

**TUESDAY, AUGUST 15, 2023**  
**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, August 15, 2023, 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 Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from August 8, 2023, 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 August 15, 2023, 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 \$310,744.73 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 August 15, 2023, 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 \$88,223.69 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

**TUESDAY, AUGUST 15, 2023  
OFFICE OF THE BOARD OF COMMISSIONERS  
PICKAWAY COUNTY, OHIO**

**In the Matter of  
Appropriations Approved:**

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

- \$7,500.00 – 225.2024.5102 – Salaries Work Detail – Juvenile Court**
- \$1,050.00 – 225.2024.5201 – Work Detail OPERS – Juvenile Court**
- \$110.00 – 225.2024.5202 – Work Detail Medicare – Juvenile Court**
- \$50.00 – 225.2024.5205 – Work Detail Workers Comp – Juvenile Court**
- \$2,000.00 – 225.2024.5301 – Work Detail Supplies – Juvenile Court**
- \$30,000.00 – 101.1105.5703 – Contingencies – Commissioners**
- \$80,000.00 – 947.6923.5102 – Port Authority Employee Salary – Commissioners**
- \$11,200.00 – 947.6923.5201 – Port Authority PERS – Commissioners**
- \$1,160.00 – 947.6923.5202 – Port Authority Medicare – Commissioners**
- \$500.00 – 947.6923.5205 – Port Authority Workers Comp – Commissioners**
- \$2,000.00 – 947.6923.5403 – Port Authority Travel Expenses – Commissioners**
- \$140.00 – 947.6923.5901 – Port Authority Other – Commissioners**
- \$3,672.74 – 278.6127.5901 – Buskirk Ditch Other – Engineer**
- \$297.77 – 281.6130.5901 – Cook Group Ditch Other - 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  
Transfer and Reappropriations Approved:**

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

- \$12,000.00 – 101.1105.5703 – Contingencies – Common Pleas  
TO  
101.1211.5203 – Insurance Courts Magistrate – Common Pleas**
- \$7,000.00 – 101.1105.5703 – Contingencies – Commissioners  
TO  
101.1103.5203 – Employees Life Insurance – Commissioners**
- \$11,000.00 – 101.1105.5703 – Contingencies – Commissioners  
TO  
101.1106.5203 – Planning Insurance - 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

**TUESDAY, AUGUST 15, 2023**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

**In the Matter of**  
**Waiver Approved:**

Nancy Graham, Fiscal Specialist, requested a waiver to pay Community Core Solutions Meritage Systems, in a timely manner. After discussing the request, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to waive the waiting period to issue payment to Community Core Solutions Meritage Systems, in the amount of \$4,000.00 as follows:

\$4,000.00      #101.1108.5401 – Building Department Contract Services

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 Michael Sherron:**

The following is a summary of the report provided by Michael Sherron, EMA Director.

- This week met with the Darbyville Mayor and will be putting together a request for USACE grant funding. Meeting with Health Department (Tuesday) – October Flu Clinic and Touch-A-Truck
- Training WADES and SW Pickaway FD on What3Words App. Schools start on Wednesday. Mike is attending National EMS Educator’s Association Meeting in Reno, NV (comp-time) Wednesday afternoon through Saturday. Tom will be covering. Fire Chiefs Meeting (Wednesday)
- Next week Pumpkin Show Planning Session (Wednesday), CERT Damage Assessment Training (Wednesday), School Security Summit (Thursday) and National Weather Service Open House (Friday).
- General Information
  - Run card project continuing – Scioto and Harrison Townships are using the run cards and it seems to be working well. This project is going to take several more months.
  - Critical Incident Debriefing project continues – developing relationship with Scioto Valley Peer Assistance Team.
  - Disaster Relief Fund – Received organizing documents from Dayton Foundation – Reviewing.
  - NIMS Training for Elected Officials – link sent to your email
  - Started a discussion about Human Trafficking and steps we can take to mitigate this during special events in the county.
  - BOE Continuity Planning – Email sent to the Board requesting a meeting in September.
- EMA Projects
  - Futurity Orion Software – Met with the vendor, their software was not capable of doing what they represented originally. Working with them to see if they can build an add-on that will do more than what the current solution is capable of.
  - PCSO fiber connection conversion – Frontier upgrading our system connections before installation.
  - Homeland Security grant of \$58,804 to purchase PPE for law enforcement – grant paperwork has been submitted (8/4/23), awaiting final approval from OEMA.
- Issues requiring Commissioners Support/Notification:
  - MOU for Siren Maintenance.
  - Unknown if an MOU exists for EMA dues.

