

TUESDAY, MAY 19, 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 19, 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.

**In the Matter of
Minutes Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from May 12, 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 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 20, 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 \$313,472.50 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
Amended Certificate Approved:**

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

Resolution No.: PC-051920-26

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$7,000.00 to amend the 2019 CDBG Program Fund #251 due to the receipt of grant money and to make payment; 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:

2019 CDBG PROGRAM FUND #251
\$7,000.00

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

**TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

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:

\$135.00 – 101.1105.5703 – Contingencies – Auditor

\$7,000.00 – 251.6228.55211 – CDBG 2019 Administration – Commissioners

\$465.00 – 251.6228.5521 – CDBG 2019 – Administration – Commissioners

\$21,832.52 – 101.1105.5703 – Contingencies - Prosecutor

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 & Reappropriation:**

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

**\$21,832.52 – 101.1105.5703 – Contingencies – Prosecutor
TO**

101.1130.5203 – Insurance – Prosecutor

**\$983.90 – 411.7105.5301 – Memorial Hall – Supplies – Commissioners
TO**

411.7105.5401 – Memorial Hall – Contract Services – Commissioners

**\$135.00 – 101.1105.5703 – Contingencies – Auditor
TO**

101.1110.5901 – Other Expenses – Auditor

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
Waiver Approved:**

Nancy Graham, Fiscal Specialist, requested a waiver to pay CDC of Ohio, Inc., in a timely manner related to Community Development Block Grant. After discussing the request, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to waive the waiting period to issue payment to CDC of Ohio, Inc., in the amount of \$7,000.00 as follows:

\$7,000.00 #251,6228.5521 CDBG 2019 - Administration

TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, absent. 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.
 - **Board of Elections:** The office is closed to the public. Employees are working from home to maintain services. 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.
 - **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 operating by appointment only. The shelter's volunteer program has also been suspended. 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.
 - **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

TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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. 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 one unemployment claim filed this week. BWC hearings are this week for the two corrections officers from the Sheriff's Office. Appeal have been filed for the corrections officer fight and Mr. Rogols will attend hearing via phone.
 - Mr. Rogols is working with Von Cremeans, Fair Board President, to gather estimates for installation of a security system for the grandstands due to the amount of break-ins.
 - The Health and Safety Committee is ramping back up in June. Blood Drive scheduled for Tuesday, July 14, 2020.
 - Mr. Rogols received notification from the Auditor's Office regarding Lorain County employees receiving either a check or pay card for unemployment benefits that they did not apply for. These are employees that have been working through the pandemic and are not eligible for unemployment benefits. fraudulent claims were filed and now Lorain County has received a bill to pay unemployment for employees who have not applied and should not be receiving unemployment benefits. Mr. Rogols and Mrs. Betz will be monitoring closely.

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 Hazard Mitigation Plan Update Meeting May 11th, Personal Protective Equipment Shipment May 11th and 13th, Sheriff Dwight Radcliff Viewing at OCU May 12th, Sheriff Dwight Radcliff Service and Procession May 13th and Healthcare Coalition Meeting May 15th.
- 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 be responded to the flood response and evacuation of trailer park on E. Main St. this morning. Mr. Flick will attend the Personal Protective Equipment Shipment May 18th and Mat 19th and the Court Security Meeting May 20th.
- 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.

TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Board of Elections:

Dave Winner, Board of Elections, met with the Commissioners to address the secure mailbox that was placed on the outside of the annex for paper ballot night depository per the directive of the Secretary of State. The temporary box received 8000 votes cast by depository. Mr. Winner suggested installing a permanent depository slot where the deposited ballots would go straight into a secure location, such as the BOE Office. The box would require a two-person key entry. There is thought that they could be in receipt of 30,000 votes cast in the upcoming general election. Mr. Winner stated that BOE has approximately \$1,300 left in funds that the SOS wants used on security for the office and a permanent secure depository drop box would qualify. The Commissioners will consider permanent depository to be placed in the concrete wall and quotes will be gathered.

Mr. Winner requested to continue to keep voting machines in the old Park District Office. The Commissioners addressed that the equipment was supposed to have already been moved from the Park District Office since BOE now has the old Driver Testing Bureau Office. The Commissioners directed again that all BOE equipment be relocated to the Driver Testing Bureau Office and the Park District Office be vacated. The renovations for opening the space between the BOE and the old Driver Testing Bureau Office was scheduled to start after the primary election. The Contractor will be contacted to start the process.

