

**MARCH 30, 2023**

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 David K. Smith. Roll Call: President David K. Smith, present; Vice President Q. Jay Stapleton, present; Commissioner Leslie Henry, present.

The President entertained a motion for approval of the March 23, 2023 minutes. Q. Jay Stapleton made and Leslie Henry seconded motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

TRAVEL REQUESTS				
DEPARTMENT	NAME	DATE	TO	RE:
Recorder	Roger Walker	4/20/23	Columbus	Ohio Recorders Association Spring Cont. Education
911/EMA	Sherry Daines	4/5-4/6	Columbus	Ohio EMA Conference
EMA	Tim Miller	4/5-4/6	Columbus	Ohio EMA Conference
Commissioners	David K. Smith Q. Jay Stapleton Leslie Henry	3/30/23	Lawrence County	Economic Development Mtg. w/ Lawrence Co. Commissioners

The President entertained a motion to approve travel requests as submitted. Q. Jay Stapleton made and Leslie Henry seconded motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

2023 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
3/26	7	0	1	0	0	0	0	0	1	34	0	0	0	8

**MILEAGE REIMBURSEMENT RATE**

Commissioner Henry informed the Commission that the IRS Travel mileage reimbursement rate is now \$0.655 cents. President Smith entertained a motion to increase Gallia County's mileage reimbursement rate from \$.50 per mile to \$0.655 per mile effective immediately. Leslie Henry made and Q. Jay Stapleton seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

**EXECUTIVE SESSION – DAVID REIPENHOFF – LEGAL**

9:10 a.m., the President entertained a motion to enter into executive session with David Reipenhoff, Personnel attorney for the county concerning legal action against the county. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea. Returned to regular session at 9:25 a.m. No action taken.

**ODOD MONITORING REPORT – FY 2019 CDBG CD GRANT (B-F-19-1AY-1)**

GMCAA Grants Administrator Karen Sprague presented the Commission with ODOD's Monitoring Report dated 3/28/2023 for the 2019 CDBG Community Development Grant (B-F-19-1AY-1) as follows:

- Program Administration
  - Citizen Participation – In compliance, public hearing notices and meeting documentation met the 10-day notice and publication content requirements with minutes & attendance adequately documented.
  - Civil Rights/Fair Housing – was not monitored with the PY 2019 grant.
  - National Objective – In compliance, projects reviewed for eligibility under CDBG National Objectives at time of application.
  - Environmental Review – In compliance, ER files contained the required materials documenting the appropriate level of clearance and notification timeframes for the activities undertaken, copy of release of funds and appropriate checklists on file with ER record.
  - Procurement – In compliance, community utilized the appropriate type of procurement for the projects selected for review and maintained all required procurement documentation in the grant files.
  - Contract Management – Community's contracts selected for review contained the required federal provisions and were executed in accordance with ORC. Contractors were screened through System for Award Management (SAM) and found eligible to receive federal award contracts.
  - Labor Standards – In compliance, community adequately documented that federal prevailing wages were paid and that employee rights posters were located at the project sites for the duration of the projects selected for review.

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- o Financial Management – In compliance, a limited financial review was conducted comparing construction contracts, including change orders, with disbursements and monitored compliance with OCD Policy Notice 20-1: Grant Operations and Financial Management Policy and Procedures.
- o Grant Management – In compliance, based on limited project review, it appears that copies of all required documents were maintained with the community’s grant records and the community met all applicable reporting deadlines.
- o Site Visit – was not conducted due to the nature of the monitoring. Community provided pictures of completed work that are included with the grant files.
- Performance for B-F-19-1AY-1 Grant
  - o Street Improvement – 6150 Linear feet of paving – Patriot Road Paving from SR 141 in Walnut Township to Grate Road in Perry Township (County Road paving project located in Perry & Walnut Townships)
  - o Street Improvement – 2531 Linear feet of paving – Clay Twp Ann Drive Paving
  - o Street Improvement – 765 Linear feet of paving – Gallipolis City Court Street Paving from First to Third Avenue
- Summary
  - o Gallia County was awarded \$162,000 in PY 2019 Community Development Program funding. The community used the funds for three street improvement activities in Clay Township, Gallipolis Village, Perry, and Walnut Township. Funds were also used for general administration. \$162,000 was drawn and expended. OCD staff reviewed limited project files for the community’s PY 2019 grant, B-F-19-1AY-1, to examine compliance in the following areas: citizen participation, national objective, environmental review, procurement, contract management, labor standards, financial management, and grant management. The monitoring resulted in zero findings or advisories; no response is required. OCD would like to thank Karen Sprague for facilitating the monitoring.

