

TUESDAY, FEBRUARY 18, 2025
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, February 18, 2025, with the following members present: Mr. Jay H. Wippel, Mr. Harold R. Henson and Mr. Gary K. Scherer. April Metzger, County Administrator, was also in attendance.

**In the Matter of
Minutes Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from February 11, 2025, with corrections.

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

Attest: Angela Karr, Clerk

**In the Matter of
Bills Approved for Payment:**

Commissioner Gary Scherer 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 February 18, 2025, 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 his warrant on this entry in the amount of \$373,885.64 the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

**In the Matter of
Then and Now Certification Approved for Payment:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

BE IT RESOLVED, that the County Auditor certifies that both at the time that the following contracts or orders were made and at the time that a certification (Section 5705.41) was completed, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appointed and free from any previous encumbrance. The Then and Now Certification has been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated February 18, 2025, 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, as Taxing Authority are authorizing the Auditor of Pickaway County, Ohio, to draw his warrant on this entry in the amount of \$104,280.64 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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In the Matter of
Amended Certificate Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

Resolution No.: PC-021825-11

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$4,221.00 to amend the following funds:

\$4,221.00 – 956.0000.4557 – State Share FY2022SLCGP - Sheriff

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2025:

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

Attest: Angela Karr, Clerk

In the Matter of
Appropriations Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for APPROPRIATION:

\$600.00 – 956.2102.5401 – Contract Services – Sheriff

\$3,621.00 – 956.2101.5301 – Supplies - Sheriff

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

Attest: Angela Karr, Clerk

In the Matter of
Cash Advance Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for CASH ADVANCE:

\$4,221.00 – 101.1105.5801 – Advances Out General Fund – Sheriff
TO
956.0000.4910 – Advances In FY2022 SLCGP - Sheriff

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

Attest: Angela Karr, Clerk

In the Matter of
New Fund Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for NEW FUND:

956 FY2022 SLCGP - Sheriff

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

Attest: Angela Karr, Clerk

In the Matter of
New Line Item Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for NEW LINE ITEM:

956.0000.4557 – State Share SLCGP – Sheriff
956.0000.4910 – Advance In SLCGP – Sheriff
956.2101.5401 – Contract Services SLCGP – Sheriff
956.2101.5301 – Supplies SLCGP – Sheriff
956.2101.5901 – Other Expenses SLCGP – Sheriff
956.2101.5801 – Advance Out SLCGP - Sheriff

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

Attest: Angela Karr, Clerk

In the Matter of
Report Provided by Preston Schumacker:

The following is a summary of the report provided by Preston Schumacker, Dog Warden.

- Mr. Schumacker reported that they are housing 21 dogs. There were 7 visitors to the shelter last week and 5 volunteers.

In the Matter of
Report Provided by Robert Adkins:

The following is a summary of the report provided by Robert Adkins, IT Director.

- Trialng FTR (For the Record) QuickDraft/ RealTime software for their voice to text service.
- Quote from Avant for adding wireless microphone in the courtroom.
- Phones are ready to be installed in the courtroom and Jail Arraignment.
- Motorola Status Call – Wednesday – Changing to a weekly cadence.
- Call with Horizon expressing concern over outages – Outage last night for 15 minutes
- Mark is ready for setting up the Domain Trust and testing
- Continuing desktop deployments - Recorder Office, Parks and Erica Tucker.
- Frontier Outage affecting 911 Sunday morning till Sunday evening.

In the Matter of
Report Provided by Tiffany Nash:

The following is a summary of the report provided by Tiffany Nash, EMA Director.

- Approvals – None
- This Week
 - Southeast Sector EMA Meeting at Pickaway EMA – 2/18
 - Ohio EMA Damage Assessment Hub Training (virtual) – 2/19
 - NG911 GIS Webinar – 2/19
 - Fire Chiefs Meeting – 2/19 - Ed
 - Evaluating Hocking County's LEPC Exercise – 2/19 - Tiffany
 - Ohio EMA Directors Call – 2/20

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- Next Week
 - Perry Township Meeting for Mitigation – 2/24 – Tiffany
 - EMA Director's Training at Ohio EMA – 2/25-27 – Tiffany & Ed
- Programs
 - EMA Operations
 - EMPG FY24 Grant was released last week - \$53,449
 - FY23 award was \$60,319 for comparison
 - PUCO grant obtained when Mike was here for an operational drone class with Fairfield County
 - Class 1 set for March 17-19
 - Requested 2nd operations class for later in the spring due to demand – still within grant limits
 - 911 Coordinator
 - 911 fund distribution
 - LEPC –
 - No new spills/complaints
 - Tier II reports are coming in
 - Radio Programming
 - Gathering information for a quote
 - Spoke with courts, engineering, and school superintendents
 - Brian is learning programming and has been out to a couple of departments
 - CERT – No new updates
 - Mitigation
 - Scheduling meetings with different jurisdictions on their mitigation ideas
 - Some jurisdictions are doing the worksheet internally and returning it

In the Matter of
Report Provided by Tim McGinnis:

