

TUESDAY, AUGUST 4, 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, August 4, 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 Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from July 28, 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 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 August 5, 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 \$224,581.36 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
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:

\$1,350.00 – 507.6922.5401 – Orient Water Contract Services - Engineer

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 Brian Stewart, to approve the following requests for the FUND TRANSFER:

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**\$34,048.30 – 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 Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of
Report Provided by Tom Swisher:**

The following is a summary of the report provided by Tom Swisher, Deputy EMA Director & Pickaway County 911 Coordinator.

- Last week the 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 will be attending the Red Cross Update Meeting July 29th and LEPC Fiscal Report due to state: July 31st. Wednesday Ops Update with Public Health. Mr. Flick Darrin passed drone licensing test. Ramping up drone program. Ham radio exams very successful; started program in January with 6 new licensees (including Darrin). Cancelled April testing date due to EOC activation. July 25 session had 10 attendees, one from Maysville, KY and one from Preble Co; others were from the local area. Social distancing and masks were required. Seven new licensees, three upgrades. Adds to pool of potential emergency communicators for EMA/EOC should they be needed. Next test session 1100 October 3. PPE moved from outdoor shed to indoor climate-controlled storage. Inventory to be conducted by health department.
- This week the EOC will be monitoring the COVID situation and normal operations. Pickaway County dropped back to “Orange Level 2”. State EOC COVID Directors Call Tuesday/ Thursday. Mr. Swisher will be monitoring civil unrest throughout state. Coordinating information with Law Enforcement and other first responders throughout the county. Ops update with Public Health on Wednesday.
- 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. Wednesday Ops Update with Public Health.

**In the Matter of
Allocation of First Quarter 2019 Casino Revenue:**

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

\$12,935.17 to 101.0000.4575 – General Fund

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
Work Experience Program Cooperative Agreements Signed:**

The Commissioners reviewed Work Experience Program (WEP) Cooperative Agreement for their office serving as sponsors of the WEP in cooperation with the Job & Family Services Department. The purpose of the WEP agreements are to provide work experience to employable TANF and Food Stamp

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recipients by their performing useful public service while enhancing their skills and abilities to aid in transitioning into regular employment.

Following the review, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, authorizing Commissioner Henson to sign the agreement.

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
Pickaway Metropolitan Housing
Authority Annual Plan:

Kim Hartinger and Tammy McGlore, Pickaway Metropolitan Housing Authority, met with the Commissioners to discuss the 2021 Annual Plan.

Mrs. Hartinger shared that PMHA is currently completing \$1 million in renovations at Pickaway Terrace and plans to begin \$300,000 in renovations at Eden Place. The agency receives a capital grant allocation each year from the federal government and the funds have been saved to improve the 108 residences in Circleville, Ashville and Williamsport. Mrs. Hartinger explained that their goal is to move from the public housing program and become their own independent housing by operating under programs of the U.S. Department of Housing and Urban Development. Mrs. Hartinger expressed that public housing guidelines are restricted and have many requirements that have to be met compared to other funding programs. HUD is funded at 82% and this change will allow to receive much higher rent. Through the transition the public housing tenants will continue to receive tenant protection vouchers for rental assistance. Tenants can use vouchers to continue to utilize their current unit or to relocate into another unit or rent from a private landlord. \$284,000.00 was reported to have been paid out to landlords in previous months and in July increased to \$296,000.00. The Commissioners addressed PMHA would remain a public housing entity if they make the change to a voucher systems and Mrs. Hartinger explained that the voucher program is the largest housing program. There are agencies that only have vouchers programs with no public housing, however, remain public housing agencies as established by law.

The Cares Act included funds that could be used to help run administration and approved expenditures like cleaning. The Housing Assistance Program released a formula that they will have to meet a criteria for additional funds. PMHA has eight months of reserves from operating conservatively that they have saved over the years and the funds will have to be exhausted or they will be lost. The Capital Allocation Fund from Hud funds has given \$195,000 to \$200,000 to PMHA to utilize for the renovations that are currently taking place. The renovations will be debt free and gives leverage for the units. The only mortgage that PMHA has is the Pickaway Terrace mortgage. If in the future the units must be sold, they could be and there may be tenant protection vouchers that can be given to the tenants to relocate. The transition for Pickaway Terrace should be finished up tomorrow and Edan's Place is still in process.

