

**MAY 4, 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 April 27, 2023 minutes. motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

TRAVEL REQUESTS				
DEPARTMENT	NAME	DATE	TO	RE:
GCDJFS	Dana Glassburn	5/16/23	Columbus	OJFSDA General Session & Exec Meeting
GCDJFS	Dana Glassburn	5/17-5/18	Columbus	OJFSDA Training
GCDJFS	Dana Glassburn	5/22-5/24	Oregon, Ohio	ODOT 5310 Grant Training

The President entertained a motion to approve travel requests as submitted. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Mr. Stapleton, 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
4/30	1	0	1	0	0	0	0	0	1	28	0	0	0	8

**AIRPORT MANAGER – FULL-TIME STATUS**

County Administrator Brian Rutherford recommended to the Commission making Airport Manager, Kaleb full-time status. President Smith entertained Mr. Rutherford's suggestion. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea, Mr. Stapleton, abstained, Ms. Henry, yea

**JOURNAL AMENDMENT – AIPORT MANAGER FULL-TIME STATUS**

President Smith advised that he would like to include that Airport Manager Kaleb Arms would be moved from part time to full-time status as an unclassified employee and also keeping the same pay rate of \$14.50 per hour. This position will be re-evaluated in 6 months. President Smith entertained a motion in making this amendment. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea, Mr. Stapleton, yea, Ms. Henry, yea

**GRANTS ADMINISTRATOR UPDATE**

Grants Administrator Karen Sprague presented the Commission with ARPA & Special Projects spreadsheets updated through 4/30/2023.

Ms. Sprague also reviewed with the Commission the 2023 CDBG applications submitted as follows:

- Gallia County Board of DD – GCDD School Handicap Paving Project – National Objective: LMI Limited Clientele – Grant Request \$68,220
- The Outreach Center – Roof Replacement Project - National Objective: LMI Limited Clientele – Grant Request \$86,000
- Crown City Village – WWTP/Lift Station Improvement Project – National Objective: LMI Area Benefit – Grant Request \$87,830.78 (application not complete – needs certified engineer cost estimate including federal prevailing wage rates, plans & specs which will increase project cost)

Ms. Sprague noted the County's CDBG Community Development (CD) grant allocation for 2023 is \$162,000, which means the applications total more than the CD grant funding. She asked for the Commissioners permission to seek CDBG Critical Infrastructure (CI) grant funding for the Crown City Village WWTP/Lift Station Improvement Project, noting the pre-applications cannot be submitted to ODOD prior to 5/17/2023. Ms. Sprague further noted the 2<sup>nd</sup> public hearing has been advertised and is scheduled 5/18/2023. Commission advised they would like Ms. Sprague to seek funding for all 3 projects as noted.

**VETERANS – MEMORIAL DAY EXPENSE**

Commissioners received the following request for funds to defray the Memorial Day expenses for 2023: American Legion Post 161. The President entertained a motion to approve as submitted. Leslie Henry made and Q. Jay Stapleton seconded the motion. Roll calls: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

**EXECUTIVE SESSION**

At 10:01 a.m. the President entertained a motion to enter into executive session with JFS Director Dana Glassburn and Don Keller, Labor Attorney to discuss legal matters against DJFS. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea. Also in attendance were County Administrator

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Brian Rutherford, Clerk Amanda Phillips, Assistant to the Clerk Bailey Jacobs-Johnson. Returned to regular session at 10:34 a.m. No action taken.

**DJFS – OVB CREDIT CARD ACCOUNTS**

DJFS Director Dana Glassburn presented a letter to the Commission to sign that would allow him to request an additional credit card for Children Services with a limit of \$10,000.00. The letter would also authorize Mr. Glassburn access to obtain all information regarding Children Svc. And JFS credit card accounts including requesting new cards, replacing cards, credit card balances, etc., as needed for agency operations. President Smith entertained signing the letter as submitted by Mr. Glassburn. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea, Mr. Stapleton, yea, Ms. Henry, yea

**EMPLOYEE HIRE – DJFS – PERSONNEL**

Dana Glassburn, GCDJFS Director, recommended hiring Michael Stapleton to fill the bargaining unit position of Eligibility Referral Unit Aide, Classification Number 17203 Position control # 21013.0, 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). Compensation will be set as per the collective bargaining agreement. As part of the employment offer, GCDJFS will allow up to 40 hours of unpaid leave during the probationary period for a previously scheduled prepaid vacation with the unpaid leave limited to the specific vacation dates already established with the applicant during the interview process. Leslie Henry moved; David K. Smith seconded the motion, to approve Director Glassburn's recommendation. Roll call: Mr. Smith, yea, Mr. Stapleton, abstained, Ms. Henry, yea

