

**OCTOBER 24, 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 October 17, 2024 minutes. Leslie Henry moved and David K. Smith seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

TRAVEL REQUESTS				
DEPARTMENT	NAME	DATE	TO	RE:
GCDJFS	Dana Glassburn	10/22/2024	Jackson	ESC Advisory Council Meeting
GCDJFS	Dana Glassburn	10/24/2024	Jackson	MAGI Meeting

The President entertained a motion to approve travel requests as submitted. 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
10/20	7	0	0	0	0	0	0	0	3	24	0	1	0	20

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

**RECORDER – SENATE BILL 94**

Senate Bill 94 was passed earlier this year, requiring that all documents being held as records in all County Recorders' Office across the state be made available for electronic review and copying. The Senate gave all 88 counties a deadline of June 25, 2025 to have these changes implemented. County Recorder Roger Walker met with the Commissioners to inform them that he had contacted Cott Systems Inc. and had them send him proposals for both Reindexing (putting all the deeds, titles, etc. in a computer indexing system), as well as Backfiling all documents produced before the 1980's by scanning those documents into electronic formats. The Reindexing and backfiling quote provided by Mr. Walker was \$66,600.00. The Ohio State Treasurer's Office has set aside \$6 million for reimbursement of county costs, but it is on a first come, first serve basis until all the funds are exhausted. Mr. Walker requested from the Commissioners, permission to apply for the reimbursement. David K. Smith moved to allow the Recorder to apply and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**FUND LINE CREATION**

County Administrator, Brian Rutherford presented the Commission with a request to create a new fund line for payment of the Software Solutions Auditing, Payroll and Utility software packages. The President entertained a motion to approve and accept the request, and hereby requests the County Auditor's Office to create a new fund entitled "Software Solutions", and give that fund number 424.

Expense line items needed are as follows:

Creation of 424.0424.530700 Contract Services

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

Creation of 424.3000.400100

David K. Smith moved to approve the fund line creation as presented by Mr. Rutherford, Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**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**

The Governing Board of Commissioners, Gallia County, Ohio, met in regular session on the 24th day of October, 2024 at the office of Gallia County Commissioners with the following members present:

Q. Jay Stapleton, President

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Leslie R. Henry, Vice-President  
David K. Smith, Commission Member

Mr. Smith moved the adoption of the following Resolution:

**Resolved**, By the Governing Board of Commissioners, Gallia County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2025; and

**Whereas**, The Budget Commission of Gallia 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 Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

**Resolved**, By the Governing Board of Commissioners Gallia 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 follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

General Fund, Amount \$3,278,898.46, Inside 3.4  
169 Board, \$1,273,533.30, Outside 1.8  
169 Board, \$849,041.30, Outside 1.0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

169 Board voted on 11/4/03 continuous, 0.5 rate, \$353,759.35 yield of levy  
169 Board voted on 11/4/03 continuous, 1.3 rate, \$919,773.95 yield of levy  
169 Board voted on 11/7/17 continuous additional, 1.0 rate, \$849,041.30 yield of levy; and be it further

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

Ms. Henry seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Q. Jay Stapleton, vote: Y  
Ms. Leslie R. Henry, vote: Y  
Mr. David K. Smith vote: Y

Adopted the 24th of October, 2024

Amanda Phillips  
Clerk of the Board of Commissioners, Gallia County, Ohio

**COMMISSIONERS – EXECUTIVE SESSION**

At 9:23 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 and contracts. 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 9:29 a.m.; No action taken.

**D&K – NEW HIRE**

County Administrator, Brian Rutherford recommended the part time hire of Lacy-Mae Satterfield as Assistant Dog Warden, a classified position, with a 6 month probation period at a rate of \$12.50 per hour and 59 hours biweekly, pending a successful background check and drug test. The employment would begin on Monday, November 4, 2024 and will not include health insurance benefits. The President entertained a motion to approve the action as recommended by Mr. Rutherford. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**ENGINEER – 2025 BUDGET**

County Engineer Bret Boothe presented his proposed 2025 budget request to the commissioners. No action taken.