The Commissioners reviewed the Pickaway Metropolitan Housing Authority's 2021 Annual Plan as presented on HUD form 50056-HP and finds that it is consistent with the 2021 Pickaway County Community Development Implementation Strategy (CDIS). Following the review, Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the Pickaway Metropolitan Housing Authority 2021 Annual Plan.

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
Pickaway County Health District:

Upon discussion, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to submit a public records request to the Pickaway County Health District for documentation related to the finding report provided by PCHD for the 2020 Pickaway County Fair.

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
Pickaway County Custodial Staff:

During business conducted while in session, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the Custodial I position held by Roy Starner, to transition from part-time to fulltime.

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
Pickaway County Custodial Staff:

During business conducted while in session, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve an additional part-time Custodial I position.

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
Office Space:

The Commissioners met with Ellery Elick, Treasurer, Joy Gifford, Recorder and Melissa Betz, Auditor, to discuss potential office space. Commissioner Wippel explained that the discussion has happened over the years to make the Courthouse a law only complex and maybe the timing is a little better now with all the changes. A map was presented for the first floor of the Service Center for viewing of the potential layout. Commissioner Wippel stated that the change would have pro and cons, one pro is that the Treasurer's Office could have a drive-thru, each office would get more square footage and there is public and employee restrooms. Commissioner Stewart went on to explain that the goal is to keep the three office is one location together and they know it would be separated from the Engineer's Map Room. The Service Center would allow for more parking and easy access to the offices. Mrs. Betz stated that with the COVID-19 and the modifications of how they process pay-ins, there may not be much concern due to a lot has gone to the form of direct deposit. Mrs. Betz has some concern with the server location and feels there will have to be a discussion with the IT Department. Commissioner Stewart explained that the Courts require security and with the move, there would not be security at the Service Center. Mrs. Gifford stressed concern of not being centralized with the Map Room and the inconvenience to the public. Individuals have to go to the Map Room, then to the Auditor's Office and finally the Recorder's Office when recording a deed, Mrs. Gifford explained. Mrs. Gifford mentioned if Chris Mullins, Engineer, would allow a Map Room employee to be housed in their office at the Recorder's Office, that may help with recordings of deeds. The

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Commissioners were open to discussing with Mr. Mullins and suggested Ms. Gifford touch base with him. Mr. Elick's concerns are less square footage for his office. He needs more space as he is running out of space as it is now. Secondly, he feels that security is needed for his office. Mrs. Betz asked if cameras/ security could be installed and the Commissioners can look into that option. The Commissioners then took the parties for a tour of the service center to show where their potential offices may be and to receive their insight of any concerns or ideas.

**In the Matter of
Executive Session:**

At 1:30 p.m., Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, 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 Ryan Scriber and David Glass, P3, Angela Karr, Clerk, and April Dengler, County Administrator in attendance.

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

Attest: Angela Karr, Clerk

At 2:10 p.m., the Commissioners exited Executive Session and Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action taken.

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

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

- Ms. Dengler addressed the letter that was received regarding the fair and COVID-19. Ms. Dengler will forward a letter of condolence to the Shepard family and thank you for their letter regarding the fair.
- Ms. Dengler provided the current floor plans for the Service Center showing the potential layout for the Auditor's Office, Treasurer's Office and Recorder's Office.
- Ms. Dengler reported that Judge Long has been sending emails to the Commissioners but has followed up with not receiving a reply from any Commissioners.
- Ms. Dengler provided the cost breakdown associated with making part-time custodial staff to full-time staff and adding an additional part-time custodial employee.
- Ms. Dengler provided the Commissioners with a budget projection spreadsheet for the general fund revenue for their review.
- The attorney representing the buyers for the Tradeport #2 and #3 building will be getting in touch with Pickaway Progress Partners.

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending August 1, 2020.

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A total of \$160 was reported being collected as follows: \$100 in adoptions and \$60 in dog license.

Two (2) stray dogs were processed in; two (2) dogs were adopted.

With there being no further business brought before the Board, Commissioner Stewart 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