referred to as 2020 Pickaway County and Township Resurfacing Program – Bid C, and upon the written recommendation of Anthony Neff, Pickaway County Deputy Engineer, Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to award to the contract to the lowest bidder, Amaazz Construction Ohio, LLC, 545 Metro Place South, Suite 201, Dublin, Ohio 43017, for the amounts:

- Bid C: \$361,457.85

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
Transportation Improvement District:

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

Resolution No.: PC-051220-24

A RESOLUTION CREATING THE PICKAWAY COUNTY TRANSPORTATION IMPROVEMENT DISTRICT (TID) AS AUTHORIZED IN SECTION 5540.02 (C)(2) OF THE OHIO REVISED CODE

WHEREAS, the Board of Pickaway County Commissioners has determined it is in the best Interest of Pickaway County to create a Transportation Improvement District (TID) pursuant to and in compliance with Chapter 5540 of the Ohio Revised Code. This district is authorized to finance, construct, reconstruct, improve, alter, maintain, and repair roads, highways, and other related infrastructure and facilities. In addition to other powers as outlined in accordance with 5540.03 of the Ohio Revised Code;

WHEREAS, the projects undertaken by a TID and exercise of its authority, pursuant to ORC Chapter 5540, are considered to be essential and will contribute to the improvements of the prosperity, health, safety, and welfare of the people of the County. Creation of the TID will also promote industry, commerce, and distribution in the County, the region, and the State;

THEREFORE, BE IT RESOLVED,

Section 1. The Board of Pickaway County Commissioners has determined the Pickaway County Transportation Improvement District shall include all the territory and political subdivisions within the boundaries of Pickaway County, Ohio.

Section 2. The Transportation District (TID) promotes intergovernmental and public-private cooperation of transportation resources and investments.

Section 3. The Board of Pickaway County Commissioners elects to use the alternative structure of the Board of Trustees as described in Section 5540.02 (C) (2) of the Ohio Revised Code. The Board of Trustees shall consist of one nonvoting member appointed by the Speaker of the Ohio House of Representatives of the General Assembly in District 78 and one nonvoting member appointed by the President of the Senate of the General Assembly in District 20.

The following five members are appointed by the Board of County Commissioners. Each appointed member shall hold office for a two-year term and are subject to removal at the pleasure of the authority that appointed the member. Members may be reappointed and any vacancy on the board shall be filled in the same manner as the original appointment as set by Ohio Revised Code 5540.02 (D):

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The following members shall be appointed with their term beginning on the day of passage of this resolution:

1. Harold Henson, County Commissioner
2. Brian Stewart, County Commissioner
3. Jay Wippel, County Commissioner
4. Chris Mullins, County Engineer
5. Ryan Scribner, Economic Development Director, Pickaway Progress Partnership

Section 4. This Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action were taken in meetings open to the public in full compliance with applicable legal requirements including Section 121.22 of the Revised Code.

Section 5. This Resolution shall be in full force and effect immediately upon its adoption.

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
Transportation Improvement District Bylaws:

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

Resolution No.: PC-051220-25

A RESOLUTION ADOPTING THE PICKAWAY COUNTY TRANSPORTATION IMPROVEMENT DISTRICT (TID) BYLAWS AS AUTHORIZED IN SECTION 5540.03 (A)(1) OF THE OHIO REVISED CODE

Article I
Name and Offices of District

Section 1. Name of District.

The name of the Transportation Improvement District in Pickaway County shall be the "Pickaway County Transportation Improvement District".

Section 2. Definitions.

The term "PCTID" as used herein shall mean the Pickaway County Transportation Improvement District. The terms "Member" or "Trustee" as used herein shall mean a member appointed to serve on the Board of Trustees of the PCTID. The terms "Board of Trustees" or "Board" as used herein shall mean those persons appointed, according to the applicable law, to serve on the Board of Trustees of the PCTID, and such person shall remain as a member of the Board of Trustees for the purposes of these bylaws during the term of appointment or until resignation or removal from the Board of Trustees.

Section 3. Office of PCTID.

The offices of the PCTID shall be at the Office of the County Commissioners located at 139 W. Franklin St., Circleville, Ohio 43113, Pickaway County, but the PCTID may have offices in such other places as the PCTID may from time to time designate by resolution.

