The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Tuesday, February 2, 2021, with the following members present: Mr. Jay H. Wippel, Mr. Harold R. Henson, and Mr. Gary K. Scherer. April Dengler, County Administrator, was also in attendance.

## In the Matter of Minutes Approved:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Gary Scherer, to approve the minutes from January 26, 2021, with corrections.

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

Attest: Angela Karr, Clerk

## In the Matter of Bills Approved for Payment:

Commissioner Gary Scherer 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 February 3, 2021, 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 **<u>\$383,887.84</u>** on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

## In the Matter of Appropriation of Expense Line Item Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for the APPROPRIATION OF EXPENSE LINE ITEM:

## \$13,000.00 - 101.1105.5703 - Contingencies - Commissioners

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

Attest: Angela Karr, Clerk

## In the Matter of Transfer and Reappropriations Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for the TRANSFER AND REAPPROPRIATIONS:

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#### 101.1105.5954 - Pickaway HELPS - Commissioners

\$7,500.00 – 101.1105.5703 – Contingencies – Commissioners TO 101.1112.5404 – Countywide Advertising & Printing – Commissioners

## \$500.00 – 101.1105.5703 – Contingencies – Commissioners TO 101.1101.5901 – Commissioners Other - Commissioners

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

Attest: Angela Karr, Clerk

# In the Matter of Fund Transfers Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for the FUND TRANSFERS:

## \$7,500.00 – 101.1105.5717 – GIS County Share – Auditor TO 903.0000.4530 – GIS Contract Receipts – Auditor

# \$39,339.40 – 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 Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

#### In the Matter of Issuance of Blanket Purchase Order Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the following requests for the ISSUANCE OF A BLANKET PURCHASE ORDER:

# \$500.00 - 101.1101.5901 - Commissioners Other - Commissioners

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

Attest: Angela Karr, Clerk

## In the Matter of Waiver Approved:

Nancy Graham, Fiscal Specialist, requested a waiver to pay Accurate, in a timely manner related to contract services. After discussing the request, Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to waive the waiting period to issue payment to Accurate, in the amount of \$16,028.00 as follows:

\$16,028.00 #101.1112.5401 Countywide Contract Services

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, 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:

- There were no BWC claims filed for the week and no unemployment claims filed this week. Three fraudulent unemployment claims have been filed, one, Pickaway County Developmental Disabilities and two Pickaway County Sheriff's Department.
- There are no current postings on Govedeals.com.
- Mr. Rogols reported that the Preston Schumacher is still OIC. One Deputy Dog Warden interview was conducted Monday. Two interviews for the Chief Dog Warden position were rescheduled for Thursday, February 4<sup>th</sup>.
- Mr. Rogols reported that full-time custodial, Beth Hall resigned effective January 15<sup>th</sup> and requested re-hire last Wednesday.
- Surveillance Cameras: Service Center exterior cameras and key fob are completed, and fobs have been issued to two of the three offices. Additional controlled access door locks for Recorder's Office being installed this week. The Board of Elections hardware has been ordered by IPS and install pending. The Maintenance Facility installation of cameras and controlled access door locks continues. Mr. Rogols held a joint meeting with IPS and Von Cremeans for the Fairground gates and Ankrom Building January 19<sup>th</sup>. Updated proposal presented. The organizational meeting with the Pickaway County Sheriff's Office has been rescheduled for Wednesday, February 10, 2021 with the Sheriff's Office staff.
- Mr. Rogols attended a Franklin County Cooperative meeting virtually yesterday afternoon. Incentive
  program to roll out this week. The program has been revamped to accommodate COVID restrictions.
  Activities have separate payments for each one completed. Information for the new program will be
  distributed next week. Mr. Rogols attended the Wellness Champion Kickoff meeting January 26<sup>th</sup>,
  virtual HR Payroll meeting January 27<sup>th</sup> and virtual LBC meeting with April. A virtual meeting with
  Wilson Partners is scheduled for February 4<sup>th</sup> regarding insurance re-evaluation.

## In the Matter of Building Department Monthly Report:

The monthly report for the Pickaway County Building Department was filed for the month ending January 2021.