**In the Matter of**  
**Report Provided by Preston Schumacher:**

The following is a summary of the report provided by Preston Schumacher, Deputy Dog Warden.

- Mr. Schumacher reported that the shelter had one adoption last week and housing 20 dogs.
- Sunrise Notary reached out to Mr. Schumacher requesting the Dog Shelter speak August 29<sup>th</sup> at Rotary.

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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.

- Health Department laptops and cleanup of loaned laptops
- AV Setup in Courtroom
- NeatBar Setup
- Veeam Offsite Issues
- Meraki Switches order

**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: August 8th Agenda
  - Harrison Township rezoning request – 4.1 acres on SR 762 and Airbase Rd from Residential to Planned Business for outdoor container/truck storage. (Recommended approval to Harrison Twsp.)
- Outstanding Plats:
  - Navah Place – Cul-de-sac, Walnut Township, need proof of bond before final approval can be granted
  - Scioto Township – Proposed subdivision at Commercial Point Road and Graham Road
- Lot Splits:
  - Approved 3 lot splits in the last week, 6 open applications currently.

**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 filed for the week. Two fraudulent claims filed for unemployment this week (PCSO and Highway Garage).
- No auctions pending on Govdeals.
- This Friday, August 18th is Candy Fulton's last day at the Building Department.
- One new hire packet was sent out last week (Pickaway WORKS). A total of 53 new hire packets were handed out year-to-date. The full-time and part-time custodial positions are still posted. The Maintenance Worker for the Sheriff's Office re-posted with new wage. Park District Executive Director position posted with no applications received. Treasurer's Office Clerk/ Teller position and Building Department Permit Technician have been posted. One new application received for the Permit Tech position.
- Mr. Rogols continues to meet with maintenance staff to discuss the 2023 capital improvement assignments and provided a maintenance update.
  - Service Center Lighting Repair: Quote received from GV Electrical in the amount of \$4,375.00.
  - Completed Lead Safe Ohio Program Survey.

**In the Matter of**  
**Executive Session:**

At 9:22 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 April Dengler, County Administrator, 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

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At 9:34 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**  
**Approval of the Pickaway County Building Department**  
**Office Manager Position Job Description:**

After the discussion, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the job description for the Building Department Office Manager position. The Office Manager position at the Building Department is a classified full-time position under the Commissioner's Office division. The Building Department Office Manager shall report to the Deputy County Administrator.

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**  
**Preston Schumacher Hired as Chief Dog Warden for**  
**The Pickaway County Dog Shelter:**

After reviewing and discussing the applications received for the Chief Dog Warden position at the County Dog Shelter, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel to hire Preston Schumacher, at the rate of \$21.00 per hour, effective Monday August 21, 2023, with a six-month probation. Mr. Custer shall receive a \$1.00 per hour rate increase upon the completion of his probation.

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**  
**Nikki Young Hired as the**  
**Building Department Office Manager Position:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to hire Nikki Young, as the Building Department Office Manager effective Monday, August 21, 2023. As the Office Manager for the Building Department, Mrs. Young will be paid \$20.00 per hour with a six-month probationary period.

