

TUESDAY, SEPTEMBER 23, 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, September 23, 2025, 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 Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from September 16, 2025, with corrections.

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
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 September 23, 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 \$575,751.20 the County Treasurer to satisfy the same.

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
Then and Now Certification Approved for Payment:

Commissioner Gary Scherer 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 September 23, 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 \$377,524.90 on the County Treasurer to satisfy the same.

TUESDAY, SEPTEMBER 23, 2025
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

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
Supplemental Appropriations Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for Supplemental Appropriations:

\$25,000.00 – 1001.100.30.540601 – General Liability – Commissioners

\$50,000.00 – 2055.100.35.540100 – 800 MHZ Contract Services – EMA

\$5,000.00 – 2055.100.35.550100 – 800 MHZ Non-Cap Equipment – EMA

\$5,000.00 – 1001.130.32.520300 – Disaster Services Insurance – EMA

\$5,000.00 – 2049.131.32.520300 – EMA Insurance – EMA

\$8,000.00 – 2025.252.32.520300 – Youth Service Probation Insurance – JFS

\$700.00 – 2008.540.35.540300 – CSEA Travel Expenses – JFS

\$23,000.00 – 2006.540.35.544600 - JFS ADM/OP Assistance – JFS

\$42,000.00 – 2057.540.35.540102 – JFS Adult Program Contract Services – JFS

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
Report Provided by Robert Adkins:

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

- Global Business Solutions and CTI quotes for consideration.
- Public Service Link add to SO website.
- More Interviews scheduled for IT Technician
- YUBIKEY Deployment research and testing
- Transfer remainder of Veeam license from SO to County
- Veeam Backup Upgrade malware detection
- Request made with Hummel and Plum for Cyber Insurance Audit
- Building a NIST Framework
- Registered for 9/24/25 CyberOhio Webinar : How to Use NIST CSF to Build a Cyber Program
- Mark Stout – IT Director for Hocking County is hosting a meeting with County IT personnel to discuss the new reporting requirements for Cyber Security. Thursday October 2nd, 1:00 pm at the Hocking

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: October 7th Agenda

TUESDAY, SEPTEMBER 23, 2025
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- Harrison Township Rezoning Application – 1.5 acres form Residential to Planned Business (Contractor Office, Landscape/Hardscape Business, etc.)
- Outstanding Plats:
 - Graham Ravines Preliminary Plan
 - Jackson Township Major Subdivision
 - Whaley Farms
 - Walliser Farms Section II
- Lot Splits:
 - Approved 5 lot splits in the last week, 5 open applications currently.
- CDBG –
 - Williamsport Neighborhood Revitalization Bid Opening
 - October 21

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
- This Week
 - EMA & Auditor’s Office Funds Meeting – 9/22
 - Pickaway County NexGen911 Migration Call – 9/22
 - EMA & Pumpkin Show Grant Meeting – 9/22
 - Circleville Backup PSAP Site Visit with Frontier & Comtech (Allerium) – 9/23
 - Army Corps of Engineers Dam Exercise – 9/23
 - Regional Healthcare Coalition Meeting – 9/23
 - Pickaway County Transportation Coalition Meeting – 9/23
 - EMA & VIP Meeting – 9/24
 - ICS 400 Class hosted at Scioto Township Fire – 9/25 – 26
 - Pumpkin Show Follow Up EOC Meeting – 9/25
 - Fall ESRI Emergency Management Webinar – 9/25
 - Harrison Fire Open House – 9/27
- Next Week
 - EMA & Pumpkin Show Grant Meeting – 9/29
 - Quarterly Intelligence Liaison Officer (ILO) Virtual Brief – 9/30
 - SFY2026 Ohio Security Grant Application Webinar – 9/30
 - Sheriff’s Office Console Call – 10/1
 - Emergency Management Agency of Ohio Bylaws Committee – 10/1
 - 911 Coordinator Monthly Meeting – 10/2
 - Emergency Management Agency of Ohio Fall Conference (virtual) – 10/3
- Programs
 - EMA Operations
 - Pumpkin Show preparations
 - Pickaway Township Tornado Siren
 - 911 Coordinator
 - Discussion with the State and Circleville on their Backup PSAP at the Fire Department
 - Site Visit at the Fire Department today (9/23) with EMA, Circleville, State 911 Program, Frontier, and Comtech (Allerium)
 - MSAG updates are caught up
 - LEPC
 - State SERC reached out to Tiffany that the financial report was incorrect
 - Tiffany is working with the Auditor’s office to find any errors and correct the report
 - This involved pulling in VIP representatives to find out what reports to pull
 - Tiffany has a virtual meeting with a VIP software representative on Wednesday
 - Radio Programming
 - Williamsport repeater update
 - Link Layer update
 - Spencer and Tiffany went to Saltcreek last week to do some of their radios
 - Encryption
 - Maintenance
 - Drone Program

