

TUESDAY, MARCH 11, 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, March 11, 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 March 4, 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 March 11, 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 \$627,680.78 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 Harold Henson offered the motion, seconded by Commissioner Gary Scherer, 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 March 11, 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 \$8,343.60 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 Harold Henson offered the motion, seconded by Commissioner Gary Schere, to adopt the following Resolution:

Resolution No.: PC-031125-13

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$850,000.00 to amend the following funds:

\$850,000.00 – 251.0000.4542 – CDBG 2024 - Commissioners

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

\$750,000.00 – 251.6222.5520 – CDBG 2024 Project Expense – Planning and Development

\$100,000.00 – 251.6222.5521 – CDBG 2024 Administration Expenses – Planning & Development

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 Back Approved:**

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

**\$5,290.57 – 318.6104.5801 – DS Drainage Improvement Advances Out – Engineer
TO**

101.0000.4910 – Commissioners Office Advances In – Engineer

**\$59,405.59 – 319.6144.5801 – Rhoads 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, 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.

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- Mr. Schumacker reported that they are housing 16 dogs. There were 4 visitors to the shelter last week and 4 volunteers.

In the Matter of
Report Provided by Robert Adkins:

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

- Worked with Dell to get Hosts ESXi updated
- Call with IDNetworks – Begun install of JMS and SQL Server
- Website updates for Common Pleas
- Spectrum scheduled to install circuit for Motorola Backhaul today.
- Visit from WSI-Tech in reference to the Recording system
- 3-year and 5-year Palo Alto quote for replacement firewalls in consideration
- Setup and testing of portable recording system for Common Pleas.
- Create PCEOC in new VM environment as a Windows 2022 Datacenter Server and migrated data from old server.
- Create PCPros in new VM environment as a Windows 2022 Datacenter Server and migrated data from old server.
- Create JuvImage1 and JuvImage2 servers in new VM environment as a Windows 2022 Datacenter Server and JuvCourtWeb Linux server with Henschen.
- Worked with Eric at Jail to remedy wiring issues with Jail AP devices.
- Mapped drives between SO IDNetworks servers and County IDNetworks servers.
- 4th District Judge email complaint
- Trying to get a Certificate Authority working with Yubikey Manager
- Waiting on Avant to get Wireless Mic installed for the Court.

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
 - Interview with Teays Valley Students – 3/10
 - Athens EMA Open House – 3/11
 - ILO Partner Meeting – 3/12 – Virtual
 - Final Planning Meeting for LEPC Exercise – 3/13
 - OCIDS Follow Up Call – 3/13
- Next Week
 - Hazmat Drone Class – 3/17-19 (PUCO Grant Class)
 - Mitigation Meeting with Village of Tarlton – 3/17
 - Lindsey with Alzheimer's Association & Health Department – 3/18
 - Fire Chief's Meeting – 3/19
 - Police Chief's Meeting – 3/20
- Programs
 - EMA Operations
 - Carpet being laid in the EOC this week
 - 911 Coordinator
 - Investigating options for Nixle usage – solution pending
 - 911 Funds sent to be paid to PSAPs
 - LEPC –
 - Tier II reports still trickling in
 - Radio Programming
 - Scioto Township signed the contract for Spencer's time
 - EMA Radios and some accessories have begun arriving
 - Annual programming key renewal in process – plan to keep programming interruption at a minimum with Ohio MARCS

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- CERT – No new updates
- Mitigation
 - Continue with jurisdiction meetings for mitigation

