

JOSEPH F. SALZGEBER

MEDINA COUNTY RECORDER

144 N. Broadway
Medina, Ohio 44256

Email: Jsalzgeber@medinaco.org
Phone: 330-725-9786

PRESS RELEASE

March 27, 2020

In response to the ongoing Covid-19 (Corona) virus pandemic and the Stay-at-Home Order announced by Governor DeWine and Ohio Department of Health (ODH) Director, Dr. Amy Acton, M.D., which took effect at 11:59 p.m. on March 23rd, the Medina County Commissioners have ordered all County buildings closed to the general public effective March 24th.

Item #10 of the ODH Stay-at-Home Order lists essential governmental functions, which include county government operations and those government employees who work for or support essential businesses and operations.

Item #12 of the ODH Stay-at-Home Order lists essential businesses and operations. Under Item #12(i), the Order specifically lists financial and insurance institutions as being essential, including appraisers, title companies, and mortgage brokers. Under Item #12(u), the Order specifically lists certain professional services as being essential, including legal services, accounting services, and real estate services (appraisal and title services).

On March 25, 2020, the Ohio General Assembly in Columbus passed Amended H.B. 197, which requires all 88 County Recorders' Offices in Ohio to remain open to provide essential governmental services. Governor DeWine has signed that Bill into Law.

Medina County Recorder Joe Salzgeber has announced that the Recorder's Office will remain open Monday through Friday, 8⁰⁰ a.m. to 4:30 p.m., in order to perform essential governmental functions and to support the essential financial and real estate sectors of our economy—all in compliance with Amended H.B. 197 and with Items #10 and #12 of the ODH Stay-at-Home Order.

County Recorder Joe Salzgeber has adopted the following office "social distancing" policies to help protect county employees, our customers, and the general public:

- (1) The Recorder's Office will be functioning using a rotating 50% employee staffing level. All deputy Recorders have been issued "Essential Personnel" identity card badges by the Medina County Sheriff's Office.
- (2) All customers are urged to submit documents, including deeds, to the Medina County Recorder's Office, via online E-recording. If a customer is not set up for E-recording, then please submit documents (other than deeds) and applicable recording fees to the Recorder's Office by regular U.S. mail. Copies of most real estate documents are now available online at— <https://recorder.co.medina.oh.us/>.

(3) Attorneys and employees of title companies, real estate service providers, financial service providers, law offices, mortgage brokers, and developers/builders—who are deemed essential by the ODH Order—are required to call ahead to (330) 725-9786 to the Recorder' Office to make an appointment, in order to be granted limited in-person access. For deeds and title transfers, please also call ahead to the County Engineer's Tax Maps department at (330) 725-9777 or (330) 725-9798, and to the County Auditor's Office (330) 725-9754.

(4) Documents still being recorded in-person are to be placed by customers into a centrally-located Inbox for processing. Once those documents have been officially recorded, the deputy Recorders will then place the customers' hardcopies in a centrally-located Outbox for pick-up.

(5) Tables have been placed before the front office counters, in order to increase the social distance between deputy Recorders and our customers to at least 6 feet.

(6) All countertop surfaces and doorknobs at the Medina County Recorder's Office are being cleaned with Lysol, which kills 99.9% of viruses and bacteria, multiple times a day during regular business hours from 8:00 a.m. to 4:30 p.m.

(7) In cooperation with other local government entities, including Medina County Public Transit, official Veterans' ID cards will continue to be honored even if they have already expired. So please wait until after Memorial Day to obtain or renew your Veterans' ID card.