Ms. Sprague advised no action is required by the Commission and the full monitoring report will be on file with the county’s B-F-19-1AY-1 grant documents. Ms. Sprague further noted the ODOD monitoring report starts the grant closeout process which will not be complete until the state receives all State Auditor Annual Audit reports for the county that include years when these federal funds were received and expended which include years 2019 thru 2021. After ODOD reviews all State Auditor Annual Audit reports ODOD will issue to Gallia County a letter of closing for the grant that will advise the county of the time period the grant files must be maintained as public records, usually 3 to 5 years from the date of the letter of closing. All grant files will be boxed and stored in the county’s storage room with the retainage dates clearly written on the exterior of the box and they will not be disposed of until after the retainage date has been reached.

**PARTIAL RELEASE OF REAL ESTATE MORTGAGE  
GALLIA COUNTY CHIP PROGRAM (B-C-11-025-1)**

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 10 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 \$29,002.00. The balance of 15%, which amount equals \$5,118.00, must remain in effect until paid in full. The Prosecuting Attorney prepared the Partial Release of Real Estate Mortgage forms. David Smith entertained a motion that the Partial Release of Real Estate Mortgage for the following persons be approved and signed as presented:

- Carolyn V. Partain

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

Release of real estate mortgage forms will be signed by David K. Smith, 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 CAROLYN V. PARTAIN, husband and wife, to the above named County of Gallia, Office of Gallia County Commissioners, dated March 27, 2013 and recorded in Volume 541, Page 915-917, of the Mortgage Records of Gallia County, Ohio. (This document releases 85% of said mortgage, which equals \$29,002.00. The balance of said mortgage will remain in effect until paid in full, balance remaining equals \$5,118.00)

IN WITNESS WHEREOF, the above named County of Gallia, Office of Gallia County Commissioners, has hereunto subscribed its name and seal this 30<sup>th</sup> day of March, 2023.

WITNESSES:

s/Karen Sprague

s/Amanda Phillips

COUNTY OF GALLIA, OFFICE  
GALLIA COUNTY COMMISSIONERS  
s/David K. Smith  
DAVID K. SMITH, PRESIDENT

STATE OF OHIO, GALLIA COUNTY, SS:

Before me, a Notary Public in and for said County and State, personally appeared David K. Smith, 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.

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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/ Bailey Jacobs-Johnson*  
NOTARY PUBLIC

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

#### CONTRACT FOR COMMUNITY RESIDENTIAL SERVICES

The commissioners were in receipt of a contract from the Lawrence County Juvenile Center for community residential services at a per diem rate of \$115.00 per bed. The term of the agreement is March 1, 2023 through December 31, 2023. Q. Jay Stapleton made and Leslie Henry seconded the motion to approve the contract as recommended by Judge Moulton. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

#### SOUTHEAST OHIO BUILDING DEPARTMENT – AGREEMENT/CONTRACT

At the beginning of the year, Randy Breech along with Rick Dostal, the Building Official for Southeast Ohio Building Department, who also serves as Washington County's commercial inspection department, presented the commission with an opportunity to pass a resolution for the county to use Southeast Ohio Building Department as Gallia County's commercial building inspection resource instead of the State of Ohio. Mr. Breech stated that the State Inspection office had reduced staffing of commercial building inspectors and it has caused very lengthy delays in getting new building plans and permits approved. The commissioners had requested for the Prosecutor's office to conduct a legal review of the contract. Based on that review President Smith entertained entering into contract with Southeast Ohio Building Dept./Washington County Building department for commercial building permitting. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

#### EXECUTIVE SESSION – DJFS – PERSONNEL

At 9:55 a.m. the president entertained a motion to enter into executive session with DJFS Business Director Dana Glassburn to consider the employment of a public employee. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea. Returned to regular session at 10:10 a.m., no action taken.