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

- Planning Commission: February 11th - Road Front Variance
 - Road Frontage Variance – Passed
 - (March) Walliser Farms – Section II
- Outstanding Plats:
 - Graham Ravines Sketch Plan
- Lot Splits:
 - Approved 3 lot splits in the last week, 9 open applications currently.
- CDBG: No update

In the Matter of
Report Provided by Marc Rogols:

The following is a summary of the report provided by Marc Rogols, Deputy County Administrator:

- There were no BWC claims, or unemployment claims filed for the week. Total BWC claims for 2025 is one. Total unemployment claims filed are at zero for 2025.
- Govdeals: Worked at the Sheriff's Office clearing out the basement and garage. Govdeals postings pending. Two zero turn mowers, Nikon 500 mm lens, Miller Industrial tripod, Panasonic Palmcorder, photography studio light set, eight yashica antique cameras, four antique video cameras, ACE K9 protective cages, six-night hunter lights and five ¾ impact wrenches. Auction Friday, February 14th, at 8:00 am through Friday, February 21st at 4:00 pm.
- Building Department: Maintenance continues to assist with plans for cleanup and storage. Present expansion proposal.
- One new hire packet was sent out last week (JFS). A total of 11 new hire packets have been handed out in 2025. Job openings for part-time and full-time Custodial (three applications received and interviews pending), Park District Director position posted. Administrative Probation Assistant for Adult Probation. IT Technician posted with two applications received/ one interview scheduled for Wednesday, February 19th.

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- Maintenance:
 - The renovation of the Clerk of Courts: Flooring work continue. Present quote for Grant Davis's flooring for his office.
 - Minor HVAC repairs continue.
 - Judge Chafin sent an e-mail satisfied and clean prior to last week's jury trial.

**In the Matter of
Radio Discussion with
EMA Director:**

Tiffany Nash, EMA Director, and Spencer Bennett presented a quote from Motorola Solutions to purchase new radios. The quote includes a 40% discount making the total \$96,310.84. Old radios can be wiped clean and sold. Some of the Harris radios will need the new software to work with the new requirements. They are working on cleaning up the list of radios that are active and the ones that are deactivating the ones that are not active and removing them from the list. Mrs. Nash continues to reach out to municipalities and departments to join in on the discount offer before it expires.

**In the Matter of
Executive Session:**

At 9:44 a.m., Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer to enter into Executive Session pursuant to ORC §121.22 (G) (5) matters required to be kept confidential by federal law or regulations or state statutes with April Metzger, County Administrator, Marc Rogols, County Deputy Administrator, Preston Schumacker, Dog Warden and Angela Karr, Clerk in attendance.

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

Attest: Angela Karr, Clerk

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

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

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of
Report Provided by Sheriff Hafey:**

The following is a summary of the report provided by Sheriff Hafey, Pickaway County Sheriff's Office:

- Sheriff Hafey discussed the tanker truck that was involved in a spill of used cooking oil. Clean up is taking place. The Clarks Lakes call that the levy had failed was actually one lake overflowing into another.
- Sheriff Hafey discussed a capital improvement matching grant (House Bill 2) that they would like to apply for to repair jail doors and windows. It is a 50-million-dollar grant, and they are requesting \$5 million that requires a \$498,838.50 (10%) match from Pickaway County.

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In the Matter of
Sheriff's Office Grant Application for Funding
For Capital Improvement Local Jail Projects, House Bill 2:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve and authorize the Sheriff's Office to submit their grant application for the Capital Improvement Local Jail Projects, House Bill 2. The grant is \$50 million, and the Pickaway County Sheriff's Office is requesting \$5 million with a 10% match from Pickaway County. The grant would be utilized for repairs of jail doors and window replacement.

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

Attest: Angela Karr, Clerk

In the Matter of
Temporary Liquor Permit Application
For Pickaway Co. Agricultural Society:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve and authorize Commissioner Jay Wippel to sign the Temporary Permit Application with the Ohio Department of Commerce, Division of Liquor Control for Pickaway County Ag Society. The request is for an event to be held at the Pickaway Agricultural and Event Center, 415 Lancaster Pike, Circleville, April 1, 2025.

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

Attest: Angela Karr, Clerk

In the Matter of
Executive Session:

At 10:42 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, 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 Tim Colburn, P3, Ryan Scribner, Montrose Group, Mayor Michelle Blanton, City of Circleville, April Metzger, County Administrator, Marc Rogols, Deputy County Administrator and Angela Karr, Clerk, and in attendance.

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

Attest: Angela Karr, Clerk

❖ Ryan Scribner and Mayor Michelle Blanton left the session at 11:10 a.m.

At 11:26 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action taken.

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In the Matter of
WDC Group Project Update:

Jason Funderburg and Chris Widener, WDC Group, met with the Commissioners to provide an update of the Multi-Purpose Building Project. Mr. Widener started by saying they are waiting for the go ahead from the Commissioners to start the bidding process. Energy codes and accessibility are mostly what they are getting from plan reviews on other projects. The best time to start the project would be spring. Commissioners informed Mr. Widener to prepare a bid package for review.

