

MAY 15, 2025

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 Leslie Henry. Roll Call: President Leslie Henry, present; Vice President Q. Jay Stapleton, present; Commissioner Jeremy Kroll, present.

The President entertained a motion for approval of the May 8, 2025 minutes. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

TRAVEL REQUESTS				
DEPARTMENT	NAME	DATE	TO	RE:
911/EMA	Sherry Daines	5/20/25	Hocking County	EMA Sector Meeting
Commissioners	Q. Jay Stapleton Jeremy Kroll	5/19-5/20	Washington DC	White House Trip

The President entertained a motion to approve travel requests as submitted. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

2025 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
5/11	14	1	1	0	8	0	0	0	0	24	0	0	0	11

EMPLOYEE – COMMISSIONERS– RESIGNATION

County Administrator Brian Rutherford requests the Commissioners acceptance of his resignation as County Administrator effective May 29, 2025. The President entertained a motion to accept the resignation as recommended by Mr. Rutherford. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

Discussion from Ms. Henry was that she appreciated all that Brian has done for the County and wishes him well. Commissioner Kroll and Stapleton both expressed their regret in seeing Mr. Rutherford go, but spoke of their gratitude for Brian's service to the County.

COMMISSIONERS – EXECUTIVE SESSION

At 9:23 a.m. the president entertained a motion to enter into executive session with County Administrator Brian Rutherford concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea. Returned to regular session at 9:34 a.m.; No action taken.

COMMISSIONERS – NEW HIRE

President Henry entertained a motion to hire Tracy Atkins as the I.T. Director for Gallia County. This is a full time, non-classified, exempt position at \$31.00 per hour with health insurance benefits and the employee will accrue vacation and sick time. This hire will take effect June 1, 2025. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

CDBG CRITICAL INFRASTRUCTURE GRANT (B-X-23-1AY-1) FINAL PERFORMANCE REPORT

Grants Administrator Karen Sprague presented the Commission with the Final Performance Report for the period September 1, 2023 thru May 13, 2025 for the County's FY 2023 CDBG Critical Infrastructure Grant (B-X-23-1AY-1) which has been submitted to the Ohio Department of Development on 5/13/2025. The following project/activities were noted:

- Professional Fees – Crown City Village Sewer Improvement Project – Grant award \$45,500; Drawn/Expended \$34,435.74 (Balance of funds not drawn for DLZ Engineering fees – project came in under contract amount by \$11,064.26)
- Crown City Village Sewer Improvement Project – Grant award \$319,000; Drawn/Expended \$321,670.54 (Additional \$2,670.54 came from excess DLZ Engineering fees)
- Administration – Grant award \$30,000; Drawn/Expended \$30,000.00
- Total Grant Award \$394,500; Grant Expended \$386,106.28 (Grant Balance of \$8,393.72 returned to ODOD)

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Ms. Sprague advised the project was completed on 2/23/2025 and final invoice has been paid this week. President Henry entertained a motion that the Final Performance Report be approved as submitted to ODOT on 5/13/2025. Q. Jay Stapleton made and Jeremy Kroll seconded that motion. Upon roll call votes were as follows: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea. The form is on file in the County's CDBG grant files.

FAA AIP GRANT 2024 DRAW #6 APPROVAL
GALLIA-MEIGS REGIONAL AIRPORT PROJECT

Commission received from Delta Airport Consultants the FAA AIP grant 2024 draw #6 forms requesting \$54,289.76 from the County's FAA grant for the 90% share of the following invoices:

- Delta Airport Consultants Inv # 23046 CA-6 - \$1,000.00
- Hoon CPR 3 23046 - \$59,221.96
- Gallia County Admin - \$100.00
- Total = \$60,321.96
- 90% FAA AIP grant = \$54,289.76
- 5% ARC S-P-21-1AY-1 Grant = \$3,016.08
- 5% 2025 ODOT Grant = \$3,016.12
- Total Local Match = \$6,032.20

Ms. Henry entertained a motion to approve and sign the grant draw #6 forms for payment of engineering, construction & administration invoices as presented. Q. Jay Stapleton moved and Jeremy Kroll seconded this motion. Upon roll call votes were as follows: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

