

TUESDAY, FEBRUARY 24, 2015
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio on Tuesday, February 24, 2015, with the following members present: Mr. Brian S. Stewart, Mr. Harold R. Henson, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance. Amanda Plotts and Sarah Reed of the Circleville Herald were present for the morning session.

In the Matter of
Minutes Approved:

Commissioner Stewart offered the motion, seconded by Commissioner Henson, to approve the minutes from February 17, 2015, with corrections.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: _____
Patricia Webb, Clerk

In the Matter of
Payment of Bills:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

BE IT RESOLVED, that the bills have been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated February 25, 2015, in the Commissioners' Voucher Journal, the date in which checks will be cut; then,

BE IT FURTHER RESOLVED, that the Board of Pickaway County Commissioners orders the Auditor of Pickaway County, Ohio, to draw her warrant on this entry in the amount of **\$130,817.78** on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: _____
Patricia Webb, Clerk

In the Matter of
Fiscal Specialist Report:

The following is a summary of the report provided by Erica Tucker, Fiscal Specialist:

- **US Rt. 23 Turn Lane Project:** A check in the amount of \$171,860.92 was received from the Ohio Department of Transportation as reimbursement for the US Rt. 23 Turn Lane Project for which the county served as the fiduciary agent and the project will be officially closed out.
- **Leadership Pickaway:** Mrs. Tucker attended another Pickaway County Chamber of Commerce's 2015 Pickaway Leadership class on Friday, February 20th that was held at the Circleville Fire Station wherein city leaders spoke to the class.
- **Healthcare Open Enrollment:** Open enrollment meetings will be held on Friday, February 27th from 9:00 a.m. to 11:00 a.m. at the Pickaway County Service Center and from 1:00 p.m. to 4:00 p.m. at the Courthouse. Representatives from Standard Life Insurance and short-term and long-term disability MetLife Insurance will be there as well to discuss new offerings for optional payroll deducted term life insurance and short-term and long-term disability insurance. Commissioner

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Stewart requested that the Health Savings Account (HSA) and Flexible Spending Account (FSA) programs be followed up on as to if/when they may be offered.

- **Lunch and Learn:** Michelle Triber of the OSU Extension will be presenting a Lunch and Learn presentation for county employees to attend in the Commissioners' office on Wednesday, February 25th to learn about heart health and obtain recipes and sample some heart healthy foods.
- **Fit Bit Challenge:** Approximately 13 employees have completed the Fit Bit Challenge.

In the Matter of
Meeting with Kevin Storey,
Maintenance Supervisor:

Kevin Storey, Maintenance Supervisor, met with the Commissioners to provide an overview of pending capital projects with the Commissioners. Mr. Storey has accepted another position and his last day on the job will be Thursday, February 26th. Mr. Storey reported that the quote he requested from Dynahoe Construction and Excavating has not yet been received for concrete work around the county campus area and he will request the company to provide the quote to the county administrator or assistant county administrator. He also reported that the flat roof replacement for the building attached to the rear of the Courthouse is scheduled to begin on March 9th, weather permitting. The maintenance department is continuing its renovations to the basement of the building housed by the county engineer. Accurate Heating & Cooling is working on its proposal for a HVAC heating plan for the entire basement.

Each Commissioner then congratulated Mr. Storey on his new position and thanked him for his outstanding job performance while serving as the county's maintenance supervisor through many large capital projects, supervising of the county's maintenance department staff, in addition to supervising the custodial department staff that was established during his time with the county. The Commissioners wished Mr. Storey good luck with his new position.

In the Matter of
Emergency Management Agency/
E911 Coordinator Report:

The following is a summary of the report provided by Dave Conrad, EMA Director/E911 Coordinator:

- **E911 Master Street Access Guide:** Mr. Conrad has been working on entering the information in the E911 Master Street Access Guide (MSAG) related to the St. Rt. 762 changes.
- **Healthcare Coalition:** Mr. Conrad attended the first annual Healthcare Coalition summit in Columbus last week, a partnership between the Ohio Department of Health and Ohio EMA. Pickaway County was recognized for its leadership in membership recruitment and partnering with long-term and other healthcare facilities on an emergency incident plan.
- **Ohio Chapter of Association of Public Safety Communications Officials (APCO):** Mr. Conrad will be attending the Ohio Chapter of APCO and the Ohio Chapter of the National Emergency Number Association (NENA) meeting and is very interested in hearing the Emergency Services IP Networks (ESInet) update.
- **Local Emergency Planning Commission (LEPC):** Mr. Conrad is preparing for the LEPC exercise planning meeting scheduled for Friday, 27th, at 10:00 a.m., at the Pickaway County Township Fire Department. The annual exercise will be held on Saturday, May 9th.

