

TUESDAY, SEPTEMBER 16, 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, September 16, 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 September 9, 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 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 September 16, 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 \$342,536.66 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 September 16, 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 \$12,560.53 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: Angela Karr, Clerk

In the Matter of
Supplemental Appropriations Adjustment Approved:

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

\$500,000.00 – 2938.100.30.590300 – ARPA Governmental Services – Commissioners

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
Fund Transfer Approved:

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

\$31,128.19 Total

**\$4,620.49 – 6930.160.93.558582 – PCBDD – UNDIVIDED TRAILER - AUDITOR
TO
2041.570.10.410500 – MANUFACTURED HOMES TAX – AUDITOR**

**\$10,909.64 – 6930.160.93.558284 - GENERAL – UNDIVIDED TRAILER – AUDITOR
TO
1001.160.10.410500 – MANUFACTURED HOMES TAX – AUDITOR**

**\$594.06 - 6930.160.93.558286 – DRETAC- TREASURER – UNDIVIDED TRAILER – AUDITOR
TO
2032.170.12.420066 – FEES – MANUFACTURED HOMES - AUDITOR**

**\$594.07 - 6930.160.93.558287 – DRETAC – PROSECUTOT – UNDIVIDED TRAILER – AUDITOR
TO
2033.180.12.420066 – FEES MANUFACTURED HOMES – AUDITOR**

**\$8,712.77 – 6930.160.93.558284 – GENERAL UNDIVIDED TRAILER – AUDITOR
TO
1001.160.12.420001 – FEES-AUDITOR – AUDITOR**

**\$4,356.39 – 6930.160.93.558287 – GENERAL – UNDIVIDED TRAILER – AUDITOR
TO
1001.170.12.42000 – FEES-TREASURER – AUDITOR**

**\$1,340.77 – 6930.160.93.558426 – PICKAWAY COUNTY PARK – UNDIVIDED TRAILOR –
AUDITOR
TO
6039.560.90.410500 – MANUFACTURED HOME TAX PARK DISTRICT - AUDITOR**

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
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 was 7 visitors to the shelter last week and 3 volunteers.

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
 - OCU Meeting with Student – 9/15
 - New Hope Radio Meeting – 9/17
 - SERC Coffee Talk on Hazmat Response – 9/17
 - New Hope School Emergency Radio Meeting – 9/17
 - Fire Chiefs Meeting – 9/17
 - Saltcreek Tarlton Radios – 9/18
 - Police Chief’s Meeting – 9/18
 - Northern Police Chief’s Meeting – 9/19
- Next Week
 - Pickaway County NexGen911 Migration Call – 9/22
 - Circleville Backup PSAP Site Visit with Frontier & Comtech – 9/23
 - Regional Healthcare Coalition Meeting – 9/23
 - Pickaway County Transportation Coalition Meeting – 9/23
 - Sheriff’s Office Console Call – 9/24
 - ICS 400 Class hosted at Scioto Township Fire – 9/25 – 26
 - Pumpkin Show Follow Up EOC Meeting – 9/25
 - Fall ESRI Emergency Management Webinar – 9/25
 - Harrison Fire Open House – 9/27
- Programs
 - EMA Operations
 - Behavioral Threat Assessment Management (BTAM) county framework
 - Pumpkin Show preparations
 - Pickaway Township Tornado Siren
 - 911 Coordinator
 - Follow up on compliance and backup PSAPs
 - Backup sites are not evaluated for compliance per Patrick Brandt
 - LEPC
 - No update
 - Radio Programming
 - Williamsport repeater update
 - Link Layer update
 - Encryption
 - Drone Program
 - Continue to work on developing a program
 - CERT
 - No update

In the Matter of
Report Provided by Robert Adkins:

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

- Global Business Solutions and CTI quotes for consideration.
- Courtroom AV system troubleshooting
- Public Service Link add to SO website.

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- Interviews scheduled for IT Technician
- YUBIKEY Deployment research and testing
- BOE readiness for election
- CentralSquare will be updating the Zuercher Virtual Machines on the production server to Windows 11 on September 30th at 9:00. Should expect for a three-hour downtime during the upgrade process. ProSuite will still be available but maps, address lookup, routing, and NCIC will not be available.
- Working with Wasabi to migrate SO O365backups to county storage.

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. There are three total BWC claims for 2025. Total unemployment claims filed is at three for 2025.
- Casualty Insurance: Civil litigations claim filed with CORSA.
- Health Insurance: CEBCO Annual Renewal. Information and renewal documents presented.
- Govdeals –Continue working on posting multiple vehicles in storage at PDI.
- Two new hire packets were sent out last week. One (1) to Auditor’s Office, and one (1) to Probate/Juvenile Court. A total of 66 new hire packets has been handed out in 2025. Job openings for part-time and full-time Custodial. Amber Boyer completed 2nd preliminary phone interview for full-time custodial position. Maintenance Worker posted with one application received. IT Technician two (2) applications received. One (1) interview set with one (1) pending.
- Maintenance:
 - JFS elevator replacement (2025 capital improvement) in progress.
 - Memorial Hall chair lift replacement (2025 capital improvement) July-August. Awaiting final delivery of materials.
 - IPS Camera replacement at the Sheriff’s Office approved last week is a 3–4-week time frame. Present service invoice. Submitted for reimbursement.
 - Received quote for Prosecutor’s Building.

