

**JUNE 5, 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 29, 2025 minutes. Q. Jay Stapleton made 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:
EMA	Tim Miller	6.12.25	Vinton County	Hazard Mitigation Meeting
EMA	Tim Miller	6.18.25	Ashland, KY	Tri-State Alliance Meeting

The President entertained a motion to approve travel requests as submitted. Jeremy Kroll made 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
6/1	16	7	2	0	8	0	0	0	0	20	0	0	0	13

**RECORDER- EXECUTIVE SESSION**

At 9:21 a.m. the president entertained a motion to enter into executive session with County Recorder Jeff Halley 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 9:36 a.m.; No action taken.

**CONLEY BUILDING - PLUMBING**

Special Projects Manager Tom White presented the Commissioners with a cost estimate of \$16, 511.00 from Carter Plumbing to complete the plumbing for the Conley Building. Jeremy Kroll moved to approve the cost estimate in the amount presented, Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**CONLEY BUILDING - ELECTRIC**

Special Projects Manager Tom White presented the Commissioners with a cost estimate of \$27, 382.75 from Crisenberry Electric to complete the electric for the Conley Building. Q. Jay Stapleton moved to approve the cost estimate in the amount presented, Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**SENIOR CENTER - BID AWARD**

Special Projects Manager Tom White presented a recommendation from Randy Breech, Breech Engineering for the Senior Center Bid Package 1. Mr. Breech recommends acceptance of Bid Package 1: Rod Clary Excavating LLC, of Crown City, Ohio in the amount of \$311, 867.00. This was the only bid received and less than the estimated amount of the project. Jeremy Kroll moved to approve the recommendation as given by Breech Engineering, Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**SENIOR CENTER - BID AWARD**

Special Projects Manager Tom White presented a recommendation from Randy Breech, Breech Engineering for the Senior Center Bid Package 2. Mr. Breech recommends acceptance of Bid Package 2: Golden Gian Inc., of Kenton, Ohio in the amount of \$374, 700.00. This was the only bid received and less than the estimated amount of the project. Q. Jay Stapleton moved to approve the recommendation as given by Breech Engineering, Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**AUTHORIZING LEGISLATION - PY ' 2025 CDBG COMMUNITY DEVELOPMENT GRANT APPLICATION**

Grants Administrator Karen Sprague presented the PY 2025 CDBG Community Development Grant Application to the Gallia County Commissioners for approval. CDBG Community Development grant application requests \$150,000 for the Council on Aging GC Senior Center Hike Bike Access Reconstruction Project and the Huntington Township Durgan Road Improvements Project. Project and funding breakdown are as follows:

CASSTO & HARRIS, INC. — RE-ORDER NO. 26411-24

JUNE 5, 2025

· Gallia County Council on Aging – GC Senior Center Hike Bike Access Reconstruction Project –CD Grant \$28,200; GC Council on Aging Match \$548; Total Project Cost \$28,748

· Huntington Township – Durgan Road Improvements Project – CD Grant \$91,800, Huntington Township Match \$10,456; Total Project Cost \$102,256

- Fair Housing \$5,000
- Administration - \$25,000
- Total CDBG CD Allocation grant amount of \$150,000; Local Matching Funds of \$11,004 = \$161,004 total

President Henry entertained a motion that the grant application be approved and signed by the Commission as presented.

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

I, Amanda Phillips, Clerk of the Board of Gallia County Commissioners, do hereby certify that the above is a true and accurate copy of the proceedings dated 6/5/2025.

