

COMMISSIONERS MEETING MARCH 19, 2020

The Board of Hocking County Commissioners met in emergency session this 19th day of March 2020 with the following members present: Sandra Ogle, Jeff Dickerson, and Gary Waugh.

MEETING: The emergency meeting was called to order by President Gary Waugh.

AGENDA: Motion by Sandra Ogle and seconded by Jeff Dickerson to approve agenda.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

SHERIFF:

Sheriff Lanny North and Major Caleb Moritz discussed the Sheriff's order to close the Courthouse to the public on March 16th, 2020. Major Moritz presented a resolution prepared for the Commissioners. This resolution includes details such as one member of the public per office at a time, by appointment only. Any of the Judges may modify for hearings so they may continue to conduct business. All elected officials are encouraged to adopt the resolution. Health Commissioner Doug Fisher discussed moving forward we will have to adjust as need. The reasoning for Sheriff Lanny to make the first initial call to close the Courthouse to the public was due to the Commissioners not being able to hold a meeting to make that decision. Essential services will take place only. Health Commissioner Doug Fisher asked to not rely on him to establish the definition of essential workers or essential services. Fisher is unaware of the specific jobs and the number of people needed to complete those tasks. Offices are small quarters in the Courthouse, which prompted the fast closure and one person per appointment limitation.

DISCUSSION:

Commissioner Waugh addressed the audience of elected officials that they may talk freely and have conversations with one another without the proper procedure of raising hands and waiting to be called upon.

Hocking County Treasurer Diane Sargent discussed the policy her office adopted during this time. A phone was installed near the guarding deputies. When an individual shows up and needs to conduct business with the Treasurer's office, a Deputy will call up to Diane, and she would process the documents and transaction at the door. This will eliminate any public within her office.

Sheriff Lanny North discussed concerns, including the title office. The title office is a face to face service, for the reason of notarization. Major Moritz emphasized that this resolution does not dictate elected officials or head of departments on what to do. The resolution presented to the Commissioners asks each office holder or head of department to come up with their own policy with recommendations from the Sheriff and Health Commissioners.

Hocking County Recorder Sandy Hunt agrees allowing one person in for appointments will work for her office. Sandy asks if a list should be given to the Deputy with appointment names. This way the Deputy knows who to allow in for their appointments. Major Moritz replied that letting the deputy have a list is not necessary, but helpful. Commissioner Dickerson asked if an individual comes in for a search, but two need to come in, will Sandy only one per appointment or two individuals per slot. The Recorder replied that she will be limiting it one person, per time slot, for searching.

Auditor Ken Wilson asks if each office is allowing one individual per appointment, does that mean we could have up to 10 people at one time in the Courthouse. Major Moritz said that is correct.

Commissioner Dickerson asked about the city of Columbus Mayor declaring the city of Columbus in a state of emergency, and if Health Commissioner Dough Fisher would like to speculate on the chance that hocking may have to do so.

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Health Commissioner Fisher replied that the Governor and The United States is already in a state of emergency. Fisher deferred Dickerson to legal professionals to determine as to what all the benefits are to that. Fisher believes it is mostly for allowances of financial satiations. Dickerson asked if Hocking County should declare. Fisher replied that we are definitely in the crisis and state of emergency, but can't lawfully say rather to declare a state of Emergency now or not. Dickerson said if we declare a state of emergency, he is curious if that means things will change as far as routes of means for the Commissioners meetings. Fisher said that he consulted with the Prosecutor for that very reason for the upcoming Health Board meeting. Prosecutor Ben Fickel sent him and email with current appropriate protocols of this situation. Fisher thought Fickel emailed the Commissioners a copy of this email as well. Treasurer Diane Sargent presented a copy of the email from Prosecutor Ben Fickel.

Judge John Wallace discussed what procedures his court will be processing, while making sure to stay open as long as safely possible. Cases will be a case to case situation. Treasurer Diane Sargent asked Judge Wallace if there will be any jury trials, and he replied no and there will also be no grand jury either.

Clerk of Courts Sharon Edwards asked if the legal department will need to be open, Judge replied that the Court will need to file what paperwork does come up, but a few hours later or even the next morning would be efficient enough. Sharon asked if they will still be bringing up prisoners from the jail. Judge Wallace said yes but it won't be very many at a time for safety concerns. Diane Sargent asked the Judge if his office was equipped with video. Judge Wallace said he is currently putting in the capacity to make video arraignments.

