

**TUESDAY, OCTOBER 28, 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 28, 2025, with the following members present: Mr. Harold R. Henson and Mr. Gary K. Scherer. April Metzger, County Administrator, was also in attendance. Mr. Jay H. Wippel was absent from today's session.

**In the Matter of**  
**Minutes Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from October 21, 2025, with corrections.

Voting on the motion was as follows: Commissioner Wippel, absent; 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 Gary Scherer offered the motion, seconded by Commissioner Harold Henson, 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 28, 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 \$923,453.25 the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, absent; 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 Gary Scherer offered the motion, seconded by Commissioner Harold Henson, 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 October 28, 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 \$586,196.30 on the County Treasurer to satisfy the same.

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Voting on the motion was as follows: Commissioner Wippel, absent; Commissioner Henson, yes; 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:

**\$9,500.00 – 2027.255.32.510200 – JC Casa Salary – Juvenile Court**  
**\$1,300.00 – 2027.255.32.520100 – JC CASA OPERS – Juvenile Court**  
**\$138.00 – 2027.255.32.520200 – \$138.00 - JC CASA Medicare – Juvenile Court**

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

Attest: Brandy Stewart, Acting Clerk

**In the Matter of**  
**Report Provided by Robert Adkins:**

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

- Met with SHI and DUO concerning use of DUO for desktop 2 factor authentication
- Met with Splunk to discuss possible use for Log consolidation, SIEM Device
- Met with SHO and Proofpoint – Scheduled a follow-up with their Engineer on 30<sup>th</sup>
- Meeting with SHI and Microsoft Today at 10:00 to discuss licensing requirements for 2026
- Mark has put a block in out 0365 environment to address a nation state threat having purchased multiple ISP's within the US and being used to facilitate attacks by-passing GEO blocking of their location.
- Met with Health Department to address their request for separate Cyber Security Plan and MOU addressing their use of our network and the support from the IT department.

**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 18<sup>th</sup> Agenda
  - Bulen Pierce Dedication Plat
- Outstanding Plats:
  - Graham Ravines Preliminary Plan
  - Whaley Farms
  - Walliser Farms Section II
- Lot Splits:
  - Approved 4 lot splits in the last week, 8 open applications currently.
- CDBG –
  - No Update
- Jackson Township Plat

**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

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- This 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
  - LEPC Exercise Initial Planning Meeting (IPM) – 10/30
  - Extreme Weather Information Network Group – 10/30
- Next Week
  - NG911 Migration Readiness Call – 11/3
  - Pickaway Township Trustees Meeting – 11/3 (outdoor warning notifications)
  - Election Day Support - 11/4
  - SBA Presentation @ Commissioners – 11/4
  - Ohio EMA Grants Update Call – 11/6
  - Franklin County MSA Directors Meeting – 11/6
  - P3 Stakeholders Annual Investor Reception – 11/6
- Programs
  - EMA Operations
    - Grants
      - Continue to monitor federal shutdown. Grants are currently on pause. State is getting a large packet ready to submit once the feds open. Weekly calls with the State on updates and pending litigation (Ohio not involved but watching).
      - Ohio Safety Grant is state money and not impacted.
  - 911 Coordinator
    - No new Updates
  - LEPC
    - Milk release into creek by Five Points Pike & David / Adkins Rd
    - Starting to plan for annual exercise – Tabletop in South Bloomfield
    - Planning training for first responders
  - Radio Programming
    - No new updates
  - Drone Program
    - No new updates
  - CERT
    - Scheduling training for 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, and one (1) unemployment claim 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.
- Health Insurance/Benefits: Open enrollment through this Friday, 10/31/25. Zero new enrollments due to discontinued Opt-Out Program. Met Life adjustments have been active.
- Building Department: Maintenance/IPS final walk through this morning, prior to drywall, ethernet and IPS connections.
- Govdeals –Continue working on posting multiple vehicles in storage at PDI.
- Two new hire packets were sent out last week, One at Auditor's Office, and One at JFS. A total of 71 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 is completing 2<sup>nd</sup> preliminary phone interview. Maintenance Worker posted with no applications. Deputy Dog Warden posted with one application received. Kennel Attendant posted with one application received.
- Miscellaneous:
  - CCAO pay tables for County Officials – OPERS Contributions.
- Maintenance:
  - Memorial Hall chair lift replacement (2025 capital improvement) July-August. Awaiting final delivery of materials.
  - Courthouse rear door access the parts are on back order. Completion after Pumpkin Show.

