

**TUESDAY, JANUARY 21, 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, January 21, 2025, with the following members present: Mr. Jay H. Wippel and Mr. Gary K. Scherer. April Metzger, County Administrator, was also in attendance. Mr. Harold R. Henson was absent from today's meeting.

**In the Matter of  
Minutes Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from January 14, 2025, with corrections.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, absent; 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 Jay Wippel, 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 January 21, 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 **\$371,715.61** the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, absent; 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 Jay Wippel, 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 January 21, 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 **\$366,187.09** on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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**In the Matter of  
Appropriations Approved:**

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

**\$14,500.00 – 251.6221.5520 – CDBG 2022 Project Expenses – Commissioners**

**\$21,626.40 – 321.6147.5801 – Sunnyside Drainage Improvement Advance Out – Engineer**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Transfer and Reappropriations Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for TRANSFER AND REAPPROPRIATION:

**\$9,500.00 – 297.5002.5403 – Travel – Pickaway WORKS**  
**TO**  
**297.5002.5401 – Contract Services – Pickaway WORKS**

**\$1,500.00 – 297.5002.5501 – Equipment – Pickaway WORKS**  
**TO**  
**297.5002.5401 – Contract Services – Pickaway WORKS**

**\$2,000.00 – 297.5003.5301 – Supplies Kids on Campus – Pickaway WORKS**  
**TO**  
**297.5002.5401 – Contract Services – Pickaway WORKS**

**\$500.00 – 297.5002.5901 – Other Expenses – Pickaway WORKS**  
**TO**  
**297.5002.5401 – Contract Services – Pickaway WORKS**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Fund Transfer Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for FUND TRANSFER:

**\$14,500.00 – 101.1105.5701 – Transfer Out Miscellaneous – Commissioners**  
**TO**  
**251.0000.4901 – Transfer In - Commissioners**

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

Attest: Angela Karr, Clerk

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**In the Matter of**  
**Cash Advance Back Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for CASH ADVANCE BACK:

**\$21,626.40 – 321.6147.5801 – Sunnyside Drainage Improvement Advances Out – Engineer**  
**TO**  
**101.0000.4910 – Commissioners Office Advances In - Engineer**

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Issuance of Blanket Purchase Order Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**BL250431 - \$4,325.28 – 321.6147.5901 – Sunnyside Drainage Improvement Other Expenses – Engineer**  
**BL250425 - \$2,000.00 – Other Expenses – Pickaway WORKS**

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Waiver Approved:**

Nancy Graham, Fiscal Specialist, requested a waiver to pay Vinton County National Bank, in a timely manner related to the Pickaway County Engineer. After discussing the request, Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to waive the waiting period to issue payment to Vinton County National Bank, in the amount of \$124,807.66 as follows:

\$114,788.29	#313.8114.5603	Engineer Note Principal
\$ 10,019.37	#313.8214.5604	Engineer Note Interest

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

Attest: Angela Karr, Clerk

**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 - No Agenda
- Outstanding Plats:
  - Graham Ravines Sketch Plan
- Lot Splits:
  - Approved 2 lot splits in the last week, 5 open applications currently.
- CDBG: No update
- Circleville Solar Appeal Vote
- Leadership Review

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**In the Matter of**  
**Report Provided by Tiffany Nash:**

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

- Approvals
  - Executive Session - Personnel
- This Week
  - L3Harris Programming Class – 1/22-23
- Next Week
  - Pickaway County Mitigation Kickoff Meetings – 1/27 & 1/29
  - Alert & Warning Training – 1/29
  - Annual Pipeline Training – 1/29
  - Ohio Blueways Meeting – 1/30
  - Long Term Recovery Planning with Health Department – 1/31
- Programs
  - EMA Operations
    - Had a meeting with Ohio Christian University's Emergency Management program on 1/17. Discussed how we can collaborate.
  - 911 Coordinator
    - Audit completed and both PSAPS are in compliance.
  - LEPC
    - Grant submitted requesting \$26,000.
  - Radio Programming
    - Working with Ohio MARCS on programming.
    - The previous contract with MARCS needs to be revisited due to operational changes.
  - CERT
    - Organizational meeting rescheduled for 2/10.
  - Mitigation
    - Kickoff meetings next week.

**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 16 dogs. There were 2 visitors to the shelter last week and 3 volunteers.

