

**TUESDAY, SEPTEMBER 1, 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, September 1, 2020, with the following members present: Mr. Harold R. Henson and Mr. Brian S. Stewart. April Dengler, County Administrator, was also in attendance. Mr. Jay H. Wippel was absent from today's session.

**In the Matter of  
Minutes Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from August 25, 2020, with corrections.

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

Attest: Angela Karr, Clerk

**In the Matter of  
Bills Approved for Payment:**

Commissioner Brian Stewart 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 September 2, 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 \$463,151.28 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

**In the Matter of  
Amended Certificate Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

**Resolution No.: PC-090120-57**

**WHEREAS**, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$250,000.00 to amend the TID Fund #658 to receive Transportation District Monies from the Ohio Department of Transportation; 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:

**TID FUND #658**  
**\$250,000.00**

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

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**In the Matter of  
Appropriation of Line Item:**

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

**\$250,000.00 – 658.6093.5506 – TID Contract Projects – Engineer**

**\$928.14 – 285.6134.5901 – Greenbrier Ext. 1 Ditch Other Expenses – Engineer**

**\$45,260.93 – 921.1151.5901 – Other Expense Excess Delinquent – Auditor**

**\$1,500.00 – 101.1140.5301 – Board of Elections Supplies - Commissioners**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Fund Transfer:**

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

**\$65,642.16 – 101.1105.5722 – JFS Note Transfer Out – Auditor**

**TO**

**304.0000.4901 – JFS Note Transfer In – Auditor**

**\$34,048.30 – 101.1105.5720 – Fairgrounds Debt Transfer Out – Commissioners**

**TO**

**325.0000.4901 – Transfer In Debt Fund - Commissioners**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Create Fund:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests to CREATE FUND:

**658 – Transportation Improvement District**

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

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**In the Matter of  
Create Line Item:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests to CREATE LINE ITEM:

**658.6093.5401 – TID Contract Services**

**658.6093.5506 – TID Contract Projects**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Waiver:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to Kingston National Bank in the amount of \$33,336.42 to be paid from JFS Principal 304.8103.5603 - \$19,611.92 and JFS Interest 304.8207.5604 - \$13,724.50.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, absent. 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 EMA Director was on leave and Deputy EMA Director was acting. The EOC monitoring of COVID situation and normal operations. State EOC COVID Directors Call Tuesday and Thursday. Mr. Flick is still monitoring civil unrest throughout the state and coordinating information with law enforcement and other first responders throughout the county. Ops update with Public Health on Wednesday. County CARES monthly meeting August 24<sup>th</sup>, Aerial Support to County Partners August 25<sup>th</sup>, FEMA warning and alert meeting August 26<sup>th</sup> and County CARES Act meeting August 27<sup>th</sup>.
- This week the EOC will be monitoring the COVID situation and normal operations. State EOC COVID Directors Call Tuesday/ Thursday. Mr. Flick will be monitoring civil unrest throughout state. Coordinating information with Law Enforcement and other first responders throughout the county. Ops update with Public Health on Wednesday. Box 65 monthly meeting September 1<sup>st</sup>, Oklahoma State UAS Workshop (Virtual) September 2<sup>nd</sup> & 3<sup>rd</sup> and Board of Elections meeting September 3<sup>rd</sup>.
- Next Week the EOC will be monitoring COVID situation and back to normal operations. State EOC COVID Directors Call Tuesday/ Thursday. Mr. Flick will be monitoring civil unrest throughout state. Coordinating information with Law Enforcement and other first responders throughout the county. Wednesday Ops Update with Public Health. Internal CARES Act meeting September 8<sup>th</sup>, Mass Vaccination Planning meeting September 9<sup>th</sup> and EOP Update meeting September 10<sup>th</sup>.

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**In the Matter of**  
**Emergency Management Agency Fees:**

The Commissioners reviewed the Annual Fee Statements for the Pickaway County Emergency Management Agency Fees. The fees are assessed to the municipalities for the fiscal year from August 1, 2020 to July 31, 2020. Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to authorize Commissioner Henson to sign the Annual Fee Statements.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Travel Authorizations Approved**  
**For Job & Family Services Employees:**

The Commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of September 2020, at the total probable cost \$1,360.79. Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the Out-of-Country Travel Authorization for August 2020.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**OSU Extension's Request for**  
**Use of Pickaway County Property:**

The Commissioners reviewed the Agreement for use of Pickaway County Property submitted by Joy Sharp, OSU Extension. The request is to utilize the parking lot at the Service Center September 13<sup>th</sup> and September 28<sup>th</sup>. Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the request to use Pickaway County Property from Joy Sharp, OSU Extension.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Board of Elections:**

Commissioner Brian Stewart discussed a meeting he had with Matthew Nickolas, the new Board of Elections Director. Commissioner Stewart became aware of the full use of the past Park District Office and was under the understanding that some equipment was stored in the office, not the entire office being utilized to its max. Mr. Nickolas asked Commissioners if her could have until the end of the election to get the equipment removed and Commissioner Stewart advised to the equipment need to be removed immediately. The office needs to be vacated for the purpose of RPHF Solid Waste to move back into the space. Mr. Nickolas expressed that they will need shelving to be placed in the BOE office and Commissioner Stewart expressed if shelving was the issue, then we can find some available shelves. Commissioner Stewart suggested appropriated \$1,500 to the unplanned capital fund for the BOE to purchase shelving. Darrin Flick stepped in asking if the shelving will be used for PPE to be used during the election and suggested utilizing

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the CARES Act fund. Mr. Nickolas asked about partitions that can be placed between voting machines during the election. This will allow for the machines to be placed closer together.

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to appropriate \$1,500.00 to the Board of Elections for the purpose of purchasing shelving to store equipment in the Board of Election's Office.