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

**TUESDAY, AUGUST 15, 2023**  
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**PICKAWAY COUNTY, OHIO**

**In the Matter of**  
**Pickaway Metropolitan Housing Authority**  
**2024 Annual Plan and HUD Streamline Annual Plan:**

Joy Ewing, Pickaway County Metropolitan Housing Authority, submitted their 2024 PMHA Annual Plan and HUD Streamline Annual PHA Plan for review. PMHA will hold a public hearing Tuesday, September 12, 2023, at 9:00 a.m. at the PMHA office.

**In the Matter of**  
**Service Center Parking Lot Lights**  
**with American Rescue Plan Funds:**

Mrs. Metzger received requests for repair of exterior parking lot lighting at the Service Center. Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the quote from GV Electrical LLC in the amount of \$4,375.00 to be paid from the unplanned capital funds. The scope of work shall include demo ballard lights and timer, install underground splice boxes, led wall pack on west wall and on north entrance and install photocell and contactor to operate exterior parking lot lights.

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 Angela Karr, Clerk:

- Mrs. Metzger will participate in a webinar on Wednesday, August 16<sup>th</sup> at 10:00 a.m. regarding new uses for ARP funds.
- Mrs. Metzger received the consulting service contract with IBI Group for the Knollwood and Wintergreen Wastewater Treatment Plant Improvements. Mrs. Metzger provided information for Walnut Heights which part of the costs are included in grant. Read feasibility study and authorization for plan review for White Willow Wedding venue. Venue will pay \$1,000.
- The Sheriff's Office requested to purchase black rubber gloves with ARP funds in the amount of \$4,245.00.
- Brad Washburn, Auditor requested to purchase new furniture for his office. Quote submitted.
- Additional Jail Garage Roof repair in the amount of \$170,000 requested. Project will be funded with ARP funds.
- Uptown Circleville submitted an invoice for \$10,000 for the Executive Director position.
- The Ohio Department of Health submitted a subrecipient agreement for Uniting for Ukraine TB Program Supplemental funds to support local TB Control Unit activities related to screening, evaluation, and treatment of Ukrainian Humanitarian Parolees.
- Hall of Fame inductee update: Mrs. Metzger spoke with families and prepared bios.

**In the Matter of**  
**Consulting Service Contract with IBI Group for**  
**Knollwood Wastewater Treatment Plant Project:**

Mrs. Metzger received a consulting agreement from Chris Mullins, County Engineer for the Knollwood Wastewater Treatment Plant Improvements. The project will replace the existing plant with a new complete treatment plant and IBI Group's services would include engineering design, survey, bidding and then construction administration and observation services. Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the Consulting Service Agreement with IBI Group for the Knollwood Wastewater Treatment Plant Improvement Project. Contract in the amount of \$150,000.00.

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

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**PICKAWAY COUNTY, OHIO**

Attest: Angela Karr, Clerk

**In the Matter of**  
**Approval to Purchase Protective Gloves for**  
**Pickaway County Jail with American Rescue Plan Funds:**

The Pickaway County Sheriff's Office requested to purchase black protective gloves in the amount of \$4,245.00. Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the purchase of protective gloves from Glovesaver in the amount of \$4,245.00 with American Rescue Plan funds.

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**  
**Resolution Approving Additional Jail Garage**  
**Roof Repairs with American Rescue Plan Funds:**

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

**Resolution No. PC-081523-88**

**Pickaway County Jail Roof Repair**

Pickaway County received direct payments from the U.S. Treasury under the Coronavirus State and Local Fiscal Funds authorized by the American Rescue Plan Act, referred to as fiscal recovery funds. Pickaway County will use the funding in accordance with the American Rescue Plan Act and guidance from the U.S. Treasury.