The Heritage Hall siding project is complete, and final payment has been paid. The Service Center outside building plans were addressed and Mr. Widener stated that it should be fairly easy to get started. The building will be used for storage of equipment and vehicles.

In the Matter of
Liquor License Transfer to
AM Carryout Inc.:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the Ohio Department of Commerce, Division of Liquor Control, Transfer Application in Darby Township. Permit #8085698 Shirman Narayana 23 LLC be transferred to Permit #5118342 Laxmi Mart LLC.

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

Attest: Angela Karr, Clerk

In the Matter of
Speed Limit Revision with the
State of Ohio Department of Transportation
For Fox Road:

The Pickaway County Engineer's Office notified that the State of Ohio Department of Transportation enacted a Speed Limit Revision for Fox Road, Jackson Township Road No. 506. Revision No. 35821 shall be from State Route 104 (0.000) to State Route 104 (0.600) to the approved speed revision of 35 MPH.

Attest: Angela Karr, Clerk

In the Matter of
Satisfaction of Mortgage for
Joseph H. and Laurie J. Neff:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve and authorize Commissioner Jay Wippel to execute the Satisfaction of Mortgage for Joseph H. and Laurie J. Neff, 6694 Hitler Road #2, Circleville, Ohio 43113. Satisfaction of Mortgage shall be recorded with the Pickaway County Recorder's Office. (*Mortgage Volume #724, Pages 604-607*).

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

Attest: Angela Karr, Clerk

In the Matter of
Satisfaction of Mortgage for
Joseph H. and Laurie J. Neff:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve and authorize Commissioner Jay Wippel to execute the Satisfaction of Mortgage for Joseph H. and

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Laurie J. Neff, 6694 Hitler Road #2, Circleville, Ohio 43113. Satisfaction of Mortgage shall be recorded with the Pickaway County Recorder's Office. (*Mortgage Volume #731, Pages 1470-1473*).

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

Attest: Angela Karr, Clerk

In the Matter of
Pickaway County Banking Center Allonge
To Modify Payment Due Date for
Pickaway County Engineer's Office:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve and execute the allonge letter from Pickaway County Banking Center to modify the annual payment due date. The new payment date will be February 1st of each year beginning February 1, 2026.

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

Attest: Angela Karr, Clerk

In the Matter of
Chillicothe Carpet Quote for the
Office of Clerk of Court, Grant Davis:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the quote from Chillicothe Carpet to install plank flooring in the Clerk of Courts, Grant Davis's Office. Quote if for 200 square feet at a total of \$2,181.57. To be paid from unplanned capital.

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

Attest: Angela Karr, Clerk

In the Matter of
Chillicothe Carpet Quote for the
Pickaway County EMA Office:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the quote from Chillicothe Carpet to install tile carpet in the Pickaway County EMA Office. Quote for 153.16 square yards at a total of \$6,730.67. To be paid from unplanned capital.

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

Attest: Angela Karr, Clerk

In the Matter of
Motorola Solutions Radio Purchase:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the purchase of 4 mobile radios and 16 radios from Motorola Solutions at the cost of \$96,310.84. The quote is at a promotional rate of a 40% discount. To be paid from unplanned capital.

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

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Attest: Angela Karr, Clerk

**In the Matter of
Building Department Expansion Discussion:**

Marc Rogols, Deputy County Administrator, provided a layout for a potential Building Department expansion project. The expansion would consist of adding an addition to the back of the building to include a breakroom, conference room and two additional offices. The cost is expected to be around \$210,000, however, it is believed that it may be less. The Commissioners authorized to start the process.

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

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

- Mrs. Metzger spoke with Jan Shannon regarding the Fair Board paying for the sunshade from Pickaway County Community Foundation account. Mrs. Shannon said it was allowable for one 501C3 to pay monies to another 501C3. She also said if we set up a fund through Pickaway County Community Foundation for business to apply, the funds could only go to 501C3's (Chamber, Haven House etc. would not qualify).
- Mrs. Metzger presented the agreement between the City of Circleville and Building Department.
- Reviewed application for funding through House Bill 2 for jail windows and doors.
- Mrs. Metzger received a contact from Caleb Bell to help with smaller solar farms in Pickaway County. Robert Dove at Kegler Brown Law Firm. Mrs. Metzger sent him an email asking for his help.
- Mrs. Metzger revisited the Sheriff's Office recorder project. Change in pricing order to \$1,034,344.00. The original contract was \$934,344.00.
- Management Agreement with ODC is being reviewed now. Plan review is \$200 / hour, inspections is \$230/ hour includes travel time. After hours work plus \$70/ hour. Expedited fees for expediting plan review and inspections. Two times the base rate.

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for the week ending February 15, 2025.

A total of \$344 was reported collected as follows: \$15 in dog license; \$15 in dog license late fee; \$154 in late kennel license penalty and \$160 in owner turn-in euthanized fees.

Four (4) 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 Scherer, to adjourn.

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

Jay H. Wippel, President

Harold R. Henson, Vice President

Gary K. Scherer, Commissioner
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Angela Karr, Clerk