

**TUESDAY, MARCH 17, 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, March 17, 2020, with the following members present: Mr. Brian S. Stewart, and Mr. Jay H. Wippel. April Dengler, County Administrator, was also in attendance. Mr. Harold R. Henson was absent from the session

**In the Matter of
Minutes Approved:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the minutes from March 10, 2020, with corrections.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, absent. 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 March 18, 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 \$284,982.15 on the County Treasurer to satisfy the same.

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

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:

\$100,000.00 – 101.1105.5703 – Contingencies - Commissioners

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

Attest: Angela Karr, Clerk

**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:

**\$100,000.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1112.5301 – Countywide Supplies – Commissioners**

**TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**\$1,200.00 – 506.6921.5402 – Orient Sewer Contract Services – Engineer
TO
506.6921-5300 – Orient Sewer Materials/ Supplies - Engineer**

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

Attest: Angela Karr, Clerk

**In the Matter of
New Line Items:**

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

A.T.P./ ACS – 928.0000.4586 – Juvenile Court

A.T.P./ ACS Contract Services – 928.1261.5440 – Juvenile Court

Ohio CASA Supplemental Revenue – 934-000.4502 – Juvenile Court/ Probate

Other Receipts – 934.0000.4926 – Juvenile Court / Probate

Ohio CASA Salary – 934.1205.5102 – Juvenile Court/ Probate

Ohio CASA OPERS – 934.1205.5201 – Juvenile Court/ Probate

Ohio CASA Medicare – 934.1205.5202 – Juvenile Court/ Probate

Ohio CASA Worker’s Comp – Juvenile Court / Probate

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

Attest: Angela Karr, Clerk

**In the Matter of
New Fund:**

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

934 Ohio CASA – Juvenile Court/ Probate

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

Attest: Angela Karr, Clerk

**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:

TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- **Engineer:** Tax Map Office is closed to the public with locked doors. Still servicing via phone and email. Dropping documents off and picking up.
- **Dog Shelter:** Suspended volunteer program and volunteers have been notified. Updated visitor's sign-in sheet to include phone number. Obtained additional parvo/ Bordetella and rabies vaccinations. Not accepting new owner surrenders and no personal citations issued at residences. Communication with other shelters but closing to the public. Responding to emergency calls only and closing to the public upon approval.
- **Auditor:** Will discuss plans during Tuesday's meeting. Considering shared duties and alternating attendance.
- **Treasurer:** Restricting public access with a table across doorway. Staff answers public at the table instead of counters. Not considering administrative leave or staff reductions.
- **Building Department:** No change for inspectors. Front office staff will alternate weekly in office and administrative leave.
- **Solid Waste/ Park District:** Office doors are locked and building in general Meeting members of the public by appointment. Working in office and can work from home if necessary.
- **Board of Elections:** Following state guidelines for election. Sanitizing with standard health precautions.
- **Juvenile/ Probate Court:** Working with essential staff only. Selected staff working at home with signed out computers and administrative leave for others. Terry Leisure is working with the lunch programs. Clerks staggered shifts, undecided daily or weekly. Probate table outside of the door. Patrons fill out paperwork, court picks up, patron picks up when complete.
- **Prosecutor:** Taking normal health precautions. Considering job sharing, alternating in office employees, minimal staffing. Awaiting additional response from the courts.
- **Recorder:** Normal health precautions. Considering drop off and pick-up for documents. Working jointly with the Engineer's Office.

**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 Mr. Flick attended the Continuity Plan Discussion March 9th, COVID-19 EMA Directors Meeting and Radiation Detection Meeting March 10th and County Communications Meeting March 11th.
- This week the EOC will be open Monday through Friday from 8am-5pm. as COVID Response operations are occurring across Pickaway County.
- Next week the EOC will be open Monday through Friday 8am-5pm while COVID Response operations will still occur across Pickaway County.