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**GREEN SEWER PHASE 2 PAYMENT RESOLUTION # 33**

GMCAA Grants Administrator Karen Sprague presented the Commission with Payment Resolution # 33 for the Green Sewer Phase 2 Project for the following items:

- Construction - \$723,860.01
- Legal Fees = \$0.00
- Engineering: \$22,274.65
- Administration: \$773.16
- Bond/Loan payments: \$0.00
- Other: \$0.00
- Total = \$746,907.82

Invoices to be paid as follows:

- GMCAA September 2024 Administration Billing = \$773.16 paid by Gallia County from Settlement Fund #410
- Field Excavating Pay Application #12 = \$723,860.01 payment broken down as follows:
  - \$180,965.00 (25%) paid by Gallia County from USDA Grant Fund #372
  - \$542,895.01 (75%) paid by Gallia County from Settlement Fund #410
- DLZ invoice 223796 = \$22,274.65 broken down as follows:
  - \$5,568.66 (25%) paid by Gallia County from USDA Grant Fund #372
  - \$16,705.99 (75%) paid by Gallia County from Settlement Fund #410

Leslie Henry moved and David K. Smith seconded a motion to approve payment resolution # 33 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**USDA - GREEN SEWER PHASE 2 DISBURSEMENT #28**

GMCAA Grants Administrator Karen Sprague presented the Commission with USDA Disbursement #28 for the Green Sewer Phase 2 Project for the following items:

- Field Excavating Pay Application #12 = \$180,965.00 partial payment (25%) by Gallia County from USDA Grant Fund #372
- DLZ invoice 223796 = \$5,568.66 partial payment (25%) by Gallia County from USDA Grant Fund #372
- Total USDA Disbursement Request = \$186,533.66

David K. Smith moved and Leslie Henry seconded a motion to approve and sign the USDA Disbursement #28 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 #12**

GMCAA Grants Administrator Karen Sprague presented the Commission with Settlement Fund Disbursement #12 for the Green Sewer Phase 2 Project for the following items:

- GMCAA September 2024 Administration Billing = \$773.16 paid by Gallia County from Settlement Fund #410
- Field Excavating Pay Application #12 = \$542,895.01 partial payment (75%) by Gallia County from Settlement Fund #410
- DLZ invoice 223796 = \$16,705.99 partial payment (75%) by Gallia County from Settlement Fund #410
- Total Settlement Fund Disbursement Request = \$560,374.16

Leslie Henry moved and David K. Smith seconded a motion to approve the Green Sewer 2 Settlement Fund Disbursement #12 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**FAA 2024 BIL GRANT ANNUAL FEDERAL FINANCIAL REPORT**

GALLIA-MEIGS REGIONAL AIRPORT

Grants Administrator Karen Sprague presented the Commission with the 2024 FAA BIL grant Annual Reporting as follows for approval and signing:

- SF-425 Federal Financial Report
- SF-271 Outlay Report

Ms. Sprague advised that FAA grants open as of September 30, 2024 are required to submit an annual report by the end of December each year with info through September 30. Ms. Sprague noted the report reflects no FAA grant funds were expended through 9/30/2024. Jay Stapleton entertained a motion to approve and sign the SF-425 Annual Federal

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Financial Report form, the SF-271 Outlay Report as presented. David K. Smith moved and Leslie Henry seconded this motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**FAA 2024 AIP GRANT ANNUAL FEDERAL FINANCIAL REPORT**

**GALLIA-MEIGS REGIONAL AIRPORT**

Grants Administrator Karen Sprague presented the Commission with the 2024 FAA AIP grant Annual Reporting as follows for approval and signing:

- SF-425 Federal Financial Report
- SF-271 Outlay Report

Ms. Sprague advised that FAA grants open as of September 30, 2024 are required to submit an annual report by the end of December each year with info through September 30. Ms. Sprague noted the report reflects no FAA grant funds were expended through 9/30/2024. Jay Stapleton entertained a motion to approve and sign the SF-425 Annual Federal Financial Report form, the SF-271 Outlay Report as presented. David K. Smith moved and Leslie Henry seconded this motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**DJFS – EXECUTIVE SESSION**

At 10:03 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 and contracts. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, absent. Returned to regular session at 10:18 a.m.; No action taken.