FAA BIL GRANT 2024 DRAW #8 APPROVAL
GALLIA-MEIGS REGIONAL AIRPORT PROJECT

Commission received from Delta Airport Consultants the FAA BIL grant 2024 draw #8 forms requesting \$32,747.66 from the County's FAA grant for the 65/95% share of the following invoices:

- Delta Airport Consultants Inv # 23047 CA-7 - \$1,775.00
- Delta Airport Consultants Inv # 23048 CA-8 - \$25,303.01
- Hoon CPR 3 23047 - \$12,082.39
- Hoon CPR 3 23048 - \$13,220.00
- Gallia County Administration = \$652.25
- Total = \$53,032.65
- 65/95% FAA grant = \$32,747.66
- Co. ED Funds Match = \$6,918.43
- Co. Gen Funds Match = \$4,326.93
- S-P-21-1AY-1 ARC Grant Match = \$4,880.62
- ARPA Grant Fund #384 Match = \$4,159.01
- Total Local Match = \$20,284.99

Ms. Henry entertained a motion to approve and sign the grant draw #8 forms for payment of engineering & administration invoices as presented. Q. Jay Stapleton moved and Jeremy Kroll seconded this motion. Upon roll call votes were as follows: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

ODOT AVIATION 2025 GRANT DRAW #1 APPROVAL
GALLIA-MEIGS REGIONAL AIRPORT PROJECT

Commission received from Delta Airport Consultants the ODOT Aviation 2025 grant draw #1 forms requesting \$4,738.04 from the County's ODOT 2025 grant for the 5% share of the following invoices:

- Hoon CPR 1; 23046 = \$1,808.27
- Hoon CPR 2; 23046 = \$1,808.27
- Hoon CPR 3; 23046 = \$59,221.96
- Delta CA-1; 23046 = \$22,893.56
- Delta CA-2; 23046 = \$753.50
- Delta CA-3; 23046 = \$1,216.50
- Delta CA-4; 23046 = \$1,792.58
- Delta CA-5; 23046 = \$797.42
- Delta CA-6; 23046 = \$1,000.00
- CMT IFE Analysis Inv # 236306 = \$2,500.00
- GC Admin 1; 23046 = \$350.00
- GC Admin 2; 23046 = \$230.15
- GC Admin 3; 23046 = \$119.50
- GC Admin 4; 23046 = \$169.05
- GC Admin 5; 23046 = \$100.00
- Total = \$94,760.76
- 5% 2025 ODOT Grant = \$4,738.04
- 90% 2024 FAA AIP grant = \$85,284.68

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- 5% ARC S-P-21-1AY-1 Grant = \$4,738.04
- Total Local Match = \$90,022.72

Ms. Henry entertained a motion to approve and sign the grant draw #1 forms for reimbursement of construction, engineering & administration invoices paid by the County to date. Ms. Sprague noted ODOT has a minimum grant draw limit of \$2,500 and the county's expenditures had not exceeded that amount until the May 2025 invoices were received. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call votes were as follows: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

DJFS – EXECUTIVE SESSION

At 10:05 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. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea. Returned to regular session at 10:38 a.m.; No action taken.

DJFS – NEW HIRE – BROWNING

Leslie Henry entertained a motion upon the recommendation of Dana Glassburn, DJFS Director, to promote Kristin Browning to the non-bargaining unit position Child Protective Services Supervisor 1, Classification 34137, and Position Control # 51002.0 with the effective date of the promotion to be June 14, 2025 with a twelve-month probationary period and a starting base pay rate of \$ 26.50, with an additional fifty cents per hour upon completion of the mandatory CPS supervisor CORE Training. J. Kroll made and Q. J. Stapleton seconded the motion.

Roll call: L. Henry, Yea; Q. J. Stapleton, Yea; J. Kroll, Yea.

DJFS – NEW HIRE - SHOCKEY

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). The starting pay rate is \$19.50/hour. As a condition of employment, authorizing unpaid absence, as established prior to this date for existing pre-paid vacations, (established dates are on file in the employees personnel file at JFS).