On Tuesday, May 18, 2021, Pickaway County set up a special revenue fund to receive the funds and account for the use of the funds (**special revenue fund # 938 – American Rescue Plan Act Fund**)

**TUESDAY, MAY 18, 2021 OFFICE OF THE BOARD OF COMMISSIONERS PICKAWAY COUNTY, OHIO**  
*In the Matter of Amended Certificate Approved: Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution: Resolution No.: PC-051821-30 WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$5,677,293.50 to amend the budget due to fund received for the American Rescue Plan, THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2021: AMERICAN RESCUE PLAN ACT REVENUE FUND – 938.0000.4534 \$5,677,293.50 Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion*

The U.S. Treasury guidance as an interim rule was issued on May 10, 2021, and such guidance has been uses of the fiscal recovery funds based on the federal legislation can be to:

1. Respond to the public health emergency with respect to the COVID19 or its negative economic impacts, including assistance to households, small businesses, and non-profits, or aid to impacted industries such as tourism, travel and hospitality;
2. Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
3. Allow for the provision of government services to the extent of the reduction in revenue (i.e., online, property or income tax) due to the public health emergency relative to revenues collected in the most recent full fiscal year of the county prior to the emergency (i.e., January 20, 2020); or
4. Make necessary investments in water, sewer or broadband infrastructure.
5. A resolution authorizing initial uses of American Rescue Plan fiscal recovery funding and approving appropriations form unappropriated funds for the County ARP fiscal recovery fund, # **938** for

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managing ARP fiscal recovery funds, disbursing funds, and monitoring of contracts and grants associated with the ARP.

As provided in the U.S. Treasury Interim Final Rule and Guidance for State and Local Fiscal Recovery Funds, Dated May 24, 2021, an amended to Final Rule beginning April 1, 2022, an allowable use of ARP funds is for governmental services.

This resolution is issued to approve expenditures from the county ARP Fund #938 for the Pickaway County Jail Roof Repair – winning bidder was Revere Roofing – original contract sum - \$170,290.00.

**This expenditure will come from ARP Fund #938 – 938.1123.5903 – ARP – Governmental Services – Other Expense – in the amount of \$170,290.00 to Revere Roofing.**

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  
Pickaway County Sheriff's Report:**

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

- Sheriff Hafey reported that they received a third quote for cruisers. Jim Shorkey Auto Group has the best offer and would like to proceed with purchasing from Jim Shorkey Auto Group.
- Jon Rhoades is requesting to purchase his firearm with his retirement.
- School starts for Westfall and Teays Valley tomorrow and Logan Elm is next week. School Resource Officers are ready to begin.
- Doug DeBoard, Circleville Safety Director, discussed the Jail Contract with the City. He is in hopes of a decision within a month.
- Sargent Lane discussed jail doors that are down and needing repairs. He will work on getting a current quote, the last quote received is a year old. Wilo sent a service contract and Sargent Hunter would like to get a quote to make repairs while setting up replacement for several doors. There has been \$10,000 in parts spent year to date on repairs. A total of 15 doors are needing fixed. A contract was quoted at \$52,000 a year which would include maintenance.

**In the Matter of  
Approval of Jim Shorkey Auto Group Quote for  
Purchase of Cruisers for the Pickaway County Sheriff's Office:**

Sheriff Hafey received final quotes relative to the purchase of four new Ford Police Explorers. Sheriff Hafey recommended the lowest and best offer from Jim Shorkey Auto Group in the amount of \$44,423.00 per vehicle. Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve and authorize Commissioner Wippel to execute the Purchase Agreement with Jim Shorkey Auto Group for the purchase of four 2023 Ford Police Explorers. Total invoice in the amount of \$179,488.00 to be paid from American Rescue Plan funds.

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  
Weekly Dog Warden Report:**

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for the week ending August 12, 2023.



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A total of \$140 was reported being collected as follows: \$60 in adoptions; \$30 dog license; \$25 in redemptions and \$25 in microchip fees.

Five (5) stray dogs were processed in; one (1) dog was adopted.

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

Harold R. Henson, Vice President

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

Attest: Angela Karr, Clerk