In the Matter of
Introduction to Sarah Reed
New Circleville Herald Reporter:

Amanda Plotts of the Circleville Herald took a moment to introduce Sarah Reed who is a new with the Circleville Herald. Sarah will be replacing Amanda who will begin basic training with the National

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Guard in the near future. Following the introduction, Commissioner Stewart informed Sarah that the Commissioners can be contacted at any time with any questions or requests for comments and congratulated her on her new position with the local newspaper.

In the Matter of
Travel Authorization and Addendum
Approved for Job & Family Services Employees:

The Commissioners signed a Travel Authorization and Addendum for numerous Job & Family Services employees to attend various meetings, training sessions, and conduct home visits throughout the month of March 2015, at the total probable cost of \$1,735.26.

In the Matter of
Government Capital
Acknowledgment and Acceptance Form Signed:

The Commissioners signed the Acknowledgment and Acceptance form from Government Capital Corporation (GCC) related to GCC assigning all its right, title and interest in the Municipal Lease-Purchase Agreement No. 6879 in reference to the electronic poll books purchased for the Pickaway County Board of Elections, and the right to receive payments thereunder to Bank of the West, Equipment Leasing.

In the Matter of
FY13 Community Development Block Grant
Final Performance Report:

Commissioner Stewart signed the Final Performance Report prepared by Robert Berquist, of Berquist Consulting, Inc., for the Pickaway County FY2013 Community Development Block Grant Allocation Program. The county's allocation amount for the program was \$140,000 and all grant funds were expended and accounted for in the report.

In the Matter of
County Administrator Report:

The following is a summary of the report provided by Brad Lutz, County Administrator:

- **Maintenance Supervisor Position:** Ten applications were received for the advertised Pickaway County Maintenance Supervisor position. Five applicants have been chosen for interviews that will take place on Friday, February 27th.
- **Maintenance Department's New Kubota Tractor:** The new Kubota tractor recently purchased for the county's maintenance department is in. The sweeper brush attachment is expected to be received next month. Discussion was held regarding offering the Cub Cadet riding mower and the zero turn Bad Boy riding mower to the Pickaway County Agricultural Society that are no longer needed by the maintenance department.
- **Dog Shelter Truck:** A 2015 Chevrolet City Express Cargo Van was recently purchased for the county Dog Shelter and conversation was held in reference to also offering the 2003 Ford PT F15 that is no longer needed by the facility to the Pickaway County Agricultural Society.
- **Veterans' Services former handicapped van:** The handicapped van that was recently turned over to the county by the Veteran's Services Board will be placed on the govdeal.com website.
- **Memorandum of Understanding (MOU) with Pickaway County Agricultural Society:** The Pickaway County Agricultural Society signed and returned the MOU related to the rent and maintenance for the county-owned building on the frontage of the fairgrounds property. It was reported that the annual \$3,600 of the rent proceeds designated to go to the Pickaway County Agricultural Society for 2014 and 2015 will be processed for payment in one lump sum of \$7,200 and

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the check will go out next week. Discussion was also held regarding a letter from the Commissioners that will be sent to the Sportsmen's Extravaganza committee members related to the status of its plans to construct multipurpose building in the fairgrounds property.

