

TUESDAY, NOVEMBER 24, 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, November 24, 2020, with the following members present: Mr. Harold R. Henson and Mr. Jay H. Wippel. April Dengler, County Administrator, was also in attendance. Commissioner Brian Stewart was in attendance virtually.

**In the Matter of
Minutes Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from November 17, 2020, with corrections.

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
Bills Approved for Payment:**

Commissioner Jay Wippel 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 November 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 \$549,587.24 on the County Treasurer to satisfy the same.

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
Amended Certificate Approved:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

Resolution No.: PC-112420-77

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of -\$50,000.00 to amend the Workforce Development Fund #257 to reduce revenue as estimated receipts will not be received,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2020:

WORKFORCE DEVELOPMENT FUND #257
-\$50,000.00

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

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Attest: Angela Karr, Clerk

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

Resolution No.: PC-112420-78

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$1,100,000.00 to amend the Capital Transfers Fund #401 due to payments needing made,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2020:

CAPITAL TRANSFERS FUND #401
\$1,100,000.00

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
Appropriation of Line Item:**

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

\$1,100,000.00 – 401.7115.5529 – Planned Capital – Commissioners

\$10,215.15 - 703.6072.5901 – Cash Bond Other Expenses – Juvenile/Probate Court

\$1,100.000.00 – Contingencies – Commissioners

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
Transfer and Reappropriation:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the TRANSFER AND REAPPROPRIATION:

**\$1,100.000.00 – 101.1105.5703 – Contingencies – Commissioners
TO**

101.1105.5701 – Transfers – Commissioners

**\$10,000.00 – 931.1118.5901 – Other Expenses – Board of Elections
TO**

931.1118.5102 – Salary Account Cares Fund – Board of Elections

**\$110.00 – 101.1140.5489 – Travel OAE0/ SOS Expenses – Board of Elections
TO**

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101.1140.5501 – Equipment – Board of Elections

**\$93.80 – 656.6083.5205 – Workers Comp – RPHF Solid Waste
TO
656.6083.5102 – Salary – RPHF Solid Waste**

**\$8,5500.00 – 202.3010.5505 - MVP Materials & Supplies – Engineer
TO
202.3010.5506 – MVP Contract Projects – Engineer**

**\$2,000.00 – 101.1218.5403 – Probate Travel & Expense – Juvenile/ Probate Court
TO
101.1218.5492 – Probate Court Services – Juvenile/ Probate Court**

**\$250.00 – 101.1218.5403 – Probate Travel & Expense – Juvenile/ Probate Court
TO
101.1218.5301 – Probate Court Supplies – Juvenile/ Probate Court**

**\$250.00 – 101.1218.5403 – Probate Travel & Expenses – Juvenile/ Probate Court
TO
101.1218.5501 – Probate Court Equipment – Juvenile/ Probate Court**

**\$8,550.00 – 202.3010.5505 – MVP Materials & Supplies – Engineer
TO
202.3010.5506 – MVP Contact Projects – Engineer**

**\$3,000.00 – 101.1140.5428 – Contract Workers – Board of Elections
TO
101.1140.5102 – Salary – Board of Elections**

**\$2,600.00 – 101.2010.5102 – Salary Road Patrol – Sheriff
TO
101.2010.5202 – Medicare Road Patrol – Sheriff**

**\$43,000.00 – 101.2010.5102 – Salary Road Patrol – Sheriff
TO
101.2010.5212 – PERS LE Road Patrol - Sheriff**

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
Fund Transfer:**

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

**\$1,100,000.00 – 101.1105.5701 – Transfer Out – Commissioners
TO
401.0000.4901 – Transfer In – Commissioner**

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

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In the Matter of
New Line Item:

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

931.1118.5201 – PERS Account – Board of Elections

931.1118.5102 – Salary Account – Board of Elections

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
Waiver Approved:

Nancy Graham, Fiscal Specialist, requested a waiver to pay Coughlin Cars, in a timely manner related to a vehicle purchase. After discussing the request, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to Coughlin Cars, in the amount of \$25,316.00 as follows:

