

TUESDAY, OCTOBER 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, October 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 October 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: Brandy Stewart, Acting 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 October 21, 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 \$327,605.36 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: Brandy Stewart, Acting Clerk

In the Matter of
Supplemental Appropriations Approved:

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

\$4,163.21 – 2035.132.32.590101 – E911 Other Expense City of Circleville – Commissioners

\$7,731.68 – 2035.132.32.590102 – E911 Other Expense Pickaway County Sheriff's Office – Commissioners

\$200,000.00 – 4001.100.40.553030 – Unplanned Capital – Commissioners

\$1,000.00 – Pickaway County Sheriff's Office Supplies – 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.

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In the Matter of
Report Provided by Robert Adkins:

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

- Introduction of Logan Mills
- AV System working
- Meeting with Health Department concerning damaged desktop
- Update on request made with Hummel and Plum for Cyner Insurance Audit
- Update on Building a NIST Framework / Webinar using CIS Controls to Design and Run Cyber Program Wednesday the 8th. Request for ChatGPT subscription
- Weekly meeting with IDNetworks
- Mark to have Group Policies completed today allowing us to continue with user migration of Dispatch, Patrol and Investigation departments

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
- Outstanding Plats:
 - Graham Ravines Preliminary Plan
 - Whaley Farms
 - Walliser Farms Section II
- Lot Splits:
 - Approved 3 lot splits in the last week, 7 open applications currently.
- CDBG –
 - Williamsport Neighborhood Revitalization Bid Opening
October 21
 - Pay Application – Ashville Critical Infrastructure - \$171,059
- Park 762 Plat Process

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
 - Dam Safety Webinar – 10/20
 - Alerting & Warning Meeting @ Franklin Co EMA – 10/20
 - Northern Police Chief's Meeting – 10/21
 - Hocking County LEPC Exercise – 10/21 – Tiffany Evaluating
 - Lunch & Learn from Ohio EMA - Disaster Recovery Center 10/22
 - Ohio EMA Grants Update Call – 10/23
 - Pumpkin Show Debrief with Tiffany & Marc – 10/23
- Next Week
 - T-Mobile T- Priority Call – 10/27
 - NG911 Migration Call – 10/27
 - Circleville Juvenile Detention Facility Meeting – 10/28
 - Helipad Dedication Ceremony for Williamsport – 10/28
 - Pumpkin Show Public Safety Hotwash – 10/29
 - Ohio EMA Grants Update Call – 10/30
 - Extreme Weather Information Network Group – 10/30
- Programs
 - EMA Operations
 - Buttoning up Pumpkin Show EOC functions

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- Public Safety Debrief next week
- Working on becoming IPAWS certified for emergency communications
- Working on application to become a Storm Ready® community
- 911 Coordinator
 - No new updates
- LEPC
 - Financial Report for SERC resubmitted 10/20 and approved
 - Notification sent to LEPC Chair and Auditor (who has to sign off on it)
- Radio Programming
 - Encryption of Sheriff's Office radios scheduled for after Pumpkin Show
 - Attempting to make contact with MARCS to get the remaining Harris radios link layered
 - There was a "System Owners" call late last week
 - Conversations about upgrades from Motorola for tower sites
 - Cost for most counties is quite large
 - Counties asked Ohio MARCS to push state pricing and ensure pricing is consistent
 - More information to come
 - Late 10/20, U received quote for program management access through Motorola. More research needed before being formally presented because it is not what I anticipated
- Drone Program
 - No new updates
- CERT
 - Talked to CERT members during Pumpkin Show about training needs and opportunities
 - Several CERT members are interested in becoming HAM Radio Operators, which would be helpful during communication system outages
 - Talked to local HAM Radio group about coming in to do an overview and the process for becoming an Operator

In the Matter of
Report Provided by Marc Rogols:

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

- Maintenance:
 - Will update 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 10 dogs. There were no visitors to the shelter last week and 2 volunteers.

In the Matter of
Executive Session:

At 9:45 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, 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, Angela Karr, Clerk, and Brandy Stewart HR Assistant 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: Brandy Stewart, Acting Clerk

At 9:48 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to resume Regular Session.