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Article II
Purpose

The purpose of the PCTID is to improve the transportation system in Pickaway County in order to contribute to the creation or preservation of jobs or employment opportunities or the improvement of economic welfare of the people within the area of the PCTID and to all the State, recognizing that it is in the public interest and a proper public purpose for the PCTID to acquire, construct, enlarge, improve, equip, sell, lease, lease-purchase, exchange, or otherwise dispose of property, structures, and other facilities for such projects undertaken by the PCTID in accordance with its exercise of the authority granted by Sections 5540.01 to 5540.17 of the Ohio Revised Code. Moreover, the exercise of this authority by the PCTID is consistent with and will promote industry, commerce, distribution and research activity in the area of the PCTID and State, consistent with the statement of public purpose set forth in Section 5540.16 of the Ohio Revised Code, and is necessary for the prosperity, health, safety and welfare of the State, and its people. The PCTID will provide the local partnering and support structure to coordinate federal, state and local resources for the aforementioned purposes.

Article III
Governance

Section 1. Board of Trustees.

The general management of the affairs of the PCTID shall be vested in the Board of Trustees, who have been appointed pursuant to Ohio Revised Code Section 5540.02 (C) (2) - five members appointed by the board of county commissioners; one nonvoting member appointed by the speaker of the house of representatives of the general assembly; and one nonvoting member appointed by the president of the senate of the general assembly. The trustees shall consist of the three individuals presently serving as County Commissioner, the individual presently serving as County Engineer, and the individual presently serving as Economic Development Director of the Pickaway Progress Partnership. All members of the Board shall serve without compensation but shall be entitled to be reimbursed for all necessary and reasonable expenses incurred in relation to business of the PCTID, and such expenses shall be submitted to the Board or its designee for approval and processing.

Section 2. Officers.

The Officers of the Board shall be the Chairperson, Vice-Chairperson, and Secretary- Treasurer, and they shall be elected to serve a one-year term from the Board as provided in Section 5540.02 (C) (2), and as indicated in Article III, Section 1, above.

Section 3. Duties of Board.

The Board shall have general charge and management of the affairs and property of the PCTID. The Board shall have the full power to carry out the purposes and duties of the PCTID, and all responsibilities and powers reasonably incident thereto, in accordance with Chapter 5540 of the Ohio Revised Code and any other applicable law or regulation. The Board may make and enforce rules and policies for the conduct of the business and operation of the PCTID and its employees/agents, consistent with applicable law.

Article IV
Officers

Section 1. Chairperson.

The Chairperson shall preside at all meetings of the Board and shall be the chief officer of the PCTID. He/she shall perform all duties commonly incident to the position of presiding officer of a board or commission and all duties commonly incident to the position of chief officer of a board, commission, or business organization, and shall exercise supervision over the business of the PCTID, its officers and employees/agents. The Chairperson shall conduct the meetings of the Board, and if disputes should arise, *Roberts Rules of Order* shall apply to the conduct of the meetings. The Chairperson, in consultation with the Board, may develop a policy on the parameters and procedures for public comment at these meetings, to include requiring written questions or comments to be submitted in advance as may be required to conduct orderly and efficient meetings of the Board. Except as otherwise authorized by resolution of the Board, the Chairperson or Vice-Chairperson, or their designated agent, shall sign all contracts, releases,

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

notes, bonds and other instruments and documents to be executed on behalf of the PCTID as authorized by the Board. He/she shall be the chief officer of the PCTID for purpose of civil process and is authorized to accept such service on behalf of the PCTID. He/she shall perform such other duties and have such other authority as may be provided from time to time by the Board.

Section 2. Vice-Chairperson.

The Vice-Chairperson shall perform the duties and have the authority of the Chairperson during the absence or inability of the Chairperson to perform his/her duties and shall preside at all meetings of the Board when and while the Chairperson is vacant from the Chair. When performing the duties and having the authority of the Chairperson, the Vice-Chairperson shall have all powers of the Chairperson. He/she shall perform such other duties and have such authority as the Board may from time to time provide. At any meeting at which both the Chairperson and Vice-Chairperson are absent, the Board, by a majority vote of those present, may elect a member of the Board to serve as a presiding officer for that meeting.

