

**TUESDAY, DECEMBER 26, 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, December 26, 2023, 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 Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from December 19, 2023, with corrections.

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

Attest: April Metzger, Acting Clerk

**In the Matter of  
Appropriations Approved:**

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

**\$10,193.24 - 101.1105.5703 – Contingencies**

**-\$450,000.00 - Contract Services – Memorial Hall Window Project**

**\$446.20 - 297.5002.5205 – Workers’ Compensation**

**-\$92,300.00 - 251.6229.5522 – Fair Housing Expense – CDBG 2020**

**-\$70,000 - 251.6221.5521 – Administration Expense – CDBG 2022**

**-\$20,0 - 251.6221.5522 – Fair Housing Expense – CDBG 2022**

**-\$1,344,013.96 - 251.6229.5520 – Project Expense – CDBG 2020**

**-\$449,035.00 - 251.6221.5520 – Project Expense – CDBG 2022**

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

Attest: April Metzger, Acting 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-122623-148**

**WHEREAS**, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of -\$4,423,447.08 to amend the following funds:

**\$636,919.19 – 101.0000.4550 - Brownfield Property – Commissioners**  
**\$1,082,198.26 – 101.0000.4701 - Depository & Inv**  
**\$193,867.46 – 101.0000.4926 – Other Receipts**  
**\$-49,995.11 – 235.0000.4926 – Other Receipts – Enhanced Wireless E-911**  
**-\$64,800.00 – 246.0000.4901 – Transfers In – Dog and Kennel**

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**\$-11,000 – 248.0000.4926 – LEPC – Other Receipts  
\$-225,000 – 411.0000.4557 – State Share – Memorial Hall Window Project  
-\$225,000 – 411.0000.4926 – Other Receipts – Memorial Hall Window Project  
-\$29,186.00 – 907.0000.4416 – Pickaway County F&F  
-\$35,000 – 907.0000.4418 – City of Circleville F&F  
-\$5,677,293.50 – 938.0000.4534 – Revenue – American Rescue Plan Act  
\$19,157.38 – 939.0000.4535 – ATP – Adult Probation**

**THEREFORE BE IT RESOLVED**, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2023:

**Various funds  
-\$4,423,447.08**

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

Attest: April Metzger, Acting 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-122623-149**

**WHEREAS**, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of -1,874,266.00 to amend the following funds:

**-\$1,440,231.00 – 251.0000.4574 – CDBG 2020  
-\$434,035.00 – 251.0000.4583 – CDBG 2022**

**THEREFORE BE IT RESOLVED**, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2023:

**CDBG  
-\$1,874,266.00**

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

Attest: April Metzger, Acting 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:

**\$58.92 – 947.6923.5901 – Port Authority Other Expense  
TO  
947.6923.5205 – Port Authority Workers Comp**

**\$112.81 – 938.1123.5903 – ARP Governmental Services  
TO  
938.1123.5205 – ARP – Workers Comp**

**\$419.58 – 249.2035.5301 – EMA – Supplies  
TO**

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**249.2035.5205 – EMA – Workers Comp**

**\$290.91 – 246.4010.5944 – Dog and Kennel – Building Expense  
TO**

**246.4010.5205 – Dog and Kennel – Workers Comp**

**\$10,193.24 – 101.1105.5703 – Contingencies**

**TO**

**101.1103.52025 – Workers Comp – General – Insurance on Property**

**\$159.16 – 295.1255.5203 – Insurance – Felony Day Reporting**

**TO**

**295.1255.5205 – Workers Comp – Felony Day Reporting**

**\$250.02 – 296.1256.5401 – Contract Services – Misdemeanor Day Reporting**

**TO**

**296.1256.5205 – Workers Comp – Misdemeanor Day Reporting**

**\$584.77 – 260.1150.5901 – Other Expense – REA**

**TO**

**260.1150.5205 – Workers Comp – REA**

**\$298.49 – 903.1109.5301 – Supplies – GIS**

**TO**

**903.1109.5205 – Workers Comp – GIS**

**\$800.00 – 932.1227.5401 – Contract Services – Adult Probation**

**TO**

**932.1227.5205 – Workers Comp – Adult Probation**

**\$390.00 – 501.6915.5300 – Materials/Supplies – PC Sewer District**

**TO**

**501.6915.5205 – Workers Comp – PC Sewer District**

**\$112.00 – 503.6916.5300 – Materials/Supplies – Darby Sewer**

**TO**

**503.6916.5205 – Workers Comp – Darby Sewer**

**\$15.00 – 505.6918.5300 – Materials/Supplies – Derby Sewer**

**TO**

**505.6918.5205 – Workers Comp – Derby Sewer**

**\$75.00 – 506.6921.5300 – Materials/Supplies – Orient Sewer**

**TO**

**506.6921.5205 – Workers Comp – Orient Sewer**

**\$130.00 – 507.6922.5300 – Materials/Supplies – Orient Water**

**TO**

**507.6922.5205 – Workers Comp – Orient Water**

**\$154.87 – 656.6083.5203 – Insurance - RPHF**

**TO**

**656.6083.5205 – Workers Comp - RPHF**

**\$13.68 – 225.2024.5102 – Salaries – DYS Work Detail**

**TO**

**225.2024.5205 – Workers Comp – DYS Work Detail**

**\$15.06 – 225.2054.5102 – Salaries – DYS Probation**

**TO**

**225.2054.5205 – Workers Comp – DYS Probation**

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**\$25.00 – 901.1212.5102 – Salary – Special Projects  
TO  
901.1212.5202 – Medicare – Special Projects**