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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: Brandy Stewart, Acting 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:

- Sheriff Hafey stated the Teays Valley Students visiting Sheriff's Office today. They will be ending the day with a pizza party and be sworn in as Junior Deputies.

In the Matter of
Youth Substance Use Prevention Awareness Month:

During business conducted while in session, Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No. PC-102125-76

WHEREAS, The Pickaway County Board of Commissioners recognizes that the health and well-being of our youth are shaped by the environments in which they grow and learn.; and,

WHEREAS, Substance use among young people poses a serious threat to their future, but together, through prevention, education, and community support, we can make a lasting difference, and

THEREFORE BE IT RESOLVED that we, the Pickaway County Commissioners, we proudly proclaim **October 2025 as Youth Substance Use Prevention Awareness Month** in Pickaway County. We encourage all citizens, schools, businesses, organizations, and agencies to join us in raising awareness, standing beside our youth, and working together to ensure every child has the opportunity to grow up healthy, safe, and strong. Red Ribbon Week will be celebrated in Pickaway County, as one part of our prevention efforts, October 27th through October 31st; and recognizes:

October as

Youth Substance Use Prevention Awareness Month in

Pickaway County, Ohio

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Knollwood Wastewater Treatment Plant and
Wintergreen Lift Station Project
Pay Estimate #4 with Darby Creek Excavating
For Pickaway County Engineer Department:

Chris Mullins, County Engineer submitted a pay estimate for the Knollwood Wastewater Treatment Plant & Wintergreen Lift Station project. Pay estimate from Darby Creek Excavating is for the period of September 1, 2025, through September 31, 2025, in the amount of \$486,094.88. Commissioner Gary Scherer offered the motion, second by Commissioner Jay Wippel, to approve and authorize Commissioner Wippel to sign the Contractor's Application for Payment No.4.

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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: Brandy Stewart, Acting Clerk

In the Matter of
2025 Pickaway County and Township Resurfacing Project
Contract A, Change Order No. 1 with
Kokosing Construction Company Inc. for the Pickaway County Engineer:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve Change Order No. 1 for the 2025 Pickaway County and Township Resurfacing Project, Contract A. Contractor, Kokosing Construction Company Inc. had a decrease in quantity therefore, requesting a change order for \$65,691.95.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Pickaway County Building Department
Office Addition Application No 1:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wipple, to approve the invoice for Pickaway County Building Department Office Addition Application No 1. Total invoice \$141,912.00.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Allocation for August 2025 Sales Tax Collections:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to allocate the August 2025 Sales Tax collections in the following manner:

\$75,986.00 to 4001.100.13.412100 – Capital Fund
\$1,443,738.27 to 1001.100.13.412100 – General Fund

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Agreement Signed with the City of Circleville for
Reimbursement of Indigent Representation Provided in
Circleville Municipal Court in SFY 2025/2026:

The agreement with the City of Circleville for reimbursement to the county for the city's proportionate share of the legal representation provided to indigent defendants in the Circleville Municipal Court was reviewed. The amount of the agreement is \$12,592.00 which is equal to 1/3 of the amount of the contract the county entered into with the Ohio Public Defender Office for SFY 2025/2026 indigent defense legal representation. The reimbursement will be paid to the Pickaway County Auditor in four equal quarterly

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installments of \$3,148.00 by the dates specified in the agreement (July 1, 2025, October 1, 2025, January 1, 2026, and April 1, 2026).

Following a review of the document, Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve and sign the agreement.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Public Depository Agreement with
The Savings Bank:

Upon discussion with John Howley, County Treasurer, Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the Agreement for Deposit of Public Funds with The Savings Bank for county banking period ending October 10, 2029.