\$25,316.00 #401.7115.5529 Planned Capital

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

Nancy Graham, Fiscal Specialist, requested a waiver to pay Time Warner, in a timely manner related to countywide utilities. After discussing the request, Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to Time Warner, in the amount of \$2,138.24 as follows:

\$2,138.24 #101.1112.5481 Countywide Utilities

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
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 Leadership COVID messaging meeting November 16th, Box 65 Monthly Meeting– Virtual, COVID LTC outbreak planning meeting and COVID School Transportation meeting November 17th, Quarterly Court Security Meeting November 18th, County COVID Weekly Update and County Healthcare Coalition Meeting November 19th.
- 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.

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Coordinating information with Law Enforcement and other first responders throughout the county. Ops update with Public Health on Wednesday. Mr. Flick will be attending the Mass Vaccination Planning Meeting and Long term care facility COVID meeting November 24th and County COVID Weekly Update November 25th.

- 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 Mass Vaccination Planning Meeting December 1, Intelligence Liaison Officer Conference and Community Emergency response Team National Meeting December 2nd and County COVID Weekly Update December 3rd.

In the Matter of
Deputy County Administrator Report:

The following is a summary of the report provided by Marc Rogols, Deputy County Administrator:

- There were no Bureau of Workers Comp claims for Unemployment claims filed this week.
- Govdeals.com has multiple listings for the Sheriff's Office. Computer / Electronic Tower, nine cameras and additional vehicles coming soon from the Crosby case.
- Mr. Rogols presented the proposal for camera installation at the Annex Parking Lot.
- Mr. Rogols presented the quote from Coughlin Automotive for a 2019 Chevy Express van for Custodial.
- Mr. Rogols reported that interviews for the part-time custodial position are currently pending. Mr. Rogols posted the Chief Dog Warden position on the County website through December 11th.
- Mr. Rogols received a request from South Central Power Company to lease land owned by Pickaway County on State Route 56 East as a project storage site to house equipment while performing a project running additional power lines to Laurelville. South Central dropped the idea of leasing the property due to the lot is not large enough.
- Mr. Rogols reported that open enrollment for benefits started yesterday and will be open for two weeks.

In the Matter of
Vehicle Purchase for
County Custodial Department:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the purchase of a 2019 Chevrolet Express Van to be utilized by the County Custodial Department. Purchase is in the amount of \$25,316.00 from Coughlin Automotive.

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

Attest: Angela Karr, Clerk

In the Matter of
IPS Integrated Protection Services
Security Camera Proposal at Annex:

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and authorize Marc Rogols, Deputy County Administrator to sign the IPS Integrated Protection Services proposal for camera installation at the Pickaway County Annex Building for a total proposed amount of \$6,048.20.

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

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**In the Matter of
Engagement Letter for Municipal Advisory Services for
Refunding Series 2020 Note Replacement with Series 2021
Note for Pickaway Agriculture and Eventer Center Project:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and execute the Engagement Letter Related to Pickaway County's Municipal Advisory Services with Bradley Payne, LLC related to the refunding of the Series 2020 Notes and replacement with Series 2021 Notes for the Fairgrounds project.

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

Attest: Angela Karr, Clerk

**In the Matter of
Ohio Department of Public Safety
Bureau of Motor Vehicle Titles for the
Pickaway County Sheriff's Office:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve and authorize Commissioner Harold Henson to execute titles for a vehicles donate to Pickaway County Sheriff's Office from Butler County Sheriff's Office.

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
County Administrator Report:**

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

- Ms. Dengler presented budget worksheets for review before Budget Meeting December December 1st.
- Ms. Dengler will be sending out the Budget Meeting slides by email to all department heads attending virtually.
- Ms. Dengler addressed the peace officer training for the new Sheriff-elect, Matthew Haffey. New Sheriff are required to complete no less than two week of basic training before the first Monday in January next year after the sheriff's election.
- Ms. Dengler explained that the Auditor's Office and Treasurer's Office are scheduled to move to the Service Center December 2nd. The Recorder's Office will be moving the week of January 11th.
- Ms. Dengler presented Capital Project request for 2021 for review.

