

AUGUST 22, 2024

The Gallia County Board of Commissioners met on this date for the purpose of approving the minutes of the previous meeting and current transfers, appropriations and bills. At 9:00 a.m. the meeting was called to order by President Q. Jay Stapleton. Roll Call: President Q. Jay Stapleton, present; Vice President Leslie Henry, present; Commissioner David K. Smith, present.

The President entertained a motion for approval of the August 15, 2024 minutes. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

2024 Canine Shelter Weekly Report														
Week Ending	Came in	Adopted	Reclaimed	Euthanized	Out to Rescue	MIA	Died (Natural or unknown Causes)	Destroyed (in field)	Total Out	Remaining at shelter	Out to County Foster	In from County Foster	Died in Foster (Natural or Unknown Causes)	Total in Foster
8/18	3	0	1	0	0	0	0	0	9	26	0	0	0	19

COMMISSIONERS – EXECUTIVE SESSION

At 9:13 a.m. the president entertained a motion to enter into executive session with County Administrator concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea. Returned to regular session at 9:24 a.m.; No action taken.

SPECIAL PROJECTS – COURTHOUSE REPAIRS

Special Projects Manager Tom White met with the Commissioners to request \$38,000.00 from the 381 Jail fund to complete the additional work for the jail. This amount would cover concrete between the Conley building and the jail and moving curbs to assist with truck deliveries. David K. Smith moved to allow Mr. White to complete the project as requested, Leslie Henry seconded the motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

AUDITOR – CMI SERVER

Auditor Robbie Jacks met with the Commissioners to discuss his concern for age of the current CMI server. Mr. Jacks stated that it's end of life was 2022 and wanted to make it known, if the server were to go down it would be catastrophic for the County. The County has been in past discussion to update to a new software program. Auditor Jacks mentioned that if that were going to be delayed, a new server should be purchased. No action taken.

**PARTIAL RELEASE OF REAL ESTATE MORTGAGE
GALLIA COUNTY CHIP PROGRAM (B-C-18-1AY-1)**

Grants Administrator Karen Sprague advised the Commission that the following deferred mortgage from a previous round of Community Housing Improvement Program (CHIP) grant has met the term of the mortgage being 5 years and a partial release is now warranted. A partial release is required since the county can only release 85% of the mortgage, which amount equals \$18,421.00. The balance of 15%, which amount equals \$2,763.15, must remain in effect until paid in full. The Prosecuting Attorney prepared the Partial Release of Real Estate Mortgage forms. Mr. Stapleton entertained a motion that the Partial Release of Real Estate Mortgage for the following persons be approved and signed as presented:

- Jason R. & Brandy L. Johnson

Leslie Henry made and David K. Smith seconded the motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

Release of real estate mortgage forms will be signed by Q. Jay Stapleton, as President of the Commission, and is on file in the County's CHIP files.

PARTIAL RELEASE OF REAL ESTATE MORTGAGE

KNOW ALL MEN BY THESE PRESENTS, That County of Gallia, Office of Gallia County Commissioners, for a good and valuable consideration, the receipt of which is acknowledged, does hereby remise, release and discharge a portion of a real estate mortgage executed by JASON R. & BRANDY L. JOHNSON, to the above named County of Gallia, Office of Gallia County Commissioners, dated September 12, 2019 and recorded in Volume 636, Pages 885-887 and mortgage modification dated August 17, 2023 and recorded in Volume 707 Page 681, of the Mortgage Records of Gallia County, Ohio. (This document releases 85% of said mortgage, which equals \$18,421.00. The balance of said mortgage will remain in effect until paid in full, balance remaining equals \$2,763.15)

IN WITNESS WHEREOF, the above named County of Gallia, Office of Gallia County Commissioners, has hereunto subscribed its name and seal this 22nd day of August, 2024.