Recorder Sandy Hunt discussed that when it comes to title searches, many individuals have to go to multiple offices to do a complete search. Does this mean one appointment is per search or one appointment per office. Major Caleb Moritz replied that one appointment with one office does not give a person free range of the Courthouse, the individual must make separate appointments with other offices. Sandy asked when this will the come into effect. Major Moritz replied that the Commissioners will formally request a policy from each policy holder, and perhaps the individual office policies can go into effect on Monday.

Commissioner Dickerson discussed that the Health Commissioner is the main source of information during the difficult time, and with the information that was presented the Sheriff agreed and the decision to close the Courthouse to the public was made. Commissioner Ogle said they the Commissioners couldn't make that decision because it would be breaking the Sunshine Law. Commissioner Waugh added that he has looked over the Resolution, and it is exactly what Major Moritz has discussed. This process may seem messy now, the closing of the Courthouse during the weekend, but the major mission here is to take care of the people in the County.

Commissioner Dickerson briefly discussed his concerns about virus, a member of his family be quarantined at home in a different state and being told they can't leave, this is frightening. It's concerning where this is may be headed.

Clerk of Courts Sharon Edward asked what a state of emergency in Hocking County would look like. The Commissioners replied they don't have an answer for that currently.

Treasurer Diane Sargent discussed that her office can not close and needs to stay open, the Sheriff or the Commissioners are not able to shut down her office. The order must come from Governor. If you were to look at the Courthouse as a business, we all need each office to conduct business. As a courtesy, Diane said she believes there should have been notification as to why the Commissioners office didn't have anybody available at the office on Monday. Commissioner Ogle said that she called every office and tried to set up a way that if the Courthouse was closed to the public, how they could still function.

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Diane said that she thought the Commissioners would be here on Tuesday and Thursday, but they were not in. Diane could not figure out any more information due to being told it would violate HIPPA laws.

Health Commissioner Dough Fisher added that because our County is smaller, they protect more information and what is released to protect individuals. He apologizes if the Health Department was the reason of information not being relayed. Fisher recommended reaching out to the Hospital, Kelly Taulbee at the Health Department, or the Hocking County Prosecutor for HIPAA information. Diane said she wasn't putting the blame on anyone, but needed more information to conduct business.

Auditor Ken Wilson asked about other County employees entering the Courthouse. Sheriff Lanny North replied that he told his deputies that other County employees could come into the Courthouse to conduct business. County IDs will be checked if needed, so it's important for all employees to have their badges during this time.

Major Caleb Moritz discussed the importance of protection our hospital during the pandemic. With the closure of schools, this has allowed the resource officers from the schools to be relocated and have established 24/7 protection at the hospital.

Health Commissioner Dough Fisher asked if his employees could enter the Courthouse, and go to Diane's office. Diane Sargent said that all County Employees can come into her office to conduct business such as payroll and bills. Commissioner Ogle added that the courthouse is only closed to the public at this time.

Clerk of Courts Sharon Edwards discussed the title office being a small room, and requires a one to one contact to complete a title. For this reason, they are closed to the public and will not be doing appointments to come into the office, but are encouraging the public to mail in their notarized title with payment.

Motion made by Sandra Ogle and seconded by Jeff Dickerson to adopt the Emergency Resolution.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

EMERGENCY POLICY COVID-19:

Commissioner Waugh read into the record the last 2 pages of the Emergency Resolution of the Hocking County Board of Commissioners Regarding COVID-19.

DISCUSSION:

Treasurer Diane Sargent asked for clarification on why the need to report a potential sick employee with COVID-19 to the Commissioners and the Health Department. Wouldn't this violate HIPPA.

Health Commissioner Doug Fisher replied that he agreed with Diane Sargent. The sick individual must be reported to the Health Department, but not necessary per HIPPA to report to the Commissioners. Doug recommended the Commissioners seek the advisement of legal representation for the document.

Diane Sargent asked for clarification when it comes to attaching a letter if the employer does not have the employee use sick leave or vacation.

Auditor Ken Wilson read Ohio Revised Code 124.388 in reference to administrative leave.

Discussion among the Commissioners and other appointed authorities about COVID-19, the difference between isolation and quarantine, and when one may return back to work after being sick.

FOR THE RECORD: Motion by Sandra Ogle and seconded by Jeff Dickerson to sign the revised copy of the Emergency Resolution.

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Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

ENGINEER:

Motion by Sandra Ogle and seconded by Gary Waugh to open 9:30am bids at 2:40 pm.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

The following bids were opened and read:

Project #1 Shelly & Sands in the amount of \$391, 838.50; The Shelly Company in the amount of \$386, 384.55; McKee Paving in the amount of \$468,08.00, and Amaazz Construction in the amount of \$440,470.65.