**In the Matter of
Auditor's Office and Treasurer's Office
moving Completed by Two Men and
A Truck Moving Company:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve and authorize Marc Rogols, Deputy County Administrator to sign the IPS Integrated Protection Services

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proposal for camera installation at the Pickaway County Annex Building for a total proposed amount of \$6,048.20.

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

Attest: Angela Karr, Clerk

**In the Matter of
Authorization for County Administrator to
Approve Budget Action Requests for Remainder of the Year:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-122420-79

WHEREAS, Budget Action Requests forms may be required to be submitted by county departments/agencies in order to submit invoices for payment to the Pickaway County Auditor's Office by November 24, 2020, and/or to reconcile departments/agencies respective operating budgets for fiscal year ending December 31, 2020; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby grant April Dengler, County Administrator, the authority to approve all Budget Action Requests forms as may be necessary in their absence for fiscal year ending December 31, 2020.

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

Attest: Angela Karr, Clerk

**In the Matter of
Appropriation of Line Item
Approved by County Administrator:**

County Administrator, April Dengler signed to approve the following Budget Actions Request for the APPROPRIATION OF LINE ITEM per Resolution No. PC-122420-79:

\$9,400.00 – 101.1105.5703 – Contingencies – Commissioners

**In the Matter of
Transfer and Reappropriation
Approved by County Administrator:**

County Administrator, April Dengler signed to approve the following Budget Action Request for the TRANSFER AND REAPPROPRIATION per Resolution No. PC-122420-79:

**\$12,402.48 – 101.1220.5102 – Clerk Employee Salary – Commissioners
TO**

101.1220.5203 – Insurance Clerk of Courts – Commissioners

**\$963.57 – 931.1118.5102 – CARES Act Funds Salary – Board of Elections
TO**

931.1118.5201 – OPERS – Board of Elections

**\$9,400.00 – 101.1105.5703 – Contingencies – Commissioners
TO**

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101.1102.5203 – Maintenance Insurance – Commissioners

**\$2,500.00 – 101.1140.5401 – Contract Services – Board of Elections
TO
101.11405102 – Salary – Board of Elections**

**In the Matter of
Blanket Purchase Order
Approved by County Administrator:**

County Administrator, April Dengler signed to approve the following Budget Action Request for the BLANKET PURCHASE ORDER per Resolution No. PC-122420-79:

\$10,215.15 – 703.6042.5901-Cash Bond Other Expenses – Juvenile/ Probate Court

**In the Matter of
Pickaway County Sheriff's Office:**

Gabe Carpenter, Lt., discussed with the Commissioners the Commissary Contract. It is currently all done in house by one individual. Mr. Carpenter presented an agreement with Keefe Commissary Network, LLC for a kiosk system. Money and care packages can be set up online and keep the handling of monies in house. By making the change the hours put into commissary would drop drastically and the current employee can be utilized in other areas. The amount of time the employees puts into the commissary is 85-90% of her time. The Sheriff's Office would make 30% of the commissary funds if Keefe was to take over and the fund would be used back into the jail. Currently they make roughly \$55,000 from it, but have wages and benefits being covered out of the fund. It could be up 48 hours after the video kiosk is up and running. Jail rules will be placed on the kiosk and would have to be acknowledged before service is provided by the Kiosk. If the courts get on board, the kiosk will also perform bail bonds. Keefe would handle monies, service and upgrades to equipment. All products would come from Keefe, delivered to the jail and the staff would distribute items to inmates. All items come in sealed packages and checked prior to distributing.

**In the Matter of
Weekly Dog Warden Report:**

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending November 21, 2020.

A total of \$540.00 was reported being collected as follows: \$350 in adoptions, \$120 in dog license; \$15 in dog license late penalty; \$5 in private donations and \$50 in redemptions.

Five (5) stray dogs were processed in; seven (7) 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 Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, 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