- **Rental Lease with Jim Gregg:** Modifications have been made to the rental lease between Jim Gregg, owner of Gregg's Barbershop that is housed in the county-owned building on the fairgrounds property. The only language added to the agreement was in reference to defining that the lessee would be responsible for any and all structures built by the lessee (e.g. storage shed, etc.) It was reported that the plumbing issue that by the barber shop was experiencing has been resolved.
- **WS Electronics Radio Service Contract:** The Commissioners reviewed the Pickaway County Radio Service contract with WS Electronics, a Harris Radio vendor, in reference to emergency maintenance and or repair service related to the Pickaway County 800 MHz Radio Communications System that is above and beyond Tom Swisher's ability, the Countywide Radio Communications Coordinator. In reviewing the contract, it was determined that Mr. Lutz will research questions raised by Commissioner Stewart regarding both the \$500 per month cost plus labor rates of \$100 per hour during normal hours and \$150 per hour for weekends and holidays.
- **Standard Life Insurance Rates:** Mr. Lutz distributed the optional Standard Life Insurance rates that will be offered to county employees on a payroll deducted basis that will be part of the healthcare open enrollment process.
- **Village of Darbyville Water Tower Leak:** No further communication been received thus far from the Village of Darbyville officials related to the municipality's water tower leak that was brought to the Commissioners' attention earlier this month.
- **Pickaway County Chamber of Commerce Annual Dinner:** The Pickaway County Chamber of Commerce's annual dinner is scheduled to be held in May at the Deercreek State Park Lodge. The Columbus Zoo will be bringing animals as part of the program. Conversation was held regarding the possibility of waiving the adoption fee to adopt a dog from the Wright-Poling/Pickaway County Dog Shelter as part of the program and Mr. Lutz will speak with Marc Rogols, Dog Warden, regarding the concept.
- **Guardrail replacement at Wright-Poling/Pickaway Dog Shelter:** Approximately \$4,000 in materials are in to replace the guardrail at the county dog shelter. The Pickaway County Engineering Department's labor force will install the guardrail at no cost sometime in the near future.
- **Tax Increment Financing (TIF) District Fund:** Mr. Lutz reported that \$4,831,419 has been paid into the TIF fund since its inception in 2006, and \$4,539,126 has been spent for infrastructure improvements, installation of traffic signals, streetlights, and sidewalks; loan repayments; and electric service for the traffic signals. Starting next year, the schools will be made whole and the TIF fund will no longer be receiving the school's portion TIF payments. The amount of dollars that Circleville Township would have received from the TIF this year would have been \$29,280.82. **Jason Wiseman/Schumacher Homes HVAC Issue:** Mr. Lutz reviewed a draft letter that he will send to Jason Wiseman, owner of a home that was built by Schumacher Homes. Mr. Wiseman recently communicated that he continues to have issues with HVAC. Essentially, Mr. Wiseman stated that Manuals J, S, and D, or a combination thereof, should have been submitted by Schumacher Homes to be inspected by the Pickaway County Building Department for review as part of the HVAC documents. However, the Pickaway County Building Department adheres to the Ohio Board of Building Standards regarding the required documents to be submitted as detailed in the Residential Code of Ohio, which is a very basic layout of the proposed HVAC plan, and the Residential Code of Ohio allows submission of only written descriptions of the system that is proposed to be installed.
- **New flooring in YMCA area in Memorial Hall:** The YMCA is taking care of having the tile flooring replaced part of its area in Memorial Hall. Mr. Lutz has requested a quote from the individual that is installing the new tile to have it extended to the bathroom area. Mr. Lutz reported that he has requested Garrett's Carpet to provide a quote to remove the carpet in common areas and replace it with tile flooring. The YMCA is working with the Roundtown Players Theatre Group, which is also located in Memorial Hall, on conducting a community open house sometime in the future.
- **Liability insurance claim:** An insurance claim was submitted to the County Risk Sharing Authority (CORSA) related to a car that was damaged by a county engineer department snow plow.

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In the Matter of
Meeting with Sheriff Robert Radcliff
Regarding E911 MSAG Concerns:

Sheriff Robert Radcliff along with James Bingman, Chief Deputy, and Cpl. Travis Adkins, who supervises the day-to-day operations of the Pickaway County E911/Dispatch Center, met with the Commissioners regarding updates to the Master Street Address Guide (MSAG). Also in attendance was Holly Zachariah of the Columbus Dispatch.

Sheriff Radcliff stated that he wanted to apprise the Commissioners of concerns regarding the Master Street Address Guide (MSAG) not being updated in a timely manner; therefore, when a 911 call comes in the correct law enforcement agencies, EMS, and fire responders are not reflected on the screen. He mentioned there has been information related to changes in some township emergency first responder contracts and other changes due to the annexation of the Ohio Christian University that occurred last year and the information was provided to Mr. Conrad, EMA Director/E911 Coordinator, quite some time ago but has not yet been entered into the system. The Sheriff said he was concerned and wanted to make sure everyone is “up to speed” on the situation. Both the City of Circleville and the county have geofile data bases that must match the MSAG information. A Circleville police officer at the city’s dispatch center updates the same information into its geofile and, historically, an employee at Pickaway County Sheriff’s Office (PCSO) would enter the information into the county’s geofile database; however, Mr. Conrad said that he does not have access to the PCSO geofile. PCSO, Chief Deputy Bingman responded by stating that it was his understanding that Mr. Conrad had been given remote access to the geofile and there is also a workstation at the PCSO he has access to. He also stated that during a meeting that was held in April of last year in the county’s GIS coordinator’s office and through an email, the PCSO was given instructions not to enter any changes into the geofile database as that was the responsibility of Mr. Conrad. Mr. Conrad explained that when he receives documentation from the proper authority of changes to be made to the database, he submits that information to Frontier Communications, which then provides its authorization or notifies Mr. Conrad of corrections that need to be made before entry into the MSAG. If unauthorized changes are made by other parties, the information may not match.