Project #2 Shelly & Sands in the amount of \$181,881.50; The Shelly Company in the amount of \$245,322.60; McKee Paving in the amount of \$233,508.00, and Amaazz Construction in the amount of \$211,879.84.

Project #3 Shelly & Sands in the amount of \$708,108.65; The Shelly Company in the amount of \$722,905.90; McKee Paving in the amount of \$870,190.22, and Amaazz Construction in the amount of \$816,851.13.

Motion by Sandra Ogle and seconded by Jeff Dickerson that the Hocking County Engineer has one week to review the bids.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

MONTHLY REPORT:

Motion by Gary Waugh and seconded by Jeff Dickerson to accept the February Monthly report for the Dog Warden.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

MURRAY CITY SEWER PROJECT:

Motion by Sandra Ogle and seconded by Jeff Dickerson to approve the Contractor's Estimate for Application no: 14 from X-Press Underground, Inc. for Murray City Sanitary Sewer Improvements in the amount of \$120,943.02

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

Motion by Jeff Dickerson and seconded by Gary Waugh to approve the OWDA Fund Payment Request for the Murray City Sewer Facilities for disbursement request 13 for Xpress Underground in the amount of \$120,943.02 and Stantec in the amount of \$26,393.57.

Vote: Ogle, abstain, Dickerson, yea, Waugh, yea.

APPROPRIATION TRANSFER:

Prosecutor - \$600 from Other Expense U86-06 to Supplies U86-09A; \$514.85 from Other Expense U86-09 to Equipment U86-06

Motion by Sandra Ogle and seconded by Jeff Dickerson to rescind the transfer.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

ADDITIONAL APPROPRIATION:

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Commissioners - County Contingencies- Transfers A15A17A \$30,000.00

Motion by Jeff Dickerson and seconded by Sandra Ogle to approve.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

APPROPRIATION TRANSFER:

Commissioners - \$1034.61 from Contingencies – Transfers A15A17A to PERS A01A11A
Commissioners; \$702.57 from Contingencies – Transfers A15A17A to PERS A10B09A Auditor;
\$559.77 from Contingencies – Transfers A15A17A to PERS A01C09A Treasurer; \$2079.23 from
Contingencies – Transfers A15A17A to PERS A01E01A Prosecutor; \$227.21 from Contingencies –
Transfers A15A17A to PERS A01I06 Regional Planner; \$403.87 from Contingencies – Transfers
A15A17A to PERS A01J05A Data Processing; \$705.95 from Contingencies – Transfers A15A17A to
PERS A01B12A Common Pleas Court; \$741.52 from Contingencies – Transfers A15A17A to PERS
A02C30A Juvenile Court; \$419.86 from Contingencies – Transfers A15A17A to PERS A02C36A
Juvenile Probation; \$223.52 from Contingencies – Transfers A15A17A to PERS A02D13A Probate
Court; \$738.62 from Contingencies – Transfers A15A17A to PERS A02E09A Clerk of Courts; \$301.50
from Contingencies – Transfers A15A17A to PERS A02F12A Coroner; \$2,939.56 from Contingencies –
Transfers A15A17A to PERS A02G09A Municipal Court; \$523.88 from Contingencies – Transfers
A15A17A to PERS A03A09A Board of Elections; \$492.33 from Contingencies – Transfers A15A17A
to PERS A04B17A Courthouse Maint.; \$12,481.08 from Contingencies – Transfers A15A17A to PERS
A06A14A Sheriff; \$ 646.60 from Contingencies – Transfers A15A17A to PERS A06B09A Recorder;
\$743.80 from Contingencies – Transfers A15A17A to PERS A09C09A Veteran’s Adm.; \$196.00 from
Contingencies – Transfers A15A17A to PERS A12A08A Mapping Office.