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

Attest: Angela Karr, Clerk

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

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

- There were zero Bureau of Workers Comp claims and Unemployment claims this week and zero for the entire month of August.
- There were two items posted on Govdeals.com. The posts are for a 1979 Ford Econoline van (former crime scene/ evidence vehicle) with 30,455 miles for the Sheriff's Office and two cannon wheels for soldier monumental. Certificate of Authenticity has been requested by potential buyers.
- The courthouse security cameras installation is still continuing with no issues. The cameras will link to the Pickaway County Sheriff's Office. The last camera to be installed is to be placed outside the front door of the courthouse.
- Mr. Rogols reported that there are two custodial positions posted, one part-time and one full-time. Two individuals are scheduled for interviews on Wednesday .

**In the Matter of**  
**Pickaway County Board of Developmental Disabilities**  
**Re-appointments of Jeffrey Rawlins to the Pickaway**  
**County Board of Developmental Disabilities:**

Mike Pelcic, Director of PCBDD met with the Commissioners to discuss potential board appointments. Mr. Pelcic recommended re-appointing Jeff Rawlins for a third term. Two other members, Gwen Wolford and Greg Miller, both have completed three terms and need to be replaced. There is levels that the state does to determines an individual's disabilities and requirements to receive benefits. Mr. Pelcic requested that he meet with any potential candidates before the Commissioners decide on their appointee. The Commissioners will start the with the public notice and include Mr. Pelcic in the process. Prior to the presentation Mr. Pelcic stated that Jeffrey Rawlins' (Immediate family member) term on the PCBDD expires in December 2020. Mr. Pelcic stated that Mr. Rawlins was interested in being appointed to another 4-year term and he noted that this will be the third and final terms. The commissioners appoint 5 of the 7-member board, with the other 2 members being appointed by the Pickaway County Juvenile/Probate Judge.

After discussion regarding the matter, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to re-appoint Jeffrey Rawlins to an additional 4-year term on the PCBDD.

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

Attest: Angela Karr, Clerk

Commissioner Henson asked how things were going with the pandemic and Mr. Pelcic explained that they are making it work, but the changes have been challenging. The PCBDD classroom located at Teays Valley only has four students and the students have been there since toddlers. This may be the last year for the PCBDD classroom at Teays Valley. Parents of some of the students would like to see their child attend their home school district.

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**In the Matter of**  
**Pickaway County Sheriff's Office:**

Robert Radcliff, Pickaway County Sheriff, Gabe Carpenter, Lieutenant Jail Administrator, and Dave Evans, HR Administrator, met with the Commissioners to report that the jail is down six officers, inmates are coming in sick and requiring overnight stays in the hospital, which require a deputy to stay with them at the hospital. In addition to short staffed, the jail is full. Sheriff Radcliff has contacted Fairfield County Sheriff's Office about transferring some Pickaway County inmates to Fairfield County.

**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 there is \$678,389.28 in CARES Act funds that will be distributed the same as before. Deadline is October 15<sup>th</sup>.
- Ms. Dengler spoke with Hamilton Safe regarding the drive-thru system at the Service Center. The approximate cost of \$17,000 plus the contractor cost for canopy installation. The project will take two days for installation. Ms. Dengler will contact WDC Group to get canopy drawings with footer.
- Ms. Dengler has been receiving wish list from departments regarding projects for CARES Act funds. Approximately \$250,000 spent of the original \$560,000.
- Ms. Dengler inquired what the budget was for the Service Center renovations, desk, etc.
- The Sheriff's Office inquired if they could fill one of the Communication Officers positions that was approved prior to COVID.
- Ms. Dengler discussed the Maintenance Facility and the area for Park District. Area B has 836 sq. ft and area C is 2,990 sq. ft. giving a total of 3,826 sq. ft. for the Park District to utilize. Mr. Dengler discussed \$2,000 a month rent and cost of building renovations. Park District is willing to pay for the cost of the installation of a ramp and other renovation costs.
- Ms. Dengler will be attending a CORSA meeting Friday. There will be a few issues that will require a vote and Mrs. Dengler inquired if a Commissioner will be attending the meeting virtually.
- Ms. Dengler will send an email to elected officials reminding that COVID-19 projects are needed by September 15<sup>th</sup>.

**In the Matter of**  
**Commercial Point Water Treatment Plant:**

The Building Department received a request for fees to be waived for the new Commercial Point Water Treatment Plant. Mrs. Dengler informed that the fees would be waiver for the City of Circleville, and it is the same contractor for both projects. Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to approve the fees for permits be waiver for the Commercial Point Water Treatment Plant.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Service Center Drive-Thru for**  
**County Treasurer's Office:**

Ms. Dengler provided a quote received from Hamilton Safe Products Company, Inc. for the installation of a single drive-thru with two-way audio/ video at the Service Center for the Pickaway County Treasurer's Office. Total sales quote of \$15,680.00. Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson to approve the quote from Hamilton Safe Products Company, Inc. for the amount of \$15,680.00.

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

Attest: Angela Karr, Clerk

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending August 22, 2020.

A total of \$720 was reported being collected as follows: \$60 in dog license; \$60 in dog license late fees; \$50 in microchip fees; \$500 in private donations and \$50 in redemptions.

Three (3) stray dogs were processed in; zero (0) dogs were adopted.

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending August 29, 2020.

A total of \$5,325 was reported being collected as follows: \$150 in adoptions; \$120 in dog license; \$15 in dog license late fees; \$5,015 in private donations and \$25 in redemptions.

Four (4) stray dogs were processed in; four (4) dogs were adopted.

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

Harold R. Henson, President

Brian S. Stewart, Vice President

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

Attest: Angela Karr, Clerk