

TUESDAY, JUNE 2, 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, June 2, 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, as was Sarah Reed of the Circleville Herald.

In the Matter of
Minutes Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from May 29, 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 Wippel offered the motion, seconded by Commissioner Henson, 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 June 3, 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 \$97,242.45 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
Introduction of Troy Wakins,
New Pickaway County Building Department Inspector:

Troy Wakins, the new Pickaway County Building Inspector, met with the commissioners. Mr. Watkins is from Miami County, Ohio, and Monday, June 1st, was his first day on the job with the Pickaway County Building Department. After Mr. Watkins provided the commissioners with a brief background of his experience, they welcomed to his new position asked that he feel free to contact them at any time.

In the Matter of
Fiscal Specialist Report:

Erica Tucker, Fiscal Specialist, stated that the second half general fund appropriations have been submitted to the county auditor's office for submission into the financial system. Mrs. Tucker also reported that she will be attending the health summit in Columbus with the county assistant administrator on Wednesday, June 10th, from 8:00 a.m. to 12:00 noon.

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

- **Emergency Management Performance Grant (EMPG)/Request for consideration of replacing current EMA vehicle:** It was reported that the state has reduced county's 2015 EMPG in the amount of \$11,490, or 17.2%, from the 2014 grant. The 2014 grant award was \$66,784, and the grant cycle ends at the end of this month. EMPG grants require a dollar-for-dollar match and Mr. Conrad noted that there are other sources of income the agency receives, such as annual EMA dues from townships and villages and his contracted services to the Local Emergency Planning Committee (LEPC), that help off-set the grant match. There will be \$27,282.55 of the 2014 grant remaining and will be de-obligated and sent back to the state if unspent. Though he did not ask for an immediate decision, Mr. Conrad requested the commissioners' consideration of utilizing the \$27,282.55 for a new EMA response vehicle to replace the current vehicle, a 2006 Ford Expedition, which is 10-years old with more than 112,000 miles, and approximately \$3,000 has been spent on it for repairs over the past several months. He has checked with the state and the purchase would be an allowable expenditure with the 2014 grant dollars. Mr. Conrad noted, however, that it is not certain if such an expense will be allowable in the 2015 grant. He said the state co-op purchasing program lists a new vehicle in the range of \$32,000 and, though he did not ask for an immediate decision, Mr. Conrad requested the commissioners' consideration of a one-time general fund advance to make up the difference to purchase a new EMA response vehicle. He noted that the trade-in value of the agency's current vehicle is in the \$4,500 to \$5,000 range, and there is always the option of selling the vehicle on the govdeals.com website. Mr. Conrad said that he would utilize all the radios and other items that can be removed and installed in the replacement vehicle. After discussing the request, the commissioners stated that they will take the matter under consideration and make a decision prior to July 10th, the date the EMA would have to de-obligate any unspent 2014 grant funds and send it back to the state.
- **Pickaway County Dive Team:** Currently, Pickaway County does not have a dive team and if a 911 call comes in about a water rescue, the Pickaway County Sheriff's Office (PCSO) has indicated that the Franklin County Dive team would be contacted to respond. Mr. Conrad reported that county has a boat that was purchased by the local realtors association about 20 years ago for the dive team that is located at the Twin Quarries and after checking with Fairfield County EMA, he learned that their dive team is managed by the EMA office. Mr. Conrad informed the commissioners that there are a number of first-responders in the county that are certified divers who are willing to be members of the county dive team and are looking for someone to serve in the management role and he requested that the commissioners consider allowing the local EMA office to serve in that capacity. Mr. Conrad stated it would not require any funding from the county and the diver's liability would covered by his respective sponsored department. The commissioners stated that they will take the request under consideration.

In the Matter of
Assistant County Administrator Report:

The following is summary of the report provided by April Dengler, Assistant County Administrator:

- **Employee & Family Fun Day:** The Pickaway County, City of Circleville, and Berger Health System's Family Fun Day is scheduled to take place at the Mary Virginia Crites Hannan Park for Thursday, June 11th, from 4:00 p.m. to 7:00 p.m.
- **Personnel:** Tom Davis, who previously worked part-time for the county's maintenance department and is now working part-time as a permit technician in the Pickaway County Building Department, has offered to fill part-time in for Grant Clifton, who was recently injured during off hours, and not expected to be released to return to work for at least three weeks. Related to a separate personnel matter, Ms. Dengler stated that the disciplinary letters that were placed in Mr. Lutz's and Terry Frazier's personnel file nine months ago, can now be removed.

