

JANUARY 25, 2024

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

The President entertained a motion for approval of the January 18, 2024 minutes. David K. Smith made and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

TRAVEL REQUESTS				
DEPARTMENT	NAME	DATE	TO	RE:
Auditor	Robert Jacks	2/1/24	Dublin, OH	Exec Legislative Planning Mtg.
Auditor	Robert Jacks	2/7/24	Pickerington, OH	CAAO Leadership Conference

The President entertained a motion to approve travel requests as submitted. David K. Smith made and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, 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
1/21	10	0	2	0	0	0	1	0	0	28	0	0	0	10

MEMO ENTRY – BWC WORKERS COMPENSATION ANNUAL PAYROLL

County Administrator Brian Rutherford advised the Commission the County is required to do an Annual Payroll True Up report. Upon completion of the 2023 Annual Payroll True Up, a premium adjustment is due to BWC in the amount of \$18,409.00. Therefore, the Commission needs to request the County Auditor's Office make the following memo entries in order to reflect the expenditure of these funds within the county fund as follows:

- Memo expense in the amount of \$18,409.00 from 001.1203.536500 to Bureau of Workers Compensation Vendor #01357

SPECIAL PROJECTS

Special projects Manager, Tom White presented the Commissioners with a change order pertaining to the parking lot closest to 2<sup>nd</sup> avenue, to take out the old concrete and replace with new. The order consisted of:

- Prep site, pour concrete & broom finish
- Saw joints where needed
- Expansion where needed
- Labor & Materials = \$4500.00

President Stapleton entertained a motion to approve the change order as presented. David K. Smith moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

2023 OHPO EXEMPT PROJECTS REPORT FOR CDBG FUNDED PROJECTS

Grants Administrator Karen Sprague presented the Commission with the 2023 OHPO Exempt Projects Report for the CDBG Funded Projects with environmental reviews completed during 2023 as follows:

- 2023 CDBG Community Development Grant – Gallia County DD Parking Lot Paving Project; Exempt per OHPO Programmatic Agreement Clause II. B. 2. a.
- 2023 CDBG Community Development Grant – Outreach Center Roof Replacement; Sent for OHPO review, Exempt per OHPO letter dated 12/19/2023.
- 2022 CDBG Target of Opportunity Grant – GCJFS Workforce Development Facilities Renovation Project, Exempt per OHPO Programmatic Agreement Clause II. A.
- 2023 CDBG Critical Infrastructure Grant – Professional Fees for Project Engineer for Crown City Village WWTP & Lift Stations Upgrade Project, Exempt per OHPO Programmatic Agreement Clause II. B. 1. b.

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· 2023 CDBG Critical Infrastructure Grant – Crown City Village WWTP & Lift Stations Upgrade Project, Exempt per OHPO letter dated 11/22/2023.

· Gallia County is in partnership with Vinton County for CDBG CHIP housing program and Vinton County has already submitted their report to you for 2023 that included housing projects located in Gallia County.

Mr. Stapleton entertained a motion that the annual report be approved as presented. David K. Smith moved and Q. Jay Stapleton seconded that motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea. The report is on file in the County's CDBG grant files

**ARPA FUNDS COMMITMENT – CENTERVILLE SR 279 CULVERT REPLACEMENT**

GMCAA Grants Administrator Karen Sprague presented the Commission with a request for ARPA Grant funds for the Centerville SR 279 Culvert Replacement Project. Ms. Sprague noted that during 2023 the Commission approved a letter stating the County would provide ARPA funds for the 10% required match for a 2023 ODOT Surface Transportation Block Grant for this project. The project was not selected for 2023 funding by ODOT. OVRDC has recommended Centerville Village apply again for a 2024 ODOT Surface Transportation Block Grant for this project. Ms. Sprague noted the cost estimate remained the same as 2023 at \$84,500 and therefore the breakdown is as follows:

- County ARPA local matching funds at 10% = \$8,450.00
- ODOT Surface Transportation Block Grant at 90% = \$76,050.00

moved and seconded a motion to approve County ARPA funds in the amount of \$8,450 be obligated for the Centerville SR 279 Culvert Replacement Project and approved the letter of commitment as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent for vote; Mr. Smith, yea.