Section 3. Secretary-Treasurer.

- a. The Secretary-Treasurer, or his/her designee, shall attend all meetings of the Board and shall keep accurate records of the proceedings at such meetings, which shall be attested by him/her. He/she shall have such authority and perform such duties as are provided by law and may, at any time and from time to time, be delegated to him/her by the Board.
- b. He/she shall have custody of and maintain all minutes, resolutions, records, documents, and files of the PCTID and certify any minutes, resolutions, records, or documents of the PCTID as true and exact copies thereof. In consultation with the Board and legal counsel, the Secretary/Treasurer shall establish a written policy for control, management, and retention of public records, pursuant to Ohio's public record laws (Revised Code Chapter 149), of the PCTID or under the PCTID's control.
- c. The Secretary-Treasurer shall be the fiscal officer of the PCTID. Before receiving any monies, the Secretary-Treasurer shall be covered by a compensated surety bond to and in favor of the PCTID, such bond to be conditioned upon faithful performance of the duties of the officer, to be executed by sureties satisfactory to the PCTID, or in the alternative, be covered by a crime policy for governmental entities/individual fidelity policy, in the amount of \$100,000.00. The cost of such bond and any other surety bonds or such crime/fidelity policies required by these bylaws shall be paid for by the PCTID.
- d. The Secretary-Treasurer shall keep accurate books of accounts of all transactions on behalf of the PCTID. He/she shall have the care and custody of the funds of the PCTID and may on behalf of the PCTID endorse, with his/her manual or facsimile signature for deposit or collection all checks, drafts, notes and other instruments and orders for the payment of money to the PCTID, or its order, and sign receipts thereof. The Secretary/Treasurer shall also have authority, to execute with his/her manual facsimile signature on behalf of the PCTID, all vouchers for payments to be made by the PCTID and checks, drafts, notes and other obligations of the PCTID for the payment of money by the PCTID in the manner and to the extent provided by these bylaws.
- e. The Secretary-Treasurer shall, from time to time, with the approval of the Board, allocate and reallocate funds of the PCTID into accounts designated by the Board, and as provided or permitted by law.
- f. The Secretary-Treasurer shall prepare and submit to the Board proposals for the annual budget and appropriation; shall maintain operations and expenditures within the budget and appropriation; and shall establish budget procedures and maintain supervision over budget control.

Section 4. Election.

The term of each officer shall be one year and until his/her successor in office is elected by the Board. Officers shall be elected annually at the Board meeting in the month of January, or as otherwise determined by the Board, and shall take office upon their election. If any officer shall cease to be a member of the Board during any term of office, he/she shall also cease to be an officer.

Section 5. Resignation.

Any officer may resign his/her position as such officer by giving written notice of such resignation to the

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Chairperson, provided that in the event of resignation of the Chairperson, then such written notice shall be given to the Vice-Chairperson. The resignation shall be effective as of the date stated in such resignation, or if no such date is stated, then as of the date of its receipt by the proper officer. Notice of the resignation shall be transmitted to the next meeting of the Board by the officer receiving such resignation, but no such resignation shall require acceptance by the Board.

Section 6. Removal.

All officers shall serve at the pleasure of the Board and shall be subject to removal by an affirmative vote of the majority of the Board at any time.

Section 7. Vacancies.

Vacancies in the position of any Officer (Chairperson, Vice-Chairperson, or Secretary- Treasurer) shall be filled by an affirmative vote of a majority of the Board for the remainder of the term.

Section 8. Miscellaneous.

- a. Each officer, or his/her designee, shall have such other authority and perform such other duties as are conferred by law upon or incident to such office of an authority, board, commission, or business organization. He/she shall be deemed to have discharged his/her responsibilities under these bylaws if he/she shall have caused the same to be discharged by an assistant or other person properly authorized or assigned to him/her by the Board, except as any duties under law can be discharged only personally by that office, pursuant to provisions of the Ohio Revised Code as particularly applicable to the PCTID or other applicable laws.
- b. The officers of the PCTID shall perform such other duties and functions as may from time to time be required by statute, by the PCTID, or the bylaws or rules and regulations of the PCTID.

