

**Commissioners:**

Harold Henson  
Brian Stewart  
Jay Wippel



April Dengler, *Administrator*  
Marc Rogols, *Deputy Administrator*  
Angela Karr, *Clerk*  
Nancy Graham, *Fiscal Specialist*

Pickaway County  
**Board of County Commissioners**

139 West Franklin Street  
Circleville, Ohio 43113  
Phone: 740-474-6093  
Fax: 740-474-8988

March 23, 2020

**STATUS OF COUNTY 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](mailto: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 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](mailto:jdean@pickawaycountyohio.gov).

**Common Pleas Court:**

The court is open 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.

**Commissioner's 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](mailto: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 has been established at the front entrance. The Highway Garage is open to the public by appointment only. The staff are staggering shifts to maintain services. Questions can be directed to 740-474-3360 or [cmullins@pickawaycountyohio.gov](mailto:cmullins@pickawaycountyohio.gov)

**Juvenile / Probate Court**

The offices are closed to the public and the staff are working with limited hours. A forms and correspondence pickup and drop off table has been established at the front entrance. Court cases have been cancelled for the next three (3) weeks. Juvenile Court can be contacted at 740-474-3833.

**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 email, phone, on-line, and social media. The office can be contacted at 740-474-5383 or [highered@pickaway.org](mailto:highered@pickaway.org) and general information is available at [www.pickawayworks.com](http://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 are 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 cancelled. Solid Waste can be contacted at 740-420-5452 or <http://rphfsolidwastedistrict.com>. Park Services can be reached at 740-420-5451 or [tdavis@pickawaycountyohio.gov](mailto:tdavis@pickawaycountyohio.gov)

**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](mailto:jgifford@pickawaycountyohio.gov)

**Veteran 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 <https://www.pickawayvets.com>