**In the Matter of**  
**Report Provided by Robert Adkins:**

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

- Continuing to work on cleanup of group policy in preparation of Network merge.
- SAN interfaces from Dell to arrive today. I expect Dell onsite soon after to install.
- Equivant JuryView rehost from PCCLerk to PCJuryView completed 1/20/25.
- Courtroom AV issue was discovered to stem from volume setting on Judge Mic.
- SHI Licensing of Office 365
- Scanning issue in Clerk of Courts
- Monitors ordered for Clerk of Courts
- Darktrace changes made to inform users of trapped email.
- Henchens Juvenile Court Software installed new Linux server
- Installed SQL Server 2016 on new PCJuryView
- Migration from PCCLerk to PCJuryView
- Sharing files from OneDrive – Karlena
- Digicert Renewed Certificate for SO VPN
- Microsoft Updates
- Fortigate Firewall Updates

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- Reaching out to FTR For the Record for interest in voice to text

**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.
- Mr. Rogols met with CEBCO claims rep Justin Grant Wednesday, January 15<sup>th</sup>. Mr. Grant has been promoted and will probably retain Pickaway County. Mike Kindell is retiring and replacement hired.
- One new hire packet was sent out last week (Health Department). A total of 4 new hire packets have been handed out in 2025. Job openings for part-time and full-time Custodial (one application received and interviews pending), EMA Communications Technician and Building Department Permit Technician (two applications received and preliminary interviews being conducted by Building Department). Interview completed Monday, January 13<sup>th</sup> for the EMA Communication Technician position.
- PICCA: January 27<sup>th</sup> is meeting and reception for Becky Hammond.
- Maintenance:
  - The renovation of the Clerk of Courts: Flooring work continues holiday and evenings.
  - Pickaway County Sheriff's Office chiller reservoir tank repair. Quote received from Durable Slate in the amount of \$20,690.00.

**In the Matter of  
Executive Session:**

At 9:44 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel 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 Metzger, County Administrator, Marc Rogols, County Deputy Administrator, Tiffany Nash, EMA Director and Angela Karr, Clerk in attendance.

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

Attest: Angela Karr, Clerk

At 9:54 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of  
Area-20 Workforce Development Board  
Appointment of Ben Smith:**

**Resolution No. PC012125-5**

WHEREAS the Board of Commissioners adopted a resolution on January 21, 2025, approving the Intergovernmental Agreement governing the operation of the Pickaway, Fairfield, and South-Central Ohio Workforce Development Area 20; and

WHEREAS, the Intergovernmental Agreement requires the Boards of Commissioners of the three counties to appoint a Workforce Development Board to establish by-laws and develop a system of rules for

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conducting WIB affairs that is efficient and promotes the principles of the Workforce Innovation and Opportunity Act within Area 20;

THEREFORE, BE IT RESOLVED that the following individual is appointed on behalf of Pickaway County to the Area-20 Workforce Development Board for the following terms, commencing on July 1, 2024:

**Ben Smith, Willow Wood, term to expire June 30, 2027**

Commissioner Gary Scherer offered the motion to approve the appointment of Ben Smith to the Workforce Development Board, Area-20, seconded by Commissioner Jay Wippel.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Job and Family Services Contract Listing**  
**New or Amended Contracts:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved and otherwise executed by the Pickaway County Department of Job & Family Services and approved by the Pickaway County Board of Commissioners. The approved list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the following contract listing:

**Pickaway County Job & Family Services**  
**New or Amended Contracts**

PCJFS New or Amended Contracts				
Oct - Dec 2024				
Organization/Agency	Contract Purpose	Effective Date	Termination Date	Contract Value
Workforce Services Unlimited	Monitoring Services	1/1/2025	12/31/2025	\$70.00/hour; not to exceed \$3000.00
Christian Childrens Home of Ohio	Purchased Foster Home	11/8/2024	6/30/2025	Per Diem \$75.59-\$500.00
Access 2 Interpreters	Interpreting Services	1/1/2025	12/31/2025	\$70-110/hr. depending on language and scheduling
Jackson Transportation	Transportation Services NET/SNAP/TANF/PCSA	1/1/2025	12/31/2025	Rate \$4.15 per mile
PICCA	Transportation Services NET/SNAP/TANF/PCSA	1/1/2025	12/31/2025	Rate \$2.40 per mile
Westside Media	Website hosting & Maintenance	1/1/2025	12/31/2025	\$75.00/hour maintenance, \$149.00/year for hosting fee, \$99.00/year SSL certificate
Pickaway County Prosecuting Attorney	Attorney Services	1/1/2025	12/31/2025	Reimbursement of Salaries and Payroll costs
Sivic Solutions	Software Maintenance for Fiscal/CFIS	1/1/2025	12/31/2025	\$6500.00 per year

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Allocation for November 2024 Sales Tax Collections:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to allocate the November 2024 Sales Tax collections in the following manner:

**\$57,457.00 to 401.0000.4121 – Capital Fund**  
**\$1,091,685.23 to 101.0000.4121 – General Fund**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Satisfaction of Mortgage for  
Jessie G. Robinson:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve and authorize Commissioner Wippel to execute the Satisfaction of Mortgage for Jessie G. Robinson, 350 Cherokee Drive, Circleville, Ohio 43113. Satisfaction of Mortgage shall be recorded with the Pickaway County Recorder's Office. (*Mortgage Volume #204, Pages 606-610*).

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

Attest: Angela Karr, Clerk

**In the Matter of  
Circleville-Pickaway Lease Oversight Board  
Re-appointment of Scott Blue**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to re-appoint Scott Blue, Circleville, Ohio to a four-year term, effective January 1, 2025, as a county appointee on the Circleville-Pickaway Lease Oversight Board.