**EMPLOYEE HIRE – DJFS – PERSONNEL**

Dana Glassburn, GCDJFS Director, recommended hiring Gina Silva to fill the position of Child Protective Services Case manager 2, Classification Number 34136, Position control # 50004.0, 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). The starting pay rate is \$19.80/hour. As part of the employment offer, GCDJFS will allow up to 40 hours of unpaid leave during the probationary period for a scheduled prepaid vacation with the unpaid leave limited to the specific vacation dates already established with the applicant during the interview process. Q. Jay Stapleton moved; Leslie Henry seconded the motion, to approve Director Glassburn's recommendation. Roll call: Mr. Smith, yea, Mr. Stapleton, yea, Ms. Henry, yea

**NATIONAL DAY OF PRAYER PROCLAMATION**

The President entertained the motion to approve the following proclamation. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll calls: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

**NATIONAL DAY OF PRAYER  
RESOLUTION**

**Whereas**, we are one nation under God; and

**Whereas**, nationally May 4, 2023, is recognized as the National Day of Prayer; and

**Whereas**, the theme for the 2023 National Day of Prayer observation is

“THE EFFECTIVE, FERVENT PRAYER OF A RIGHTEOUS MAN AVAILS MUCH.” James 5:16B

**Therefore, Be it Resolved**, that we, the Gallia County Board of Commissioners, do hereby recognize the National Day of Prayer, Thursday, May 4, 2023, for all citizens in Gallia County; and

**Be it Further Resolved**, that we urge all Gallia County citizens to pray for our nation and community, each according to his or her own faith; and

**Be it Further Resolved** that we invite all Gallia County citizens to join us at the Gallia County Courthouse steps on May 4, 2023, at 12:00 o'clock noon to pray together.

**Therefore be it Resolved**, that we, the Gallia County Board of Commissioners, in adopting this resolution, encourage all citizens in Gallia County to join in observing this day with appropriate programs, ceremonies, and activities.

**In Witness Whereof**, we have hereunto set our hand this fourth day of May, in the year of our Lord two thousand Twenty-three.

*s/David K. Smith, President*  
*s/Q. Jay Stapleton, Vice President*  
*s/Leslie Henry, Commissioner*

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**WISEMAN AGENCY/CORSA – INSURANCE RENEWAL**  
**2023 CORSA RENEWAL**

Wiseman Agency representatives Nick Roach and Renee Argabright along with CORSA's Ali Redmond presented the Commission with the 2023 CORSA invoice for property and casualty Insurance through the joint self-insurance pool and give a detailed description of the invoice, noting the invoice is paid in full. No action taken.

**BILL DUMMITT – AIRPORT PROPERTY**

Bill Dummitt had submitted a land survey from Paul Hutchins Surveying back in January showing that he owned a 1.096 acre tract that the Gallia Meigs Airport is occupying. This discrepancy occurred when the airport building was built in the 1980's. Mr. Dummitt met with the Commission to discuss what he thought was a fair price for the County to pay for the 1.096 acre. The Commissioners explained they would discuss and get back with Mr. Dummitt. No action taken.

**OSU EXTENSION OFFICE – MONTHLY UPDATE**

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

**\*12 PM The Commissioners and employees of the Commissioner's office to attend National Day of Prayer Ceremony on the Courthouse steps.**

**\*1:30 pm – The Commissioners David K. Smith, Q. Jay Stapleton, Leslie Henry met with Granger and DLZ for the Jail OAC meeting in the Granger field office conference room, 537 2<sup>nd</sup> Ave. Gallipolis, Ohio.**

**PUBLIC ROAD HEARING – BIGELOW ROAD RACCOON TOWNSHIP**

At 2:30 p.m. President David K. Smith opened the meeting with the following summary:

- Received a public road petition to vacate Bigelow Road located in Raccoon Township in December 2022
- Commissioner's office sent the petition to the County Auditor's office for verification of the signatures as land owners in the immediate area, there were 19 valid signatures at this time.
- Advertised for public road viewing and public hearing on 4/14/23 and 4/21/23
- Commissioners held a road viewing on 4/27/23 and spoke with several land owners and now today 5/4/23, holding a public hearing as properly advertised.
- Letter from County Engineer Bret Boothe had been received

Petitioners, residents of the road and also one of the Raccoon Township Trustees appeared for the hearing and decision on the road petition. Ray Moore, the petitioner stated how the road had been closed for 92 plus years. Mr. Moore has added a gate on the road blocking access. Most of those in attendance had signed in favor of the petition. Anthony Huffman, a property owner on Bigelow Road however is not in favor. He would like access to his property connecting to this road. The Commissioners listened to all sides and asked questions. Ronald White, Raccoon township trustee stated he was were in favor of doing whatever the majority of the residents who lived on Bigelow wanted done. President Smith stated that the Commission was going to look into the matter a little farther and check to make sure Gallia County Rural Water had an easement. He assured the group that they would be notified of the next steps. No action taken.

