

MONDAY, NOVEMBER 10, 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 Monday, November 10, 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 Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the minutes from November 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: Brandy Stewart, Acting Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, 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 November 10, 2025, in the Commissioners' Voucher Journal, the date in which checks will be cut; then,

BE IT RESOLVED, that the Commissioners authorize April Metzger, County Administrator, to approve budget and bills in the VIP System,

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 **\$566,539.30** 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: Brandy Stewart, Acting 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 November 10, 2025, in the Commissioners' Voucher Journal, the date in which checks will be cut; then,

BE IT RESOLVED, that the Commissioners authorize April Metzger, County Administrator, to approve budget and bills in the VIP System,

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 **\$585,404.17** on the County Treasurer to satisfy the same.

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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: Brandy Stewart, Acting Clerk

In the Matter of
Supplemental Appropriations Approved:

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

\$894.91 – 1001.160.30.541001 – Auditor Other Exp – Auditor
\$5,364.00 – 1001.160.30.546000 – Auditor Audits/Exam – Auditor
\$3,661.00 – 1001.160.30.590100 – Auditor Other Exp – Auditor
\$600.00 – 2099.400.32.540100 – S-CCW Contract Services - Sheriff

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

Attest: Brandy Stewart, Acting 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: November 18th Agenda
 - Bulen Pierce Dedication Plat
 - Rickenbacker Land Expansion Plat
 - Scioto Township Rezoning Applications (2)
- Outstanding Plats:
 - Graham Ravines Preliminary Plan
 - Whaley Farms Preliminary Plan
 - Walliser Farms Section II Preliminary Plan
- Lot Splits:
 - Approved 5 lot splits in the last week, 5 open applications currently.
- CDBG –
 - No update

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
 - Central Ohio EMA Director's Meeting – 11/10
 - IPAWS Training – 11/13
 - Ohio Grants Call – 11/13
 - Extreme Temperature Information Network Group – 11/13
 - New Hope Radio Conversation – 11/14
- Next Week
 - NG911 Migration Call – 11/17
 - EMAO SE Sector Meeting in Athens – 11/18
 - Women's Networking Lunch – 11/19
 - Fire Chiefs Meeting – 11/19
 - Ohio EMA Grants Call – 11/20
- Programs
 - EMA Operations

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- Everbridge migration postponed due to training and public campaign needs
- Working on updating hazmat, emergency operations, migration and communication plans
- Storm Ready application turned in but need to submit our Emergency Operations Plan with it
 - Waiting until plan is updated to submit
- 911 Coordinator
 - No new updates
- LEPC
 - Update on milk release – 1400 gallons of milk released into waterway – Situation resolved
- Radio Programming
 - Continue to work on radios and encryption
 - Working with Motorola on Radio Management Program and upcoming contract renewal
 - Heard at a EMA Director meeting last week that the fine for radios not link layered (LLA) is \$100 per radio not completed
- Drone Program
 - No new updates
- CERT
 - No new updates

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 zero unemployment claims filed for the week. There are three total BWC claims for 2025. Total unemployment claims filed is at four for 2025.
- Casualty Insurance: Civil litigations claim filed with CORSA.
- Building Department: Maintenance/IPS final walk thru last Tuesday. Finishing drywall, IPS started installation, and maintenance will be painting interior.
- Govdeals –Continue working on posting multiple vehicles in storage at PDI.
Five new hire packets were sent out last week. A total of 77 new hire packets has been handed out in 2025. Job openings for part-time and full-time Custodial. Received (2) two applications, and Amber Boyer has completed preliminary phone interviews. Maintenance Worker posted with no application received. Deputy Dog Warden posted with two applications received, one phone interview has been completed and will be scheduling interviews. Kennel Attendant posted with one application received, and phone interview pending. One application received for Chief Dog Warden with a complete phone interview, and scheduling interview.
- Health Insurance/Benefits: Open enrollment ended last Friday October 31, 2025. Met Life adjustments have been very active, problems with benefit information that are being resolved with portal update, and new contact numbers.
- Maintenance:
 - Memorial Hall chair lift replacement (2025 capital improvement) Sent electronic boards out for repair.
 - Courthouse rear door access installation is almost completed.
 - Courthouse Breakroom located in the basement is in progress, and maintenance painting has been completed.
 - Four minor furnace repairs at the Courthouse were completed.

In the Matter of
Report Provided by Robert Adkins:

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

- YubiKey Quote on its way
- Meraki Licensing Budgetary Quote – Unknown if increase will occur Jan 1st
- Palo Alto Budgetary Quote – Expected increase January 1st
- Met with SHI and Proofpoint – Health Check – good report with suggestions
- People Driven quote for licensing renewal of Meraki Switch expiring late 2026.
- Continued working with Mark in preparation of SO email Migratio.
- Waiting on Proofpoint – to discuss quote

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- Mark Yarnell to be on site today
- Met with Yubico to discuss the keys we will be needing. Quote to consider.
- Discussion of Cyber Security Plan – Submitted for review and consideration for resolution to of adoption for County Plan.

In the Matter of

Resolution No.: PC-101425-75 Amending the Approval of the Annexation Petition for the Annexation of 485.957 Acres +/- in Harrison Township into the Village of Ashville – Black/Pence, Type I Annexation:

The Board then discussed an application for Annexation of approximately 486 acres in Harrison Township into the Village of Ashville. The application in for a Type 1 Expired Annexation. According to written advice received from County Prosecutor Jayme Fountain, the procedure for a Type 1 Annexation is as follows:

1. The Annexation Petition must be signed by all of the property owners within the area proposed to be annexed
2. The petition must be accompanied by one the following:
 - a. An annexation agreement between the legislative authority of a municipal corporation (Village of Ashville) by ordinance or resolution and the board of township trustees (Harrison Township) by resolution OR
 - b. A CEDA agreement
3. The petition along with the annexation or CEDA agreement must be filed with the Board of County Commissioners and then
4. No Hearing Notice is required
5. The county commissioners must approve the petition at the next regular session of the board after the filing of the petition
6. There is no right to appeal

Since the application satisfies all of these steps, the Board of Commissioners has no choice but to approve it. The Board takes no position on the matter of the Annexation, either pro or con.

