

**SEPTEMBER 12, 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, absent.

The President entertained a motion for approval of the September 5, 2024 minutes. Leslie Henry made and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

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
9/8	5	0	0	0	0	0	0	0	0	35	0	0	0	10

**NEW FUND – PORT AUTHORITY**

Economic Development Director, Cole Massie presented the Commission with the Appalachian Community Grant Program grant reimbursement for Administrative Costs accrued from the grant, which will be used for legal fees associated with the Gallia County Port Authority. The President entertained a motion to approve and accept the request, and hereby requests the County Auditor's Office to create a new fund titled "Port Authority"; give that fund number 423, and to appropriate \$31,975.00 into line items as follows:

Expense Line Items needed are as follows:

Appropriate \$31,975.00 into 423.0423.531100 Other Expenses – Legal Fees

Also, create one revenue line item for Funds pay-ins as follows:

Create 423.3000.400100 \$31,975.00 Grant Revenue

Leslie Henry moved to approve the new fund, Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

**SPECIAL PROJECTS – EXECUTIVE SESSION**

At 9:38 a.m. the President entertained a motion to enter into executive session with Special Projects Manager Tom White concerning contracts. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent. Returned to regular session at 9:50 a.m.; No action taken.

**FAA 2024 AIP ATP GRANT AGREEMENT APPROVAL  
GALLIA-MEIGS REGIONAL AIRPORT PROJECT**

Grants Administrator Karen Sprague presented the Commission with a grant agreement from the FAA for the FY 2024 AIP Grant. This grant agreement is for the Reconstruction of the Airport Rotating Beacon project. Mr. Stapleton entertained a motion to approve and grant authority to the President of the Board to sign the grant agreement as signed electronically on 9/9/2024 and request the County Budget Commission to create a new fund for this grant titled "**2024 FAA AIP Airport Grant**", give that grant fund number **422** and increase the amended certificate by this \$126,540 grant. It was noted the local match share of \$7,030 and will be paid from the matching funds grant fund S-P-21-1AY-1 #394 & state grant match is \$7,030. Leslie Henry moved and Q. Jay Stapleton seconded this motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

**APPROPRIATE FAA 2024 AIP GRANT  
GALLIA-MEIGS REGIONAL AIRPORT PROJECT**

Appropriate the funds into the grant fund titled "**20 24 FAA AIP Airport Grant**", grant fund number **422**, \$126,540 grant into the following grant line items:

Appropriate	\$94,140.00	into	422.0422.531100	title	Rotating Beacon
	\$28,800.00	into	422.0422.531101	title	Professional Fees
	\$3,600.00	into	422.0422.531102	title	Administration

Create Revenue Line Items as follows:

Create 422.3000.400100 Payins for FAA 2024 AIP Grant (\$126,540)

Leslie Henry moved and Q. Jay Stapleton seconded this motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

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

SEPTEMBER 12, 2024

**RESOLUTION – TO ESTABLISH THE GALLIA COUNTY DBE PROGRAM OBJECTIVES/POLICY STATEMENT**

Grants Administrator Karen Sprague presented the Commission with the following resolution to establish the Gallia County DBE Program Plan in accordance with regulations of the USDOT as required by the federal financial assistance from the FAA grant for the Airport Terminal Project. Leslie Henry moved and Q. Jay Stapleton seconded a motion to approve the DBE Program Plan and the following Objectives & Policy Statement. Roll call votes: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

UNITED STATES DEPARTMENT OF TRANSPORTATION  
DBE PROGRAM – 49 CFR PART 26  
Gallia County Commissioners  
for the Gallia-Meigs Regional Airport, Gallipolis OH

**POLICY STATEMENT**

## Section 26.1, 26.23 Objectives/Policy Statement

Gallia County Commissioners (hereafter 'the County') have established a Disadvantaged Business Enterprise (DBE) program plan in accordance with regulations of the U.S. Department of Transportation (USDOT) 49 CFR Part 26. The County has received federal financial assistance from USDOT, and as a condition of receiving this assistance, the County has signed an assurance that they will comply with 49 CFR Part 26.

It is the policy of the County to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also the policy:

1. To ensure nondiscrimination in the award and administration of USDOT-assisted contracts.
2. To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law.
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs.
5. To help remove barriers to the participation of DBEs in USDOT-assisted contracts.
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients.
7. To assist the development of firms that can compete successfully in the marketplace outside the DBE program.
8. To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

The County Administrator has been designated as the DBE Liaison Officer (DBELO). In that capacity, the County Administrator is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the County in its financial assistance agreements with USDOT.

The County has disseminated this policy statement to its board members, and will distribute this statement to DBE and non-DBE business communities that perform work for the Airport on USDOT-assisted contracts in the following manner:

1. This policy statement will be prepared as a handout, and made available at pre-bid conferences, and/or outreach meetings conducted by the County.

s/ Q. Jay Stapleton 9/12/2024

Q. Jay Stapleton, President, Board of Gallia County Commissioners

**DJFS – EXECUTIVE SESSION**

At 10:02 a.m. the president entertained a motion to enter into executive session with DJFS Kathy Campbell concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent. Returned to regular session at 10:08 a.m.; No action taken.