TUESDAY, SEPTEMBER 23, 2025
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

- Continue to work on developing a program
- CERT - Sent out logistics email Monday to CERT members and volunteers in the EOC during Pumpkin Show

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. There are three total BWC claims for 2025. Total unemployment claims filed is at three for 2025.
- Casualty Insurance: Civil litigations claim filed with CORSA.
- Govdeals –Continue working on posting multiple vehicles in storage at PDI.
- No new hire packets were sent out last week. A total of 66 new hire packets has been handed out in 2025. Job openings for part-time and full-time Custodial. Amber Boyer completed preliminary phone interview for full-time custodial position. Maintenance Worker posted with one application received and interview pending. IT Technician posted and will complete two (2) interviews with Robert Adkins Wednesday, September 24, 2025.
- Maintenance:
 - JFS elevator replacement (2025 capital improvement) in progress.
 - Memorial Hall chair lift replacement (2025 capital improvement) July-August. Awaiting final delivery of materials. Although company still has not responded. Mike Wills is doing weekly follow-up calls. Possible change of Venders.
 - IPS Camera replacement at the Sheriff's Office approved last week is a 3–4-week time frame. Submitted for reimbursement.
 - Courthouse rear door access the parts are on back order. Completion after Pumpkin Show.
 - Dog Shelter had a voltage regulator repair.

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 0 visitors to the shelter last week and 0 volunteers.

In the Matter of
Executive Session:

At 9:35 a.m., Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, 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, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 9:50 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, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

No Action taken.

TUESDAY, SEPTEMBER 23, 2025
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

In the Matter of
Executive Session:

At 9:51 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, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 10:45 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, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

No Action taken.

In the Matter of
Allocation for July 2025 Sales Tax Collections:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to allocate the July 2025 Sales Tax collections in the following manner:

\$61,428.00 to 4001.100.13.412100 – Capital Fund
\$1,167,129.88 to 1001.100.13.412100 – General Fund

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
CTI Service Agreement
For Pickaway County IT Department:

Robert Adkins, IT Director, presented a service agreement for A/V System Support & Preventative Maintenance for the Pickaway County IT Department. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the service agreement with CTI in the amount of \$7,146.00 for One (1) year A/V System Support & Preventative Maintenance for Pickaway County IT Department.

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
Grant Davis, Clerk of Courts Update:

Grant Davis, Clerk of Courts, came in for an update. Mr. Davis discussed providing a Maneuverability Course/Class D Skills Test Services. Mr. Davis would need to hire part-time personnel to perform testing. Mr. Davis would need to hire a part-time DX Field Representative, and scheduling would be completed online. Mr. Davis is completing the process for approval through Clear for processing for travel

TUESDAY, SEPTEMBER 23, 2025
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

for flight pre-check. Commissioners would like additional information relative to the Clear Program. Mr. Davis also stated that he followed up in reference to passport applications and was told this time that they are currently not taking applications for new additional locations. The Clerk of Courts office has started Civil E-Filing, and the Attorneys seem to like it.

In the Matter of
Executive Session:

At 11:35 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 Brad Washburn, Auditor, 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, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 12:10 p.m., the Commissioners exited Executive Session and Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

In the Matter of
Resolution Adopted Accepting the Amounts and Rates as
Determined by the Budget Commission and Authorizing the
Necessary Tax Levies and Certifying Them to the County Auditor for Year 2026:

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

Resolution No.: PC-092325-70

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY AUDITOR
(BOARD OF COUNTY COMMISSIONERS)
Rev. Code, Secs. 5705.34, 5705.35

WHEREAS, this Board of County Commissioners in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2026; and

WHEREAS, the Budget Commission of Pickaway County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill tax limitations; then

THEREFORE BE IT RESOLVED by the Board of Commissioners of Pickaway County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED that there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as shown on **Schedule A, Summary of Amounts Required from General Property Tax Approved by Budget Commission, and**

TUESDAY, SEPTEMBER 23, 2025
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

County Auditor's Estimated Tax Rates that is filed in the Pickaway County Commissioners' and County Auditor's Offices; and

BE IT FURTHER RESOLVED that the Clerk of the Board be, and is hereby directed, to certify a copy of this Resolution to the County Auditor of said County.

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
County Administrator Report:

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

- Mrs. Metzger presented letter received from the Circleville Tree Commission relative to planting three trees in the public right-of-way in front of the Commissioners' Office. Commissioners declined the proposal, and Mrs. Metzger will send correspondence to Circleville Tree Commission.

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 September 20, 2025.

A total of \$110 was reported collected as follows: \$30 in dog license; \$30 in dog license late penalty and \$50 in redemptions.

Two (2) stray dogs were processed in; zero (0) dogs were adopted.

With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Gary Scherer, 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: Angela Karr, Clerk