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

Attest: Brandy Stewart, Acting Clerk

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

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, 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, on 11/14/2025.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
State of Ohio Community Development
Request for Payment for PY 2024 CDBG Critical Infrastructure – Village of Ashville
Randolph Street Improvement App No. 2:

Commissioner Gary Scherer offered the motion, second by Commissioner Jay Wippel, to approve and execute the fund request for PY 2024 CDBG Critical Infrastructure – Village of Ashville Randolph Street Improvement Application No. 2, in the amount of \$171,059.00.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Pickaway County Job and Family Services Request to Use
Job and Family Services Parking Lot for Trunk or Treat:

The Commissioners reviewed the request from Nick Tatman, Job and Family Services to utilize the Job and Family Services parking lot for the purpose Trunk or Treat October 29, 2025, 5:00 p.m. to 7:00 p.m..

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Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the written request from Nick Tatman, Job and Family Services to utilize the parking lot located at Job and Family Service for the purpose of Trunk or Treat on October 29, 2025, and authorize Commissioner Jay Wippel to sign the Agreement for Use of Property.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
OpenAI Quote for IT Department:

Robert Adkins, IT Director, provided a quote from OpenAI for a ChatGPT Business Subscription. Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve the quote in the amount of \$60.00 per month.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Jim McCourt, Meeder Investments, John Howley, Treasurer – Investment review:

Mr. Meeder shared the investment portfolio which shows projections through the end of September 2025. Items of note included Federal Rate projections, inflation, and employment.

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel to authorize John Howley, Treasurer, to execute Investment Management Agreement with Meeder Public Funds to provide Investment Management Services effective January 1, 2026. Agreement may be terminated by either party for any or no reason upon delivery of a written “Notice of Termination” to the other party at least thirty (30) days prior to the date of the intended early termination of the Agreement.

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

Attest: Brandy Stewart, Acting Clerk

In the Matter of
Pickaway County Investment Advisory Committees
Approval of the Pickaway County Investment Policy:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Jay Wippel, to approve and authorize John Howley, Treasure to execute the Pickaway County Ohio Investment Policy. The purpose of the investment policy is to establish priorities and guidelines regarding the investment management of the County’s operating funds, or other such funds as designated by the investment authority. Operating funds or other funds, including bond proceeds, will be considered as the Portfolio or Portfolios. Such priorities and guidelines are based up Chapter 135.35 ORC, and prudent money management.

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

Attest: _____
Brandy Stewart, Acting Clerk

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In the Matter of
Bid Opening Conducted for
Community Development Block Grant
Neighborhood Revitalization Grant, Williamsport PY24 Allocation :

A bid opening was conducted for Community Development Block Grant, Neighborhood Revitalization Project, Village of Williamsport with Thomas Perry, CDC of Ohio in attendance. A sign-in sheet of interested bidders that were also in attendance is on file.

Bids received from the following companies were opened and read aloud:

The Wright Brothers LLC
308 Mill Street
Williamsport, OH 43164
\$508,050.15

The bids were turned over to Mr. Perry for review and contact award recommendation.

In the Matter of
Mid-Ohio Regional Planning Commission:

***Attendees:** William Murdock, Eileen Leuby, Mid-Ohio Regional Planning Committee, Michelle Blanton, Mayor City of Circleville, and Brian Hill, Pickaway Progress Partners.*

William Murdock opened the meeting with MORPC is a regional voice, trusted convener, and catalyst, bringing Central Ohio communities together to collaborate on best practices and plan for the future growth and sustainability of the region. Population growth is strong but manageable with seeing 3,147,011 by 2050. Pickaway County population trends with a net migration at +1,141. MORPC is offering Community Based Planning Assistance, such as Technical Assistance Program, a Planner Pool Program, and a Consultant Services Program. Mr. Murdock invited Pickaway County to join MORPC in 2026.

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 Opt Out program for union contracts.
- Mrs. Metzger stated that open enrollment information had been provided to employees.

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 October 18, 2025.

A total of \$55.00 was reported collected as follows: \$15 in dog license; \$15 in dog license late penalty, and \$25 in redemptions.

Three (3) 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 Gary Scherer, to adjourn.

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

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Jay H. Wippel, President

Harold R. Henson, Vice President {absent}

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

Attest: Brandy Stewart, Acting Clerk