

TUESDAY, JUNE 2, 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, June 2, 2020, with the following members present: Mr. Brian S. Stewart and Mr. Harold R. Henson. April Dengler, County Administrator, was also in attendance. Mr. Jay H. Wippel was absent.

**In the Matter of
Minutes Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from May 26, 2020, with corrections.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, absent; 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 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 June 3, 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 \$210,069.60 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, absent; Commissioner Henson, yes. 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 Harold Henson, to approve the following requests for the APPROPRIATION OF LINE ITEM:

\$63,843.85 – 101.1105.5703 – Contingencies – Prosecutor

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

Attest: Angela Karr, Clerk

**In the Matter of
Fund Transfer:**

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

\$0.44 – 101.1105.5607 – HAVA Grant Security Interest – Treasurer

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**TO
931.0000.4710 – HAVA Grant Security Interest – Treasurer**

**\$30,556.25 – 101.1105.5720 – Fairgrounds Debt Transfer Out – Commissioners
TO
325.0000.4901 – Transfer In Debt Fund – Commissioners**

**\$23,083.28 – 201.3007.5401 – Auto License & Gas Tax – Contract Services – Engineer
TO
Auto License & Gas Tax – Twp./ Municipal Contracts – Engineer**

**\$20,000.00 – 201.3007.5901 – Auto License & Gas Tax Other Expenses – Engineer
TO
201.3006.5416 – Auto License & Gas Tax – Twp. – Municipal Contracts – Engineer**

**\$20,000.00 – 201.3006.5504 – Auto License & Gas Tax – Land – Engineer
TO
201.3006.5416 – Auto License & Gas Tax – Twp./ Municipal Contracts – Engineer**

**\$55,300.00 – 101.1105.5703 – Contingencies – Prosecutor
TO
101.1130.5102 – Prosecutor Employee Salary – Prosecutor**

**\$7,742.00 – 101.1105.5703 – Contingencies – Prosecutor
TO
101.1130.5201 – PERS Prosecutor Employees – Prosecutor**

**\$801.85 – 101.1105.5703 – Contingencies – Prosecutor
TO
101.1130.5202 – Medicare - Prosecutor**

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

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- **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.
 - **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 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 no unemployment claim filed this week. BWC hearings were last week for the two corrections officers from the Sheriff's Office. Both claims have been denied.
 - Mr. Rogols is still 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.

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- There is one new post on Govedeals.com for a golf cart owned by the Pickaway County Sheriff's Office. The bidding for the Melex Model 412 electric golf cart starts Friday and will end June 5th. Starting bid is \$50 and the current bid is at \$225.
- Mr. Rogols reported two personnel replacement for the Health Department.
- Mr. Rogols will have an estimate for the courthouse security cameras by the end of the week. Mr. Rogols held a final walk thru last week with mapping.

In the Matter of
Building Department Monthly Report:

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

A total of \$66,661.43 was reported being collected as follows:

Permits		
Registration	15	\$1,125.00
Commercial	22	56,089.22
Residential	56	\$9,447.21
Total Inspections Performed		
Residential	149	
Commercial	54	
Violations/ Complaints	4	
Total Inspections	207	
Residential Plan Review	24	

New Home Permits by Jurisdiction:	
City of Circleville	1
Commercial Point	1
Deercreek Twp.	1
Harrison Twp.	1
Monroe Two.	1
Pickaway Twp.	1
Scioto Twp.	2
Wayne Twp.	1
Total New Homes	9

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 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 held a Dispatch Discussion with Fire Chiefs May 26th and a Personal Protective Equipment Shipment is expected May 27th.
- This 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.

In the Matter of
Executive Session:

At 9:24 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment,

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employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with April Dengler, County Administrator and Marc Rogols, County Deputy Administrator in attendance.

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

Attest: Angela Karr, Clerk

At 9:45 a.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of
Executive Session:**

At 10:10 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with April Dengler, County Administrator and Marc Rogols, County Deputy Administrator in attendance.

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

Attest: Angela Karr, Clerk

At 10:24 a.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of
Pickaway County IT Department:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to hire Robert Adkins as the Pickaway County IT Director, subject to contract negotiations with Info-Link Technologies Ohio/ Nu MSP.

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

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In the Matter of
Pickaway County IT Department:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to hire Rick Allen as the Pickaway County IT Technician, subject to contract negotiations with Info-Link Technologies Ohio/ Nu MSP.

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

Attest: Angela Karr, Clerk

In the Matter of
Juvenile Court FY2021 Grant Application
From Department of Youth Services:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve and authorize Commissioner Henson to sign the Department of Youth Services Subsidy Grant for FY2021 Juvenile Court.

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

Attest: Angela Karr, Clerk

In the Matter of
Travel Authorizations Approved
For Job & Family Services Employees:

The Commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of May 2020, at the total probable cost \$1,426.31. Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the Out-of-Country Travel Authorization for June 2020.

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

Attest: Angela Karr, Clerk

In the Matter of
D.S. Drainage Ditch Annual Assessment Update:

The Commissioners reviewed the updated list of property owners for the annual assessment for the D.S. Drainage ditch maintenance for the Pickaway County Engineer Department. The Commissioners were not aware of any concerns upon review.

In the Matter of
County Administrator Report:

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

- Ms. Dengler received a request from the State Auditor. There may be additional request coming.
- Ms. Dengler is working on the Tax Budget worksheet and is in hopes to have out by Friday, May 5th.

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- New flags for county flag poles are on order. The Maintenance Department changed out what they could until the receipt of additional flags.
- Ms. Dengler should have a quote for the new security cameras at the courthouse sometime next week.
- Tim McGinnis will be back in the office June 8th.

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 30, 2020.

A total of \$296 was reported being collected as follows: \$50 in adoption fees; \$6 in boarding revenue; \$60 in dog license; \$30 in dog license late penalty; \$40 in owner turn-in; \$10 in private donations; \$50 in redemptions and \$50 in transfer out rescue.

Three (3) 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 Henson, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, absent; Commissioner Henson, yes. Voting No: None. Motion carried.

Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner - {Absent}
BOARD OF COUNTY COMMISSIONERS
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Attest: Angela Karr, Clerk