Amanda Shockey to fill the position of Child Protective Services Operations Specialist, Classification Number 34116, Position control # 50100.0.

Q.J. Stapleton made and J Kroll seconded the motion.

Roll call: L. Henry, Yea; Q. J. Stapleton, Yea; J. Kroll, Yea.

HEALTH DEPARTMENT – INTRODUCTIONS

Brittany Muncy, Health Department Administrator and Dr. Glenn Fisher, Health Department Medical Director met with the Commissioners for introductions and to also provide updates on their recent renovations to the Health Department building. No action taken.

911/EMA – PERSONNEL

Sherry Daines met with the Commissioners to discuss her prior requests for an Administrative Assistant. Jeremy Kroll moved to fill the Administrative Assistant position for 911 as requested by Ms. Daines. Q. Jay Stapleton seconded the motion. Roll call: L. Henry, Yea; Q. J. Stapleton, Nay; J. Kroll, Nay.

***Discussion:**

- Ms. Henry stated that she fully supported Ms. Daines request. She feels she is a Director with excellent fiscal responsibility and know better than anyone what is best for 911/EMA.
- Mr. Kroll expressed how he does not want to grow government by hiring another employee for 911, when the County hasn't grown. He stated if Ms. Daines had the 10-15 hours that she normally worked at EMA to work 911, it would help alleviate her work burden and the need to grow Government with a new position and save the County money also.
- Mr. Stapleton stated that Ms. Daines had been requesting an Administrative Assistant, due to her responsibilities and her need for help. He stated that he felt a viable solution to this situation was to make Tim Miller EMA Director, which would take away Ms. Daines duties away from EMA and allow her focus on 911 since the Assistant she requested was for 911.

NEW HIRE – EMA

Q. Jay Stapleton moved hire Tim Miller as EMA Director at a pay rate of \$28.00 per hour, and allow Mr. Miller to maintain 20 hours a week part time at 911 effective immediately. Jeremy Kroll seconded the motion. Roll call: L. Henry, Nay; Q. J. Stapleton, Yea; J. Kroll, Yea

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***Discussions:**

- *Ms. Henry stated she wholeheartedly disagrees with this decision. She claims the discussions with Mr. Miller have not been on behalf of the whole Commission. She stated there was discussion with him specifically on pay increases. She feels that is negotiating and making a decision without the support of the Board and feels that is unethical. Ms. Henry also stated that we have chain of commands in place for a reason, and having side bar conversations removes the authority from our Director and our County Administrator to do the job the County has employed them to do.*
- *Mr. Kroll stated he has had no discussions with anyone other than Mr. Miller and Ms. Daines and that was to help make his decision on the EMA duties.*
- *Ms. Daines expressed that she feels this is a demotion from her position with EMA. She claimed this is not the first time this has happened to her, that Mr. Stapleton has went to talk to her male deputy directors instead of her.*

CDBG PY 2025 COMMUNITY DEVELOPMENT ALLOCATION GRANT - 2ND PUBLIC HEARING

At 11:00 a.m. on Thursday, May 15, 2025, the 2nd Public Hearing for the PY 2025 CDBG Community Development Allocation Grant was held. Ms. Henry called the public hearing to order. Those present were Commissioners Henry, Stapleton and Kroll, County Administrator Brian Rutherford, Grants Administrator Karen Sprague, Commissioners Clerk Amanda Phillips, and members from the public (see attached sign in sheet).