SEPTEMBER 12, 2024

**DJFS – RESIGNATION**

DJFS Kathy Campbell requests on behalf of DJFS Director Dana Glassburn, the Commissioners acceptance of the resignation of Amy Skidmore effective September 19, 2024. The President entertained a motion to accept the resignation as recommended by Ms. Campbell. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yes; Ms. Henry, yea; Mr. Smith, absent.

**OPWC AUTHORIZING LEGISLATION RESOLUTION – COUNTY ENGINEER**

Commission received OPWC Application from the Gallia County Engineer. The President entertained the motion to approve the following resolution. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yes; Ms. Henry, yea; Mr. Smith, absent.

**AUTHORIZING LEGISLATION**

A RESOLUTION AUTHORIZING BRETT A. BOOTHE, P.E., PS., GALLIA COUNTY ENGINEER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S)

WHEREAS, The State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the County of Gallia is planning to make capital improvements to 2025 Gallia County Road Surface Improvements Project, and

WHEREAS, the County of Gallia is planning to make capital improvements to 2025 Gallia County Guardrail Reconstruction Project, and

WHEREAS, the infrastructure improvements herein above described is considered to be a priority need for the community and are qualified projects under the OPWC programs,

NOW THEREFORE BE IT RESOLVED by Gallia County:

Section 1: The Gallia County Engineer Brett A. Boothe, P.E., P.S. is hereby authorized to prepare and apply to OPWC for the projects described above.

Section 2: The Gallia County Commission President Q. Jay Stapleton is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance and executing contracts for said projects.

Passed: September 12, 2024

Approved by:

s/Q. Jay Stapleton, President

s/Leslie Henry, Vice President

**SHERIFF/IT – LEADS UPDATE**

IT Director John Grubb and Chief Deputy Chris Gruber met with the Commissioners to provide updates on the VPN purchase which is one step in the audit sanction process with LEADS. No action taken.

**IT – GRANT APPLICATION**

IT Director John Grubb met with the Commissioners to request permission to apply for the Ohio SLGCP Round 2 Grant Program for Cisco Duo Multi-Factor Authentication that meets CORSA and LEADS requirements. President Stapleton entertained a motion to allow Mr. Grubb to apply for the grant as requested. Leslie Henry made and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent.

**COURTROOM REPAIRS**

Judge Margaret, Mike Smith and Melissa Hall met with the Commissioners to discuss renovations to the Courtroom. Judge Evans stated she intends to pay for the following:

- New Flooring
- New Counsel Tables
- Replacing Trim and Surfaces
- Reworking the separating wall
- New audio-visual equipment

Ms. Evans requested help with fixing the ceiling from the HVAC work. (Holes in the ceiling tile) The Judge is also requesting to be added to the projects list for renovation of the court office space due to the need for more work space and the need to be able to use the space they have more efficiently. No action taken.

**BOARD OF ELECTIONS**

Eric Whitt and Jerod Roberts from the BOE along with Board members Kennison Saunders, Kim VanMeter and John Burnett met with the Commissioners to discuss the following financial needs:

SEPTEMBER 12, 2024

Mr. Whitt and Mr. Roberts had met with the Commissioners concerning these needs previously at the 8/29/24 Commissioners meeting and the Commission decided they wanted more clarity.

- BOE, Employee Salaries  
-Triad GSI (Voter Registration System Vendor) annual invoice of \$17,000.00  
-Money was moved from Employee Salaries into Contract Services for payment, because of lack of funds, and they are requesting for Employee Salaries - \$17,000.00 to reimburse for moving the funds over.
- BOE, Employee Salaries and Contract Services  
-In adding up estimated totals for the remainder of the 2024 year, in both the Employee Salaries and Contract Services line, need funds to finish out these two lines.  
-Requesting for Employee Salaries/Contract Services - \$13,000.00 to help with the pay to employees for remainder of 2024, and to help with the payments to contract services for the remainder of 2024.

Commissioner Henry moved to approve the Triad Invoice in the amount of \$16,665.00 but would like more information on the contract service line request. Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yes; Ms. Henry, yea; Mr. Smith, absent.

**2025 CEBCO HEALTH INSURANCE RENEWAL**


John Saunders and Scott Saunders, Saunders Insurance Agency, presented the Commissioners with some alternate/revised options for the 2025 CEBCO Employee Health Insurance Benefits Renewal package. No action taken.

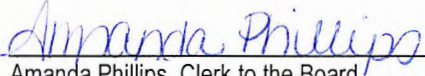
**COMMISSIONERS – EXECUTIVE SESSION**

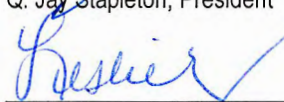
At 11:44 a.m. the president entertained a motion to enter into executive session with Assistant Prosecutor David Evans concerning contracts. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent. Returned to regular session at 11:55 p.m.; No action taken.

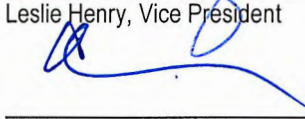
**ADJOURN**

At 2:30 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.

  
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Q. Jay Stapleton, President

  
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Amanda Phillips, Clerk to the Board

  
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Leslie Henry, Vice President

  
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David K. Smith, Commissioner