Permits		
Registration	132	\$9,900.00
Commercial	23	\$19,446.78
Residential	61	\$21,935.90
Total Inspections Performed		
Residential	335	
Commercial	57	
City Enforcement	3	
Total Inspections	395	
Residential Plan Review	40	

A total of \$51,282.68 was reported being collected as follows:

New Home Permits by Jurisdiction:		
City of Circleville	1	
Commercial Point	33	

Jackson Twp.	1
Scioto Twp.	1
<b>Total New Homes</b>	36

## 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 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. Mr. Flick attended the County Amateur Radio Emergency Services (ARES) Monthly Meeting January 25<sup>th</sup>, Continuing Countywide Vaccinations (Fairgrounds)– Phase 1b: January 28<sup>th</sup> and Pickaway County Schools Vaccination Meeting January 29<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. Mr. Flick will be attending Board of Elections Emergency Preparedness Meeting, School Personnel Vaccination Plan Meeting February 1<sup>st</sup>. Continuing Countywide Vaccinations (Fairgrounds)– Phase 1b February 4<sup>th</sup> and Pickaway County Schools Vaccination Meeting February 5<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. UAS Team Planning and Operations Training Wednesdays and Decon Trailer Support to Ohio Health Berger: Sept 2020-Sept 2021. Wednesday Ops Update with Public Health. Mr. Flick will be attending the Continuing Countywide Vaccinations (Fairgrounds)– Phase 1b: February 11<sup>th</sup> and Pickaway County Schools Vaccination Meeting February 12<sup>th</sup>.

# In the Matter of Report Provided by Tim McGinnis:

The following is a summary of the report provided by Tim McGinnis, Planning and Development Director.

• A variance request on a 118+ acre land-locked parcel (Chillicothe Road) to be accessed via ingress/ egress easement rather than having the 60 ft. minimum road frontage. The various request will be heard at the Planning Commissioner Meeting next Tuesday.

# In the Matter of Allocation of Fourth Quarter 2020 Casino Revenue:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to allocate the 2020 fourth quarter Casino Revenue in the following manner:

# \$6,788.00 to 401.0000.4575 – Capital Fund \$162,904.26 to 101.0000.4575 – General Fund

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. 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 January 2020, at the total probable cost \$1,685.00. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the Out-of-Country Travel Authorization for February 2021.

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

Attest: Angela Karr, Clerk

## In the Matter of Resolution Adopted Approving Rates and Fees for Legal Representation of Indigent Parents in Probate Court Adoption Proceedings:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

# Resolution No.: PC-020221-10

Resolution approving a schedule of hourly rates and maximum assigned counsel fees to be paid for legal representation of indigent parents facing a termination of parental rights in Probate Court Adoption Proceedings.

WHEREAS, Pickaway County recognizes its responsibility under the laws of the State of Ohio and the United States of America to provide legal counsel for indigent individuals right of counsel proceedings in the Probate Courts of Pickaway County; and

WHEREAS, Pickaway County has an assigned counsel system to provide representation in indigent defense cases for Probate Court. The Commissioners wish to adopt a schedule of fees for those types of services; and

WHEREAS, Pursuant to Section 120.33(A)(3) of the Ohio Revised Code, to receive reimbursement, a board of county commissioners must adopt a resolution to pay counsel appointed by the court, and must establish an up to date fee schedule which must be filed with the Office of the Ohio Public Defender, upon which reimbursement will be based; and

## BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF PICKAWAY COUNTY, OHIO:

The following plan is adopted for use by the Probate Court of Pickaway County.

1. Payment for representation in probate proceedings will be made based on the maximum rate of \$50.00 per hour for our-of-court services and \$60.00 per hour for in-court services.

Adoption Proceedings \$2,500.00

# **Extraordinary Fees/Hourly Rates**

Cases eligible for Extraordinary fees, Extraordinary hourly rates, or additional attorneys are ones which, because of extraordinarily complex issues, lengthy trials, or other reasons, warrant compensation at a rate which exceeds the maximums established by a county or the Ohio Public Defender. Payment for extraordinary fees/hourly rates/additional attorneys are subject to the following requirements and are hereby enacted:

Pickaway County hereby provides for extraordinary fees/hourly rates/additional attorneys in this fee resolution adopted pursuant to R.C. 120.33(A)(3).