Commissioner Henry requested that Grants Administrator Karen Sprague review the 5 applications that were submitted for funding totaling \$421,784 in grant requests as follows:

- Crown City Village – Village Park Renovations Project to include playground equipment & pave basketball court – National Objective: LMI Area Benefit – Grant request \$117,513
- Gallia County Council on Aging – Improve access to OOMPD walk/bike trail to include asphalt paved access with drainage ditch and culverts - LMI Limited Clientele (Exclusively Benefit Elderly Persons by removing mobility/accessibility barriers) – Grant Request \$28,748
- Guyan Township – Sheets & Wisteria Road Paving Project – LMI Area Benefit – Grant Request \$106,824
- Huntington Township – Durgan Road Paving Project – LMI Area Benefit – Grant Request \$92,256 with Township match of \$10,000
- Rio Grande Village – Lake Drive Paving Project – LMI Area Benefit – Grant Request \$76,443

Ms. Sprague advised the county has been allocated \$150,000 in Community Development Allocation grant funding by the Ohio Department of Development for the 26-month period of 9/1/25 – 10/31/2027 and is allowed to utilize up to 20% of the funding for administration and fair housing and the county is allowed to fund up to 2 projects with the CD Allocation Grant.

Ms. Henry then requested that Karen Sprague review the projects as they rated with the rating sheet. Ms. Sprague reviewed project ratings as follows:

- #1 – Gallia County Council on Aging – 183 points
- #2 – Huntington Township – 134.3 points
- #3 – Guyan Township - 131.2 points
- #4 – Rio Grande Village - 126.1 points
- #5 – Crown City Village – 118.3 points

Commissioner Henry opened the floor for discussion of the projects. Several questions were asked and answered. The Public Hearing was concluded.

Ms. Henry entertained a motion to approve projects for the CDBG CD Allocation grant application as follows:

- Project #1 Gallia County Council on Aging – \$28,200.00 Match \$548.
- Project #2 Huntington Township – Durgan Road Paving Project – \$91,800.00 Match \$10,456.
- Administration \$25,000
- Fair Housing \$5,000
- Total \$150,000

Jeremy Kroll made and Q. Jay Stapleton seconded that motion. Roll call votes: Ms. Henry yea; Mr. Stapleton, yea; Mr. Kroll, yea.

Ms. Sprague noted to those in attendance that these are county projects on behalf of the applicants as chosen, that the county will write and submit the full application to the Ohio Department of Development which is due 6/11/2025. A grant agreement will be received dated September 1, 2025 and then the County is required to complete an Environmental Review prior to the beginning of the projects. Ms. Sprague advised that she will try to complete the ERR's as early as possible so that the projects can be bid out as soon as possible. Ms. Henry emphasized that the County will be responsible for bidding and awarding these projects and that the entities awarded cannot proceed with any part of the projects on their own. Also, for any projects that noted a portion of the project to be completed by force account they will have to wait until the environmental review has been completed, approved and released by ODOD before they can do any force account work.

***Discussion:**

- *Ms. Henry expressed her concerns of the Commission extending potential offers contrary to the process and advertising of the project. She feels the Commission should not be exercising preferential treatment to any one applicant.*

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- *Mr. Stapleton stated that he doesn't feel he needs permission from the Commission to speak with the public. He feels he makes his best decisions by being informed by the public. He stated that when he speaks to individuals in the County that he makes sure they understand he is speaking only for himself and not the Commission as a whole.*

CDBG PY 2025 CRITICAL INFRASTRUCTURE GRANT - 2ND PUBLIC HEARING

At 11:15 a.m. on Thursday, May 15, 2025, the 2nd Public Hearing for the PY 2025 CDBG Critical Infrastructure Grant was held. Ms. Henry called the public hearing to order. Those present were Commissioners Henry, Stapleton and Kroll, County Administrator Brian Rutherford, Grants Administrator Karen Sprague, Commissioners Clerk Amanda Phillips, and members from the public (see attached sign in sheet).

Commissioner Henry requested that Grants Administrator Karen Sprague review the 2 applications submitted for CI Grant funding totaling \$1,292,249 in grant requests as follows:

- Clay Township – Eblin Hollow Road Slip Repair Project – National Objective: LMI Area Benefit – CI Grant Request \$192,060
- Crown City Village – Plumb Street Culvert Repair Project – National Objective: LMI Area Benefit – CI Grant Request \$1,100,189

Ms. Sprague noted the maximum grant available for the CDBG Critical Infrastructure Program is \$500,000 and that ODOD advised the County cannot request CDBG Critical Infrastructure & CDBG Neighborhood Revitalization Grant funds for the same project. ODOD also advised that if a project cannot be completed within the \$500,000 CI grant limit that the applicant must certify the matching funds are available and duly set aside for the project at time of selection. Unfortunately, Crown City Village does not have \$600,189 in matching funds at this time. Therefore, only the Clay Township project is ready to proceed.

