

MAY 22, 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 15, 2025 minutes. Jeremy Kroll moved and Q. Jay Stapleton 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
5/18	1	1	0	0	0	0	0	0	0	22	2	0	0	13

MEETING RESCHEDULED

Due to the Juneteenth Holiday, the President entertained a motion to reschedule the June 19, 2025 meeting to Tuesday **June 17, 2025** at 9:00 a.m. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

OHIO EPA – PHONE CONFERENCE

Sean Stephenson with the Ohio EPA had a phone discussion with the Commissioners concerning their lease renewal for 8323 State Route 7 Cheshire Ohio. No action taken.

CHANGE ORDER #3 – AIRPORT TERMINAL CONTRACT

Grants Administrator Karen Sprague presented the Commission with Change Order No. 3 paperwork for the Airport Terminal Project. Steve Potoczak, Project Engineer with Delta Airport Consultants, is recommending this change order for foundation & floor modifications as discussed in previous commission & construction progress meetings:

- Change Order # 3 - \$160,486.77
 - As-bid plans called for an enclosed raised foundation with the void filled with compacted ODOT 304 aggregate base material. However, due to unforeseen deep (approximately at 30-foot depth) poor soil conditions, the 4 million-pound total weight of the aggregate material plus the weight of the building, may cause the building to settle if it was constructed as-bid. A series of deep borings and core sample analysis performed by a geotechnical professional engineer was engaged by Illes Architects, Inc. (the building Architect of Record) at no cost to the Owner. The Geotechnical Engineer recommended eliminating the aggregate in-fill material and constructing a raised pier system to support the building floor would be the best and most cost-effective option to discount the potential settlement of the building due to the weight of the in-fill aggregate material. The weight of the aggregate in-fill material is reported to be approximately 3-million pounds. Illes Architects made revisions to the as-bid foundation walls of the building and through analysis and design by Illes' structural engineer, added a number of raised piers underneath the building floor to support the floor in lieu of the in-fill material. Modifications to the as-designed and as-bid foundation wall and floor of the building were made by Illes Architects to allow free movement of floodwater in and out from underneath the building in the event there was a flood that resulted in floodwaters surrounding the building. Free movement of floodwater in and out from underneath the building is required by code if the void below the floor of the building is not filled with compacted aggregate or some sort of acceptable compacted fill material. No structural or dimensional modifications were made to the as-designed and as-bid foundation footers or walls other than openings were created in the walls to allow the floodwater to come and go from underneath the building. These modifications are the most economical option and do not affect the design of the footers or walls that support the building, therefore only a revision to the existing building permit is anticipated to be required. Refer to attached reports and plan set modifications for details and further justification information. Also, refer to attached detailed contractor change order cost proposal. The Engineer, Architect and Owner feel the Contractor's cost proposal is fair and reasonable and approve the work related to this change order. All work identified in this change order is anticipated to be within the original scope of the project and AIP/BIL grant and considered eligible per scope and cost limitations of the grant.

Change order #3 does not affect the contract time which remains at 240 calendar days. Change order #3 form has been approved and signed by Hoon, Inc. & Delta Airport Consultants Project Engineer.

Contract amount adjustments for Change Order #3 are as follows:

- Original contract price = \$1,756,365.59
- Change order #3 = \$160,486.77
- New contract total = \$1,916,852.36
- NOTE: FAA AIP/BIL Grant will cover 61.75% of this change order = \$99,100.58. The County will have to cover \$61,386.19 with local matching funds from either the Airport Fund #036 if available or the County General Fund.)

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Leslie Henry entertained a motion to approve the change order #3 form as presented and to cover \$61,386.19 of change order #3 with local matching funds from either the Airport Fund #036 if available or the County General Fund. Jeremy Kroll made and Q. Jay Stapleton seconded that motion. Upon roll call votes were as follows: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

CHANGE ORDER #4 – JFS WORKFORCE CENTER BUILDING B HVAC ONLY PROJECT

Grants Administrator Karen Sprague presented the Commission with Change Order No. 4 paperwork for the JFS Workforce Center Building B HVAC Only Project with Limbach Company LLC. The change order is being requested as follows:

- Change order requests the following additional work for \$25,526.43:
- New refrigerant piping for both systems
- Insulation for new refrigerant piping
- Hanging materials for new refrigerant piping
- Core drilling of holes for new refrigerant piping
- Installation of new HVAC space averaging controls for both AHU's & both condensing units
- This includes all additional labor & materials

Contract amount adjustments as follows:

- Original contract price = \$234,600.00
- Change order #1 = \$25,526.43
- New contract total = \$260,126.43

Ms. Sprague advised receipt emails & phone calls from Steve Haley with Limbach, Jon Stevison from RVC Architects & Kathy Campbell with JFS regarding the need for this change order request. The new Trane HVAC equipment was not compatible with existing piping & controls due to age and thus the need for this change order. JFS will use County ED funds to cover the cost of this change order. Mr. Haley advised Limbach would complete the project by 5/30/2025.