Those in attendance were: Diane Garber Cardwell, Karen Maddox, Annette Smith, Dayton Garber, Bill Maddox, Harold Tooth, David Stokes, Ronald White, Richard Ridenour, Anthony Huffman, Lisa Gilbert, David Skinner, Donna Stokes, Tiffany Huffman, Ray Moore and Lawanna Moore.

**WATER DAMAGE TO JAIL EQUIPMENT – CHANGE ORDER**

Tom White, Special Projects Manager presented to the commission a work order that was submitted by Granger and approved by DLZ. President Smith entertained signing the Construction Change Directive to proceed with the removal, repair/replacement, reinstallation and retesting of the damaged Door Control racks. This is to expedite the replacement of these items to keep the jail on track to open ASAP and will allow future exploration into the incident and to determine the party or parties responsible and allow the county to seek reimbursement for damages. Mr. Smith consulted with the county's legal advisor and he recommended signing the change order. Total price adjustment shall be a time and material contract with a total cost not to exceed \$100,000.00. Leslie Henry made and Q. Jay Stapleton seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

**RODNEY CLARY – PROJECT UPDATE**

Rodney Clary, submitted an invoice for work to repair and replace footer drains around the courthouse. He submitted an invoice for \$74,000.00 and discussed additional work that had been added to the original scope of work. No action taken.

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SHERIFF'S DEPT. – JAIL MANAGEMENT SYSTEM

Sheriff Matt Champlin met with the Commissioners to discuss making an upgrade to the Jail Management Software. Sheriff Champlin would like to go with Motorola Solutions which would cost \$101,320.00. This price is locked in through the end of June. President David K. Smith suggested that Mr. Champlin reach out to Motorola Solutions and see if they would extend the quoted price agreement through the end of August. No action taken.

EXECUTIVE SESSION – COMMISSIONERS – PERSONNEL

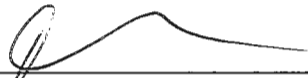
3:32 p.m., the President entertained a motion to enter into executive session with Commissioners to discuss personnel probationary period. Leslie Henry moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea. Returned to regular session at 3:38 p.m. No action taken.

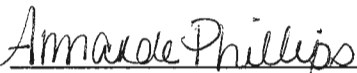
PROBATION EXTENSION – COMMISSIONERS

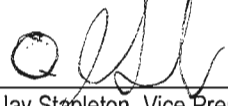
County Administrator Brian Rutherford recommended to extend Bailey Jacobs-Johnson 90-day probationary period another 90 days. The President entertained a motion to extend the 90-day probationary period as suggest by Mr. Rutherford for another 90 days subject to an evaluation at the end. Ms. Jacobs-Johnson's initial 90-day probation ended on 2/6/23 and the second extended 90-day period ended on 5/7/23. This new extension will end on August 5<sup>th</sup>, 2023. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

ADJOURN

At 4:00 p.m. the President entertained a motion for adjournment. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.

  
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David K. Smith, President

  
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Amanda Phillips, Clerk to the Board

  
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Q. Jay Stapleton, Vice President

  
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Leslie Henry, Commissioner

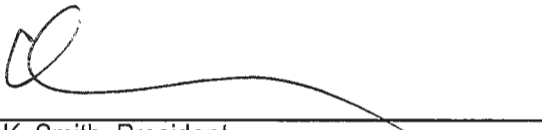
## TRANSFERS/APPROPRIATIONS

May 11, 2023

APPROPRIATIONS			
DEPARTMENT	AMOUNT	TO	FUND#

TRANSFERS			
DEPARTMENT	AMOUNT	FROM	TO
Title/BMV	\$10,000.00	OTH EXP- TRANSFERS	046.0046.531101

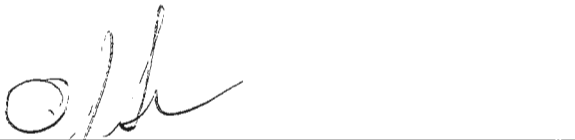
The President entertained a motion to approve the appropriations and transfers as submitted. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll call: Mr. Smith, yea; Mr. Stapleton, yea; Ms. Henry, yea.




David K. Smith, President



Amanda Phillips, Clerk



Q. Jay Stapleton, Vice President



Leslie Henry, Commissioner