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: March 11th
 - Scioto Township Rezoning Application -AG to R-1
 - Walliser Farms – Section II
- Outstanding Plats:
 - Graham Ravines Sketch Plan
- Lot Splits:
 - Approved 2 lot splits in the last week, 8 open applications currently.
- CDBG – No updates
- TIRC 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 was one BWC claim, and no unemployment claims filed for the week. There are two total BWC claims for 2025. Total unemployment claims filed are at zero for 2025.
- Govdeals: Sheriff's Department items auction ended Friday, February 21st. Ten of the eleven items have been picked up (total \$6,655.00). #272 Scag Zero Turn Mower (\$2,125.00) pickup pending from Missouri by a self-hired shipping company.
- Building Department: Maintenance continues to assist with plans for cleanup and storage. Racks and storage items on the second floor moved to PDI yesterday. Items in basement to be finished this week.
- Health Insurance/ Benefits: CEBCO annual meeting/ completion of forms. Commissioners attending. Casualty insurance: CORSA claims summary.
- Three new hire packets were sent out last week (Auditor, Parks & Maintenance). A total of 16 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 with a possible hire. Administrative Probation Assistant for Adult Probation position filled and removed. IT Technician position filled and removed. Auditor's Office Weights and Measure Inspector posted last week (status unknown). P3 Administrative Assistant newly posted. Adult Probation Chief Probation Officer and Dog Shelter Deputy Dog Warden posted.
- Tate Employment Relations Board (SERB) Wage Settlement Report provided.
- Maintenance:
 - The renovation of the Clerk of Courts: Flooring work to be finished March 17th through March 19th. The front counter expected to be finished on 1st of April.
 - EMA Office interior work completed. The carpet was approved last week and installed on Monday, March 10th.
 - Dog Shelter water pump replacement completed. No pressure without it (in-house repair).
 - Judge Chafin's Office and courtroom updates pending.
 - Grant and TJ ongoing plumbing repairs. Chiller system photos.
 - JFS elevator replacement (2025 capital improvement) projected in June.
 - Memorial Hall chair lift replacement (2025 capital improvement) July-August.

In the Matter of
Executive Session:

At 9:40 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, 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

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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 9:55 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
Executive Session:

At 9:57 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, 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, Jack VanKley, VanKley Law 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 10:20 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.

In the Matter of
Report Provided by Sheriff Hafey:

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

- Sheriff Hafey explained that he had met with the County Engineer relative to weight and scales. Chris Mullins, County Engineer, is not in favor of the scales. State Patrol does commercial enforcement and inspections. Two officers would become level two for the weights and scales. The current scales were not certified last year, and they will not certify due to they show the County Engineer as the owner. The enforcement would be on county and township roads. The Commissioners expressed they are not in favor of the MOU and have concerns with liability. The Commissioners would like to see Sheriff Hafey and Chris Mullins, Engineer, work together. Jayme Fountain, Prosecutor, explained to the ORC that the MOU with the Ohio Department of Transportation is a subcontract and the Sheriff can sign the contract. Mrs. Fountain stated that scales are at no cost, however, the use and liability of the scales would come to cost the county. Sheriff Hafey stated that the fees go to the law library through the Municipal Court and Mrs. Fountain addressed that the 2010 agreement states that fees are split 40% to Engineer for road and bridges and 60% to the Sheriff's Office. Both agreements with the Engineer, Sheriff and the Municipal Court need

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to be revisited. The Commissioner again stressed that if it was them needing to sign the MOU, they would choose to not sign it.

In the Matter of
OSU Extension Update:

Jessica Lowe, OSU Extension, met with the Commissioners to provide an update. They have three focus groups, healthy people, healthy relationships and healthy finances. Ms. Lowe is working on adding more cooking programs and teen cooking programs. Tai Chi has been a big hit and is offered at various locations. They participate in Real Money, Real World to provide financial education to eight graders. There is an average of 4,720 individuals engaging in the programs. The Extension Educators are evaluated through the “Evaluation of Effective Teaching and Mrs. Lowe received a score of 4.6 out of 5 for 2024.

In the Matter of
Growth Development Discussion with
Lockbourne and Pickaway Progress Partners:

Tim Colburn, Pickaway Progress, Christie Ward, Lockbourne Mayor, Kendall Collins, Village Administrator, Martin Hafey, Planning Commission Chair, John Mitchell, Rediscover Lockbourne Board Member, met with the Commissioners to discuss growth in the community. Mayor Ward explained there will see more annexations in the future especially with the announcement of Andural. Water and sewer are provided from Columbus, South Central Power and gas lines are in the process of coming to the area. Town hall meetings were held last year to discuss income tax and to prepare for changes. They asked what people wanted to see and the big picture is that the residents don’t want it to be too commercialized. They want to keep the small-town feel. There is some land off of US 23 that will be built up to get it out of the flood plain. They have the water and sewer compacity to expand. The concerns of traffic at State Route 762 and US 23 was addressed. A traffic safety study is taking place to address the safety of the intersection. Mrs. Ward also addressed concerns with a cul-de-sac with four warehouses. It has only one way out and a police officer has to direct traffic for employees to leave the facilities. A traffic study needs to take place to see how to bring roads into Rickenbacker Parkway.