Therefore, Ms. Sprague recommends approval of this change order so the project can be completed before the upcoming grant deadline. Ms. Sprague noted Limbach, JFS & RVC have all agreed to change order form #4. Ms. Henry entertained a motion to approve the change order form as requested. 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. Form was signed by Leslie R. Henry, as President of the Commission.

GREEN SEWER PHASE 2 – SEWER SERVICE INSTALLATION MANUAL REVISION 4

Grants Administrator Karen Sprague provided the Commission with the updated Sewer Service Installation Manual Revision 4 for Green Sewer Phase 2 as updated by DLZ for use by installers. President Henry entertained a motion to adopt the installation manual as presented effective 5/22/2025. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call votes: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

DJFS – TITLE XX RESOLUTION

DJFS Director Dana Glassburn presented the following Resolution for approval:

WHERE AS, as per the Family Services Planning Committee recommendation for approval of the FFY 2026-2027 Title XX County Social Services Plan, the GCDJFS may purchase services through vendor or sub-recipient contract(s) to provide services that fall within the Title XX guidelines for services needed in Gallia County. Such contracts will require the Gallia County Board of Commissioners approval. Such services are to be reflected on the Title XX plan; and,

WHERE AS, GCDJFS Director, Dana Glassburn requested approval to change the Title XX Plan, as deemed necessary by the Director, (once the Title XX contracts are approved by the Board of County Commissioners), in order for the Title XX plan to properly reflect changes that may result from such contract(s).

WHERE AS, this would more or less eliminate the Commissioners from having to approve a change to the Title XX Plan that would be entirely based on an approved service. On addition, changes would primarily be needed when changes result in services that were not already included in the plan. Changes in the number expected to serve or budgeted amount is not specifically mentioned in Ohio Administrative Code Section 5101:2-25.

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners hereby finds and determines that all formal actions relative to the passage of this resolution were taken in an open meeting of this Board and that all deliberations of this Board and its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with all applicable legal requirements including Section 121.22 of the Ohio Revised Code.

Jeremy Kroll made and Q. Jay Stapleton seconded the Resolution and upon roll call, the vote resulted as follows:

Roll Call: Leslie Henry yea, Q. Jay Stapleton yea, Jeremy Kroll yea.

Adopted:

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CERTIFICATE:

I, Amanda Phillips, Clerk of the Board of County Commissioners of Gallia County, Ohio, hereby do certify that the above is a true and correct copy of resolution # ____ adopted by said Board under said date, and as same appears in Commissioners' Journal Volume #

s/Amanda Phillips, Clerk

Board Of County commissioners
Of Gallia County, Ohio

Approved by County Administrator 5/22/25
Brian Rutherford

DJFS – IV-E SHERIFF CONTRACT

DJFS Director Dana Glassburn presented the following contract for approval. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

AGREEMENT BETWEEN
GALLIA COUNTY BOARD OF COMMISSIONERS THROUGH ITS AGENT
GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
AND
THE SHERIFF OF GALLIA COUNTY

Contract G-SFY26-0004

I.

PURPOSE

This Agreement is entered into by the Gallia County Board of County Commissioners through its agent, Gallia County Department of Job and Family Services Children Services Division (hereinafter "GCDJFS' PCSA") and the Gallia County Sheriff (hereinafter "Sheriff"), for the purpose of defining the relationship and responsibilities between the parties for the Sheriff's activities which contribute to the proper and efficient administration of the Title IV-E of the Social Security Act (hereinafter "Title IV-E" or "IV-E"), 42 U.S.C.A. 670 et. seq. for the GCDJFS' Public Children Services Agency (PCSA).

II.

RESPONSIBILITIES OF THE GCDJFS' PCSA

Under this Agreement, the GCDJFS' PCSA will seek from the Federal government available federal financial participation (hereinafter "FFP"), on behalf of the Sheriff, for the exercise of the Sheriff's administrative functions specified in this Agreement, and as may be allowable under 45 CFS 1356 (C)(2). To the extent such claims are allowed by the Federal government and FFP is awarded for such, the GCDJFS' PCSA will distribute to the Sheriff the FFP awarded and received by the GCDJFS' PCSA.

***The full contract is on file in the Commissioner's office.**

DJFS – EXECUTIVE SESSION

At 10:11 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.

EMPLOYEE – COMMISSIONERS– RESIGNATION

DJFS Director Dana Glassburn requests the Commissioners acceptance of the resignation of Miranda Lambert effective June 5, 2025. The President entertained a motion to accept the resignation as recommended by Mr. Glassburn. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

DJFS – EMPLOYEE – 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). The starting pay rate is \$22.50/hour. As a condition of employment, authorizing unpaid

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absence, as established prior to this date for existing pre-paid vacations, (established dates are on file in the employees personnel file at JFS) and must complete relevant degree before the end of probation.

Crystal Reed to fill the position of Fiscal Supervisor 1, Classification Number 70183, Position control # 10007.0.