**A RESOLUTION AWARDING THE BURKHART LANE SLIP & CULVERT REPAIR CONTRACT A & B CONSTRUCTION CONTRACT IN ACCORDANCE WITH THE ENGINEER'S LETTER OF BID RECOMMENDATION**

**WHEREAS**, the Gallia County Commissioners seek to construct the Burkhart Lane Slip & Culvert Repair Project; and

**WHEREAS**, the Gallia County Commissioners has intent to utilize outside funding for the Project.

**NOW, THEREFORE BE IT RESOLVED BY THE** Board OF THE Gallia County Commissioners, OHIO:

1. That the Gallia County Commissioners award the Burkhart Lane Slip & Culvert Repair – Contract A to Shelly Company & Contract B to Culy Contracting, in accordance with the Engineer's Letter of Bid Recommendation, attached hereto and incorporated herein by reference, subject to final approval of funding agencies of the Project.
2. The foregoing Resolution was adopted in open session to the public and complies with all applicable legal requirements.
3. This Resolution is being passed to preserve the health and safety of the public in relation to the Project and to accommodate the timely completion of the bidding and contracting processes of this body, the State, and funding agencies.

Mr. Stapleton made and Mr. Kroll seconded the motion to award Contract A to The Shelly Company in the amount of \$276,420.55 (project estimate \$280,000) and Contract B to Culy Contracting, LLC in the amount of \$314,200 (project estimate \$320,000). Upon roll call votes were as follows: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

Duly enacted by the Board of Gallia County Commissioners on this 5th day of June, 2025.

Gallia County Commissioners

Leslie R. Henry, President  
Q. Jay Stapleton, Vice-President  
Jeremy Kroll, Commissioner

Amanda Phillips, Clerk of the Board

**CHANGE ORDER #5 – JFS WORKFORCE CENTER BUILDING B HVAC ONLY PROJECT**

Grants Administrator Karen Sprague presented the Commission with Change Order No. 5 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 time extension for Limbach to complete punch list items noted by RVC Architects. Per RVC Architects, Limbach will need a time extension to 6/9/2025 in order complete punch list items. This Change Order grants a 10-day contract extension from 5/30/2025 to 6/9/2025.

Therefore, Ms. Sprague recommends a 10-day time extension from 5/30/2025 to 6/9/2025 for project completion. Ms. Sprague noted Limbach, JFS & RVC have all signed change order form #5. Ms. Henry entertained a motion to approve the change order form as requested. 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. Form was signed by Leslie R. Henry, as President of the Commission.

JUNE 5, 2025

**AUTHORIZING LEGISLATION - PY ' 2025 CDBG CRITICAL INFRASTRUCTURE GRANT APPLICATION**

Grants Administrator Karen Sprague presented the PY 2025 CDBG Critical Infrastructure Grant Application to the Gallia County Commissioners for approval. CDBG Critical Infrastructure grant application requests \$211,300 for the Clay Township Eblin Hollow Slip Repair Project. Project and funding breakdown are as follows:

CDBG CI Project = \$192,100  
 a. Eblin Hollow Road Slip & Road Improvements = \$174,600  
 b. Professional Fees = \$17,500  
 Administration - \$19,200  
 Total CDBG Critical Infrastructure grant amount of \$211,300

President Henry entertained a motion that the grant application be approved and signed by the Commission as presented.

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

I, Amanda Phillips, Clerk of the Board of Gallia County Commissioners, do hereby certify that the above is a true and accurate copy of the proceedings dated 6/5/2025.

**DJFS – EXECUTIVE SESSION**

At 10:12 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 Emma Shamblin effective June 20, 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.

**\*10:30 am-1 pm – The Commissioners held interviews for the EMS Director and County Administrator positions.**

**SHERIFF – FLEET UPDATE AND REQUESTS**

Sheriff Matt Champlin met with the Commissioners to discuss the departments fleet needs. Mr. Champlin stated that as he evaluates the operational needs of his office, one of the most significant factors that impacts them is the annual finances of the general fund of the County, is the continued maintenance and upgrade of his vehicle fleet which is a necessary component of their daily operations and the services they provide to the citizens of Gallia County. The Sheriff shared that annually, the Sheriff's office is appropriated and expends approximately \$80,000.00 in maintenance and repairs for their vehicles and that it is necessary for the vitality of the office to replace this equipment on a regular schedule to maintain the integrity of the fleet and to control the rising cost of maintenance to the aging vehicles. The Sheriff requested a profit-sharing model with the commission of a percentage of the profits obtained through the practice of housing inmates for outside counties. Mr. Champlin feels by doing this would first assume the responsibility of maintaining the repairs and maintenance to their fleet, allowing the removal of the funding from the general fund to their budget and it would also put his office in the position to acquire vehicles for his fleet on a regularly scheduled basis. It would also allow them to plan for purchases or benefit from cost saving options when they are available without burdening the commission to fund and appropriate money for the purchases or finance purchases which creates a situation where we are unnecessarily expending addition tax dollars in interest payments. No action taken.