In the Matter of
Job and Family Services Update:

Joy Ewing, Job and Family Services Director, met with the Commissioners to provide an update of JFS Services. Up to 75% of JFS staff has been working from home during the pandemic and Mrs. Ewing is looking into the possibility of long-term tele-working for staff. Home visit are a little different, staff use PPE to wear if they are required to report to perfume a home visit. Both the OhioMeans Jobs and JFS lobbies have been closed to the public and the projected date to open to the public is unknown at this time. There may not be many people that visit the office since it is all done by phone. Appointments can be made, and computers will be limited to 5-6 people at a time and limited to an hour of use. Mr. Ewing is working on having Wi-Fi availability from the parking lot for those that do not need to come into the building but need internet service to complete applications online. The OMJ-Pickaway County website and the PCJFS website will be updated. Ohio Department of Education and Ohio Department of Job and Family Services will be providing the Pandemic Electronic Benefit Transfer (P-EBT) program to receive Supplemental Nutrition Assistance Program (SNAP) benefits as a result of school closure. The amount of benefits is \$5.70 per child for each school day the child is eligible for free or reduced-price meals between March 7, 2020 through May 29, 2020.

Mrs. Ewing reported that 212 families have received COVID-19 PRC funds. There are 10 pending applications, with availability for 28 more applications. For the week ending May 9th, the Ohio Department of Job and Family Services (ODJFS) reported 51,125 initial jobless claims to the U.S. Dept. of Labor. The number of initial jobless claims filed in Ohio over the last eight weeks (1,169,694 is more than the combined total of those filed during the last three years. Over the last eight weeks, ODJFS has distributed more than \$2.4 billion in unemployment compensation payments to more than 587,000 claimants. Of the more than 1 million applications the agency has received, 90% have been processed, with on 10% pending.

In the Matter of
Transportation Improvement District:

Ryan Scribner, David Glass, Pickaway Progress Partners, Sterlin Mullins, County Engineer, met with the Commissioners in person. Nate Green, Tim Biggam and Jamie Beier Grant, Montrose Group, were all present via teleconference call. This was the first meeting of the Pickaway County Transportation Improvement District (TID) and minutes for this meeting are kept by the entity.

TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
CDBG Public Hearing

Hannah Diewald, CDC of Ohio, opened the public meeting pertaining to the 2020 Community Development Block Grant Programs. Ms. Diewald described the qualifications for the CDBG Program with a review of low to moderate income areas. Projects which benefit a low to moderate income (LMI) population of at least 51% qualify for CDBG funding. Census data identifies Census Tracts, Block Groups and jurisdiction in the County as at least 51% LMI. Community income surveying may be required to qualify service areas. Elimination of slum blight activities in a defined area or specific instances of blight outside a defined area. Limited clientele activities benefit special population (ex. Senior citizens, homeless shelters, disabled adults). The different CDBG Programs available are Allocation, Neighborhood Revitalization, Downtown Revitalization, Critical Infrastructure, Residential Public Infrastructure Program, Economic Development Program and Fair Housing. The Allocation side has funding for up to \$244,000 with a limit of four projects. The 20% administration fees will get paid from the total amount awarded. Ms. Diewald provided the Low-Moderate Income Summary Data for Ohio Non-Entitlement Counties and Places, along with Low-Moderate Income Census Tract and Block Group Data for Ohio Non-Entitlement Counties.

Brenda Palm, Circleville Township, asked the question if Logan Elm Village would be eligible? There seems to be a water problem on a dead-end street that intersects joining farmland. Commissioner Stewart explained that the project would have to be 51% LMI and Logan Elm Village is at 45.59% LMI.

Tom Spring, Circleville Township and Uptown Circleville, asked the question if a village or township is close to meeting LMI is there another approach to qualify? Commissioner Stewart and Ms. Diewald explained that a census study can be done to see if the area could potentially qualify. There is hope to apply for more eligible projects as we work with CDC of Ohio. Ms. Diewald explained that the more projects we know about, we will be able to apply for more specific projects.

Pre-qualification apps have been approved. Neighborhood Revitalization application submission is open. Richard Rhoades, Uptown Circleville, has concerns with the downtown area and what is available for funding. Ms. Diewald gave some insight on current changes to a program that can be used on downtown business building.