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- Courthouse Breakroom located in the basement will be painted in-house by Maintenance.
- Accurate Quote - Engineer’s Office furnace repair

In the Matter of  
Building Department Monthly Report:

The monthly report for the Pickaway County Building Department was filed for the month ending September 2025.

A total of \$102,055.34 was reported to be collected as follows:

Permits		
Registration	32	\$2,400.00
Commercial	7	\$83,805.54
Residential	77	\$15,849.80
Total Inspections Performed		
Residential	346	
Commercial	79	
Dave Duckworth	126	
Brock Riley	77	
Total Inspections	628	
Commercial Plan Review	54	
New Home Permits by Jurisdiction:		
City	3	
Commercial Point	7	
Monroe Twp.	1	
Saltcreek Twp.	1	
Washington Twp.	2	
Wayne Twp.	1	
Total New Homes	15	

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 3 visitors to the shelter last week and 3 volunteers.

In the Matter of  
Executive Session:

At 9:40 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 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, absent; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Brandy Stewart, Acting Clerk

At 9:46 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, absent; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

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No Action taken.

**In the Matter of**  
**Accurate Quote for**  
**Pickaway County Engineer's Office:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the quote from Accurate for the Pickaway County Engineer's Office in the amount of \$2,402.00. The Gas Valve and Inducer Motor are defective and need to be replaced for proper operation.

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

Attest: Brandy Stewart, Acting Clerk

**In the Matter of**  
**Designation Kingston National Bank**  
**of Secondary Depository of Public Funds**  
**For the Next Four-Year Period:**

Commissioner Gary Scherer offered the motion, seconded by Harold Henson, to accept the recommendation of John Howley, Pickaway County Treasurer, in designating Kingston National Bank of Kingston as a secondary Public Depository of the active funds and custodian of the investments of the county for the next four-year period of October 10, 2025, thru October 9, 2029, and to adopt the following Resolution:

**Resolution No.: PC-102825-77**

**RESOLUTION**  
**AUTHORIZING THE DESIGNATION OF ELIGIBLE FINANCIAL INSTITUTIONS FOR THE**  
**SECONDARY DEPOSIT OF ACTIVE AND INTERIM FUNDS OF PICKAWAY COUNTY, OHIO**

**WHEREAS**, Section 135.33 of the Ohio Revised Code provides for the designation of public depositories for active monies every four years; and

**WHEREAS**, the County Treasurer has submitted an estimate of \$2 million as the aggregate of public monies that might be available for deposit as active monies at any one time during the next four-year period; then

**THEREFORE BE IT RESOLVED, BY THE** Board of County Commissioners of Pickaway County, State of Ohio, that:

**SECTION 1.** The Board of County Commissioners is authorized to designate, upon recommendation of the County Treasurer, one or more eligible institutions as secondary public depositories for active monies.

**SECTION 2.** The County Treasurer hereby recommends the designation of Kingston National Bank, Kingston, Ohio, as a secondary depository of the active funds and custodian of the investment assets of Pickaway County.

**SECTION 3.** The Board of County Commissioners, hereby, accepts the recommendation of the County Treasurer and will execute a contract with Kingston National Bank, Kingston, Ohio, as a secondary depository for the active funds and the custodian of the investment assets of Pickaway County, which shall be for a term from October 10, 2025, to October 9, 2029.