Mr. Blue's term will commence January 1, 2025, and will expire December 31, 2028.

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

Attest: Angela Karr, Clerk

**In the Matter of  
Report Provided by Chief James Brown:**

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

- Chief Brown explained a situation that took place at the State Ohio Parol location on US 23, South Bloomfield.
- Chief Brown addressed the increase in the cost of a base Explorer. He is comparing numbers for Chevy Silverado's. Chief Brown explained that he would like to get one or two cruisers a year to replace ones coming out of commission.

**In the Matter of  
The Durable Restoration Company Quote  
For Pickaway County Sheriff's Office  
Chiller Reservoir Tank Repair:**

Marc Rogols, Deputy County Administrator, presented a quote from The Durable Restoration Company for the chiller reservoir tank repair at the Pickaway County Sheriff's Office. Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the quote from The Durable Restoration Company in the amount of \$20,690.00 for repairs to the chiller reservoir tank located at the Pickaway County Sheriff's Office. The quote includes cleaning of interior tank after rubber membrane is removed by others, apply a moisture tolerant epoxy primer to tank walls and floor and apply 2 coats of asphalt extended polyurethane waterproofing membrane/ coating.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Updated Quote from SHI for**  
**Pickaway County Sheriff's Office:**

Robert Adkins, IT Director, presented an updated quote from SHI for Office 365 Licensing for the Pickaway County Sheriff's Office. The new quote reflects correct pricing for Office 365 Enterprise E3 Users. Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the quote adjustment from SHI in the amount of \$20,164.26 for Office 365 licensing for the Pickaway County Sheriff's Office.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Convergent Communications Quote**  
**For IT Department to Purchase Desk Telephones:**

Robert Adkins, IT Director, presented a quote from Convergent Communications to purchase five E-Metro Telephones . Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the quote from Convergent Communications in the amount of \$1,417.00 to purchase five additional desktop telephones.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Convergent Communications Quote for**  
**IT Department to Purchase Wireless Headsets for Telephones:**

Robert Adkins, IT Director, presented a quote from Convergent Communications to purchase a wireless headset system and adapters for telephones. Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the quote from Convergent Communications in the amount of \$889.00 to purchase three Plantronics Wireless Headset Systems and adapters for E-MetroTel Phones.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Executive Session:**

At 10:17 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel 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 Metzger, County Administrator, Marc Rogols, County Deputy Administrator and Angela Karr, Clerk in attendance.

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

Attest: Angela Karr, Clerk

At 10:52 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of  
Job and Family Services Update:**

Nick Tatman, JFS Director, met with the Commissioners to provide an update. Mr. Tatman informed that they hired Bryce Clymer to be the Child Support/Child Welfare attorney. Mr. Clymer started January 6<sup>th</sup>. Ryan Reeves was hired as a Child Support Caseworker and starting January 27<sup>th</sup>. Jennifer Rieder was hired for the Child Welfare Social Worker II position and begins January 27<sup>th</sup>. There are currently 19 children in placement and a total of 99 children involved with child welfare.

The agency will be hosting Representative Brian Stewart at the agency on January 23<sup>rd</sup> at 1:30 p.m. Representatives from Madison and PCSAO will meet regarding Budgeting for Child Welfare across the state. OhioMeansjobs agency would like to reach out to Anduril Technologies to offer assistants in whatever they may need to start operations. JFS will be holding a job fair on March 4<sup>th</sup> from 3:00 to 5:00 p.m. at their location. Pickaway County unemployment for November 2024 was at 3.8%, an increase from October at 3.4%.

**In the Matter of  
Haven House Update:**

Lisa Johnson, Pickaway County Haven House Director, met with the Commissioners to provide an update. From July 2023 to July 2024 Haven House provided over 6,000 services to over 366 clients. There were 868 Hotline calls received in a year. Utilities, food and necessities expenses have all increased and have affected their budget. Mrs. Johnson explained that they have to spend their funds before receiving grant funds as a reimbursement and this puts them in a stressful situation. Haven House wants to continue to provide services for families that are in need, less fortunate and have fallen on hard times. They have 32 beds, and they currently are housing 28 individuals. There are two individuals that have received a voucher for housing, the problem is that there are no one bedroom units in Pickaway County available. Therefore, these two individuals have been with Haven House services for years. Haven House went from receiving \$40,000 from United Way to only receiving \$2,000 from Pickaway County Community Foundation. That loss in funds has contributed to the current situation. Mrs. Johnson requested funds to help with the shelter and to make available funds to use while waiting for reimbursement from grants.

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

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

- Mrs. Metzger discussed the Leadership Breakfast.

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**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 January 18, 2025.

A total of \$500 was reported collected as follows: \$300 in dog license; \$150 in kennel license; \$15 in additional kennel license; \$10 in adoptions and \$25 in micro chip fees.

Three (3) stray dogs were processed in; one (1) dog was 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, absent; Commissioner Scherer, yes. Voting No: None. Motion carried.

Jay H. Wippel, President

Harold R. Henson, Vice President {absent}

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

Attest: Angela Karr, Clerk