

TUESDAY, MARCH 18, 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 18, 2025, with the following members present: Mr. Jay H. Wippel and Mr. Harold R. Henson. April Metzger, County Administrator, was also in attendance. Mr. Gary K. Scherer was absent from today's session.

**In the Matter of
Minutes Approved:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from March 11, 2025, with corrections.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, absent. 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 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 March 18, 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 \$190,231.26 the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, absent. 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 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 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 \$12,611.62 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, absent. 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 Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-031825-14

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$2,347,740.00 to amend the following funds:

**\$2,347,740.00 – 957.0000.4557 – State Share Knoolwood/Wintergreen
Infrastructure Improvements - Engineer**

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, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of
Amended Certificate Approved:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-031825-15

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$242,260.00 to amend the following funds:

**\$242,260.00 – 957.0000.4556 – Local Share Knoolwood/Wintergreen
Infrastructure Improvements - Engineer**

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, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

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

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

**\$17,856.24 – 235.2002.5401 – E911 Contract Services – Commissioners
TO
235.2002.5977 – E911 PCSO Other Expenses - Commissioners**

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

Attest: Angela Karr, Clerk

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

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

**\$25,000.00 – 101.1105.5701 – Transfer Out Miscellaneous – Commissioners
TO
410.0000.4901 – Transfer Fairgrounds Capital Improvement - Commissioners**

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

Attest: Angela Karr, Clerk

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

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for NEW Fund:

957 - Knollwood/ Wintergreen Infrastructure Improvements - Engineer

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

Attest: Angela Karr, Clerk

**In the Matter of
New Line Item Approved:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for NEW LINE ITEM:

235.2002.5977 – E911 PCSO Other Expenses – Commissioners

957.0000.4557 – State Share Knollwood/ Wintergreen Infrastructure Improvements – Engineer

957.0000.4556 – Local Share Knollwood/Wintergreen Infrastructure Improvements – Engineer

957.6149.5506 – Contract Projects Knollwood/ Wintergreen Infrastructure Improvements - Engineer

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

Attest: Angela Karr, Clerk

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

The following is a summary of the report provided for Tiffany Nash, EMA Director by April Metzger, County Administrator.

- Approvals - None
- This Week
 - Hazmat Drone Class – 3/17-19 (PUCO Grant)
 - Mitigation Meeting with Village of Tarlton – 3/17
 - Lindsey with Alzheimer’s Association & Health Department – 3/18
 - Fire Chief’s Meeting / Mobile Command Trailer Exercise – 3/19

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- Police Chief's Meeting / Mobile Command Trailer Exercise – 3/20
- Next Week
 - PICCA Transportation Meeting – 3/25
 - LEPC Exercise – 3/26
 - Flood Mitigation Group Meeting – 3/27
 - Ohio Blueways Meeting – 3/27
 - EMA Directors Call – 3/27
- Programs
 - EMA Operations
 - Emergency Operations Plan under review
 - Mitigation Plan in development
 - EOC remodel is complete
 - 911 Coordinator
 - Everbridge Platform
 - Funds being distributed for PSAPs
 - LEPC –
 - Annual exercise next week
 - Radio Programming
 - Motorola deal ends March 28th
 - 12 EMA radios programmed, and link layered
 - 6 township radios programmed (4 mobile, 2 portable)
 - Clearcreek Fire reports they are ready for July 1
 - CERT – No new updates

In the Matter of
Report Provided by Robert Adkins:

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

- Spectrum finished the install circuit for Motorola Backhaul.
- Continuing to migrate servers from old vm to new.
- Working with Henschen and Veeam to get Henschen Rocky Linux server backups
- Checkup on AIS Server for Sheriff's Office Recording System
- Mark to create new procedure for YubiKey deployments
- Avant finished Wireless Mic installed for the Court yesterday.

In the Matter of
Report Provided by Tim McGinnis:

The following is a summary of the report provided for Tim McGinnis, Planning and Development:

- Planning Commission: March 11th
 - Scioto Township Rezoning Application – AG to R-1 (Recommended Approval)
 - Walliser Farms – Section II (Approved)
- Outstanding Plats:
 - Graham Ravines Sketch Plan
- Lot Splits:
 - Approved 3 lot splits in the last week, 7 open applications currently.
- CDBG: Participation Agreement – Village of Tarlton
- TIRC update
- Leadership

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 20 dogs. There were 4 visitors to the shelter last week and 3 volunteers.