Extraordinary fees must be clearly documented in the appropriate sections on the Motion, Entry, and Certification form. An entry for extraordinary hourly rates or additional attorney should be obtained at the beginning of representation.

The Judge hearing the case must indicate approval of the extraordinary fees and/or hourly rates by checking the "Extraordinary Fees Granted" box in the Judgment Entry section on the front of the form; and a copy of the journal entry/entries must be attached for these extraordinary fees, hourly rates or extra attorney.

## **Expenses**

Payments for reasonable expenses requiring Court approval, such as transcripts or experts, associated with providing representation shall be made by motion and approved by the Judge in advance of incurring the expense and the amount thereof is determined to be reasonable by the Judge. All travel expenses are subject to the Rules of the Ohio Public Defender's Office. Allowable travel expenses approved by the Trial Court and with the submission of proper receipts, shall be reimbursed. No payment shall be made without the proper receipts.

# Amendments to the Fee Schedule

Pickaway County Commissioners may amend this fee schedule at any time. Whenever the schedule is amended or revised, a copy of the resolution amending the fee schedule is directed to be sent to the Ohio Public Defender along with notice to all the Courts and assigned counsel.

# **Effective Date**

The effective date of the new Schedule of Fees for Assigned Counsel is February 2, 2021. Cases submitted to the Court for payment after February 2, 2021 will be eligible for the fees established above even though the appointment may have been prior.

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

Attest: Angela Karr, Clerk

#### In the Matter of Office Space:

Judy Wolford, Pickaway County Prosecutor, met with the Commissioners to discuss her office space. The Commissioners received notification from Barbara Lucks that she may be interested in selling the building that currently houses Mrs. Wolford's Office. Commissioner Wippel informed Mrs. Wolford that the Commissioners do not have any interest in purchasing the building. The Commissioners asked MRs. Wolford her thoughts on moving her office in to the courthouse and Mrs. Wolford explained that she does not feel it is a safe place to be located for victims, undercover officers and confidential informants to report and keep it private. Mrs. Wolford knows that there is not enough space on one floor of the courthouse to keep her staff in one location and she knows she may need to add an additional employee to her staff. Her office has been slower in the last 8-9 months due to COVID, but normally run 350 criminal case. They have not even had grand jury, the date currently scheduled she will be moving it to a later date. It has been harder to have jurors report with the COVID situation. Commissioner Wippel asked Mrs. Wolford if her current office location if it is adequate for space and Mrs. Wolford explained that some staff share office, however, as the county grows it is going to be hard to find adequate space. Commissioner aske d Mrs. Wolford what typically would be her ideal location and Mrs. Wolford explained that it would have to be in town close to the courthouse and available parking. Commissioner Scherer addressed security and the courthouse can offer that. The Commissioners are open to options and discussions regarding office space. Commissioner Scherer asked Mrs. Wolford if she had any insight as to when Mrs. Lucks is looking to sale the building and Mrs. Wolford feels it could be a year or so.

# In the Matter of Sheriff's Office:

Sheriff Hafey, Trevor Swackhammer, Sheriff's Office IT Department and Lieutenant Jon Rhoads, Sheriff's Office, all met with the Commissioners to discuss capital projects for the Sheriff's Office. Commissioner Wippel started out with how the capital projects fund works and asked Sheriff Hafey his thoughts. Sheriff Hafey went on regarding the sewer line project and it will be inconvenience to the office, but the project needs to be done. The staff of the Sheriff's Office are all wearing mask to keep a COVID outbreak out of the jail. Sheriff Hafey would like to purchase a couple new vehicles to replace old vehicles. His plan is to have each deputy have their own vehicle so that vehicles are not constant running and give the vehicles resting time in between on and off duty. Commissioner Wippel requested an updated vehicle list with mileage and Lt. Rhoads will email one. Sheriff Hafey explained that he has some vacancies due to some leaving for more money. He is trying to make it a more of a family atmosphere. The camera system had not been approved by Juvenile and Adult State Probation and Lt. Brown, the new jail administrator was able to get it pushed through the state and receive approval. Sheriff Hafey brought up that he is wanting to get body cameras for the offices and Lt, Hempstead is working on applying for a grant to help fund the purchase. We are the only agency in the county that does not have cameras and it may be mandated in the future. Sheriff Hafey suggested door replacement and completing it over time, and not at once. Sheriff Hafey would like to stop on weekly meeting to just touch base and the Commissioners advised if it is for specific topics it should probably be scheduled to be put on the Agenda.