Article V Meetings

Section 1. Notice

- a. Regular meetings of the Board shall be posted in accordance with Ohio Revised Code Section 121.22.
- b. A regular meeting of the Board shall be held annually on the third Monday of January, except for legal holidays and days on which a majority of the Board may be unavailable. If the regular date is a legal holiday, the meeting may be held on another appropriate date as determined by the Board. Additionally, regular meetings will be held on the third Monday of each quarter (April, July and October) or as the Board may determine otherwise.
- c. A special meeting of the Board may be called by the Chairperson or Vice-Chairperson fulfilling the Chairperson's duties, or by any three members of the Board. The members calling the special meeting shall give notice, or cause the same to be given, to the other members of the Board, of the date, hour and place of the meeting. Such notice may be given in person, to include telephonic communication, by telefax, or electronic communication (email) and shall be sent at least twenty-four hours prior to any special meeting.
- d. Notice of any meeting need not be given to any member of the Board, if such notice is waived by the Board member at any time before, during, or after such meeting, or if such Board member is present at the meeting, such requirement may be waived. Any meeting shall be a valid meeting without notice having been given, if all members of the Board are present at such meeting.
- e. Any news media requesting notifications of special meetings shall be given twenty-four hours advance notice and immediate notice of any emergency meetings. Meetings of the Board shall be open to the public as provided by Section 121.22 of the Ohio Revised Code.

Section 2. Quorum.

A majority of the voting members of the Board constitute a quorum; the affirmative vote of which is necessary for any action taken by the PCTID, provided that less than a quorum may meet and adjourn at the direction of the presiding member, to some other time or until a quorum is obtained; provided that notice of adjournment by less than a majority to a meeting time or place other than the next regular meeting shall be

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

given to absent members in the same manner as notice of a special meeting. At all meetings of the Board, a quorum is required for the purpose of transacting business. No vacancy in the Board shall impair the rights of a quorum to exercise all right and perform all the duties of the PCTID. No proxy representatives or voting will be permitted.

Section 3. Place of Meeting.

All meetings of the PCTID shall be held at the 139 W. Franklin St., Circleville, OH 43113, or at such other places as may be designated by the Chairperson at a preceding meeting, or designated on the notice of the meeting as hereinafter provided, or as otherwise determined and noticed by the PCTID Board..

Section 4. Order of Business.

At the regular meetings of the Board, the following shall be the order of business:

- a. Roll call
- b. Submission of the minutes of the previous meeting
- c. Report of the presiding officer(s)
- d. Other reports and communications
- e. Old Business
- f. New Business
- g. Executive Session, if required
- h. Adjournment

Section 5. Minutes and Resolutions.

- a. Action of the Board shall be by resolution or motion. Resolutions shall be in written form. On passage of each motion or resolution, the vote shall be entered in the minutes of the meetings. The minutes of each meeting of the Board shall be recorded and kept by the Secretary or person designated by the Secretary or in the absence of the Secretary, by the Board.
- b. With respect to each meeting, there shall be shown in the minutes: the date and place at which the meeting was held, the names of the members present, a summary of the things said and done, and a record of each vote taken.
- c. The voting on any questions coming before the Board shall be by voice vote of those personally in attendance and serving on the Board. A roll call vote by members shall be held
- d. Resolutions adopted shall be identified by appropriate reference to a number and title of such resolutions. Each resolution adopted by the Board will be numbered, signed by the member of the Board residing at the meeting, attested by the Secretary-Treasurer, or his/her designee, and shall be maintained and kept by the Secretary-Treasurer, or the person designated by the Board to do so. Resolutions shall be annually number consecutively beginning with number 1. Each resolution shall bear as a prefix to its number, the year in which it has been adopted, except for resolutions predating these bylaws.
- e. As provided by law, the Board minutes and resolutions shall be open to the inspection of the public at all reasonable times.

Section 6. Motions.

- a. Motions shall be presented, seconded, and acted upon in accordance with said recognized parliamentary procedures. All motions shall be reduced to writing. Any motion may be withdrawn by the maker with the consent of the second, before it has been amended or voted upon. All motions which have been entertained by the presiding member shall be entered upon the minutes of the meeting.
- b. Any member of the Board shall be permitted to change their vote until the result has been verified and recorded. Motions for reconsideration on any vote may be made by any member who is in the majority on such vote. Such motion must be made not later than the closing of the meeting at which such vote has been taken.