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- **Shred-It Day:** The county's Shred-It Day took place last week on Thursday, May 28th. The juvenile work detail assisted with loading the boxes onto the truck along with the county's maintenance department and a few county engineering employees. The documents will be shredded at the Shred-It facility in Columbus, which is agreed to charge on a four-hour flat rate, that the Savings Bank agreed to pay.
- **Pickaway County Building Inspector:** Mrs. Dengler informed the commissioners of an incident that occurred on Thursday, May 28th, where a dump truck struck a barn on London Road. A 911 telecommunicator at the county's dispatch center at the PCSO called for a Pickaway County Building Inspector to respond to the site; however, the building inspector was on vacation. The dispatch center then called the commissioners' office and Ms. Dengler provided the cell phone number of Bill Toole, the county's former building inspector and CBO that is now under contract with the county to serve as a back-up inspector; however, the call went to his voice mail. The dispatch center called Ms. Dengler back and explained the situation, at which time she was able to see that Mr. Toole was contacted and he was asked to respond to the site of the accident. The telecommunicator then requested a list of "emergency numbers" for the building department inspectors, which she provided. The dispatch center subsequently placed another call to the commissioners' office stating that the building inspector was *still* not at the site. Shortly thereafter, Mr. Toole called the commissioners' office stating that he was turning on London Road and would be at the accident site in just a few minutes and Ms. Dengler called the dispatch center and provided that information. In discussing the matter, it was mentioned that a building inspector was at the site in about an hour, the building department is not "an emergency building department and building inspectors are not considered first-responders," and it was determined that a copy of the incident report will requested from the PCSO.

In the Matter of
Meeting of the Pickaway County
District Advisory Council (DAC) Scheduled:

A brief discussion was held regarding Pickaway County General Health District Advisory Council meeting scheduled for Tuesday, June 9th, at 7:00 p.m., at the Pickaway County Service Center to hear City of Circleville Mayor Don McIlroy's alternative funding proposal related to funding the health department that is paid by the city, villages, and townships based on apportioned share of real estate valuations for each respective jurisdiction. One of the commissioners, along with Mr. Lutz, will attend the meeting.

In the Matter of
THEN & NOW Certification Resolution
Adopted for 2015 Second Half General Fund Line Item Appropriations:

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

Resolution No.: PC-060215-1

WHEREAS, for the period of June 2, 2015, to July 31, 2015, all purchases of \$1,000 or less are exempt from the THEN and NOW CERTIFICATION requirement to accommodate the second half budget adjustments; then,

THEREFORE BE IT RESOLVED that for any person authorized to make purchases shall file a written document with the Pickaway County Auditor stating the purpose, amount, and date of the purchase along with the name of the vendor within three (3) days of making a purchase.

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

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In the Matter of
Application for Certificate of Coverage
Annual Fee Assessment for Underground Fuel Storage Tanks:

Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Stewart, President, to sign the 2015 Application for Certificate of Coverage Annual Fee Assessment Statement for three (3) underground fuel storage tanks owned by the county, one (1) located at the Pickaway County Sheriff's Office, and two (2) located at the Pickaway County Memorial Airport.

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
Travel Authorizations Signed for
Department of Job & Family Services:

The commissioners signed a Travel Authorization for out-of-county travel for numerous Job & Family Services employees to attend various meetings and for the conduction of home visits to be performed throughout the month of June 2015, at the total probable cost of \$1,484.80.

In the Matter of
Proposal from Jarrell Tree Service Approved for
Removal of Ash Trees at County Dog Shelter Site:

Brad Lutz reviewed two (2) proposals received for the removal of one (1) dead and two (2) dying Ash trees on the county Dog Shelter property. Custom Tree Service, Circleville, Ohio, provided a proposal amount of \$1,500 for the removal of the trees including stumps, and Jarrell's Tree Service, Circleville, Ohio, provided a proposal amount of \$1,200.

After discussing the proposals, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the proposal in the amount of \$1,200 from Jarrell's Tree Service, 9039 St. Rt. 188, Circleville, Ohio 43113, which will be paid from the General Fund – Contract Services line item.