In discussing the matter, Commissioner Stewart stated that he believes there was a miscommunication related to entering authorized or unauthorized changes into the geofile and in the past there had been a problem with the geofile being updated before the MSAG and that should not occur. He said that it is better to have the “fewest hands in the pie as possible. There is no question that we all on the same page in that this information needs to be updated as soon as possible,” stated Commissioner Stewart. Mr. Lutz then stated that it should be noted that during the meeting with the GIS coordinator, PCSO, and Mr. Conrad back in April, there was another part to the discussion in the fact that the information being entered into the MSAG and the geofile was not necessarily being entered in a consistent manner (e.g. St. Rt. vs. St. Rte.; ST. RT. vs. St. Rt., etc.) He said the GIS coordinator had been working on a very large project where she was trying to get both databases to a consistent point and unfortunately that project was not completed prior to her moving onto another job. Mr. Lutz stated with her replacement being on the job for a number of months now, perhaps it was time to have a conversation with him and make sure he is up to speed with what needs to be done. Chief Deputy Bingman then asked Mr. Lutz to be provided a copy of the 911 Coordinator’s position to help make it clear on who is responsible for what aspects of the programming. Sheriff Radcliff stated that if Mr. Conrad has any issue at all with entering information into the geofile to let him know and he will make sure it is taken care of.

Chief Deputy Bingman then stated that on the topic of E911, he asked if there has been any discussion related to an email he sent to Mr. Conrad on the direction of upgrades to the Next Generation 911 (NG911). Mr. Conrad said he has been waiting on a reply to the letter he prepared that he asked Chief Deputy Bingman to review before he sent it onto EmergiTech. Chief Deputy Bingman stated that he recalled receiving the letter but he did not recall that he was to reply and was under the impression that it had been sent to EmergiTech. When he inquired if Mr. Conrad has heard anything about the run cards, Mr. Conrad stated that of last week he has not. When Chief Deputy Bingman inquired about the paging software, Mr. Conrad stated that he has obtained a quote. Lastly, Chief Deputy Bingman mentioned the server for the

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pictometry mapping software and DDTI is running on an old version of the Windows platform that will expire in July.

When Commissioner Stewart inquire if there was anything else that needed to be discussed, Sheriff Radcliff stated that when the PCSO attempted to order solenoids and relays for the doors at the facility the Commissioners' office pays for, they were told by the company the order would not accepted due to a previous invoice that was not paid in a timely manner. Discussion was held regarding how that issue has since been resolved with the change in personnel and it was determined that Mr. Lutz and Chief Deputy Bingman will get together and talk to the company. It was mentioned that the company requires a \$5,000 minimum order.

At the conclusion of the meeting, Commissioner Stewart thanked everyone for their attendance.

In the Matter of
Resolution of Approval to
Adopt Superload Permit Application Fee:

The Commissioners discussed the recent request from Chris Mullins, County Engineer, to implement application permit fees for oversized/overload vehicles traveling county and township roads within the county. At the conclusion of the discussion, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the following Resolution in respect to implementing permit application fees for Superloads only:

Resolution No.: PC-022415-1

WHEREAS, Ohio Revised Code §5577.04 and 5577.05 specify the maximum size and weight allowable that does not require a Special Hauling Permit; and,

WHEREAS, if an oversize /overweight load exceeds any of those values, a Special Hauling permit is required to travel on a township road or county road within Pickaway County; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby approves the implementation of a Superload permit application fee based on the formula determined by the Pickaway County Engineer for oversize/overweight Superload loads, defined as being over 120,000 lbs., over 14" wide, and over 14' 6" high, with the following variables taken into account: W = total weight of load; A = number of axles; M = total miles traveled; N = number of structures crossed; DAW = designed axle weight; Cr = Cost per LEF; and Cb = cost per structure.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: _____
Patricia Webb, Clerk

In the Matter of
Meeting with Ryan Scribner, P³
Economic Development Director and
Lou Visco of Casto Developers, Regarding Current and
Potential Future Development in the Walmart Tax Increment Financing (TIF) District:

With paying off the current costs of infrastructure improvements coming close to being paid off in the Walmart TIF district just south of Circleville that has been a strong public/private partnership as far as community reinvestment in facilitating growth in the community, Ryan Scribner, P³ Economic Development Director, and Lou Visco, of Casto Developers, met with the Commissioners to discuss new development to explore or identify for the county to consider.