Ms. Diewald provided a listing of potential projects for the Allocation Program: Senior Center (Entrance Awnings \$11,546), Haven House (Resurfacing parking area \$77,645 or \$119,936), Darbyville Paving (preparing paving estimates), Williamsport Critical Infrastructure 10% required match (\$46,200), New Holland Critical Infrastructure 10% required match (\$76,000). The remaining budget after committing to Williamsport and New Holland Critical Infrastructure Grants is \$73,000. Critical Infrastructure grant are pending approval of Allocation Leverage. The pre-application has been approved by the Office of Community Development at the Ohio Development Services Agency. The Neighborhood Revitalization there is no matching funds requirement; however, there are rating points for leverage. The Village of New Holland is donating labor as leverage. The Village Administrator has been gathering contributing volunteer projects. Commissioner may consider using Allocation funds as leverage. The Neighborhood Revitalization budget is \$700,000 with \$50,000 going to pay administration fees.

The second Community Development Block Grant Program Public Hearing is scheduled for June 9, 2020 at 11:00 at the Commissioners' Office. Applications are due June 17, 2020. Attendance sheet is on file at the Commissioners' Office.

In the Matter of
Transportation Improvement District:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to authorize Commissioner Stewart to sign the letters to Speaker Larry Householder, Ohio House of Representatives and Senate President Larry Obhof, Ohio Senate regarding the creation of Transportation Improvement District as permitted by Ohio Revised Code Section 5540.02.

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

TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Angela Karr, Clerk

In the Matter of
Allocation of March 2020 Sales Tax Collections:

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

\$731,339.37 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
Contract and Contract Addendum for
2020 Pickaway County and Township Resurfacing Program
BID A For Pickaway County Engineer Department:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and sign the Contract and Contract Addendum for Pickaway County 2020 Pickaway County and Township Resurfacing Program – Bid A with The Shelly Company.

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
Notice of Commencement of A Public Improvement for
2020 Pickaway County and Township Resurfacing Program
BID A For Pickaway County Engineer Department:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and authorize Commissioner Stewart to sign the Notice of Commencement of a Public Improvement for Pickaway County 2020 Pickaway County and Township Resurfacing Program – Bid A with The Shelly Company.

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
Auditor's End of Month Report:

Melissa Betz, Auditor, met with the Commissioners to provide an end-of-month report for the month of April 2020. The month started with the balance of \$9,679,362.66. Mrs. Betz asked when the second half appropriations will be passed, and the Commissioners explained that they are still reviewing the numbers before releasing the appropriations. Mrs. explained that they can ask for an extension of a year for appraisals. There will be increases in real estate taxes due to value increases. She is awaiting guidance on increase and decreases on soil types and market values from the state. It will show reflect a percentage increase across the board. Commissioner Stewart asked Mrs. Betz if she has had any complaints from the public while the time of the office being closed to the public and Mrs. Betz has not had any complaints. A

TUESDAY, MAY 19, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

lot is available on-line and people are utilizing it. The amount of public records request recently has grown. E-recordings are proceeding through the Recorder's Office then to passed to the Engineer's Office for an approval stamp. The Engineer's Office will then forward to the Auditor to finalize before filing with the Recorder.

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

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

- Ms. Dengler discussed the cleaning of county buildings.
- The brackets for the glass sneeze guards will be ready for pick-up on Thursday. Once they are installed measurements will be taken to order the glass.
- Ms. Dengler explained that the 3rd quarter appropriations will need to be approved next week.
- Ms. Dengler explained that the public records request from the City of Circleville regarding commercial building permits for 2018 and 2019 for Circleville Township and City of Circleville, they were underpaid by \$6,975.87 (Township: 2018- \$10.00 and 2019- \$322.38 City: 2018 - \$511.67 and 2019- \$6,111.82).

**In the Matter of
Memorial Hall Window Replacement Project
Certificate of Substantial Completion:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and authorize Commissioner Stewart to sign the Certificate of Substantial Completion for the Memorial Hall Window Project. Date of Substantial Completion is January 15, 2020 by WDC Group, LLC.

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 May 16, 2020.

A total of \$678 was reported being collected as follows: \$12 in boarding fees; \$30 in dog license; \$15 in dog license late penalty; \$75 in kennel license; \$75 in kennel license penalty; \$7 in additional kennel license; \$120 in owner turn-ins; \$312 in private donations and \$25 in redemptions.

Zero (0) stray dogs were processed in; one (1) dog was adopted.

With there being no further business brought before the Board, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, 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