They are working on a current land use plan. Put in veterans park a 14-panel granite wall that tells the history of Lockbourne Airforce Base. A book was written by Rob Stroup and they would like to tell the story. Hopefully a dedication will take place next year for the 88th anniversary of the base. The locks in Lockbourne have been registered with Ohio as two of the last locks on the canal.

In the Matter of
Executive Session:

At 11:42 a.m., Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, 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, April Metzger, County Administrator, Marc Rogols, Deputy County Administrator 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 11:47 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.

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No action taken.

**In the Matter of
Engineer’s Department Radio Purchase:**

Anthony Neff, Deputy County Administrator and Steve Smith, Engineer’s Garage, met with the Commissioner to discuss the purchase of new Motorola radios. The radios they are requesting are the next step down from the N70 radios. The department is in need of 37 radios & 22 mobile radios for the trucks that total \$267,660.58. All of their current radios need programing and of those some are not compatible. Spencer Bennett is working on gathering information of a vendor to install radios in county vehicles. The request was made for the Commissioners to purchase the radios for the Engineer Garage.

**In the Matter of
Contract Award for Project Referred
to as the 2025 Materials Unit Price Project
For Pickaway County Engineer Department:**

In reference to the bid opening conducted on March 4, 2025, referred to as 2025 Materials Unit Price, and upon the written recommendation of Anthony Neff, Pickaway Deputy Engineer, Commissioner Gary Scherer offered the motion, second by Commissioner Harold Henson, to award the contract to the following:

Asphalt Materials, Inc.
Marietta, Ohio 45750

Melvin Stone Company
Washington C.H., Ohio 443160

Kokosing Materials, Inc.
Fredericktown, Ohio 43019

Westfall Aggregate & Materials
Circleville, Ohio 43113

Olen Corporation
Columbus, Ohio 43207

The Shelly Company
Thornville, Ohio 43076

Roese Bros
Ashville, Ohio 43103

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
Accurate Mechanical Quote for
The Pickaway County Sheriff’s Office:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the quote from Accurate Mechanical. The Quote is to re-pipe chiller water make up at the Pickaway County Sheriff’s Office. Scope of work quoted at \$4,400.00 and \$250.00 to certify existing backflow preventer. Total quote is \$4,650.00.

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
County Administrator Report:**

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

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- Mrs. Metzger discussed Leadership Breakfast. Will holdoff until next year.
- Mrs. Metzger presented a summary of the City of Circleville’s past due booking fees. Total up to \$8,325.00.
- The City Law Director sent a letter requesting a 3% increase.

In the Matter of
Approval of the Pickaway Progress Partnership
Development Specialist Position Job Description:

After the discussion, Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the job description for the Development Specialist position with Pickaway Progress Partnership. The Development Specialist position is a unclassified full-time position under the Pickaway County Port Authority. The Development Specialist shall report to the Executive Director of Pickaway Progress Partnership.

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
Approval of the Pickaway Progress Partnership
Development Specialist Position Wage Increase:

Pickaway Progress Partnership and Pickaway County Port Authority support and approved the request of Tim Colburn, Executive Director of Pickaway Progress Partnership, of a wage increase for Tiffany Anderson, Development Specialist of Pickaway Progress Partnership. Upon an updated job description, increase in duties and after discussion, Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the wage increase of 2.5%, making Mrs. Anderson’s hourly rate \$24.28 effective March 10, 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
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for the week ending March 8, 2025.

A total of \$230 was reported collected as follows: \$150 in dog license; \$75 in dog license late fee and \$5 in private donations.

Four (4) 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, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Jay H. Wippel, President

Harold R. Henson, Vice President

Gary K. Scherer, Commissioner

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