Commissioner Henry opened the floor for discussion of the projects. Several questions were asked and answered. Public Hearing was concluded.

Ms. Henry entertained a motion to approve the Clay Township Eblin Hollow Road Slip Repair Project for the CI grant application as follows:

- Eblin Hollow Road Slip Repair Project - \$174,600
- Professional Fees (Engineering) - \$17,460 (Rounded to \$17,500 for application purposes)
- Administration - \$19,200
- Total Grant Request = \$211,300

Jeremy Kroll made and Q. Jay Stapleton seconded that motion. Roll call votes: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

Ms. Sprague noted to those in attendance that the pre-application was submittal to ODOD requesting permission to submit the Clay Township CI project for funding. The pre-application submittal does not assure that ODOD will approve the County to submit a full application for this project. Further, the Critical Infrastructure Program is a competitive grant program where the County application will be competing against other counties in Ohio for funding. This means even if ODOD approves the submission of the full application that does not mean the project will be selected by ODOD for funding.

Ms. Sprague noted this will be a county project on behalf of Clay Township, that the county will write and submit the full application (if the pre-application is approved) to the Ohio Department of Development which is due 6/11/2025. If ODOD awards funding, a grant agreement will be received dated September 1, 2025 and then the County is required to complete an Environmental Review prior to the beginning of the project. Ms. Sprague advised that she will try to complete the ERR's as early as possible so that the project can be bid out in fall/winter 2025/2026. Ms. Henry emphasized that the County will be responsible for bidding and awarding this project and that Clay Township cannot proceed with any part of the project on their own.

2025 EMS WEEK PROCLAMATION

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

2025 EMS Week Proclamation

"WE CARE. FOR EVERYONE"

WHEREAS, emergency medical services are a vital public service to the people and communities of Gallia County;
and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need
24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care significantly improves the survival and recovery rate of those who
experience sudden illness or injury; and

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WHEREAS, the emergency care personnel, including skilled dispatchers, first responders, emergency medical technicians, paramedics, nurses, physicians, complete thousands of hours of specialized training and education to enhance their lifesaving skills; and

WHEREAS, people in Gallia County benefit daily from the knowledge and skills of these individuals and their unselfish dedication to Gallia County citizens and visitors;

NOW, THEREFORE, We the Gallia County Commissioners in recognition of this event do hereby proclaim the week of May 18 - 25, 2025, as

EMERGENCY MEDICAL SERVICES WEEK

throughout Gallia County and we commend this observance to all Gallia County citizens.

s/ Leslie Henry, President

s/Q. Jay Stapleton, Vice President

s/Jeremy Kroll, Commissioner

EMPLOYEE HIRE – EMS - BROWNING

EMS Director Keith Wilson recommended to hire Mark Browning as a part-time employee effective May 17, 2025, with a one-year probationary period and a pay rate of \$17.52 per hour. The president entertained the motion to hire Mr. Browning as recommended by Mr. Wilson. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

EMPLOYEE HIRE – EMS - WARD


EMS Director Keith Wilson recommended to hire Mary Ward, as a part-time employee at the EMS center, as a full-time employee effective May 17, 2025, with a one-year probationary period and a pay rate of \$17.52 per hour. The president entertained the motion to hire Ms. Ward full-time as recommended by Mr. Wilson. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

ENROLLMENT MANAGEMENT SERVICES

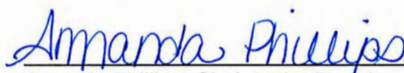
Cara Plumer, Account Manager and Carrie Wiseman, Customer Support Specialist from EMA, met with the Commissioners to discuss the Phase 3: Ongoing Support (Education Adherence Process). No action taken.

ADJOURN

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



Leslie Henry, President



Amanda Phillips, Clerk to the Board



Q. Jay Stapleton, Vice President



Jeremy A. Kroll, Commissioner