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- c. Any member who is unavoidably absent from a meeting may be permitted to have his/her vote recorded upon any question acted upon during his absence; provided that such vote shall not be counted, and such member shall not be entitled to move a reconsideration of the question to be voted upon.
- d. If any question contains two or more divisible propositions, the presiding member may, and upon request of a member shall, divide the same.

Section 7. Public Meeting

Meetings of this Board shall be open to the public as provided by Section 121.22 of the Ohio Revised Code.

Section 8. Rules of Procedure.

Unless otherwise determined by the Board or these bylaws, the meeting of the Board shall be conducted in accordance with Robert's Rules of Order Newly Revised, subject to Article V. Section 6 of these bylaws.

Section 9. Absence of Secretary.

In the event the Secretary and his/her designee is absent from any meeting, the presiding member may designate a person, who need not be a member of the Board, as acting secretary to record the minutes of the meeting and attest to any resolutions adopted at such meeting. The acting secretary may also certify as to the authenticity of any resolution adopted at such meeting or to the correctness of a copy or extract of the minutes of such meeting.

Article VI
Powers and Duties of Board of Trustees

Section 1. Employees/Agents, Professional Consultants and Advisors.

The Board may from time to time appoint and retain a PCTID Director and such assistants, subordinates, and other employees/agents, professional consultants, or advisors as it may deem desirable or necessary, who shall be employed and serve at the pleasure of the Board and perform such duties as the Board may prescribe.

Section 2. Delegation of Duties.

There is reserved in the Board, the authority from time to time to delegate, transfer, or assign duties of the officers and employees to the extent permitted by law.

Section 3. Execution of Instruments.

- a. Deeds, leases, contracts and other agreements – Deeds, leases, contracts, agreements and all other documents, excepting those referred to in paragraph (b) below, shall be signed by the person or officer specified in any pertinent statute as the person or officer required to execute such instrument. If no such statutory requirement exists, such instrument shall be signed by the Chairperson, or Vice-Chairperson. The Board may at any time, or from time to time, designate one or more of its members, or any other employee or officer, to execute any such instrument for an on behalf of the PCTID.
- b. Checks, drafts, other instruments, etc. –
 - (i) All revenues from any source whatsoever, including revenue from grants, levies, advertising and any miscellaneous revenue, shall, except to the extent otherwise provided by the Board, applicable law or contract, be deposited in the PCTID's Fund for credit to the Account of that Fund.
 - (ii) Vouchers shall be executed by the Secretary-Treasurer upon receipt of PCTID Board approved expenses. Expenses shall be presented to the Board in open session, approved by vote and forwarded to the Secretary-Treasurer with proper authorization.
 - (iii) Checks, drafts, and other instruments requiring the payment of appropriated sums of money from the General Fund and grant funds shall be executed by the Secretary-Treasurer.
 - (iv) Each individual designated as a signatory shall be included on the bond in the amount of

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

\$1,000,000.00 provided by the County's insurer.

- c. Purchase orders – Purchase orders for materials and services for which expenditures have been authorized may be signed by the Chairperson, Vice-Chairperson, or Secretary-Treasurer.

Section 4. Reimbursement of Expenses.

All members of the Board, officers, employees and any professional consultants or advisors employed by the Board, who properly incur expenses in the course of their official duties, shall be reimbursed for such expenses so incurred, upon vouchers approved by the Chairperson, Vice-Chairperson or Secretary-Treasurer.

Article VII
Indemnification

Section 1. Trustee, Officer and Employee/Agent.