WITNESSES:

COUNTY OF GALLIA, OFFICE

s/ Karen Sprague _____

GALLIA COUNTY COMMISSIONERS
s/ Q. Jay Stapleton _____
Q. JAY STAPLETON, PRESIDENT

148

AUGUST 22, 2024

s/ **Amanda Phillips**

STATE OF OHIO, GALLIA COUNTY, SS:

Before me, a Notary Public in and for said County and State, personally appeared Q. Jay Stapleton, President of County of Gallia, Office of Gallia County Commissioners, to me personally known, who acknowledged that he did execute the foregoing instrument as such officer and that the same is his free act and deed as such officer.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal at Gallipolis, Ohio, the day and year last above written

s/ Janie Peck
NOTARY PUBLIC

This instrument Prepared by: Jason Holdren, Gallia County Prosecuting Attorney
18 Locust Street, Gallipolis, Ohio 45631

GREEN SEWER PHASE 2 PAYMENT RESOLUTION # 31

GMCAA Grants Administrator Karen Sprague presented the Commission with Payment Resolution # 31 for the Green Sewer Phase 2 Project for the following items:

- Construction - \$372,614.54
- Legal Fees = \$9,477.50
- Engineering: \$22,418.89
- Administration: \$0.00
- Bond/Loan payments: \$0.00
- Other: \$0.00
- Total = \$404,510.93

Invoices to be paid as follows:

- Bricker Graydon invoice 2041142 = \$9,477.50 paid from Gallia County from Settlement Fund #410
- Field Excavating Pay Application #10 = \$372,614.54 payment broken down as follows:
 - \$93,153.64 (25%) paid by Gallia County from USDA Grant Fund #372
 - \$279,460.90 (75%) paid by Gallia County from Settlement Fund #410
- DLZ invoice 223131 = \$22,418.89 broken down as follows:
 - \$5,604.72 (25%) paid by Gallia County from USDA Grant Fund #372
 - \$16,814.17 (75%) paid by Gallia County from Settlement Fund #410

David K. Smith moved and Leslie Henry seconded a motion to approve payment resolution # 31 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

USDA - GREEN SEWER PHASE 2 DISBURSEMENT #26

GMCAA Grants Administrator Karen Sprague presented the Commission with USDA Disbursement #26 for the Green Sewer Phase 2 Project for the following items:

- Field Excavating Pay Application #10 = \$93,153.64 partial payment (25%) by Gallia County from USDA Grant Fund #372
- DLZ invoice 223131 = \$5,604.72 partial payment (25%) by Gallia County from USDA Grant Fund #372
- Total USDA Disbursement Request = \$98,758.36

Leslie Henry moved and David K. Smith seconded a motion to approve and sign the USDA Disbursement #26 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

GREEN SEWER PHASE 2 SETTLEMENT FUND DISBURSEMENT #10

GMCAA Grants Administrator Karen Sprague presented the Commission with Settlement Fund Disbursement #10 for the Green Sewer Phase 2 Project for the following items:

- Bricker Graydon invoice 2041142 = \$9,477.50 paid from Gallia County from Settlement Fund #410
- Field Excavating Pay Application #10 = \$279,460.90 partial payment (75%) by Gallia County from Settlement Fund #410
- DLZ invoice 223131 = \$16,814.17 partial payment (75%) by Gallia County from Settlement Fund #410
- Total Settlement Fund Disbursement Request = \$305,752.57

David K. Smith moved and Leslie Henry seconded a motion to approve the Green Sewer 2 Settlement Fund Disbursement #10 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

AUGUST 22, 2024

RESOLUTION – AEP OHIO AGREEMENT MITCHELL ROAD GREEN PHASE 2

Grants Administrator Karen Sprague presented the Commission with a Contribution-In-Aid-of-Construction Agreement from AEP Ohio for electric installation for the Mitchell Road Lift Station located at 68 Mitchell Road for Green Sewer Phase 2 in the amount of \$3,934.36. President Stapleton entertained a motion to approve the Contribution-In-Aid-of-Construction Agreement as presented. Leslie Henry moved and David K. Smith seconded the motion. Roll call votes: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

AUDITOR – EXECUTIVE SESSION

At 9:59 a.m. the president entertained a motion to enter into executive session with Robbie Jacks, County Auditor concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea. Returned to regular session at 10:27 a.m.; No action taken.

SPECIAL PROJECTS – MIDDLETON ESTATES AUCTION

Special Projects Manager met with the Commissioners to go over some of the details for auctioning off the Middleton Estates property. No action taken.