**\$600.00 – 940.1264.5201 – PERS – Adult Probation  
TO  
940.1264.5205 – Workers Comp – Adult Probation**

**\$2.26 – 299.2006.5301 – Supplies – CCW/Sheriff  
TO  
299.2006.5205 – Workers Comp – CCW/Sheriff**

**\$1913.93 – 101.1102.5484 – Uniforms – Maintenance  
TO  
101.1102.5102 – Salaries – Maintenance**

**\$401.95 – 101.1102.5203 – Insurance – Maintenance  
TO  
101.1102.5201 – PERS – Maintenance**

**\$1554.00 – 101.1108.5301 – Supplies – Building Department  
TO  
101.1108.5102 – Salaries – Building Department**

**\$217.56 – 101.1108.5301 – Supplies – Building Department  
TO  
101.1108.5201 – PERS – Building Department**

**\$36.52 – 101.1111.5501 – Equipment – IT Department  
TO  
101.1111.5202 – Medicare – IT Department**

**\$0.55 – 246.4010.5301 – Supplies – Dog and Kennel  
TO  
246.4010.5202 – Medicare – Dog and Kennel**

**\$0.42 – 938.1123.5903 – Governmental Services – ARP  
TO  
938.1123.5202 – Medicare – ARP**

**\$41.30 – 101.1110.5202 – Medicare – Auditor's Office  
TO  
101.1110.5201 – PERS – Auditor's Office**

**\$10.00 – 101.1145.5401 – Contract Services – Recorder's Office  
TO  
101.1145.5101 – Salary – Recorder's Office**

**\$152.00 – 101.3001.5401 – Contracts/Service – Engineer – General  
TO  
101.3001.5102 – Salary – Engineer – General**

**\$0.40 – 299.2006.5301 – Supplies – CCW/Sheriff  
TO  
299.2006.5202 – Medicare – CCW/Sheriff**

**\$2.02 – 233.1250.5201 – PERS – Prosecutor's Office  
TO  
233.1250.5202 – Medicare – Prosecutor's Office**

**\$12.20 – 225.2024.5301 – Supplies – DYS Work Detail  
TO**

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**225.2024.5102 – Salaries – DYS Work Detail**

**\$11.02 – 101.1218.5102 – Salaries – Probate Court  
TO**

**101.1218.5101 – Salary – Probate Court Judge**

**\$20.00 – 901.1212.5102 – Salary – Special Projects  
TO**

**901.1212.5202 – Medicare – Special Projects**

**\$299.80 – 656.6083.5203 – Insurance – RPHF  
TO**

**636.6083.5102 – Salary – RPHF**

**\$42.42 – 656.6083.5203 – Insurance – RPHF  
TO**

**656.6083.5201 – PERS – RPHF**

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

Attest: April Metzger, Acting Clerk

**In the Matter of  
Blanket Purchase Order Approved:**

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

**BL240291 - \$2,000.00 – 260.1150.5901 – RE – Other Expenses**

**BL240282 - \$2,000.00 – 101.1101.5901 – General – Other Expenses**

**BL240279 – 101.1206.5901 – 4<sup>th</sup> District Court of Appeals – Other Expenses**

**947.6923.5901 – Port Authority – Other Expenses**

**101.1101.5901 – Commissioners – Other Expenses**

**101.1112.5901 – Countywide – Other Expenses**

**255.5036.5901 – 800 MHz – Other Expenses**

**\$1,000 – 903.1109.5901 – Other Expenses – GIS Dept.**

**248.2030.5901 – Other Expenses – LEPC**

**246.4010.5901 – Other Expenses – Dog and Kennel**

**101.2001.5901 – Other Expenses – EMA**

**101.1111.5901 – Other Expenses – IT Dept.**

**\$3,000 – 901.1212.5901 – Other Expenses – Common Pleas Court**

**\$5,000 – 101.1210.5901 – Other Expenses – Common Pleas Court**

**\$1,00.00 – 903.1109.5901 – Other Expenses - GIS**

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

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Attest: April Metzger, Acting Clerk

**In the Matter of  
Sheriff's Report:**

Sheriff Matt Hafey presented the contract for the new intercom system approved to be paid from the 2024 capital budget. The contract, \$140,540.00, from Security Automation Systems Inc., needed the Commissioners signature.

Commissioner Scherer offered the motion, seconded by Commissioner Henson, to allow Commissioner Wippel to sign the contract.

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

Attest: April Metzger, Acting Clerk

**In the Matter of  
Out of County Travel Approved  
For Job & Family Services Employees – January 2024:**

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 January 2024, at the total probable cost \$67.20. 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, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: April Metzger, 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 December 23, 2023.

A total of \$730.00 was reported being collected as follows: \$285 dog license; \$120 in adoptions; \$25 in redemptions; \$100 in microchip fees and \$200 in private donations.

Four (4) 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 Wippel, 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

Harold R. Henson, Vice President

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

Attest: April Metzger, Acting Clerk