To the extent permissible pursuant to Ohio law, the PCTID shall indemnify any person who was or is a party to, or is threatened to be made a party to, any threatened, pending or completed action, suit, or proceedings, whether civil administrative, or investigative, by reason of the fact that such person is, or was, a trustee or officer of the PCTID, in the event that indemnification is not otherwise provided by virtue of the position of public trust enjoyed by any trustee or officer of the PCTID. Such indemnification shall include expenses, including attorneys' fees, judgments and amounts paid in settlement, actually and reasonably incurred by him/her in connection with such action, suit, or proceeding provided that:

- a. Such trustee or officer was not acting manifestly outside the scope of his/her employment or official responsibilities, and was not acting with a malicious purpose, in bad faith, or in a wanton or reckless manner; or
- b. Such expenses, attorneys' fees, judgments, and amount paid in settlement were not incurred as a result of any action by the PCTID against a trustee or officer of by such trustee or officer against the PCTID.

Section 2. Exclusions.

- a. The PCTID shall not indemnify a trustee or officer for any expenses, attorneys' fees, judgments and amount paid in settlement:
 - (i) If such amounts are paid by a company issuing a policy of insurance for civil liability;
 - (ii) If such amounts represent punitive or exemplary damages;
 - (iii) Or if such amounts represent a portion of a settlement or consent judgment which the Board determines to be unreasonable.
- b. The foregoing is not intended to, and does not eliminate, limit, or reduce any immunity from civil liability that may from time to time extend to the trustees, officers, and/or employees by any provision of the Ohio Revised Code or by the common law.

Section 3. Insurance.

The PCTID shall procure a policy or policies of insurance insuring its trustees, officers, and employees/agents against liability on account of any action, suit, or proceedings, arising as a result of such trustees', officers', or employees' actions or omissions in their official capacity on behalf of the PCTID. Any member appointed by the Pickaway County Board of Commissioners is covered by the County's liability insurance coverage.

Article VIII Appropriations and
Contracts

Section 1. Appropriations.

Appropriations and budget procedures shall be in accordance with all applicable sections of the Ohio Revised Code.

Section 2. Contracts.

Contracts shall be entered into in accordance with the applicable provisions of the Ohio Revised Code and

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

these bylaws.

Section 3. Expenditures.

Expenditures shall be authorized by two Board members.

Article IX
Management

The Board may from time to time establish a table of organization and create such departments as it may deem necessary to carry on the function of the PCTID.

Article X
Construction, Amendment and Effective Date

Section 1. Construction and Separability.

Each bylaw herein set forth and each provision thereof shall be construed, if possible, in a manner consistent with the laws of the State of Ohio and the United States of America. If, and to the extent that, any bylaw or provision thereof shall be deemed in conflict with any such law, such bylaw or provision shall be void, but each bylaw and each provision of each bylaw shall be deemed separable from every other bylaw and every other provision of such bylaw and its invalidity shall not affect any other bylaw.

Section 2. Amendments.

These bylaws may be amended from time to time by a majority vote of the members of the Board; provided that at least 10 days written notice enclosing a copy of the proposed amendment was given to each member of the Board by certified or registered mail, or personally acknowledged by each member.

Section 3. Effective Date.

These bylaws shall be adopted this date with an effective date of the 12th day of May 2020.

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
County Administrator Report:

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

- Ms. Dengler completed a conference call with FEMA regarding details of reimbursement.
- Ms. Dengler received a public records request from the City of Circleville regarding commercial building permits for 2018 and 2019 for Circleville Township and City of Circleville. The request was for all invoices and fees charged for commercial permits 2018 and 2019 with in City of Circleville and Circleville Township.
- Ms. Dengler reported that \$2,112.07 has been spent from countywide supplies for COVID-19.
- The Airport hangar should get delivered the week after Memorial Day.
- The Park District is interested in the PDI building for their maintenance operation and equipment. Box 65 reached out for interest in the building as well. The building potentially could be utilized for EMA storage of PPE, Box 65, and maintenance.

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Circleville-Pickaway Lease Oversight
Board Ohio Health Berger:

Upon review of the request of the Ohio Health and Circleville-Pickaway Lease Oversight Board, Commissioner Brian Stewart motioned, seconded by Commissioner Jay Wippel, to approve Ohio Health to change their lease commitment to deferring \$1,425,351 of Ohio Health's FY20 capital improvements obligation under the Lease Agreement to FY21, bringing FY21 to \$5,425,351.

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
Cleaning of County Buildings:

The Commissioners held a phone conference with the following in attendance by teleconference call, Judge Randall Knece, Magistrate Harsha, Joyce Gifford, Melissa Betz, Judy Wolford, Ellery Elick and Jim Dean.