**\*2 pm – The commissioners held an interview for EMS Director.**

**AIRPORT– EXECUTIVE SESSION**

At 3 p.m. the president entertained a motion to enter into executive session with Airport Manager Kaleb Arms and Maintenance Director Sam Garber 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 3:36 p.m.; No action taken.

**EMPLOYEE – COMMISSIONERS– RESIGNATION**

Maintenance Supervisor Sam Garber requests the Commissioners acceptance of the resignation of Jason Hamilton effective June 13, 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.

JUNE 5, 2025

AMENDMENT – 5/1/25 JOURNAL – MAINTENANCE NEW HIRE

President Henry entertained a motion to amend the following journal entry from the May 1st journal:

*County Administrator Brian Rutherford recommended to hire Jason Hamilton as a full-time employee for Maintenance effective May 5, 2025, with a one-year probationary period and a pay rate of \$15.00 per hour. Employment will be pending successful completion of background check and drug test. The president entertained the motion to hire Mr. Hamilton full-time as recommended by Mr. Rutherford. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.*

Ms. Henry entertained to amend the motion and hire Jason Hamilton as a full-time employee for Maintenance effective May 5, 2025, with a one-year probationary period and a pay rate of \$15.50 per hour at. Employment will be pending successful completion of background check and drug test. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

AMENDMENT – 5/1/25 JOURNAL – MAINTENANCE NEW HIRE

President Henry entertained a motion to amend the following journal entry from the May 1st journal:

*County Administrator Brian Rutherford recommended to hire Walter Arthur as a full-time employee for Maintenance effective May 19, 2025, with a one-year probationary period and a pay rate of \$15.00 per hour. Employment will be pending successful completion of background check and drug test. The president entertained the motion to hire Mr. Arthur full-time as recommended by Mr. Rutherford. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.*

Ms. Henry entertained to amend the motion and hire Walter Arthur as a full-time employee for Maintenance effective May 19, 2025, with a one-year probationary period and a pay rate of \$15.50 per hour at. Employment will be pending successful completion of background check and drug test. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

AMENDMENT – 5/1/25 JOURNAL – MAINTENANCE NEW HIRE

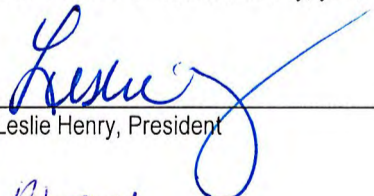
President Henry entertained a motion to amend the following journal entry from the May 1st journal:

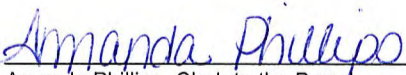
*County Administrator Brian Rutherford recommended to hire Amber Waggoner as a full-time employee for Maintenance effective May 7, 2025, with a one-year probationary period and a pay rate of \$15.00 per hour. Employment will be pending successful completion of background check and drug test. The president entertained the motion to hire Ms. Waggoner full-time as recommended by Mr. Rutherford. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.*

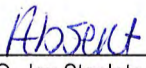
Ms. Henry entertained to amend the motion and hire Amber Waggoner as a full-time employee for Maintenance effective May 7, 2025, with a one-year probationary period and a pay rate of \$15.50 per hour at. Employment will be pending successful completion of background check and drug test. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.


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.

  
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Leslie Henry, President

  
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Amanda Phillips, Clerk to the Board

  
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Q. Jay Stapleton, Vice President

  
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Jeremy A. Kroll, Commissioner