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 are two. Total unemployment claims filed are at zero for 2025.
- Govdeals: Sheriff's Department items auction ended Friday, February 21st. #272 (1) Scag Zero Turn Mower (\$2,125.00) pick-up pending from Missouri. Self-hired shipping company. #274 500mm camera lens the buyer did not pick up, changed mind. Item being reauctioned and buyer's account closed.
- Building Department: Plans cleaned up, disposal and storage completed.
- Health Insurance/ Benefits: CEBCO Annual Meeting attendance forms filed as per last week.
- Casualty Insurance civil litigation claim opened.
- Two new hire packets were sent out last week (Juvenile Court). A total of 18 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 filled. Administrative Probation Assistant for Adult Probation. Juvenile Court Bailiff and Probation Officer posted. Auditor's Weights and Measure Inspector newly posted.
- Maintenance:
 - The renovation of the Clerk of Courts: Flooring work finished. Grant Davis's flooring for his office to be finished March 17th-19th. The front counter expected to be finished the 1st of April.
 - Dog Shelter water pump replaced (unrepairable leak, no pressure without it).
 - Judge Chaffin's office and courtroom updates pending.
 - JFS elevator replacement (2025 capital improvement) projected May.
 - Memorial Hall chair lift replacement (2025 capital improvement) July-August.
 - Grant Clifton and TJ Sullivan are working on ongoing plumbing repair at the Sheriff's Office and the chiller system.
 - Durable Slate started the courthouse roof maintenance yesterday (2025 capital improvement).
 - Pickaway County Sheriff's Office backflow (PIT) completed. Sprinkler system update to be completed by Friday.
 - Power outage at the jail kitchen yesterday. Completed temporary repairs and electric restored. Full repairs to be completed tomorrow.
 - Service Center HVAC: Health Department only partially operational. Repair pending parts.

In the Matter of
Executive Session:

At 9:37 a.m., Commissioner Harold Henson 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 Jayme Fountain, Prosecutor, 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, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 10:05 a.m., the Commissioners exited Executive Session and Commissioner Harold Henson 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, yes; Commissioner Scherer, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

No Action taken.

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In the Matter of
Report Provided by Sheriff Hafey:

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

- Sheriff Hafey discussed a few fatalities last week.
- Sheriff Hafey made contact with the winners from Westfall Party with a Purpose and Teays Valley Education Dinner School for the Day with the Sheriff.
- Sheriff Hafey questioned the 911 funds and now being disbursed to the Sheriff to use for training. A line item was set up for the Sheriff according to the ORC.
- Radios have been delivered, and Spencer Bennett will be working on the unpackaging today.

In the Matter of
Executive Session:

At 10:17 a.m., Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, 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 McGinnis, Planning and Development, 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, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 10:35 a.m., the Commissioners exited Executive Session and Commissioner Harold Henson 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, yes; Commissioner Scherer, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

No action taken.

In the Matter of
Job and Family Services Update:

Nick Tatman, Job and Family Services provided an update of JFS. Commissioner Wippel first addressed the Governor's mandate for government employees to return back to working in the office. Mr. Tatman stated that it is for federal employees and not the county, however, it is up to the Commissioners to make that decision. Mr. Tatman stated that they have an opening in child welfare. Contract negotiations will begin July 2025. Mr. Tatman is currently working on updating the agency website. There were 19 children in placement and a total of 119 were involved in child welfare. An upcoming adoption for a child. The agency has been involved with this child since 2017.

Ohiomeansjobs held a job fair on March 4th with 71 job seekers and 35 employers. SNAP timeliness average for February is 98.6%. IVES hits are 100% for Pickaway County state average is 80%. Ohio Department of Jobs and Family Services (ODJFS) will be receiving the CSBG grant, HEAP, and HWAP grants starting in July 2026. PICCA will still have the responsibility of determining eligibility. ODJFS is asking for \$10 million for chip cards for SNAP participants. These chip cards should help with fraud and the skimming of SNAP cards. DCY is changing the eligibility for childcare to 160% FPG. More people should be eligible for state licensed childcare providers. The unemployment was at 5.5% for January 2025.