Motion by Sandra Ogle and seconded by Jeff Dickerson to approve.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

APPROPRIATION TRANSFER:

Commissioners - \$2,151.30 from Contingencies-Transfers A15A17A to Other Expense
A01A11D

Motion by Jeff Dickerson and seconded by Sandra Ogle to approve.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

BILLS:

The following bills were presented before examination and approval:

<u>Name</u>	<u>No.</u>	<u>Purpose</u>	<u>Amount</u>
ComDoc	0978	Monthly Maintenance – Treasurer	61.14
Office Express	0979	Supplies – Common Pleas	182.87
American Court & Drug Testing Services	0980	Electronic Monitors – Common Pleas	4833.50
Office Mart	0981	Supplies – Municipal	1919.42
Royal Document Destruction	0982	Shredding Service – Municipal	115.00
Various Vendors	0983	Election Workers – BOE	75.00
Various Vendors	0984	Election Workers – BOE	6225.00
Rod Hedges	0985	Reimbursement for Supplies – BOE	103.44

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Various Vendors	0986	Supply Workers – BOE	200.00
Gall's, LLC	0987	Uniforms & Equipment – Sheriff	909.51
Logan Screen Printing	0988	Door Sign – Sheriff	10.00
ComDoc	0989	Lease Payment – Sheriff	105.14
Corrections Commission of SE OH	0990	Various Medical Costs – Sheriff	2196.72
Ho. Co. Engineer	0991	Gasoline for VSC – Veterans	207.46
Vicki Rafferty	0992	Expenses for Training – Veterans	90.86
Various Vendors	0993	Public Defender – Comm.	2525.20
ComDoc	0994	Maintenance – Treasurer	32.12
Diane Sargent	0995	Travel to and from CTAO – Treasurer	64.40
Josh Givens	0996	Travel – Lodging Tax	49.30
JLP Security	0997	Security Monitoring – Municipal	135.00
Sprint	0998	Cell Phone – Municipal	551.45
Fairfield Information Services	0999	Drug Screening – Municipal	398.00
Kathy Shepler	1000	Reimbursement – Municipal	83.01
Municipal Court	1001	Bank Fees – Municipal	50.00
Greyden Press	1002	2019 Tax Duplicates	700.00
Ho. Co. Engineer	1003	Gasoline – HSW	128.91
AEP	1004	Service – Comm.	403.86
American Court Services	1005	Drug Court Lab – Addiction TX	4122.00
Hopewell Health Centers	1006	Recovery Support – Addiction TX	122.72
Hopewell Health Centers	1007	Recovery Support – Addiction TX	702.97
TASC of SE OH	1008	Counseling – Addiction TX	5061.36
APCO	1009	EMS Guide cards – 911	2289.15
Language Line	1010	Membership Fee – 911	36.75
S. Wintermute	1011	Misc. – 911	21.80
Standard & Assoc.	1012	Test Booklets – 911	105.00
Lewellen's Service	1013	Bottled Water – SHSC	14.70
ComDoc	1014	Copier Lease – SHSC	421.45
Ho. Co. Engineer	1015	Monthly Vehicle Fuel – SHSC	147.75
Danielle Arnett	1016	Exercise Class – SHSC	300.00
Barnes	1017	2020 Billboard – SHSC	175.00
Nauman Outdoor Advertising	1018	Billboard – SHSC	4500.00
Ho. Co. Commissioners	1019	2018 Audit from Millhuf – SHSC	1224.46
Ho. Co. Engineer	1020	Gasoline – Municipal MAT	49.39
Total ID Solutions	1021	Ohio CCW ID – Sheriff	1680.00
CDW Government	1022	AutoCAD Toolset – Drafting	13284.00
Municipal Court	1023	Bank Fees – Municipal Court	45.00
Goss Supply Co.	1024	Brown Towels – Auto	68.80
Cintas	1025	Sanitize Restroom – Auto	183.21
Madison Energy	1026	Service – Auto	3028.76
Crabtree Logan Sales	1027	Wipes – Auto	35.71

Motion by Sandra Ogle and seconded by Jeff Dickerson to approve the bills.

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Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

DISCUSSION:

Commissioner Ogle discussed the closure of the Scenic Hill Senior Center. Logan, Murray City, and Laurelville are closed to the public, with employees preparing and delivering meals still.

Commissioner Dickerson discussed Logan Hocking School District passing information to students and families.

Commissioner Ogle discussed the IT Director Mark Stout and Wes Barber providing internet at Worthington Park for students who don't have access to internet.

Auditor Ken Wilson discussed employee's in his office have been checking temperatures before the come to work. Anyone with a fever of or over 100.4 is asked to go home.

Sheriff Lanny North discussed clarification on National Guard helping with food banks in Ohio.

ADJOURNMENT: Motion by Sandra Ogle and seconded by Gary Waugh to adjourn.

Vote: Ogle, yea, Dickerson, yea, Waugh, yea.

Kaula Funk, Clerk

Board of Hocking County Commissioners

This is to certify that the above is the true action taken by this Board of Hocking County Commissioners at an emergency meeting of the Board held on March 19, 2019.

Kaula Funk, Clerk

Gary Waugh, President