

TUESDAY, APRIL 7, 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, April 7, 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 March 31, 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 Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, 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 April 8, 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 **\$74,087.05** 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
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:

\$108,260.00 – 101.1105.5703 – Contingencies – Auditor

\$100,000.00 – 206.5015.5447 – COVID-19 Assistance – JFS

\$5,000.00 – (2nd Half) Contingencies – Board of Elections

**\$500,000.00 – 230.1246.5701 – Certificate of Title Administration Fund – Transfer Out -
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

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**In the Matter of
Transfer and Reappropriation:**

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

**\$108,260.00 – 101.1105.5703 – Contingencies – Auditor
TO
101.1114.5901 – Data Processing – Auditor**

**\$5,000.00 – (2nd Half) 101.1105.5703 – Contingencies – Board of Elections
TO
101.1140.5309 – Postage – Board of Elections**

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 Transfers:**

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**

**\$2.66 – 101.1105.5607 – HAVA Grant Security Interest – Treasurer
TO
931.0000.4710 – HAVA Grant Security Interest – Treasurer**

**\$34,388.67 – 101.1105.5721 – Transfer Out – HB295 – Auditor
TO
301.0000.4901 – Transfer In – HB295 – Auditor**

**\$500,000.00 – 230.1246.5701 – Certificate of Title Administration Fund – Transfer Out –
Commissioners
TO
101.0000.4901 – General Fund – Transfer In – 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
Create New Line Item:**

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

206.5015.5447 – COVID-19 Assistance - JFS

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
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. COVID Response operations occurring across Pickaway County. Vulnerable Population Meeting March 30th and Emergency Healthcare Meeting March 31st.
- This week the EOC will be open Monday through Friday 8am-5pm while COVID Response operations will still occur across Pickaway County. EMA-PCI-Health Dept-Berger-Scioto Twp Fire Meeting April 6th, EMA-Funeral Home-Berger-Coroner Meeting and Circleville City Council Meeting April 7th and Emergency Healthcare Meeting April 8th.
- Next week the EOC will be open Monday through Friday 8am-5pm while COVID Response operations will still occur across Pickaway County.

In the Matter of
Report Provided by Mac 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.
 - **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 has 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.
 - **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 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

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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.

- **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.
- **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 and general information is available at 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.
- **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 no unemployment claims filed this week. The BWC hearing for the Officer from the Sherriff's Office was scheduled for March 31st by conference call. There has been no information received from final disposition. The appeal filed was successful for outstanding unemployment claim that was filed by a Pickaway County Sheriff's Office employee. The claim was disallowed.
- The Dog Shelter has no activity to report. The shelter is currently closed to the public and has no revenue coming in. Continuing to the work a schedule to eliminate all overtime incurred by cleaning.

In the Matter of
Building Department Monthly Report for March 2020:

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

A total of \$22,075.31 was reported being collected as follows:

Permits		
Registration	25	\$1,875.00
Commercial	18	\$16,901.65
Residential	29	\$3,298.66
Total Inspections Performed		
Residential	221	
Commercial	61	

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Violations/ Complaints	0	
Total Inspections	282	
Residential Plan Review	14	

New Home Permits by Jurisdiction:	
Darby Twp.	1
Walnut Twp.	1
Total New Homes	2

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.

1. Lot Splits: Mr. McGinnis came into the office briefly yesterday morning to stamp off on a couple lot splits.
2. The AEP expansion on Adkins Rd. is contained to the current parcel the substation is located on with no other public improvements occurring. In discussing this with Anthony Neff, they just needed some storm water review and access management review for potentially another access point. AEP did a similar expansion to this site 5 years, and no Planning Commission action was required then, so Mr. McGinnis sees no need according to our subdivision regulations to proceed any differently this time around.

In the Matter of
County Administrator Report:

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

- Ms. Dengler notified WDC Group of capital projects being placed on hold for the remainder of 2020 except for the Pickaway County Airport Hangar Project.
- Ms. Dengler reported budget work to the Commissioners for review in preparation for financials during COVID-19.

In the Matter of
Pickaway County Budget:

The Commissioners held a discussion regarding the current County budget and possible modifications. After review of the current figures, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to make no modifications to the 2020 budget at this time. However, to suspend the current budget until further notice and place capital projects on hold for the remainder of 2020 with exception of the Pickaway County Airport Hangar Project.

In the Matter of
Job & Family Services Contract Listing:

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved and otherwise executed by the Pickaway County Department of Job & Family Services and approved by the Pickaway County Board of Commissioners, The approved list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve Pickaway County Job and Family Services New or Amended Contracts for January 2020 through Mach 2020.

