

**TUESDAY, AUGUST 11, 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, August 11, 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 Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from August 4, 2020, with corrections.

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

Attest: Angela Karr, Clerk

**In the Matter of  
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 August 12, 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 \$143,490.82 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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

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

**Resolution No.: PC-081120-51**

**WHEREAS**, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$81,632.87 to amend the HAVA Security Fund #931 due to grant funds from HAVA and the Cares Act that are stipulated for the Board of Elections to be used for Security, ADA and PPE supplies for in office voting and precinct locations for Election Day; 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:

**HAVA SECURITY FUND #931**  
**\$250,000.00**

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

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**In the Matter of  
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:

**\$10,000.00 – 931.1118.5901 – Other Expenses – Board of Elections**

**\$40,000.00 – 931.1118.5401 – Contract Services – Board of Elections**

**\$19,612.00 – 931.1118.5501 – Equipment – Board of Elections**

**\$16,000.00 – 928.1261.5401 – A.T.P. Contract Services – Juvenile Court**

**\$150.00 – 507.6922.5300 – Orient Water Materials & Supplies – Engineer**

**\$6,609.89 – 201.3006.5416 – Township & Municipal Contracts – Engineer**

**\$83,195.17 – 201.3006.5416 – Township & Municipal Contracts – Engineer**

**\$12,000.00 – 931.1118.5301 – Supplies – Board of Elections**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Fund Transfer:**

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

**\$2.95 – 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 Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of  
Report Provided by Darrin Flick:**

The following is a summary of the report provided by Darrin Flick, EMA Director & Pickaway County 911 Coordinator.

- Last week 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. Swisher 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.
- 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.

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Coordinating information with Law Enforcement and other first responders throughout the county. Ops update with Public Health on Wednesday. Text to 911 testing with S.O., Intrado, and Zeurcher was August 10<sup>th</sup>, Drone plan finalization review August 12<sup>th</sup>, County Healthcare Coalition August 13<sup>th</sup> and Superintendent COVID-19 Tabletop Exercise August 14<sup>th</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. COVID-19 Update with Elected officials August 18<sup>th</sup>, County Fire Chiefs Meeting August 19<sup>th</sup> and County CARES Act meeting August 20<sup>th</sup>.

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

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

- Ms. Dengler is gathering a quote from Shane Harber for the concrete pads for hangar opening at the Airport.
- Ms. Dengler provided an update of the new Maintenance Building. Accurate has a tech coming Monday to do a follow up look from last Tuesday's original meeting. The internet is getting installed and security system will get installed this week. Maintenance should be able to start moving in this week. Pine Valley Construction is doing the roof work, gutters and cutting the opening for the overhead door.
- Ms. Dengler provided an update of the Service Center. Internal walls can be removed to accommodate the Treasurer's Office and maintenance cleaned up the debris in the hallway outside back door. Ms. Dengler is getting a quote from Quality Service Installation for a drive thru canister to be installed. This is the same company the Savings Bank uses. Ms. Dengler suggested letting the other offices know who is moving in. Soil and Water are still doing walk-thru and the article in the newspaper irritated folks. Maintenance Department will be able to do the wall removal.
- Ms. Dengler met with the Prosecutor regarding a house in a floodplain. Judy Wolford will send a letter to the homeowner asking for compliance.
- Ms. Dengler explained that Cares Act monies can be used to build functionality to allow government agencies to do more online to reduce number of in person interactions.

**In the Matter of the  
Change Order/ Cost Estimate No. 1 signed for the  
Engineer's Sealing of Various Concrete Bridge  
Decks with HMWM Resin:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the following Change Order No. 1 to add Lockbourne Eastern to the list of bridges to be sealed with the contract for the Sealing of Various Concrete Bridge Decks with HMWM Resin Project. Proposed amount of \$20,283.55.

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  
Engineer's Township and Municipal Revenue Fund:**

Chris Mullin, Engineer met with the Commissioners to request a new fund to keep the Pickaway County Engineer (PCE) funds separate from municipalities and townships. Currently Municipal and Township Contracts that the Engineer's Office bid and oversee are paid through the Auto License and Gas Tax Fund (201).

Early in the year, the Engineer provided estimates to other entities for various paving/stripping projects. If Municipals and Townships decide to move forward, they deposit half of the estimate with the Engineer's office in the 201 Fund. When the project is complete, invoices are sent out for the balance of the

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work to be paid. This is typically late summer. This ties up a large portion of our 201 Funds until the balance is paid by the entity. In addition to tying up our funds, from an auditing standpoint, we feel it would be cleaner that we keep their funds separate from ours.

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for a new Township and Municipal Revenue Fund for the Pickaway County Engineer.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Engineer Unpaid Water Fees:**

Chris Mullins, County Engineer, met with the Commissioners to discuss sanitary sewer services in Sunnyside Subdivision. Through a recent audit of Pickaway County sanitary sewer accounts, it was discovered that the property has not been added to the billing and did not pay any tap fee for the use of Walnut Heights Sanitary Sewer collection system, which Sunnyside Subdivision is a tributary.

Mr. Mullins explained that records show that a connection fee in the amount of \$2,000.00 was paid in March 2010, however a tap fee, paid upon tapping into the sewer main was never paid. The Auditors records show the house was constructed in 2010 and assuming occupation sometime in 2010, sanitary sewer services would have been utilized beginning January 2010. The amount in arrears consists of an unpaid tap fee (\$1,000), and 115 months of unbilled services (\$45.35 per month x 115 months) \$5,215.55 totaling \$6,215.55.

Mr. Mullins suggested that County's position is both parties are responsible for this oversight and to be equitable is willing to waive the tap fee (\$1,000.00) and only require half of the unbilled sanitary sewer services totaling \$2,607.63. Mr. Mullins proposed an extend grace period to pay the amount in full by August 2021. Starting in September the property owner will receive a bill for the August usage and each month thereafter. Mr. Mullins will send a letter to the property owner to resolve the issue.

**In the Matter of**  
**Auditor's End-of-Month Report:**

Melisa Betz, Auditor, met with the Commissioners to provide an update of July 2020. Mrs. Betz stated that our current balance is \$9,939,335.30. We have not had the larger transfers like we had last year, although, there are transfers taking place. A transfer came through this morning in Jefferson additional that was listed at a value of \$137,000.00 and sold for \$240,000.00. There are not huge amounts of appropriations that will be left over like we have had in the past. Discussion was held regarding the potential new office located at the Service Center and what Mrs. Betz's thoughts were. Mrs. Betz addressed security, their counter and mailbox location during busy times. Commissioners informed Mrs. Betz that they are planning another site tour for September 1<sup>st</sup> with all three offices again. Mrs. Betz did not foresee any huge changes that would need to be made to the new location. Mrs. Betz will order some lateral cabinets to restructure and consolidate files and to also see what files can be scanned for digital files.

The new real estate software is up and working and it allows for documents to be scanned and attached, therefore, helping with the file storage. Mrs. Betz received notification from the state that residential values will increase 22% based off sales in the last three years within the County. The Auditor's values are set at 96% and Mrs. Betz does not want to see the county at 100% or 90%. Being in the middle seems fair to Mrs. Betz. Mrs. Betz thanked the Commissioners for their time and will keep them posted off current numbers.

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**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 8, 2020.

A total of \$585 was reported being collected as follows: \$200 in adoptions; \$135 in dog license; \$60 in dog license late fees; \$80 in owner turn-in fees; \$45 in private donations; \$25 in redemptions and \$40 in transfer out-rescue.

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, 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