OVRDC REIMBURSEMENT

Cole Massie, Economic Development Director submitted an Ohio Valley Regional Development Commission ACPG Subrecipient Reimbursement Agreement in the amount of \$31, 975.00 that needed signed by the Commissioners. David K. Smith moved to allow President Stapleton to sign on behalf of the Commission, Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

DOG LICENCE INCREASE

County Administrator Brian Rutherford informed the Commissioners that the Dog License rates have been the same since 2007. Mr. Rutherford recommended increasing the rates. His recommendation was to raise the dog tags from \$7.00 to \$12.00 and to raise the kennel tag from \$70.00 to \$100.00. David K. Smith moved to increase the rates as recommended by the County Administrator, Leslie Henry seconded the motion. Roll call: Mr. Stapleton, nay; Ms. Henry, yea; Mr. Smith, yea.

SHERIFF – CONLEY BUILDING

Sheriff Matt Champlin, Chief Deputy Chris Gruber and Troy Johnson met with the Commissioners to discuss the Conley Building renovation project. Mr. Johnson provided a projected cost estimate from RVC architects at \$575,000.00 or under. The total architectural fees are \$46,000.00. No action taken.

SHERIFF – EXECUTIVE SESSION

At 11:20 a.m. the president entertained a motion to enter into executive session with Sheriff Matt Champlin, Chief Deputy Chris Gruber and IT Director John Grubb concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea. Returned to regular session at 11:36 a.m.; No action taken.

SHERIFF – MASON & BERRY SERVICE AGREEMENT

Chief Deputy Chris Gruber presented the Commissioners with a Service Agreement from Mason & Barry Inc. to quarterly test and inspect HVAC equipment and 1 annual visit per year for a total of 4 visits per year. The Service Agreement is in the amount of \$9,584.00 annually; with payments of \$2,396.00 per quarter. Leslie Henry moved to approve the agreement as presented by Mr. Gruber. David K. Smith seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

SHERIFF – ACCURATE SERVICE AGREEMENT

Chief Deputy Chris Gruber presented the Commissioners with a Service Agreement from Accurate Controls Inc. to provide 24/7 online and phone support for equipment at the jail. The Service Agreement is a 3 year agreement in the amount of \$9,584.00 annually; with payments of \$32, 763.60.00. David K. Smith moved to approve the agreement as presented by Mr. Gruber. Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

SHERIFF – THE K COMPANY SERVICE AGREEMENT

Chief Deputy Chris Gruber presented the Commissioners with a Service Agreement from The K Company to provide one annual visit to check, upgrade software and all modules on the equipment list. The Service Agreement is a 3 year agreement in the amount of \$7,789.05. David K. Smith moved to approve the agreement as presented by Mr. Gruber. Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

AUGUST 22, 2024

DJFS – SUBGRANT AGREEMENT

Director Dana Glassburn presented the following subgrant agreement for approval: David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PURCHASE OF SERVICES SUBGRANT AGREEMENT

AMENDMENT NO. 3

This amendment will amend the contract between the Gallia County Department of Job and Family Services (GCDJFS) "the grantor" and Educational Services Center (ESC) "subgrantee" and will be effective 10/1/2023-9/30/2024 for the purchase of TANF Advantage activities with TANF funds CFDA number 93.558 (original award date 10/1/2022; FAIN# 2301OHTANF; revised award date 10/30/2023; FAIN# 2401OHTANF) Temporary Assistance to Needy Families Block Grant.

Needed corrections:

As part of this amendment, clerical errors need to be corrected within the original subgrant agreement as well as in amendment #1 and #2. The clerical errors are a result of references to TANF purpose 4 which was removed from the Gallia PRC Plan as per guidance from Ohio Department of Job and Family Services (ODJFS) PRC Program Policy team but inadvertently missed in the subgrant agreement and corresponding amendments. In addition, the amendments utilized the old program name "Summer Advantage" which was changed to two separate program references "Advantage (Kids)" and "Advantage (Adults)" all under the "Advantage" program to distinguish the two program categories better, as suggested by the (ODJFS) PRC Program Policy team. Subgrantee was aware of the changes prior to the original subgrant agreement; therefore, this portion of the amendment is clerical in nature and does not change intent of the subgrant agreement, corresponding amendments, or the Advantage programs.