#### DJFS – NEW HIRE

Dana Glassburn, GCDJFS Director, recommended the following new hire with an effective hire date to be determined by the Director upon successful completion of preliminary employment screening processes and in accordance with ORC 5101:2-33-55 (B) (1). Pay rate \$22.50/hour. As a condition of employment, authorizing an unpaid day off (April 14<sup>th</sup>, 2023) for an existing pre-paid vacation.

Amy Skidmore, Mobility Manager, Classification Number 50000, Position control # 60001.0

The President entertained hiring Ms. Skidmore as recommended, Leslie Henry made and Q. Jay Stapleton seconded the motion. Upon roll call votes were as follows: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

#### LEAVE DONATION

Commissioners received a leave donation application for 6 hours from Dana Glassburn, DJFS to Sherri Shaw. for the pay period dated 3/25/23 thru 4/7/23.

The president entertained a motion to approve the leave donation application as requested. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

#### EXECUTIVE SESSION – SHERIFF – PERSONNEL

At 10:17 a.m. the president entertained a motion to enter into executive session with Sheriff Matt Champlin to consider the employment of a public employee. Q. Jay Stapleton moved and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea. Returned to regular session at 10:36 a.m., no action taken.

#### OSU EXTENSION OFFICE – MONTHLY UPDATE

Jordan Penrose, Ag and Natural Resource Educator and Micha Holcomb the new 4-H Program Assistant presented the Commission with an agency update for February and March of various activities and presented a copy of their newsletter and upcoming events. No action taken.

#### 911 – EQUIPMENT MAINTENANCE

Sherry Daines, 911 Director requested from the Commissioners permission to enter into a seven-year maintenance agreement on the 911 Motorola equipment which will include a hardware upgrade the 6<sup>th</sup> year for \$31,000.00. The commission gave her that approval and no further action was needed.

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**911 – EMPLOYMENT – NEW HIRE**

Sherry Daines, 911 Director recommended to the commission to hire Cody Greer as a full-time employee effective on April 8, 2023, at \$12.00 per hour with a one-year probationary period. The President entertained a motion to hire Cody Greer as a full-time 911 Operator as recommended by Sherry Daines. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

**EMS – 2 WAY RADIO PURCHASE**

Keith Wilson, Director of EMS requested approval from the commissioners for him to sign into a lease agreement with Motorola and US Bank (Motorola's lending partner) to purchase 2-way radio's for the EMS ambulances. The lease payments will come out of EMS budget. President Smith entertained allowing Keith to sign the lease as he requested. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

**EXECUTIVE SESSION – BAIRD COMPANY – FINANCIAL**

11:00 a.m., the President entertained a motion to enter into executive session via zoom with representatives Mike Burns and Mark Weekley with Robert W. Baird & Company also, Josh Grossman and Lona Valentine, Associates with Dinsmore & Shohl to discuss county financial matters. Q. Jay Stapleton moved and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea. Returned to regular session at 11:45 a.m. No action taken

**FY ' 2023 - 2033 TEN YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM PACKAGE**

Grants Administrator Karen Sprague presented, on behalf of the Gallia-Meigs Regional Airport Consultants Delta Airport Consultants, the Commission with the updated FY 2023 – 2033 Ten Year Airport Capital Improvement Program Package for approval. The package reflects projects for funding during the 10-year period as follows:

1. FY 23 BIL AIG Construct Terminal Building Schedule 1: - Rehabilitate Rotating Airport Beacon - Bidding, CCM/A = \$102,000 total = \$91,800 BIL grant + \$5,100 State Matching grant + \$5,100 local match
2. FY 23 Construct Terminal Building Schedule 2: Building Demolition, Utility Construction, Site Preparation – Bidding, CCM/A = \$455,392 total = \$122,956 federal entitlement grant + \$6,831 State Matching grant + \$6,831 local match + \$159,387 Local Non-AIP
3. FY 23 Construct Terminal Building Schedule 3: Terminal Building Construction – Bidding, CCM/A = \$858,108 total = \$354,088 federal entitlement grant + \$19,672 State Matching grant + \$19,672 local match + \$45,250 Local Non-AIP + \$250,000 Other Local
4. FY 24 Construct Terminal Building Schedule 4 Final: Bituminous Asphalt & Concrete Pavement Construction – Bidding, CCM/A = \$86,500 total = \$23,355 federal entitlement grant + \$1,298 State Matching grant + \$1,298 local match + \$30,275 Local Non-AIP
5. FY 24 BIL AIG Rehabilitate Apron 'AP A', 'AP B1', 'AP B2', 'AP C' – Design = \$140,000 total = \$126,000 BIL grant + \$14,000 Local AIP
6. FY 24 Conduct Wildlife Hazard Study (WHS) per FAA WHS Group 3 Classification= \$37,000 total = \$33,300 federal entitlement grant + \$1,850 State Matching grant + \$1,850 local match
7. FY 25 BIL AIG Rehabilitate Apron 'AP A', 'AP B1', 'AP B2', 'AP C' - Bidding; 'AP A' CCM/A = \$390,000 total = \$351,000 BIL Grant + \$39,000 local AIP
8. FY 25 Rehabilitate Apron 'AP B1' - CCM/A = \$37,000 total = \$33,300 federal entitlement grant + \$1,850 State Matching grant + \$1,850 local match
9. FY26 Rehabilitate Apron 'AP B2', 'AP C' - CCM/A = \$340,000 total = \$306,000 federal entitlement grant+ \$17,000 State Matching grant + \$17,000 local match
10. FY26 BIL AIG Crack Seal, Seal Coat, Remark Runway 5-23 - Design, Bidding, CCM/A = \$190,000 total = \$171,000 BIL Grant + \$19,000 local AIP
11. FY 27 Remove 'TW B'(1912' x 30'); Reconstruct 'TW A' (650' x 30') - Design, P/S = \$182,000 total = \$163,800 federal entitlement grant + \$9,100 State Matching grant + \$9,100 local match
12. FY 28 Remove 'TW B'(1912' x 30'); Reconstruct 'TW A' (650' x 30') - Bidding, CCM/A = \$1,592,000 total = \$313,201 federal entitlement grant + \$1,119,599 Apportionment + \$79,600 State Matching grant + \$79,600 local match
13. FY 29 ALP/Master Plan Update with AGIS, Exhibit A = \$250,000 = \$225,000 federal entitlement grant + \$12,500 state matching grant + \$12,500 local match
14. FY 29 Runway 5-23 runway extension - BCA, RPZ analysis = \$100,000 total = \$90,000 federal entitlement grant + \$5,000 State Matching grant + \$5,000 local match
15. FY 30 Runway 5-23 runway extension – EA = \$280,000 total = \$252,000 federal entitlement grant + \$14,000 State Matching grant + \$14,000 local match
16. FY 31 Carryover NPE
17. FY 32 Runway 5-23 runway extension - Design, P/S = \$250,000 total = \$225,000 federal entitlement grant + \$12,500 State Matching grant + \$12,500 local match
18. FY 33 Runway 5-23 runway extension - CCM/A = \$2,500,000 = \$225,000 federal entitlement grant + \$2,025,000 Apportionment + \$125,000 State Matching grant + \$125,000 local match
19. FY 34 REIMBURSEMENT 1/2 for Runway 5-23 runway extension - Land acquisition = \$166,667 total = \$150,000 federal entitlement grant + \$8,334 State Matching grant + \$8,333 local match
20. FY 35 REIMBURSEMENT 2/2 for Runway 5-23 runway extension - Land acquisition = \$166,667 total = \$150,000 federal entitlement grant + \$8,334 State Matching grant + \$8,333 local match

Karen Sprague advised that Delta Airports noted this is a wish list and the Federal and State funding is not certain. President Smith entertained a motion to approve the updated ACIP as submitted. Mr. Stapleton moved & Ms. Henry seconded the motion. Roll call votes: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

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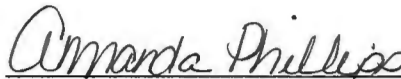
\*At 12:00 p.m. the commissioners left to attend an economic development meeting in Lawrence County Ohio with the Lawrence County Commissioners.

ADJOURN

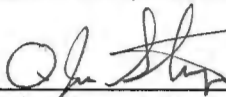
At 5:00 p.m. the President entertained a motion for adjournment. Leslie Henry made and David K. Smith seconded motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.




David K. Smith, President



Amanda Phillips, Clerk to the Board



Q. Jay Stapleton, Vice President



Leslie Henry, Commissioner