There are still 50 cases being report here in Ohio and the polls closed for voting today. The Heath Department has set up at the EOC. The EOC is starting to track IT status, emergency EMS calls, and counts from healthcare centers. Mr. Flick has a call into to see what they have in stock for protective gear. A press conference has been scheduled daily at 4:00 for Jeremy Newman, Scioto Post and Steven Collins, Herald, to attend to provide an update to the community. Mr. Flick is working on getting Berger Ohio Heath to attend the scheduled 8:00 a.m. meetings. The Pickaway County Sheriff has provided an officer for EMS to utilize for EMA to get to a person under investigation (PUI). The officers provided are the school resource officers since the schools are out at this time. The meeting today will have a conference line for Elected Officials and Department Heads to call in for the meeting.

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

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

- Ms. Dengler presented a Telecommuting Policy to be placed in the policy.
- We are now having two Commissioner meeting a week until further notice. Meetings will be Tuesday at the Commissioners' Office and Fridays at the EOC at 10:00 a.m.
- Ms. Dengler went over a list of employees who are essential and non-essential. The Commissioners' Office will have staff working from home and rotate being in the office. The Building Department Techs

TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

and COB's will be rotating employees in office hours. Mr. Rogols provided a letter sent out by the Auditor that allows for hours to be recorded for the COVID-19 outbreak. It will allow for hours to be tracked by over-time, time off, administrative leave hours, etc. due to COVID-19. Mr. Rogols provided a list of what each department is currently doing in their office as of March 17th. Ms. Dengler discussed options as compensation to be used later in the year for those that are essential personnel and will still be performing work duties and will not be receiving administrative leave. An option would be to receive a form of compensation for hours worked.

- Ms. Dengler addressed changes to hours for deep cleaning of buildings. Awaiting response of Jon Brown, Maintenance Supervisor, hours worked by custodial to see if modification to hours are needed.
- Ms. Dengler addressed appointing an alternate commissioner for a quorum in place that a Current Commissioner would become ill. Someone who is not necessarily in the day to day operations.
- Ms. Dengler reported that the concrete saw cutting, getting interior piers completed and should pour concrete late in the week for the Airport Hangar Project. The Building is still scheduled to be in on April 20th.

In the Matter of
Plan for Employees Work
Routines or Administrative Leave:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to adopt the plan for employees work routines or administrative leave effective March 18, 2020 to April 3, 2020.:

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

Attest: Angela Karr, Clerk

In the Matter of
Telecommuting Policy:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the Telecommuting Policy and to place in the Pickaway County Policy and Procedure Handbook:

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

Attest: Angela Karr, Clerk

In the Matter of
Pine Valley Proposal for
Board of Elections:

The written proposal was received from Pine Valley Construction LLC, with updated terms. The proposal was approved March 3, 2020, by Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following proposal from Pine Valley Construction LLC, for renovations at the Board of Elections. Proposal consist of demo existing countertops, build custom desk and countertop, install door between two rooms, install a new larger hallway door, install additional electrical outlets and circuits, replace existing carpet / linoleum where countertops were removed, paint both rooms and help move large filing cabinets and desk. Work to begin June 8th and be completed within 3-4 weeks. Start and finish date contingent upon availability of building and resources available due to Coronavirus. The proposal is for the sum of \$20,100.00.

In the Matter of
Emergency Management Agency:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to allocate \$100,000 to the EMA fund and authorize April Dengler, County Administrator and Darrin Flick, EMA Director, to sign off on up to \$100,000 for countywide extra supplies purchases for emergency COVID-19.

TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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

Attest: Angela Karr, Clerk

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

Sterlin Mullins, Engineer, stopped in to discuss the meeting with elected officials set for 1:30 p.m. today.

**In the Matter of
Executive Session:**

At 10:37 a.m. p.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, with Sarah Moser, Savion, Angela Karr, Clerk, April Dengler, County Administrator, Marc Rogols, Deputy County Administrator were in attendance.

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

Attest: Angela Karr, Clerk

At 10:55 a.m., the Commissioners exited Executive Session and Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action taken.