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**Pickaway County Job & Family Services
New or Amended Contracts
January 2020 – March 2020**

PCJFS New or Amended Contracts for Jan - March 2020				
Organization/Agency	Contract Purpose	Effective Date	Termination Date	Contract Value
Circleville Herald	Advertising	4/1/2020	3/31/2021	\$12.18/column inch
First Byte Computers	PC Services	5/1/2020	4/30/2021	\$25.00 per hour; plus \$30.00 travel fee if repairs made at agency
Pickaway Prosecutor	MOU For attorney services	1/1/2020	12/31/2019	Reimbursement of cost for position
Speedy Muffler Man	Vehicle Detailing	4/1/2020	3/1/2021	\$55.00-\$130.00 per vehicle; \$15.00 per car seat
Speedway	Per Paid Fuel Cards	5/1/2020	4/30/2021	Value of Card less 3% discount when ordering \$500 or more
Staff Source	Temporary Staffing Service	6/1/2020	5/31/2021	\$15.96 per hour transporter services

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
Job and Family Services
Prevention, Retention & Contingency Plan:**

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

Resolution No.: PC-040720-19

WHEREAS, pursuant to Ohio Revised Code 5108.07, the Board of County Commissioners is required to certify that the Pickaway County Department of Job and Family Services complied with chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan, and

WHEREAS, the Board is satisfied that the Pickaway County Department of Job and Family Services has complied with said chapter, then

THEREFORE be it Resolved that the Board of County Commissioners certifies that the Pickaway County Department of Job and Family Services has complied with chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan to be implemented on April 8, 2020.

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
Gabe S. Carpenter Appointed to
Paint Valley Alcohol, Drug Addiction and Mental Health Services Board
Term Expiration Correction:**

February 11, 2020 Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to appoint Gabe S. Carpenter to the Paint Valley Alcohol, Drug Addiction and Mental Health (ADAMH) Services Board for an additional term, expiring February 10, 2024. The term expiration of February 10, 2024 was incorrect, and the accurate term expires July 31, 2020. The appointment is to fill the term of Williams L. Archer Jr., who resigned from his seat on the ADAMH Board. The correction is as following:

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**Gabe Carpenter
Term begins: February 11, 2020
Term expires: February 31, 2020**

**In the Matter of
Engineer's Bid Opening for the SAL-T207-1.85
WAY-T102-1.61 & MAD-C008-11.33 Guardrail Project:**

BID Opening held for the SAL-T207-1.85 WAY-T102-1.61 & MAD-C008-11.33 Guardrail Project, for the Pickaway County Engineer Department was held April 7, 2020 at 1:30 P.M. Commissioners, Ms. Dengler, County No individuals were in attendance.

Engineer's Estimate: \$89,423.95

The following bids were received and read aloud:

- U.S. Bridge – M.P. Dory Company \$71,197.00
- Lake Erie Construction Company \$78,175.00

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

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

The following members present: Commissioner Henson and Commissioner Stewart. April Dengler, County Administrator, Marc Rogols and County Deputy Administrator. The Elected Officials were available by teleconference call. The conference call was to provide an update of the current standings of the COVID-19 outbreak and allow for questions and answers.

After discussions with the county auditor, treasurer and digesting the information provided by our state resources, we are estimating a \$2 million loss of revenue from the COVID-19 pandemic. With this information in mind, the Commissioners have made the following decisions:

Capital Projects

All capital projects are suspended for the remainder of the year. If you have a capital project that you deem essential, you will need to bring that before the Commissioners for discussion. Any emergency repairs will still be completed.

Raises

There will be no pay raises issued for 2020.

Hiring

If you need to hire an employee as a replacement for another employee, you may still do so, as your budget allows. Any offices that want to hire additional employees will need to have a discussion with the Commissioners for approval.

Appropriations

Appropriations that are released in June will now be a *quarterly appropriation* so that we can continue to monitor how the budget numbers are looking for the remainder of the year.

The Commissioners have worked hard to save money over the years to build up a rainy-day fund and now, it's raining. We all want to continue to provide the best quality of service as well as take care of our county employees, that is why the Commissioners have made the changes listed above.

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In the Matter of
2020 Unit Price Materials Contract Awards:

In reference to the bid opening that was held on February 25, 2020, for the county engineer's road and bridge 2020 Materials Unit Price Bids for road and bridge materials, too numerous to list, and upon the written recommendation of Chris Mullins, County Engineer, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to award contracts to the following lowest bidders.

Primary Contracts

Melvin Stone Company, LLC
Sabina, Ohio 45169

The Shelly Company
Thornville, Ohio 43076

The Olen Corporation
Columbus, Ohio 43207-4080

Kokosing Materials, Inc.
Fredricktown, Ohio 43019-0334

Westfall Aggregate & Materials
Circleville, Ohio 43113

Marathon Petroleum
North Bend, Ohio 45052

Asphalt Materials, Inc.
Marietta, Ohio 45750

American Pavements
Plain City, Ohio 43064

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
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending April 4, 2020.

A total of \$10 was reported being collected as follows: \$10 in private donations.

Zero (0) stray dogs were processed in; zero (0) 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