

TUESDAY, MARCH 31, 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 31, 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 Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from March 24, 2020, with corrections.

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
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 April 1, 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 \$139,093.30 on the County Treasurer to satisfy the same.

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
Transfer and Reappropriation:**

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

\$15.43 – 925.1208.5501- TCAP Equipment Line – Adult Probation
TO
925.1207.5205 – Workers Comp – Adult Probation

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
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 31, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- **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. The office is accepting previously voted absentee ballots by mail if they were postmarked by March 16, 2020. 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 closed to the public. 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. While the inspectors will be in the field conducting inspections, the front office staff has been reduced to an alternating weekly work schedule. 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 closed to the public until further notice. The shelter's volunteer program has also been suspended. The shelter staff is responding to emergency calls only. Owner surrenders are not being accepted. 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.

TUESDAY, MARCH 31, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- **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 until April 7, 2020. 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 claims filed this week. Hearing for the Officer from the Sherriff's Office is scheduled for today by conference call.
 - There are currently no items listed on Govdeals.com.
 - There will be no activity with ThrivOn due to the health crisis.
 - Mr. Rogols met with Sheri Rarey, Dog Warden, the shelter is currently closed to the public and has no revenue coming in. Changes to the work schedule to eliminate all overtime incurred by cleaning.
 - Mr. Rogols created a shared Go To Meeting for all to utilize. The Engineer and Auditors have been using it and it seems to be working well.
 - Mr. Rogols reported that over the weekend and last night, someone tried to break into the grandstands at the fairgrounds. Grant Clifton and Jon Brown, Maintenance, will install reinforcement to the door and make repairs.
 - The first payroll period was submitted that was affected by the COVID-19 outbreak. Mr. Rogols said that it went smoother than anticipated.

In the Matter of
Report Provided by Tim McGinnis:

The following is a summary of the report provided by Tim McGinnis, Planning and Development Director.

- **Lot Splits:** Noticeable decrease in incoming lot splits applications, however, as long as the Health Dept. (not completing new site evaluations due to COVID-19) has approved, I've been able to work with several other applicants on completing their splits.
- **Tax Incentive Reporting:** Submitted annual reports to the ODSA that I have received back from our tax incentivized companies. A couple companies (Aleris, Sofidel) informed me they could not get the info to me due to complications with COVID, but I checked with the State and they are going to be "very lenient" on deadlines and Tax Incentive Review Council meeting dates, so I will submit once I receive in the coming weeks.
- **AEP** is exploring expansion of their existing facility on Adkins Rd. in Darby Twsp. I will be completing my review today of that project to see if formal Planning Commission action is required.

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. COVID Response operations occurring across Pickaway County.
- This week the EOC will be open Monday through Friday from 8am-5pm. as COVID Response operations are occurring across Pickaway County. Vulnerable Population Meeting March 30th and Emergency Healthcare Meeting March 31st.
- Next week the EOC will be open Monday through Friday 8am-5pm while COVID Response operations will still occur across Pickaway County.

**TUESDAY, MARCH 31, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**In the Matter of
Pickaway County State of Emergency:**

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

Resolution No.: PC-033120-18

A RESOLUTION TO DECLARE A STATE OF EMERGENCY IN PICKAWAY COUNTY

WHEREAS, Pickaway County has been affected by the COVID 19;

WHEREAS, COVID 19 is a respiratory disease that can result in serious illness or death, and can spread easily from person to person;

WHEREAS, COVID 19 has the potential to affect many Americans and burden the health care system of the nation;

WHEREAS, the Governor of the State of Ohio issued Executive Order 2020-01D, declaring a statewide emergency to protect the well-being of the citizens of Ohio from the dangerous effects of COVID-19;

WHEREAS, to date, 10 Pickaway County residents have tested positive for COVID-19, with more cases expected;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS,
COUNTY OF PICKAWAY, STATE OF OHIO:**

Section 1. That a state of emergency exists in the county and that the Board hereby invokes and declares those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Pickaway County and the restoration of local government with minimum of interruption.

Section 2. All public offices and employees of Pickaway County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives from state authorities and local authorities.

Section 3. All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials, safety services, disaster management, or health officials in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers.

Section 4. Pickaway County operating forces will direct their communications and requests for assistance and operations to the Emergency Operations Center at 160Island Road, Circleville, Ohio.

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
Agreement for Use of Pickaway County Property:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the Agreement for use of Pickaway County Property submitted by Terry Sloan. The request is for the use of Memorial Hall Monday, October 19, 2020 at 6:00 p.m. to Sunday, October 25, 2020 at 12:00 p.m. to display Lima Co. Memorial, The Eyes of Freedom Spirit of America's Story.

**TUESDAY, MARCH 31, 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, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of
Engineer's Bid Opening for the SAL-T207-1.85
Deck and Guardrail Replacement Project:**

BID Opening held for the SAL-T207-1.85 Deck and Guardrail Replacement Project, for the Pickaway County Engineer Department was held March 31, 2020 at 1:30 P.M. No individuals were in attendance.

Engineer's Estimate: \$54,487.13

The following bids were received and read aloud:

- U.S. Bridge - \$52,699.00

The bids were turned over to Sterlin Mullins and Anthony Neff for their review and contract award recommendation.

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

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

- Ms. Dengler reported additional repairs are needed to the courthouse balcony window. Ms. Dengler will gather estimates for the repairs.
- The Board of Elections is requesting a security camera be mounted either inside or outside with recording options.
- Sheriff Radcliff hand delivered a \$10,000 check to purchase K-9 from the City of Circleville upon the City's approval on Tuesday evening.

**In the Matter of
Pickaway County Emergency Leave Policy:**

Ms. Dengler provided a revised version of the Families First Coronavirus Response Act Policy for the review of the Commissioners. Upon review of the Families First Coronavirus Response Act Policy, Family and Medical Leave Expansion and Emergency Sick Leave, Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the Families First Coronavirus Response Act Policy, Family and Medical Leave Expansion and Emergency Sick Leave.

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
Elected Officials and COVID-19:**

The following members present: Commissioner Henson, Commissioner Stewart, and Commissioner Wippel. April Dengler, County Administrator, Marc Rogols and County Deputy Administrator. The Elected Officials were available by teleconference call. The conference call was to provide an update of the current standings of the COVID-19 outbreak and allow for questions and answers.

TUESDAY, MARCH 31, 2020
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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 28, 2020.

A total of \$10 was reported being collected as follows: \$10 in private donations.

Zero (0) stray dogs were processed in; zero (0) 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, 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