

**TUESDAY, FEBRUARY 25, 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, February 25, 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 February 18, 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 February 25, 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 \$203,604.29 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 February 25, 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 \$33,073.41 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**  
**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 16 dogs. There were 7 visitors to the shelter last week and 3 volunteers.

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

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

- FTR is onsite to install and setup and train Deanna.
- Avant has responded with quotes for Smart Podium and large screen and mic to be installed.
- Video phone is installed and operational
- Motorola Status update
- Mark Yarnell is back to being more available
- Continuing desktop deployments - Recorder Office, Parks and Erica Tucker.
- IDNetworks is ready to start software install on servers
- Ready to begin migration to Pickawaysheriff.gov for SO

**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 is one. Total unemployment claims filed are at zero for 2025.
- Govdeals: Sheriff's Office items sold for the following:
  - #272 – Scag zero turn mower \$2,125.00.
  - #273 – Hustler zero turn mower \$1,890.00
  - #274 – Nikon 50 mm camera lens \$875.00
  - #275 – Miller Solor surveying tripod \$119.00
  - #276 – Panasonic digital Palmcorder (no sale)
  - #277 – Photography lighting set \$50.00
  - #278 – 8 Yashica 35 mm cameras \$825.00
  - #279 – 4 antique video camera \$20.00
  - #280 – Ace K-9 protective cage \$210.00
  - #281 – 6-night hunter lights \$321.00
  - #282 – 4 3/4-inch pneumatic wrenches \$220.00Total: \$6,655.00
- Building Department: Maintenance continues to assist with plans for cleanup and storage. Mr. Rogols met with Kelly Kight Monday, February 24<sup>th</sup>. John Ankrom finalizing plans for building addition.
- Health Insurance/ Benefits: Justin Grant quarterly presentation today.
- Two new hire packets were sent out last week (DD & Building Department). A total of 13 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 posted. Administrative Probation Assistant for Adult Probation. IT Technician posted with three applications received/ one interview completed with qualification limited. 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 install pending.
  - EMA office interior work completed. Carpet was approved last week. The installation is set for Monday, March 10<sup>th</sup>.
  - Minor HVAC repairs continue across the county.
  - Dog Shelter water pump replaced (unrepairable leak, no pressure without it).
  - Judge Chaffin's office and courtroom updates pending.
  - Pickaway County Sheriff's Office garage doors (2025 capital improvement) completed.

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- Dog Shelter and EMA alarm malfunctions repaired.
- Grant Clifton and TJ Sullivan are working on ongoing plumbing repair in jail cell blocks at the Sheriff's Office.

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

At 9:30 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 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 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**  
**Executive Session:**

At 9:35 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 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 9:50 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**  
**Deputy Dog Warden, Wyatt Coleman:**

Commissioner Harold Henson offered the motion, seconded by Jay Wippel, to terminate employment of the Deputy Dog Warden, Wyatt Coleman, effective February 25, 2025, at 1:00 p.m.

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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**  
**Acceptance of Resignation of**  
**Sandy Holland, Building Department Permit Technician:**

Commissioner received a letter of resignation from Sandy Holland, Building Department Permit Technician, effective February 28, 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**  
**Trace Hawkins Hired as the**  
**Maintenance Worker I Position**  
**For the Pickaway County Maintenance Department:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to hire Trace Hawkins as the full-time Maintenance Worker I position with the Pickaway County Maintenance Department at the recommendation of staff effective March 10, 2025. As a Maintenance Worker I, Mr. Hawkins shall be paid \$18.00 per hour with a \$ .50 increase upon the completion of a 180-day probation 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

**In the Matter of**  
**Job and Family Services Contract Listing**  
**New or Amended Contracts:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved and otherwise executed by the Pickaway County Department of Job & Family Services and approved by the Pickaway County Board of Commissioners, The approved list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the following contract listing:

**Pickaway County Job & Family Services**  
**New or Amended Contracts**

<b>PCJFS Contracts for CSEA 2025</b>				
Organization/Agency	Contract Purpose	Effective Date	Termination Date	Contract Value
Pickaway County Clerk of Courts	Case Processing	1/1/2025	12/31/2025	\$90,947.64
Pickaway County Juvenile Court	Case Processing	1/1/2025	12/31/2025	\$128,629.60

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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**In the Matter of**  
**Allocation for December 2024 Sales Tax Collections:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to allocate the December 2024 Sales Tax collections in the following manner:

**\$58,132.00 to 401.0000.4121 – Capital Fund**  
**\$1,104,514.40 to 101.0000.4121 – General Fund**

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**  
**Expedited Type II Annexation Petition Filed for the**  
**Annexation of 10.163 +/- Acres of Scioto Township**  
**Into the Village of Commercial Point**  
**Petitioner, Luke Stevenson:**