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**In the Matter of
Authorization for Deputy County Administrator to
Have Authority to Sign in Place of County Administrator:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-031825-16

WHEREAS, documents may be required to have a signature of April Metzger, County Administrator while absent from her duties at the Pickaway County Commissioners' Office; then

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby grant Marc Rogols, Deputy County Administrator, the authority to execute documents in place of April Metzger, County Administrator, while absent from said office on all documents Administrator has authority to sign.

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

Attest: Angela Karr, Clerk

**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 award March 11, 2025, Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to approve and execute contracts with 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, absent. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

**In the Matter of
Knollwood Wastewater Treatment Plant and
Wintergreen Lift Station Project
Pay Estimate #1 with Darby Creek Excavating
For Pickaway County Engineer Department:**

Chris Mullin, 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 February 1, 2025, through February 28, 2025, in the amount of \$138,450.80. Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to approve and authorize Commissioner Wippel to sign the Contractor's Application for Payment No.1.

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

Attest: Angela Karr, Clerk

In the Matter of
Authorization for Marc Rogols, Deputy County Administrator
To Execute the County Commissioners Association of Ohio
2026 Group Retrospective Rating Program Enrollment:

Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to approve and authorize Marc Rogols, Deputy County Administrator, to execute the County Commissioners Association of Ohio (CCAO), 2026 Group Retrospective Rating Program Enrollment.

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

Attest: Angela Karr, Clerk

In the Matter of
Accurate Mechanical Quote for
Pickaway County Sheriff's Office:

Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to approve the quote from Accurate Mechanical for the Pickaway County Sheriff's Office. Quote is to replace seal rings, leak search and repair and complete a refrigerant recharge at the cost of \$27,660.00.

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

Attest: _____
Angela Karr, Clerk

In the Matter of
Community Development Block Grant
Participation Agreement for the
Village of Tarlton PY2024 CDBG Allocation Grant:

Tim McGinnis, Planning and Development, presented the Community Development Block Grant Participation Agreement for the Village of Tarlton, PY2024 CDBG Allocation Grant. Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to approve and authorize Commissioner Wippel to execute the CDBG Participation Agreement, Village of Tarlton, PY2024 CDBG Allocation Grant.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, absent. 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 addressed the increase from the City Law Director for a 3% increase.
- Mrs. Metzger followed up on township zoning changes for small solar farms.
- Mrs. Metzger is reconciling the ARP funds. Expenses vs. allocations balance \$809,044.76.

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In the Matter of
Pickaway County Visitors Bureau
Short-Term Rental Taxation:

Elizabeth Furniss, Pickaway County Visitors Bureau and Brad Washburn, County Auditor met with the Commissioners to discuss short-term rental taxation in Pickaway County. Three bills will affect Pickaway County, House Bill 161, 109 & 104. House Bill 161 has support for the county. It is a collection of a portion of 6% of the lodging tax and the sales tax as well. The regulation would be local and can limit short-term rentals. Mrs. Furniss provided the top five rentals and their stats. Recently they have located more units that are not registered with Airbnb or Vrbo. Mrs. Furniss sends a welcome letter from the Visitors Bureau in order to get owners to register the property. Agreements need to be made with villages, cities etc. to start collecting the rental tax. Mrs. Furniss has looked to Hocking County and Ross County for guidance and their procedures. Mr. Washburn spoke with the Vinton County Auditor and explained the situation they are dealing with regarding new Airbnb's and value to older homes. Mrs. Furniss will put together a draft version for review.

In the Matter of
Executive Session:

At 11:49 a.m., Commissioner Harold Henson 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 Brad Washburn, Auditor, April Metzger, County Administrator and Marc Rogols, County Deputy Administrator and Angela Karr, Clerk in attendance.

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

Attest: Angela Karr, Clerk

At 12:08 a.m., the Commissioners exited Executive Session and Commissioner Harold Henson 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, yes; Commissioner Scherer, absent. Voting No: None. Motion carried.

Attest: Angela Karr, 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 March 15, 2025.

A total of \$440 was reported collected as follows: \$20 in adoptions; \$150 in dog license; \$120 in dog license late fee; \$50 in redemptions; \$50 in micro chip fees and \$50 in private donations.

Eleven (11) stray dogs were processed in; two (2) dogs were adopted.

With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adjourn.

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

Jay H. Wippel, President

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Harold R. Henson, Vice President

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

Attest: Angela Karr, Clerk