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: September 9th
 - Pumpkin Run – Re-plat
 - Ditch Improvement Variance – Major Subdivision
 - CT Realty Replat
 - Arsenal 1 – Preliminary Plan
 - Walnut Township Amending Zoning Code
- Outstanding Plats:
 - Graham Ravines Preliminary Plan
 - Jackson Township Major Subdivision
 - Whaley Farms
 - Walliser Farms Section II
- Lot Splits:
 - Approved 3 lot splits in the last week, 7 open applications currently.
- CDBG –
 - Circleville CI Project Amendment

In the Matter of
Executive Session:

At 9:38 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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Preston Schumacker, Dog Warden, 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, yes; 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 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
Executive Session:

At 9:55 a.m., Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to enter into Executive Session pursuant to ORC §121.22 (G) (3) pending or imminent court actions; 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, 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 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
Notice of Commencement of A Public Improvement
With D. E. Huddleston, Inc. for the
Pickaway County Building Department Addition:

In reference to D. E. Huddleston, Inc. for the referenced project Pickaway County Building Department Addition Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve the Notice of Commencement of a Public Improvement with D. E. Huddleston for Pickaway County Building Department Addition.

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
Depository of Public Funds:

John Howley, Pickaway County Treasurer, informed that the current depository contract will be expiring October 10, 2025. The period of the new contract will begin October 11, 2025 through October 10, 2029. Applications must be submitted to the Pickaway County Board of Commissioners' Office no later than 4:00 p.m., Monday, September 20, 2025, in order to be considered. Designation of Depository funds will be made on Tuesday, October 7, 2025, and successful applicants will be notified at the time.

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the execute the Notice to Banks Eligible to Be Depository of Public Funds.

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
Job and Family Services Update:

Nicholas Tatman, Director of Jobs and Family Services was discussing they have 3 open positions with child welfare, and that Kim Stevens will be retiring from the agency on October 31, 2025, with 29 years of experience. Currently have 25 children in placement. The total number of children involved with child welfare is 125. Have still not received all the amount of federal allocations, however, did receive TANF allocation which remained steady. Unemployment is currently at 4.9% in Pickaway County.

In the Matter of
Job and Family Services
Memorandum of Understanding for
Local Workforce Area 20
Workforce Development System:

Commissioner Gary Scherer, offered the motion, seconded by Commissioner Harold Henson, to approve the Job and Family Services, Memorandum of Understanding for Local Workforce Area 20 Workforce Development System. The local workforce development system includes Fairfield, Hocking, Pickaway, Ross and Vinton Counties, one Comprehensive OhioMeansJobs centers in the local workforce area.

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
Resolution for Job and Family Services
Prevention, Retention and Contingency Plan:

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

Resolution No.: PC-091625-69

Resolution for Prevention, Retention and Contingency Plan

WHEREAS, pursuant to Ohio Revised Code 5108.07, the Board of County Commissioners is required to certify that the Pickaway County Department of Job and Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan; and,

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WHEREAS the Board is satisfied that the Pickaway County Department of Job and Family Services has complied with said chapter: then,

THEREFORE, BE IT RESOLVED that the Board of County Commissioners certifies that the Pickaway County Department of Job and Family Services has complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies governing the Pickaway County Prevention, Retention, and Contingency Plan to be implemented on October 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
County Administrator Report:**

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

- Mrs. Metzger presented new insurance rates.
- Formal complaint by Rose Vacheresse on Jobs and Family Services.
- Mrs. Metzger received renewal request for Sheriff Hafey for mobile fingerprint scanner.

**In the Matter of
Pickaway County Sheriff's Office
Renewal of Service with Dataworks Plus:**

Commissioner Gary Scherer, offered the motion, seconded by Commissioner Harold Henson, to authorize the Pickaway County Sheriff Matthew Hafey to sign a renewal of service with Dataworks Plus for the mobile fingerprint scanner. The term will be effective starting September 1, 2025, through August 31, 2026, in the amount of \$1,010.00

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
Executive Session:**

At 11:15 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 and Brian Hill, P3, Tama Davis, AEP, April Metzger, County Administrator, Marc Rogols, Deputy County 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, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

❖ AEP left the session at 11:32 a.m.

At 12:15 p.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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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: Angela Karr, Clerk

No action taken.

In the Matter of
County Snow Removal Contract with
Wolfe Construction Company:

Upon review of the snow removal contract, Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve and authorize April Metzger, County Administrator to execute the contract with Wolfe Construction Company for 2025-2025 snow removal of Pickaway County Courthouse, Service Center, Prosecutor's Office, Veteran Services vehicle parking spots, Job & Family Services and Ohio Means Jobs, Building Department, Maintenance Facility and Dog Shelter.

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
Community Development Block Grant
Participation Agreement City of Circleville &
Pickaway County Commissioners' Amendment:

Upon review of the Community Development Block Grant, Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve and authorize Commissioner Jay Wippel to execute the Amended CDBG Participation Agreement City of Circleville and Pickaway County Commissioners, PY 2024 CDBG Critical Infrastructure Grant. Amendment to bidding responsibility to the City of Circleville.

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 September 13, 2025.

A total of \$200 was reported collected as follows: \$60 in dog license;\$40 in adoptions and \$100 in micro chip.

One (1) stray dogs were processed in; four (4) dogs were adopted.

With there being no further business brought before the Board, Commissioner Henson 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

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Harold R. Henson, Vice President

Gary K. Scherer, Commissioner
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Attest: Angela Karr, Clerk