COMMISSIONERS- EXECUTIVE SESSION

At 10:31 a.m. the president entertained a motion to enter into executive session with County Administrator Brian Rutherford and 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 11:00 a.m.; No action taken.

OSU – AGENCY UPDATE

Micha Holcomb, Michelle Stumbo and Erin Dailey presented the Commission with an agency update for May of various activities and presented a copy of their newsletter and upcoming events. No action taken.

EMA – DIRECTOR PAPERWORK

Tim Miller, newly appointed EMA Director met with the Commissioners to complete the paper work that designates him as the EMA Director and also take Oath. President Henry moved to sign the Record of Appointment as presented. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

EMA – RESOLUTION

Tim Miller, EMA Director presented the following resolution for approval:

Designation of Applicant's Agent Resolution

BE IT RESOLVED BY THE Gallia County Board of Commissioners OF Gallia county THAT Tim Miller, Gallia County Emergency Management Agency Director

Is hereby authorized to execute for and in behalf of Gallia County, a public entity established under the laws of the State of Ohio this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act (Public Law 288, 23rd Congress) or otherwise available from the Presidents Disaster Relief Fund.

THAT Gallia County, a public entity established under the laws of the State of Ohio, hereby authorized its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such disaster assistance the assurances and agreements as listed in the Grant Agreement.

Passed and approved this 22nd day of May 2025.

s./Leslie Henry

s/R. Jay Stapleton

s/Jeremy Kroll

CERTIFICATION

I Brian Rutherford duly appointed and County Administrator for the Gallia County Board of County Commissioners, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Gallia County Board of County Commissioners of Gallia County on the 22nd day of May 2025.

s/Brian Rutherford

Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

*11:30 – The Commissioners and Grant Administrator Karen Sprague attended the pre-bid meeting for Burkhart Lane Slip and Culvert Repair @ the site with DLZ and various contractors.

GREEN SEWER 2 CONSTRUCTION MEETING

At 1:30 p.m. the Commissioners, County Administrator Brian Rutherford, Grant Administrator Karen Sprague, and Assistant Clerk to the Board Janie Peck attended the Green Sewer 2 Construction monthly meeting in the Commissioners' office. Others in attendance were: DLZ Reps. Gary Silcott and Tracy Shoults, Josh Fields and from Fields Excavating and Tommy Dillon, sewer department.

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VETERANS – MEMORIAL DAY EXPENSE

Commissioners received the following request for funds to defray the Memorial Day expenses for 2025 in the amount of \$500.00: VFW 4464. The President entertained a motion to approve as submitted. Jeremy Kroll made and Q. Jay Stapleton seconded the motion. Roll calls: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

VETERANS – MEMORIAL DAY EXPENSE

Commissioners received the following request for funds to defray the Memorial Day expenses for 2024 in the amount of \$500.00: American Legion Post 161. The President entertained a motion to approve as submitted. Q. Jay Stapleton made and Jeremy Kroll seconded the motion. Roll calls: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

VETERANS – MEMORIAL DAY EXPENSE

Commissioners received the following request for funds to defray the Memorial Day expenses for 2024 in the amount of \$500.00: Cadot Blessing Camp #126. The President entertained a motion to approve as submitted. Q. Jay Stapleton made and Jeremy Kroll seconded the motion. Roll calls: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

AMENDMENT – 5/15/25 JOURNAL – EMA NEW HIRE

President Henry entertained a motion to amend the following journal entry from the May 15th journal:

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

Ms. Henry entertained the motion to hire Tim Miller as EMA Director at a pay rate of \$28.00 per hour, and allow Mr. Miller to work up to 20 hours per week at 911 at \$14.48 per hour. This position is unclassified and has a one-year probationary period. Q. Jay Stapleton moved to make the amendment as Ms. Henry suggested and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, nay; Mr. Stapleton, yea; Mr. Kroll, yea.

OHIO EPA – LEASE

President Henry entertained a motion to approve the new 1-year Ohio EPA lease for \$100 per month for 8323 State Route 7 Cheshire Ohio. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

***This lease is on file in the Commissioner’s Office.**

ENGINEER – PCR PROGRAM PROPOSAL

President Henry entertained a motion to allow County Engineer Bret Boothe to sign the PCR Program approval and acceptance stating that Mannik and Smith Group Inc. would be directed and authorized to proceed with the services for the PCR Program. Mr. Boothe stated that this program would be funded out of M&R and would be of no cost to County General. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

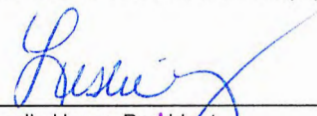
HOPEWELL LEASE

President Henry entertained a motion to approve the temporary Hopewell Lease. The term of this lease is from June 1, 2025-August 31, 2025 at \$500 per month. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

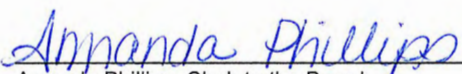
***This lease is on file in the Commissioner’s Office.**

ADJOURN

At 3:00 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