Commissioner Gary Scherer then offered the motion, seconded by Commissioner Harold Henson, to AMEND the approval of the Expedited Type 1 Annexation petition resulting in the adoption of the following Resolution:

Resolution No.: PC-101425-75

WHEREAS, an Expedited Type 1 Annexation Petition, which met all technical requirements, was properly filed in the Pickaway County Board of Commissioners office on Thursday, October 9, 2025, by David Hodge, Underhill and Hodge Attorneys and Counselors at Law, on behalf of Robert and Leah Black, and Christopher and Christy Pence. The petition is related to the annexation of 485.957 acres +/- of Harrison Township, Pickaway County, Ohio, into the Village of Ashville, Pickaway County, Ohio; and,

WHEREAS, said petition requested that the Pickaway County Board of Commissioners follow the Ohio Revised Code (ORC) §709.022 for an Expedited Type 1 Annexation; and,

WHEREAS, said petition included the signatures of the property owners in the area proposed to be annexed (ORC §709.021 (B)); and,

WHEREAS, the signature of the owners authorized to sign said petition had title to the property on the date said petition was submitted (ORC 709.02 (E)); and,

WHEREAS, the signatures of the property owners included the date it was obtained, and no signature was obtained more than 180 days before said petition was filed (ORC 709.02 (C) (1)); and,

WHEREAS, an accurate legal description of the perimeter of the territory sought to be annexed was filed with said petition (ORC 709.02 (C) (2)); and,

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WHEREAS, an accurate map of the territory sought to be annexed was filed with said petition (ORC 709.02 (C) (2)); and,

WHEREAS, said petition included the name and address of the agent for the petitioners (ORC 709.02 (C) (3)); and,

WHEREAS, a list of parcels in the area to be annexed and adjacent territory that included the names of owners, mailing addresses, and permanent parcels number was filed with said petition (ORC 709.02 (D)); and,

WHEREAS, the real estate to be annexed is contiguous to the Village of Ashville, Pickaway County, Ohio (ORC 709.021 (A)); and,

WHEREAS, said petition included the statutory disclosure statement in bold face, capital letters regarding the waiver of appeal rights (ORC 709.022 (B)); and,

WHEREAS, a certified copy of the Cooperative Economic Development Agreement CEDA dated November 15, 2004, and entered into by and between the Village of Ashville, Village of South Bloomfield, and the Harrison Township Trustees, and Pickaway County Commissioners providing the territory sought to be annexed was accompanied with said petition (ORC 709.022 (A)); then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby approves the Expedited Type 1 Annexation Petition of 485.957 acres +/- of Harrison Township, Pickaway County, Ohio, into the Village of Ashville, Pickaway County, Ohio.

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

Attest: Brandy Stewart, Acting Clerk

~Certification~

I, Brandy Stewart, Clerk to the Pickaway County Board of Commissioners, hereby certify that this is a true and accurate record of the proceedings of the board and may be found in Journal pages dated October 14, 2025.

Brandy Stewart

In the Matter of
Yubico Government Solutions Team
At Carahsoct Technology Corporation Quote
For IT Department:

Robert Adkins, IT Director, presented a quote for YubiKey 5C NFC FIPS Stock Order Blister Yubico Inc., and YubiKey 5C NFC Stock Order Blister Yubico Inc. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the quote from Yubico Government Solutions Team at Carahsoct Technology Corporation in the amount of \$21,770.00 for YubiKey Two Factor Authentication for a 12-month subscription.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Courthouse Christmas Decorations:

Judge Harsha and Judge Chafin requested funds to purchase additional Christmas decorations for the courthouse. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to

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approve the request of Judge Harsha and Judge Chafin up to \$750.00 to purchase additional Christmas decorations for the courthouse.

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

Attest: Brandy Stewart, Acting Clerk

**In the Matter of
CASA Mural:**

Judge Harsha requested that a mural that was painted for the Circleville Pumpkin Show Float be displayed on the wall in the Courthouse downstairs by the Casa Office. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the request of Judge Harsha to be displayed on the wall in the Courthouse downstairs by the Casa Office.

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

Attest: Brandy Stewart, Acting Clerk

**In the Matter of
Northgate CEDA Land Use Plan:**

The Commissioners reviewed and approved the Northgate CEDA Land Use Plan. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson to approve the Northgate CEDA Land Use Plan.

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

Attest: Brandy Stewart, Acting 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 12 dogs. There were 4 visitors to the shelter last week and 3 volunteers.

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

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

- Mrs. Metzger provided the General Fund Budget Spreadsheets.

**In the Matter of
Executive Session:**

At 10:18 a.m., Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, 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 Brandy Stewart, HR Assistant in attendance.

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

Attest: Brandy Stewart, Acting Clerk

At 10:34 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: Brandy Stewart, Acting Clerk

No Action taken.

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 November 8, 2025.

A total of \$715.00 was reported collected as follows: \$15 in dog license; \$240.00 in owner turn-in euthanized, \$10 in adoptions, \$25.00 in redemption fees, \$25 in microchip fees, and private donations \$400.00.

Four (4) stray dogs were processed in; one (1) dogs were adopted.

With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Gary 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: Brandy Stewart, Acting Clerk