**OSU EXTENSION OFFICE – MONTHLY UPDATE**

Micha Holcomb, 4-H Program Assistant and Tracy Winters presented the Commission with an agency update for October of various activities and presented a copy of their newsletter and upcoming events. No action taken.

**AUDITOR – 2025 BUDGET**

County Auditor Robert Jacks presented his proposed 2025 budget request to the commissioners. No action taken.

**CLERK OF COURTS – 2025 BUDGET**

Clerk of Courts, Anita Moore presented her proposed 2025 budget request to the commissioners. No action taken.

**GREEN SEWER 2 CONSTRUCTION MEETING**

At 11:00 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.

**OUTREACH CENTER**

Gary Fenderbosch and Patricia Slayton from the Outreach Center met with the Commissioners to discuss the roof replacement project. No action taken.

**COMMUNITY ACTION**

Patricia Slayton, from Community Action met with the Commissioners to request they sign a letter in support to enter the preliminary steps in the building of a Community Center. President Stapleton entertained a motion to sign the letter as presented. David K. Smith moved and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

**EMS – EXECUTIVE SESSION**

At 12:53 p.m. the president entertained a motion to enter into executive session concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee and contracts. 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 12:59 p.m.; No action taken.

**EMS – SUPPLEMENTAL APPROPRIATION**

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EMS Director Keith Wilson met with the Commissioners to inform the Commissioners that he will not be able to make the next payroll and he is going to be short in his salary and fringes line items the remainder of the year. Mr. Wilson explained that he would need an appropriation in the amount of \$289,000.00. David K. Smith moved to approve a supplemental appropriation of \$289,000.00 into the line items as requested. Commissioner Henry informed Mr. Wilson that coming to the Commission when all payroll monies are already expended demonstrates a lack of leadership from the Director and that she expects a proactive solution based leadership.

CEBCO – BROKER & AGENT OF RECORD LETTER

President Stapleton entertained a motion to send the following letter to Mike Kindell, CEBCO. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, nay.

October 21, 2024

Mike Kindell  
CEBCO  
209 East State St  
Columbus, OH 43215  
Via email: [mkindell@ccao.org](mailto:mkindell@ccao.org)

Gallia County  
Anthem Group# W51059P037

Dear Mike,

This is your authorization to recognize Marsh McLennan Agency, 309 Webster Street Dayton, Ohio 45402 as sole and exclusive Agent and/or Broker of Record on the above noted group insurance written on our behalf, effective immediately.

MMA/Brendan Murray are authorized as the agent for our group insurance benefits. This designation supersedes any other designation and terminated commission and other compensation payments to our prior Agent of Record.

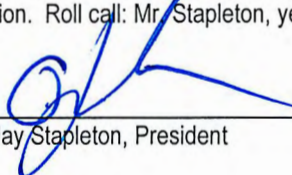
I understand that compensation will now be paid to Marsh & McLennan Agency LLC Company, Tax ID# 26-3237576.

Sincerely,

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

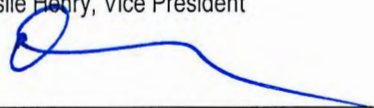
ADJOURN

At 1:30 p.m. the President entertained a motion for adjournment. David K. Smith made and Leslie Henry seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, yea; Mr. Smith, yea.

  
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Q. Jay Stapleton, President

  
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Amanda Phillips, Clerk to the Board

*Absent*  
\_\_\_\_\_  
Leslie Henry, Vice President

  
\_\_\_\_\_  
David K. Smith, Commissioner