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

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**In the Matter of**  
**Designation of WesBanco of**  
**Secondary Depository of Public Funds**  
**For the Next Four-Year Period:**

Commissioner Gary Scherer offered the motion, seconded by Harold Henson, to accept the recommendation of John Howley, Pickaway County Treasurer, in designating WesBanco of Chillicothe as a secondary Public Depository of the active funds and custodian of the investments of the county for the next four-year period of October 11, 2025, thru October 10, 2029, and to adopt the following Resolution:

**Resolution No.: PC-102825-78**

**RESOLUTION**

**AUTHORIZING THE DESIGNATION OF ELIGIBLE FINANCIAL INSTITUTIONS FOR THE  
SECONDARY DEPOSIT OF ACTIVE AND INTERIM FUNDS OF PICKAWAY COUNTY, OHIO**

**WHEREAS**, Section 135.33 of the Ohio Revised Code provides for the designation of public depositories for active monies every four years; and

**WHEREAS**, the County Treasurer has submitted an estimate of \$45 million as the aggregate of public monies that might be available for deposit as active monies at any one time during the next four-year period; then

**THEREFORE BE IT RESOLVED, BY THE** Board of County Commissioners of Pickaway County, State of Ohio, that:

**SECTION 1.** The Board of County Commissioners is authorized to designate, upon recommendation of the County Treasurer, one or more eligible institutions as secondary public depositories for active monies.

**SECTION 2.** The County Treasurer hereby recommends the designation of WesBanco, Chillicothe, Ohio, as a secondary depository of the active funds and custodian of the investment assets of Pickaway County.

**SECTION 3.** The Board of County Commissioners, hereby, accepts the recommendation of the County Treasurer and will execute a contract with WesBanco, Chillicothe, Ohio, as a secondary depository for the active funds and the custodian of the investment assets of Pickaway County, which shall be for a term from October 11, 2025, to October 10, 2029.

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

Attest: Brandy Stewart, Acting Clerk

**In the Matter of**  
**Out of County Travel Approved**  
**For Job & Family Services Employees – November 2025:**

The Commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of November 2025, at the total probable cost \$3,149.83. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the JFS Out-of-County Travel Authorization.

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

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

At 10:20 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 Matthew Hafey, Sheriff, Jimmy Brown, Chief Deputy, 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, absent; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Brandy Stewart, Acting Clerk

At 10:25 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, absent; Commissioner Henson, yes; 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 that his office is thinking about adding to their fleet of vehicles. He would like to have a mid-size SUV that would be all wheel drive.
- Sheriff Hafey mentioned that they have begun planning for Shop with a Cop. He states that they are looking to increase amount this year per child.

**In the Matter of**  
**Soil and Water Conservation District**  
**Third Quarter Update:**

Katherine Shaugher, and Katerina Sharp with Soil and Water Conservation District met with the Commissioners to provide an update of the 3<sup>rd</sup> quarter for SWCD.

Administrative

District staff attended training with the Auditor's office on the new VIP System. The district hired a high school summer intern, Sophia Graham, as a student worker. Tawn Siemer, District Administrator and Jade Collie, Administrative Assistant attended an Area 5 Administrative Meeting in Ross County as well as three Administrative Development Programs. Mrs. Siemer continued to provide office training to office staff before retiring on September 30, 2025. Brad Hughes has been promoted to the District Administrator position starting date will be November 3, 2025. The 2025 Pickaway SWCD/Farm Bureau Annual Meeting was hosted on August 13, 2025. Supervisor Dewey Mann hosted an OSU Waterman tour for the SWCD and NRCS staff on August 4, 2025.