**USDA - GREEN SEWER PHASE 2 DISBURSEMENT AGREEMENT**

GMCAA Grants Administrator Karen Sprague presented the Commission with a proposal for disbursement of USDA Grant funds for the Green Sewer Phase 2 Project:

- USDA Grant will pay 25% of all Fields Excavating Pay Applications starting with Pay Application #3
- Green Sewer 2 Settlement Funds will pay 75% of all Fields Excavating Pay Applications starting with Pay Application #3
- With a contingency that the percentage breakdown can be amended at a later date if portions of the Fields Contract are found to not need to be performed upon investigation of J&H work, thus ensuring 100% of USDA grant funds are spent on the project.

moved and seconded a motion to approve the funding disbursement agreement as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent for vote; Mr. Smith, yea.

**GREEN SEWER PHASE 2 PAYMENT RESOLUTION # 24**

GMCAA Grants Administrator Karen Sprague presented the Commission with Payment Resolution # 24 for the Green Sewer Phase 2 Project for the following items:

- Construction - \$532,056.17
- Legal Fees = \$0.00
- Engineering: \$22,763.26
- Administration: \$1,584.98
- Bond/Loan payments: \$9,093.38
- Other: \$0.00
- Total = \$565,497.79

Invoices to be paid as follows:

- DLZ invoice 220036 = \$22,763.26 paid from Green Sewer 2 OPWC Loan Fund #370

CASSTO & HARRIS, INC. — RE-ORDER NO. 25403-23

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- GMCAA-Dec 2023 & Jan 2024 Administration = \$1,584.98 paid by Gallia County from Settlement Fund #410
- Green 2 OWDA Loan 9406 payment = \$9,093.38 paid by Gallia County from Settlement Fund #410
- Field Excavating Pay Application #3 = \$532,056.17 payment broken down as follows:
  - o \$133,014.00 (25%) paid by Gallia County from USDA Grant Fund #372
  - o \$399,042.17 (75%) paid by Gallia County from Settlement Fund #410

David K. Smith moved and Q. Jay Stapleton seconded a motion to approve payment resolution # 24 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

#### USDA - GREEN SEWER PHASE 2 DISBURSEMENT #19

GMCAA Grants Administrator Karen Sprague presented the Commission with USDA Disbursement #19 for the Green Sewer Phase 2 Project for the following items:

- Field Excavating Pay Application #3 = \$133,014.00 partial payment (25%) by Gallia County from USDA Grant Fund #372
- Total USDA Disbursement Request = \$133,014.00

David K. Smith moved and Q. Jay Stapleton seconded a motion to approve and sign the USDA Disbursement #18 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

#### GREEN SEWER PHASE 2 SETTLEMENT FUND DISBURSEMENT #3

GMCAA Grants Administrator Karen Sprague presented the Commission with Settlement Fund Disbursement #3 for the Green Sewer Phase 2 Project for the following items:

- GMCAA-Dec 2023 & Jan 2024 Administration = \$1,584.98 paid by Gallia County from Settlement Fund #410
- Green 2 OWDA Loan 9406 payment = \$9,093.38 paid by Gallia County from Settlement Fund #410
- Field Excavating Pay Application #3 = \$399,042.17 partial payment (75%) by Gallia County from Settlement Fund #410
- Total Settlement Fund Disbursement Request = \$399,042.17

David K. Smith moved and Q. Jay Stapleton seconded a motion to approve the Green Sewer 2 Settlement Fund Disbursement #2 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

#### OPWC - GREEN SEWER PHASE 2 DISBURSEMENT REQUEST # 12

GMCAA Grants Administrator Karen Sprague presented the Commission with OPWC Disbursement Request #12 for the Green Sewer Phase 2 Project for the following items:

- DLZ invoice 220036 = \$22,763.26 to be paid directly to DLZ by OPWC
- Total OPWC Disbursement Request #12 = \$22,763.26

David K. Smith moved and Q. Jay Stapleton seconded a motion to approve the OPWC Disbursement Request # 12 as submitted. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

#### MEMO ENTRY – REVENUE/EXPENSE OPWC LOAN GREEN SEWER PHASE 2

GMCAA Grants Administrator Karen Sprague advised the Commission that OPWC will make direct payments to vendors for the Green Sewer Phase 2 Project OPWC loan funding. In order to reflect the receipt and expenditure of these loan funds within the county fund established as OPWC Loan - Green Sewer 2 the County Auditor must make the following memo entries:

- Memo payin in the amount of \$22,763.26 into 370.3000.400100 from OPWC Loan # CO17W
- Memo expense in the amount of \$22,763.26 from 370.0370.531100 to DLZ vendor # 8587 for invoice # 220036
- Credit Back \$22,763.26 from PO # 240078 in line item 370.00370.531100

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David K. Smith moved and Q. Jay Stapleton seconded a motion to approve. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

**DJFS – GRANT**

Director Dana Glassburn presented the Commission with a grant opportunity for transportation purposes on County property. Mr. Glassburn discussed the possible property locations. President Stapleton entertained a motion granting Mr. Glassburn the authority to apply for the transportation grant. David K. Smith moved and Q. Jay Stapleton seconded the motion. Upon roll call votes were as follows: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea.