As the first official act related to an Expedited Type II Annexation petition filed for the annexation 10.163 +/- acres of Scioto Township into the Village of Commercial Point, for Luke Stevenson, the commissioners' clerk informed them that the petition was filed on Wednesday, February 19, 2025, and is hereby entered upon the Pickaway County Commissioners' Journal #68, pages dated February 25, 2025. Agent for the petitioner Luke Stevenson is Jackson Reynolds, III, Smith & Hale LLC, 37 West Broad Street, Columbus, Ohio 43215. In the initial review of the annexation petition, all necessary documents appear to have been to be submitted with the annexation petition, with the exception of the ordinance or resolution from the Village of Commercial Point that it will provide the necessary services. Per ORC §709.023 (C), this must be received within 20 days after the filing of the petition. Per §709.023 (D), the Scioto Township Trustees are to file an ordinance or resolution consenting or objecting to the annexation within 25 days. If no ordinance or resolution is submitted within 25 days, it is presumed to be consent.

The Expedited Type II Annexation has been placed as a 10:30 a.m. agenda item on the commissioners' April 1, 2025, regular meeting day schedule.

**In the Matter of**  
**Expedited Type II Annexation Petition Filed for the**  
**Annexation of 10.163 +/- Acres of Scioto Township**  
**Into the Village of Commercial Point**  
**Petitioner, CRL Leasing LLC:**

As the first official act related to an Expedited Type II Annexation petition filed for the annexation 10.163 +/- acres of Scioto Township into the Village of Commercial Point, for CRL Leasing LLC, the commissioners' clerk informed them that the petition was filed on Wednesday, February 19, 2025, and is hereby entered upon the Pickaway County Commissioners' Journal #68, pages dated February 25, 2025. Agent for the petitioner CRL Leasing, LLC is Craig Moncrief, Plank Law Firm, 411 East Town Street, 2<sup>nd</sup> Floor, Columbus, Ohio 43215. In the initial review of the annexation petition, all necessary documents appear to have been to be submitted with the annexation petition, with the exception of the ordinance or resolution from the Village of Commercial Point that it will provide the necessary services. Per ORC §709.023 (C), this must be received within 20 days after the filing of the petition. Per §709.023 (D), the Scioto Township Trustees are to file an ordinance or resolution consenting or objecting to the annexation within 25 days. If no ordinance or resolution is submitted within 25 days, it is presumed to be consent.

The Expedited Type II Annexation has been placed as a 10:45 a.m. agenda item on the commissioners' April 1, 2025, regular meeting day schedule.

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**In the Matter of**  
**Report Provided by Tim McGinnis:**

The following is a summary of the report provided for Tim McGinnis, Planning and Development by April Metzger, County Administrator:

- Planning Commission: March 11th
  - Preliminary Plan – Major subdivision in Saltcreek Township
- Outstanding Plats:
  - Graham Ravines Sketch Plan
- Lot Splits:
  - Approved 3 lot splits in the last week, 9 open applications currently.
- CDBG: No update

**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
  - Tiffany to sign Notice to Proceed Letter for Motorola Solutions for EMA Radios
  - Distribution of E911 Funds to PSAPs
  - Contract with Scioto Township
  - Quote for Sheriff's Office Radios
- This Week
  - EMA Director's Training at Ohio EMA – 2/25-27 – Tiffany & Ed
- Next Week
  - Wayne Township Mitigation Meeting – 3/3
  - South Bloomfield Mitigation Meeting – 3/4
  - PORT – 3/5
  - Preparation meeting with South Bloomfield for Brian Stewart visit – 3/5
  - Meeting with Mayor Blanton – 3/6
  - 911 Coordinator Call – 3/6
- Programs
  - EMA Operations
    - Identifying backup EOC sites around the county – space primarily
    - Identifying transportation resources (evacuation) and trying to establish MOUs with PICCA and school districts – positive feedback so far
  - 911 Coordinator
    - 911 fund distribution – calculation for SO and CVPD (attachment)
  - LEPC –
    - Met with our representatives from the Public Utilities Commission of Ohio (PUCO)
    - Tiff and Isaac working on developing the LEPC exercise – March 26th
  - Radio Programming
    - Engineer's Office is working on a radio quote
    - Sheriff's Office radio quote is attached
  - CERT – No new updates
  - Mitigation - No new updates

**In the Matter of**  
**County Administrator Report:**

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

- Mrs. Metzger received a change order from the Sheriff's Office for the recorder and dispatch server.
- Mrs. Metzger has a meeting with Mayor Blanton Thursday to discuss the Building Department contract and a meeting March 6<sup>th</sup> to discuss combined PSAP, tornado sirens and jail bills.
- Need unanimous vote for approved invoice from PCCF funds to Fair Board for purchase of the sunshade at the amphitheater.