Education/ Outreach

The Pickaway SWCD quarterly newsletter was received by 2,000 people. Pickaway SWCD partnered with Park & Solid Waster Districts to host five summer camps for 120 kids. SWCD also partnered with

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Fairfield SWCD to host teacher workshop called Project WILD Teacher Workshop. SWCD staff also attended a Project WET Facilitator Training to be able to host this type of teacher workshop in the future. Four staff worked at the SWCD booth at Farm Science Review. Two staff attended Pickaway County 4-H Banquet. SWCD partnered with Farm Bureau & FFA Chapters to host all 800 fourth grade students at the fairgrounds for Pickaway County Ag Day. 180 FFA students participated.

Technical

SWCD worked on nineteen CRP grassed waterway projects on county farms, all in various stages of progress/completion. Two CRP Grass Waterway Contracts are under construction. SWCD assisted with six draining complaints/land evals for county landowners. Staff completed seven technical trainings and completed one EQIP visit with NRCS. The H2Ohio verification phase is underway.

**In the Matter of**  
**Bottoms Up Diaper Bank:**

Tim Welsh and Rachel McCoy, Bottoms Up Diaper Bank met with Commissioners to give them an update on their mission. Mr. Welsh discussed how he and his wife founded the non-profit organization in 2018. Mr. Welsh explained that 1 in 2 single mothers in the U.S. struggle to afford diapers for their child. Mr. Welsh stated that Bottoms Up has delivered over 4 million diapers to food pantries and childcare facilities to 28 counties in Ohio for families to have access to diapers for their children. They have also started giving potty training kits to childcare facilities for children that are just starting to potty train. Bottoms Up relies on diaper drives at churches, schools, and businesses, as well as generosity of others.

**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 Brownfield Demo Grants lead, Resolution, and named Pickaway County Port Authority as lead entity.
- Mrs. Metzger also asked for information about the Homestead Exemption rollout, and how it will work.

**Resolution for Appointing the Pickaway County Port Authority as the**  
**Lead Entity for the Brownfield Remediation Program and**  
**Building Demolition and Site Revitalization Program:**

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

**Resolution No.: PC-102825-79**

**Resolution for Appointing the Pickaway County Port Authority as the**  
**Lead Entity for the Brownfield Remediation Program and**  
**Building Demolition and Site Revitalization Program.**

BE IT ORDAINED BY THE COMMISSIONERS OF PICKAWAY COUNTY, STATE OF OHIO:

SECTION 1. That the revised procedures for the Brownfield Remediation Program and Building demolition and Site Revitalization program states that if a County has a population of less than 100,000, a lead entity must be selected by the Board of Commissioners of said County.

SECTION 2. That Pickaway County has a population of less than 100,000 and has already established the Pickaway County Port Authority (“Port”).

SECTION 3. That the County of Pickaway hereby recommends and designates the Port Authority as the lead entity for the Brownfield Remediation Program and Building Demolition and Site Revitalization Program in accordance with R.C. 122.6511 and R.C. 122.6512.



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SECTION 4. This resolution shall take effect and be in force from and after its passage and approval by the Pickaway County Commissioners.

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

Attest: Brandy Stewart, Acting Clerk

**In the Matter of**  
**Notice by Letter of**  
**Terminating Tax Increment Financing Agreement**  
**With Northpoint Development LLC:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve letters to Northpoint Development LLC, Teays Valley Local School District and Eastland-Fairfield Carrer and Technology Center for consideration of resolution terminating a tax increment financing agreement with Northpoint Development LLC, entered on June 13, 2023, County Resolution Number PC-092722-77 and PC-061323-58. The Board intends to consider the resolution at its regular meeting scheduled on November 18, 2025 at 10:30 a.m.

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

Attest: Brandy Stewart, Acting 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 October 25, 2025.

A total of \$725.00 was reported collected as follows: \$30 in dog license; \$160.00 in owner turn-in euthanized, \$20 in adoptions, \$50 in microchip fees, and private donations \$465.00.

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

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

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

Jay H. Wippel, President {absent}

Harold R. Henson, Vice President

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

Attest: Brandy Stewart, Acting Clerk