**Gallia County MOU to Address Child Abuse and Neglect**

In the matter of the Ohio Department of Job and Family Services required MOU between Gallia County Department of Job and Family Services (GCDJFS) and Gallia County partners, Dana Glassburn, Director of GCDJFS recommended accepting the MOU signed by the following partners: Gallipolis City Police Department, Gallia County Sheriff, Rio Grande Police Department, Gallia County Prosecuting Attorney, and the Gallia County Dog Warden.

The purpose of this amendment is to delineate the roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases. And to identify procedures to ensure child safety are addressed and to eliminate unnecessary interviews for children who are the subject of reports for child abuse/neglect and when allowable to only conduct one interview of the child who is the subject of a report of child abuse/neglect.

David K. Smith made the motion to accept the MOU and authorize the Board President to sign the MOU on behalf of the Board of Commissioners and Q. Jay Stapleton seconded the motion roll call vote, 2 motion passed.

**EXECUTIVE SESSION - DJFS**

At 10:27 a.m. the president entertained a motion to enter into executive session with JFS Director Dana Glassburn and to discuss contracts. David K. Smith moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea. Returned to regular session at 10:43 a.m.; no action taken.

**DJFS – JOB FAIR**

DJFS Director Dana Glassburn informed the Commission that DJFS will be holding a Job Fair on March 20, 2024 from 1 to 4 p.m. at the Holzer Leadership & Innovation Institute on Jackson Pike. No action taken.

**OSU – AGENCY UPDATE**

Erin Daily and Micha Holcomb presented the Commission with an agency update for January of various activities and presented a copy of their newsletter and upcoming events. No action taken.

**WOODS SUBDIVISION**

Mark Harrison presented the Commission with documents from Mr. Sager concerning the Woods Subdivision. Commissioner Smith explained to Mr. Harrison the need to send the documents to the Prosecuting Attorney before the Commission could make any decisions. No action taken.

**BILL MANGUS – UNIFORMS**

Bill Mangus, Gallia County Honor Guard met with the Commissioners to express the need for funding for insurance and to purchase new uniforms for the Honor Guard. No action taken.

**\*11:30 am.: The Commissioners attended lunch and a Jail walkthrough.**

**GREEN SEWER 2 CONSTRUCTION MEETING**

At 1:30 p.m. the Commissioners, County Administrator Brian Rutherford, Grant Administrator Karen Sprague, and Clerk to the Board Amanda Phillips attended the Green Sewer 2 Construction monthly meeting in the Commissioners' office. Others in attendance were: DLZ Reps. Gary Silcott, Rob Snedden & Eli Walker and Tracy Shoults, Sewer Dept. Tommy Dillon, Josh Fields and Bo Cox from Fields Excavating.

**2:00 pm.: Planning Commission Meeting**

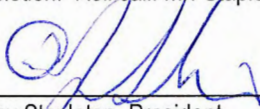
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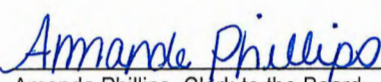
EXECUTIVE SESSION - LEGAL

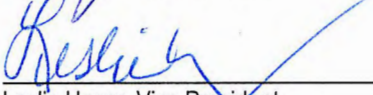
At 2:30 p.m. the president entertained a motion to enter into executive session with Attorney Doug Shevelow via telephone to discuss contracts. David K. Smith moved and Q. Jay Stapleton seconded the motion. Roll call: Mr. Stapleton, yea; Ms. Henry, absent; Mr. Smith, yea. Returned to regular session at 3:01 p.m.; no action taken.

ADJOURN

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

  
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Q. Jay Stapleton, President

  
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Amanda Phillips, Clerk to the Board

  
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Leslie Henry, Vice President

  
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David K. Smith, Commissioner