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- Mrs. Metzger discussed radio replacement costs for the Sheriff's Office.
- Mrs. Metzger provided a budget summary for the Building Department.
- Mrs. Metzger inquired about who pays for all radio upgrades.
- Mrs. Metzger requested permission to post the job description for the part-time Administrative Assistant position at Pickaway Progress Partners (P3).
- Circleville Turf Care quote for spraying at lift stations, Dog Shelter and radio towers. \$10.00 increase from 2024.

**In the Matter of**  
**Authorize Tiffany Nash, EMA Director to Sign**  
**Motorola Solutions Purchase Contract:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to authorize Tiffany Nash, EMA Director to sign the Motorola Solutions Purchase Contract for the purchase of 4 mobile radios and 16 radios at the cost of \$96,310.84.

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**  
**Authorize Pickaway County Community Foundation**  
**To Transfer Funds to Purchase Sunshade for**  
**Pickaway Agricultural and Event Center Amphitheater:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the Fair Board purchase of sunshades for the amphitheater. Utilizing designated funds from Pickaway County Community Foundation account.

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**  
**Circleville Turf Care LLC Proposal**  
**For Weed Control at Various County Locations:**

Mrs. Metzger presented a quote for spring weed control from Circleville Turf Care, LLC. Commissioner Jay Wippel offered the motion, seconded by Commissioner Harold Henson, to approve the quote for \$544.00 for weed control at the following locations:

- 56 Lift Station
- 56 Radio Tower
- 22 Lift Station
- 22 Radio Tower
- Knollwood Lift Station
- Bridlewood
- Ashville Lift Station
- Orient Radio Tower & Water Tower
- Dog Shelter

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**  
**Approval of the Pickaway County**  
**Pickaway Progress Partnership Administrative Assistant**  
**Position Job Description:**

After the discussion, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the job description for the Pickaway Progress Partnership Administrative Assistant position. The Administrative Assistant position is a part-time position under the Commissioner's Office division. Administrative Assistant shall report to the Pickaway Progress Partnership Executive Director. The position for Administrative Assistant shall be posted on the county website.

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 Sheriff Hafey:**

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

- Sheriff Hafey discussed Motorola radios for the Sheriff's Office. The N70's are more expensive but will work better for safety of the officers. If they are in an area that loses service, they will automatically switch frequency to keep service. Most of the ones that they have will accept the authentication. The N70's should last 10-15 years versus the inexpensive models only have a life of 4-5 years. They will take their list and reach out to the aftermarket to see what they can receive from selling old radios. The Harris radios were purchased in 2012. Sheriff Hafey addressed Wi-Fi for radio updates for all county departments radios. It can be added in the future.
- Sheriff Hafey is still gathering information related to House Bill 2 for Local Jail Improvements.
- Sheriff Hafey received an MOU from the state for scales that will be provided for use.
- Chief Brown received a quote to outfit trucks versus the Ford Explorer and it will cost \$6,000 more each.

**In the Matter of**  
**Rose Vacheresse Discussion of**  
**Court System Corruption:**

Rose Vacheresse met with the Commissioners to discuss concerns of hers with the Pickaway County Courts.

**In the Matter of**  
**Ohio Public Defender's Office:**

Chase Carter and Patrick Clark, Ohio Public Defender's Office, met with the Commissioners to provide an update and discuss next year's contract. They are looking at a multi-county office to provide services to several counties and house an office. This will allow them to model it out for other counties after gathering information. They will be back once they have additional information at the end of May. Contracts look good and case levels are holding steady. Mr. Carter is hoping to get more for state reimbursement for the county.

**In the Matter of**  
**CEBCO with Justin Grant:**

Justin Grant, County Employee Benefit Cooperative, met with the Commissioners to provide third quarter review. Pickaway County ended the year with a loss ratio of 93.1%. Six claimants over the \$100,000 pooling point. \$411,051 will be removed from the county's experience making the net loss ratio 86.5%. Medical claims had a 2% increase from the previous period and Rx claims increased by 3.4%. In-patient cost increased by 59%, outpatient by 16.4% and professional 14.4% from the previous period.



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Emergency room avoidable ER 54 potentially avoidable ER visits with potential savings of \$181,973. Anthem prescription Day supply 85.2% of prescription filled were generic with a paid amount of \$148,673. Single Source brand (name brand) accounted for 89.2% of paid amount, \$1,283,064.00. The top three drug categories are anti-diabetics, anti-inflammatories and ADHA/ anti-obesity.

**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 February 22, 2025.

A total of \$675 was reported collected as follows: \$40 in adoptions; \$60 in dog license; \$15 in dog license late fee; \$80 in owner turn-in euthanized; \$50 in redemptions; \$170 in boarding revenue; \$50 in micro chip fees and \$210 in private donations.

Two (2) stray dogs were processed in; four (4) 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

Harold R. Henson, Vice President

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

Attest: Angela Karr, Clerk