Following are the needed corrections:

- 1) Subgrant agreement with effective date of 10/1/2023-9/30/2024, Article III. Responsibilities of Subgrantee, where it states "TANF Goal 4" is hereby corrected to state "TANF Goal 3".
- 2) Amendment 1, where it states "TANF Goal #3 and/or #4" is hereby corrected to stated "TANF Goal #3". Where it states, "Summer Advantage" is hereby corrected to state "Advantage".
- 3) Amendment 2, where it states, "Summer Advantage" is hereby corrected to state "Advantage".

It was also noted that there is a mathematical error on Amendment 2. In that, the total amount of the contract on Amendment 2 should have shown \$1,122,200.00 instead of \$1,119,200 to be mathematically correct based on the actual increases listed on Amendment #1 and #2.

Availability of Funds:

Increase the total amount of the contract to \$1,272,200. This is an increase in the amount of \$150,000.

<i>s/ Dana L. Glassburn</i> , Director, GCDJFS	8/22/2024
<i>s/ Denise Shockley</i> , Superintendent, ESC	8/22/2024
<i>s/ Q. Jay Stapleton</i> , President, Gallia County Board of Commissioners	8/22/2024
<i>s/ Leslie Henry</i> , Vice President, Gallia County Board of Commissioners	8/22/2024
<i>s/ David Smith</i> , Commissioner, Gallia County Board of Commissioners	8/22/2024

Reviewed by:

<i>s/ Isaac Beller</i> , Gallia County Prosecuting Attorney	8/19/2024
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DJFS – EXECUTIVE SESSION

At 11:46 a.m. the president entertained a motion to enter into executive session with DJFS Director Dana Glassburn concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. David K. Smith moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea. Returned to regular session at 12:00 p.m.; No action taken.

Motion to Rescind GCDJFS Employment Offer

On Thursday August 15, 2024, the Gallia County Board of Commissioners approved hiring Courtney Rickard with an effective hire date to be determined by the Gallia County Department of Job and Family Services (GCDJFS) Director, Dana Glassburn, upon successful completion of preliminary employment screening processes and in accordance with ORC 5101:2-33-55 (B) (1)]. GCDJFS extended the employment offer to Ms. Rickard for the Child Protective Services Case Manager 2 position, (Classification Number 34136, Position control # 50008.0), on the same date. The offer included a request for the applicant to confirm acceptance by August 20, 2024. As of August 22, 2024, at 11:00 a.m., there had been no communication or response from Ms. Rickard regarding the offer. Given the lack of response, the

AUGUST 22, 2024

GCDJFS Director hereby recommends the Board of Commissioners rescind the offer of employment to Courtney Rickard, effective immediately, and to allow the position to be reposted.

David K. Smith moved to, upon the recommendation of Director Glassburn, rescind the employment offer extended to Courtney Rickard for the position of Child Protective Services Case Manager 2 due to the applicant's failure to respond to the offer within the designated timeframe. Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

DJFS - RESIGNATION

President Stapleton entertained a motion upon the recommendation of JFS Director Dana Glassburn, to accept the resignation of Jennifer VanMeter effective September 5, 2024. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

*12:30 pm Commissioner Smith left the meeting.

DJFS - RESIGNATION

Dana Glassburn, GCDJFS Director, recommended accepting the resignation of Bailie Young, intern, (otherwise referred to as a student employee as per the Gallia County Personnel Policy Manual Section 3.12 A(6), with a last day of employment being August 10, 2024. Bailie is returning to college towards her pursuit of a bachelor's degree at Montreat College. Leslie Henry moved to accept the resignation and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

GREEN SEWER 2 CONSTRUCTION MEETING

At 1:30 p.m. the Commissioners, County Administrator Brian Rutherford, Grant Administrator Karen Sprague, and Clerk to the Board Amanda Phillips attended the Green Sewer 2 Construction monthly meeting in the Commissioners' office. Others in attendance were: DLZ Reps. Gary Silcott, Rob Snedden & Eli Walker and Tracy Shoults, Josh Fields and Bo Cox from Fields Excavating.

ADJOURN

At 3:40 p.m. the President entertained a motion for adjournment. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

Absent
Q. Jay Stapleton, President,

Amanda Phillips
Amanda Phillips, Clerk

Leslie Henry
Leslie Henry, Vice President

David K. Smith
David K. Smith, Commissioner

CASTO & HARRIS, INC. — RE-ORDER NO. 25403-23