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Mr. Visco provided a plat map of the 100 acre area that was reviewed that reflected the 50,000 sq. ft. strip center and the lineup of available out lots and mentioned that he was surprised to see that the O'Reilly's Auto Parts store had not yet broken ground and he will follow-up on the matter and inform the Commissioners of the timeframe in which that is expected to occur. He informed the Commissioners of plans for a multi-tenant building that will be occupied by a known coffee house on one side and another tenant will be needed for it to come to fruition, and will keep the Commissioners abreast of the situation. Mr. Visco said that there is another tenant that is looking at an out lot. He also informed them of an impending extension to the existing building that expected to begin next month which houses Buffalo Wild Wings, Go Great Yogurt, and H&R Block where AT&T will be coming in along with a Route 21 clothing store that would like to be open for business when school starts this August. He mentioned a sporting goods franchise and a pet store that are interested in the area and hopes are to get one of the businesses under a lease very soon. Earhart Petroleum Co. is currently under contract to purchase 5 acres at the back part of the property. Mr. Scribner mentioned that the road extension that is expected to take place as part of the Jobs Ready Site adjacent to the Walmart strip mall will make the back property more appealing for new development. Mr. Visco stated that there is still land to market and mentioned 3 available out lots along the front. He also mentioned a parcel next to Walmart that was agreed not to be commercially developed where the idea of park is being entertained. When it was mentioned that it would be nice to have a sit down type restaurant vs. a fast food restaurant brought to the area, Mr. Visco stated that they continue to "pitch" the idea; however, house tops and traffic counts are basically what it is all about. Anything behind Walmart is planned for industrial right now. He mentioned a common area that could be considered for something like a park or amphitheater. Mr. Visco also mentioned looking at the corner area next to Buffalo Wild Wings with a retention pond that is under-utilized and Casto is would like to something to enhance that area. Some attractive signage was also mentioned.

Following a question and answer session, getting back together in the next 3 months was mentioned and meeting with the county engineer was discussed. Mr. Visco stated that Casto Developers is always excited about with working with the county and brainstorm on projects that will benefit the community.

In the Matter of
Cash Advance Back Approved:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following CASH ADVANCE BACK request:

147,609.07 from 917.3018.5801 – Collaborative Projects (US Rt. 23 Turn Lane)
To
101.0000.4910 – Advance Back-General Fund

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: _____
Patricia Webb, Clerk

In the Matter of
Appropriation Approved:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following request for the APPROPRIATION OF FUNDS:

1,500 – 249.2061.5901 – Citizens Corp Grant-other Expenses

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

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Attest: _____
Patricia Webb, Clerk

**In the Matter of
Issuance of a Blanket Purchase Order Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following request for the APPROPRIATION OF FUNDS:

7,200 to 101.1105.5703 - Contingencies

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Transfer Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following request for the APPROPRIATION OF FUNDS:

**7,200 from 1011105.5703 – Contingencies
To
101.1105.5948 – Pickaway County Agricultural Society**

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Planning Commission Meeting:**

A Pickaway County Planning Commission meeting was held in the in Commissioners' office. More detailed minutes can be obtained from the Pickaway County Planning & Development Office; however, the following is a summary of the actions taken by the commission:

- Recommend approval of the replat of Lot 3-A for a propane distribution business on Progress Parkway, Circleville Township;
- Recommend denial of a zoning amendment from Planned Business to Planned Industrial in Scioto Township;
- Recommend approval to amend text in Scioto Township's zoning related to portable carports.

**In the Matter of
Weekly Dog Warden Report Filed:**

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending February 21, 2015.

A total of \$166 was reported being collected as follows: \$80 in adoption fees; \$45 in sale of tags; \$15 in late tag fees; \$20 in redemptions; \$6 in boarding revenue.

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No (-0-) dogs were euthanized. No firearms were discharged.

With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Stewart, to adjourn. Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Henson, yes; Commissioner Wippel; absent for vote. Voting No: None. Motion carried.

Brian S. Stewart, President

Harold R. Henson, Vice President

Jay H. Wippel
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: _____
Patricia Webb, Clerk