

**TUESDAY, MAY 5, 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 5, 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 Harold Henson, to approve the minutes from April 28, 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 6, 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 \$118,837.86 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 Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

**Resolution No.: PC-050520-22**

**WHEREAS**, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$7,226.71 to amend the OSC Tech Grant Fund #923 due to receipt of Emergency Funding Grant; 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:

**OSC TECH GRANT FUND #923**  
**\$7,226.71**

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

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Attest: Angela Karr, Clerk

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

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

**\$7,226.71 – 923.1202.5501 – OSC Tech Grant Equipment – Juvenile/ Probate Court**

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

**\$30,556.25 – 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 Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, 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](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 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.

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- **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 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 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 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](mailto: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](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 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](mailto:jgifford@pickawaycountyohio.gov).
  - **Veteran's 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 <http://www.pickawayvets.com>.
- There were no Bureau of Workers Compensation filed this week and three unemployment claims filed this week. The COVID-19 dividend return was received this week, total of \$162,781.50.

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- The Dog Shelter is currently operating by appointment only. Five adopting took place last week.
- Nine new hire packets went out last week. Two full-time and one part-time employee was hired for the Health Department.

**In the Matter of**  
**Monthly Building Department Report:**

The monthly report for the Pickaway County Building Department was filed for the month ending April 2020.

A total of \$38,401.99 was reported being collected as follows:

<b>Permits</b>		
Registration	16	\$975.00
Commercial	10	\$29,996.99
Residential	47	\$7,430.00
<b>Total Inspections Performed</b>		
Residential	145	
Commercial	48	
Violations/ Complaints	0	
<b>Total Inspections</b>	<b>193</b>	
Residential Plan Review	25	

<b>New Home Permits by Jurisdiction:</b>	
Commercial Point	1
Pickaway Twp.	1
Scioto Twp.	1
Walnut Twp.	1
Washington Twp.	2
<b>Total New Homes</b>	<b>6</b>

**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 Decedent Affairs Meeting April 27<sup>th</sup>, Elected Officials Recovery Meeting April 28<sup>th</sup> and High School Graduation Discussion with Superintendents April 29<sup>th</sup>.
- 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. Mr. Flick will attend the Fair Board President Meeting May 4<sup>th</sup>, FEMA Public Assistance Applicant Briefing – M/T/W/T, and Tornado Siren Testing Resumes May 6<sup>th</sup>.
- 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 15<sup>th</sup>.
- Mr. Flick received gallons of hand sanitizer from Dupont and maintenance staff will be distributed amongst to county offices this week.

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**In the Matter of**  
**Pickaway County District Library Board**  
**Resignation of Board Member Kelly Lutz:**

Kelly Lutz submitted a letter of resignation from the Pickaway County Library Board of Trustees. Mrs. Lutz was appointed in 2017 and her term is to expire December 31, 2022. Mrs. Lutz thanked the Commissioners for the opportunity to serve an organization that she is passionate about. Mrs. Lutz's resignation will take place May 6, 2020.

**In the Matter of**  
**Pickaway County Building Department**  
**Residential Appeals Board Appointment of**  
**Trent K. Branson as the Homeowner Representative:**

Upon review of the Application for Appointment to a Public Board, Commission, or Committee form submitted for consideration, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to appoint Trent K. Branson, 10625 Borror Rd., Orient, Ohio 43146, to the (3)-year term on the Pickaway County Building Department Residential Appeals Board. Mr. Branson will be replacing Bren Gentzel, whose term ended December 31, 2019. Mr. Branson's term is effective from May 5, 2020, through May 4, 2023.

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**  
**Community Development Block Grant**  
**Turner Drive Reconstruction**  
**Engineering Contract Proposal:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve and authorize Commissioner Harold Henson to sign the Proposal for Survey and Design Services with EMH&T Engineers, Surveyors, Planners and Scientist. The acceptance and authorization allows for the CDBG Turner Drive Reconstruction Project to proceed.

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**  
**Allocation of First Quarter 2020 Casino Revenue:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to allocate the 2020 first quarter Casino Revenue in the following manner:

**\$169,705.01 to 101.0000.4575 – General Fund**

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

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

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

- Ms. Dengler informed the Commissioners of excess PPE and the proper place of storage. The PPE will be stored at the Service Center for use as needed.
- Ms. Dengler advised that Chris Mullins, County Engineer, will be hiring a replacement for Debbie Binkley, who will be retiring in the near future.
- Ms. Dengler sent a memo by email regarding cleaning supplies for offices after Judge Long's concerns on Friday.
- A public records request was received for the Sheriff's Office budget from 2013 to present.
- The OSU Extension Office will continue tele-work.
- The brackets for glass guards is 10-12 days out. The glass will be ordered once the brackets are installed and will have an additional 10-12 days for the glass to come in. June 1<sup>st</sup> is the anticipated completion date for all glass guards to be in place at County offices.
- Ms. Dengler reported Administrative Leave COVID-19 for the last two pay periods. Pay period #8 March 15<sup>th</sup>- March 28<sup>th</sup> for 70 employees and 2251.5 hours, totaling \$46,815.19. Pay period #9 March 28<sup>th</sup> – April 10<sup>th</sup> for 96 employees and 29,46.25 hours, totaling \$59,625.02.

**In the Matter of  
Bid Opening 2020 Pickaway County &  
Township Resurfacing Project:**

The Commissioners conducted a bid opening for the project referred to as 2020 Pickaway County and Township Resurfacing Project for the Pickaway County Engineer Department was held May 5, 2020 at 10:01 a.m.. Anthony Neff, Deputy County Engineer was in attendance by teleconference call along with contractors. The attendance sheet of interested bidders that attended the bid opening is on file.

**BID A** -Engineer's Estimate: \$398,629

The following bids were received and read aloud:

- |  |              |
|--|--------------|
| • Amaazz Construction<br>Dublin, Ohio 43017    | \$362,440.75 |
| • The Shelly Company<br>Thornville, Ohio 43076 | \$351,625.43 |

**BID B** -Engineer's Estimate: \$777,387

The following bids were received and read aloud:

- |   |              |
|---|--------------|
| • Amaazz Construction<br>Dublin, Ohio 43017                                   | \$625,234.90 |
| • The Shelly Company<br>Thornville, Ohio 43076<br>Washington C.H., Ohio 43160 | \$655,590.30 |

**BID C** -Engineer's Estimate: \$476,500

The following bids were received and read aloud:

- |   |              |
|---|--------------|
| • Amaazz Construction<br>Dublin, Ohio 43017       | \$361,457.85 |
| • Roese Bros. Paving Inc.<br>Ashville, Ohio 43103 | \$416,181.24 |

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- The Shelly Company \$369,643.51  
Thornville, Ohio 43076

The bids were turned over to Mr. Mullins and Mr. Neff for their review and contract award recommendation.

Attest: Angela Karr, Clerk

**In the Matter of**  
**Elected Officials and COVID-19:**

The Elected Officials and department head met with the Commissioners in person and by teleconference call to provide an update of the current standings of the COVID-19 outbreak and allow for questions and answers regarding the opening of county offices. Discussions of PPE and the guidelines for the use of mask while in county buildings, glass guards in county offices and the cleaning of county buildings.

**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 2, 2020.

A total of \$586 was reported being collected as follows: \$250 in adoption fees; \$6 in boarding revenue; \$150 in dog license; \$45 in dog license late penalty; \$50 in micro chip fees; \$10 in private donations and \$75 in redemptions.

Three (3) stray dogs were processed in; five (5) 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