**In the Matter of
Travel Authorization Signed for County Treasurer:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and sign the Travel Authorization at the total probable cost of \$750.00 for Ellery Elick, County Treasurer, to attend the County Treasurers Association of Ohio 2020 Spring Conference that will be held May 11th – 14th, 2020.

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

Attest: Angela Karr, Clerk

**TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**In the Matter of
Make No Request for a Hearing Related to
Application of Liquor License for
Commercial Point Community Men's
Club Foundation located in Scioto Township:**

The Commissioners reviewed the application for a new liquor license received from the Ohio Division of Liquor Control for Commercial Point Community Men's Club Foundation, located in Scioto Township.

Following the review, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart to make no request for a hearing related to the following:

New Liquor Permit #1667544:

Commercial Point Community Men's Club Foundation
Scioto Township
Commercial Point, Ohio 43116

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

Attest: Angela Karr, Clerk

**In the Matter of
Contract with Twin Rivers Construction Co.
For the Sealing of Various Concrete Bridge Decks with
HMWM Resin for Pickaway County Engineer Department:**

In reference to the bid opening conducted on March 10, 2020 referred to as Sealing of Various Concrete Bridge Decks with HMWM Resin Project, and upon the written recommendation of Anthony Neff, Pickaway County Deputy Engineer, Commissioner Jay Wippel offered the motion, second by Commissioner Brian Stewart, to approve the contract with, Twin Rivers Construction Co., 1489 Masonic Park Rd., Marietta, Ohio 45750, in the amount of \$67,252.50.

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
Notice of Commencement of a Public Improvement
With Twin Rivers Construction Co. for the
Sealing of Various Concrete Bridge Decks with
HMWM Resin for Pickaway County Engineer Department:**

In reference to the bid opening conducted on March 10, 2020 referred to as Sealing of Various Concrete Bridge Decks with HMWM Resin Project, and upon the written recommendation of Anthony Neff, Pickaway County Deputy Engineer, Commissioner Jay Wippel offered the motion, second by Commissioner Brian Stewart, to approve the Notice of Commencement of a Public Improvement with, Twin Rivers Construction Co.

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

**TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**In the Matter of
Allocation of January 2020 Sales Tax Collections:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to allocate the January 2020 Sales Tax collections in the following manner:

**\$34,763.00 to 401.0000.4121 – Capital Fund
\$834,315.10 to 101.0000.4121 – General Fund**

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

Attest: Angela Karr, Clerk

**In the Matter of
PY2019 Community Development Block Grant
Critical Infrastructure Project, Turner Drive Street Reconstruction
Statements of Qualifications for Engineering Design Services:**

The City of Circleville submitted their scoring of the Statement of Qualifications received for the 2019 CDBG Critical Infrastructure Project, Turner Drive Street Reconstruction. The ranking was as follows:

EMH&T	score of 73
CT Consultants	score of 69
Choice One	score of 67
Structure Point	score of 63
Harral & Stevenson	score of 29

The City of Circleville's recommendation is for EMH&T with a total score of 73.

Upon the review of the Statement of Qualifications for Engineering Design Services for the 2019 CDBG Critical Infrastructure Project, Turner Drive Street Reconstruction, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the recommendation of the City of Circleville and award EMH&T as the engineering firm for the 2019 CDBG Critical Infrastructure Project, Turner Drive Street Reconstruction Project.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, absent. 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 March 7, 2020.

A total of \$900 was reported being collected as follows: \$350 in adoptions; \$240 in dog licenses; \$120 in dog license late penalty; \$40 in private donations; \$100 in redemptions and \$50 in transfer-out fees.

Eight (8) stray dogs were processed in; seven (7) dogs were adopted.

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending March 14, 2020.

A total of \$415 was reported being collected as follows: \$150 in adoptions; \$150 in dog licenses; \$105 in dog license late penalty and \$10 in private donations.

**TUESDAY, MARCH 17, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

Eight (8) stray dogs were 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 Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, absent. Voting No: None. Motion carried.

Harold R. Henson, President {Absent}

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Angela Karr, Clerk