Lt. Rhoads requested phase 7 for the new desk computers for the jail and administrative staff. The intention is to do it in phases so the lump sum cost of replacing all computers is not at the same time. Mr. Swackhammer thinks the units will have a life span of five years. The restructure of phase 7 has lowered the phase to costing \$34,989.78. next phase would be to update laptops for cruisers. Once these phases are completed, we will be able to move on and finish out all phase as complete. COVID Cares has helped with replacing seven office laptops and now they are in hopes to transition on replacing desktop units over time in phase 7. Commissioner Scherer addressed the county's cyber security and asked the Sheriff what is there thoughts on their security. Sheriff Hafey explained that they will no longer be utilizing Microsystems and will start using Cracker Jack Technologies, they provide for law enforcement agencies and provide training to office staff.

Lt. Rhoads and Trevor Swackhamer dismissed.

# In the Matter of Executive Session:

At 11:10 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with April Dengler, County Administrator, Marc Rogols, County Deputy Administrator and Sheriff Hafey in attendance.

Roll call vote on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 11:32 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

Roll call vote on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

No Action taken.

# In the Matter Transportation Improvement District:

Chris Mullins called the meeting to order for TID Board.

## In the Matter of Transportation Improvement District:

Chris Mullins, County Engineer, met with the Commissioners to discuss the Transportation Improvement District (TID). Virtual attendance by Ryan Scribner, Pickaway Progress Partners, and Nate Green, David Robinson and Tim Biggam, Montrose Group. Commissioner Henson offered the motion, second by Commissioner Gary Scherer to enter into a TID meeting.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes; Chris Mullins, yes; Ryan Scribner, yes; Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

With there being no further business brought before the TID Board, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to adjourn.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes; Chris Mullins, yes; Ryan Scribner, 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 asked if the pond at the Dog Shelter served a purpose. Ms. Dengler asked if the pond could be filled in reduce the maintenance. Maintenance will proceed with having fill dirt brought in to fill the pond.
- Ms. Dengler presented quotes for the renovation of the restrooms at the Maintenance Facility.
- Ms. Dengler reported that the old bench in juvenile court will not fit in the new space. The cost for a new bench to be built will cost \$5,000 -\$8,000.
- The JBC meeting was held and are looking into incentive program and high deductible plans.
- Ms. Dengler met with Sign of Distinction regarding the inside signs at the Service Center. Ms. Dengler will be meeting Sheri Near on Thursday for the drive-thru signage.
- The funeral procession for Rex Emerick will take place down Franklin Street Wednesday 12:00-12:15 p.m.
- Ms. Dengler reported that Susan Foster is no longer with the Pickaway County Heath District.
- There is a Building Department meeting scheduled for this Friday with Chad Nogel, Harrison Township.

In the Matter of Community Development Block Grant PY2020 Neighborhood Revitalization Grant And Critical Infrastructure Grant Review of State of Qualification for Engineer Design Services:

CDC of Ohio, Inc. received Statement of Qualifications from the following engineer firms to provide engineering design services for the PY2020 CDBG Neighborhood Revitalization Grant and Critical Infrastructure Grant.

# **Stantec Consulting Services Inc.**

Logan, Ohio

Sands Decker Engineers & Surveyors Columbus, Ohio

**The Thrasher Group, Inc.** Canton, Ohio

Harral and Stevenson Circleville, Ohio

Upon discussion and review of four engineering firms, Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to recommend **Stantec Consulting Services Inc**. for Engineering Design Services for the PY CDBG Neighborhood Revitalization Grant and Critical Infrastructure Grant.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. 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 January 23, 2021.

A total of \$393 was reported being collected as follows: \$150 in adoption fees; \$150 in dog licenses; \$75 in kennel licenses; \$3 in additional kennel license and \$15 in private donations.

One (1) stray dog was processed in; three (3) dogs were adopted.

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

Jay H. Wippel, President

Harold R. Henson, Vice President

Gary K. Scherer, Commissioner BOARD OF COUNTY COMMISSIONERS PICKAWAY COUNTY, OHIO

Attest: Angela Karr, Clerk