Commissioner Stewart addressed the list of cleaning suggestions presented by Judge Knece and Judge Long. Hand sanitizer stations will be placed at areas close to court rooms and leaving the current stations at their present locations. Request of the removal of the benches in the halls at the courthouse was addressed with the final decision being to remove the benches and keep few folding chairs on hand for individuals with disabilities or need of seating. Chairs will be cleaned routinely. Magistrate Harsha stated that signs have been placed in the restroom informing individuals to wash their hands. A schedule was provided to elected officials by email with the times of cleaning at each individual office or building. The courthouse is already being cleaned at least once daily and will add another shift mid-day by maintenance for additional cleaning of handrails. Floors mopped and walls wiped down throughout the courthouse will not be performed twice a day. Magistrate Harsha requested assistance with mopping of the floors, she will sweep her office and court room daily. Judy Wolford addressed that she does not feel her office is getting clean and does not feel that an additional person needs to be in her office when her staff can clean and maintain their own workspaces. The cleaning crew does hard surface, trash and floors and is not to clean individual desk. Jim Dean does not feel that his office is being cleaned and has trash that has been sitting for four days. He understands that cleaning staff is busy and can not do it all. Melissa stated that her office has been setting their trash outside of the door since the first of the year, however, they have not been cleaning the floor. Mrs. Betz's staff cleans their own office and sweeps the floors. Ellery Elick stated that his floor has not been mopped since the floor was re-waxed and he sweeps his own office. The Commissioners will reiterate with cleaning staff what is expected for the cleaning of offices. Magistrate Harsha asked Judge Knece if his staff could be responsible for their back hallway to the employees and he stated that they are cleaning the courtroom and he feels that is enough. Commissioner Stewart informed that the brackets for the glass guards are on schedule and the glass will be ordered once the brackets are installed and measured. Commissioner Stewart stated that the county has 2,000 face shields available for use if needed by office. Commissioner Stewart asked if any office were planning to open in the next 60 days and Judge Knece stated that they have arraignments scheduled for tomorrow and they are keeping people 6' apart and holding individuals in the hall until their hearing begins. The Commissioners will address concerns and finalize cleaning with cleaning staff.

Mr. Elick has concerns about tax collections coming in July and will need to meet with the Commissioners to discuss options for taxpayers that pay their taxes in person. Mr. Dean is waiting to hear when the BMV will be opening and may be in hopes of soon.

In the Matter of
CCAO Solar Energy Program:

Phil Dysard, Palmer Energy/ CCAO Representative for Solar Energy Program, met with the Commissioners to introduce himself as the new representative to Pickaway County. The CCAO Service

TUESDAY, MAY 12, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Corporation's Energy Program monitors market changes and identifies opportunities for counties to control and reduce energy costs. Due to a recent market change in Ohio, program participants can now buy power from utility scale solar array. Electricity generation is moving more toward solar energy and solar power is not affected by weather changes such as natural gas. The county would participate by signing a Power Purchase Agreement for a portion of the solar array's production at a fixed price for a set contract term. CCAOSC and Palmer recommend a county consider 25% of its anticipated annual consumption for the combined loads of their facilities and governmental aggregation. No down payment or up-front charge would be required to pay for the array. The first 11 years the county would pay more for the 25% and after the 11th year it would then would be less than the 25%. Solar energy credits can be sold by the county to help drive down the price. The power purchasing agreement is an agreement that CCAO is working on doing as a group. Commissioner Stewart asked Mr. Dysard what is the purpose if we are on hard times and it is expected to pay more for 11 years with the possibility of paying less after the 11th year. Mr. Dysard explained that the 25% covers inflation to recoup the cost over the 11 years and the counties rate would stay locked. Another thing is technology could change and that could increase the cost of energy storage and the rate would cover the increase. You have to out way if the long-term savings for the county is worth the 25% over the 11 years.

In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending May 9, 2020.

A total of \$440 was reported being collected as follows: \$300 in adoption fees; \$105 in dog license; \$15 in dog license late penalty and \$20 in private donations.

Zero (0) stray dogs were processed in; six (6) 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