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

Attest: Patricia Webb, Clerk

In the Matter of
County Administrator Report:

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

- **Clarks Lake Subdivision sewer line:** In the possible event that the commissioners are contacted by a Clarks Lake Subdivision resident, Mr. Lutz informed them of a matter that occurred approximately five years ago related to a liner in the Clarks Lake sewer line that "slipped" causing partial blockage and reducing the ability of drainage for a few residents. The county's sanitary engineer at the time videoed the main line and found no issues. One of the residents that was experiencing blockage had their sewer lateral line that runs from their home to the system's main line videoed and the slipped liner was found at the end of the line and the former sanitary engineer agreed to fix the line, which cost the county about \$1,600. A neighboring resident was experiencing the same issue, but instead of

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contacting the county sanitary engineering department to get it taken care of, he hired a contractor who charged him \$5,000 and wanted the sanitary engineering department to pay it; however, the former sanitary engineer negotiated paying \$1,600. Since that time, the resident has gotten behind on his sewer bills, resulting in assessments, and is now inquiring when he will get his \$5,000 from the county. The current sanitary engineer has written a letter to the resident essentially pointing out that the resident accepted the \$1,600 check five years ago, cashed it, and the matter is considered closed.

- **Village of Orient documents:** Documents from the dissolved Village of Orient has been received and an inventory of water and sewer assets has been compiled for the audit.
- **City of Circleville Records Retention Training Seminar:** Mr. Lutz received an email from Circleville Mayor McIlroy stating that the City of Circleville is offering a Records Retention training seminar on Friday, September 4, 2015, at the Circleville Fire Department. Records Retention training every few years is an audit requirement for all elected officials to attend, or a designee. Mr. Lutz stated that he responded to the mayor's email, thanking him for the information, and offered the use of the PCSC meeting room that may be able to provide more seating capacity for the seminar.
- **Meeting requested by Soil & Water Conservation District (SWCD):** Mr. Lutz received an email from the office manager stating that the SWCD Board of Supervisors is requesting a meeting with him and one of the county commissioners on Tuesday, June 16th, at 7:30 a.m., to discuss the DS Drainage/Ditch Project and the Memorandum of Understanding (MOU) between their agency, the commissioners, and the county engineer.
- **Health Department/reimbursement of employee fringe benefits for administration of TB cases:** As reported few weeks ago, Steve Hawkins, Fiscal Officer for the Pickaway County General Health District, the county's designated TB control unit, has inquired if fringe benefits for employees that handle TB cases can be turned in to the commissioners as an allowable reimbursement. Per ORC §339.73, the commissioners *shall* pay what is not paid through a third-party, for example, insurance or government assistance. These expenses include items such as co-pays, X-rays, or medication, and the county prosecutor is of the opinion, based on ORC §339.73, that the commissioners could, but are not required to, reimburse for the time related to TB treatments or the administration thereof. After discussing the matter, it was determined that Mr. Lutz will contact Mr. Hawkins and recommend that he schedule an appointment with the commissioners if he wants to further discuss the matter and provide figures at that time.
- **Employee wage increases:** Mr. Lutz has received general fund employee wage information and he will begin preparing 2% and 3% wage increase totals that include fringe benefits for the commissioners' consideration.
- **Basement of building occupied by county engineering department:** Garrett's Carpet has completed the installation of new flooring for portions of the basement occupied by the county engineering department and J&J Painting is expected to be done painting by the end of the week.
- **Carpet runners in courthouse:** Commissioner Stewart mentioned an issue that was brought to his attention regarding the runner on the carpet in the basement of courthouse that is causing a trip hazard at the handicapped entrance at the rear door of the courthouse. In discussing the matter, it was noted that a couple of methods have been explored in trying to keep the runners flat that protect the carpeting that have not worked, and it was determined that the manufacturer will be contacted and requested to look into the matter and the runner by the back door will be removed in the meantime.
- **Courthouse clock:** The Verdin Company has been on site related to the renovation of courthouse clock tower faces and hands.

Mr. Lutz informed the commissioners that he will be out of the office on Wednesday and Thursday, and will be returning on Friday, June 5th.

In the Matter of
Meeting of the Records Retention Committee
Regarding Digitizing of County Documents:

Commissioner Stewart reported that the county's Record Retention Committee met last week with a second vendor, Prime 360, which offers digital imaging of documents that will allow for the paper documents to then be disposed of. The committee was impressed with the services the vendor offers. In

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order to provide a price, it will require the company to conduct an onsite survey over a one or two day period to get an idea of the volume documents to be imaged. Commissioner Stewart stated that a request for the approval for the price to conduct the survey will more than likely be brought before the board of commissioners. If the concept come to fruition, it is probable that it be a multi-year capital project.

In the Matter of
Resolution of Approval for County Engineer to
R Fracture Critical Bridge Located on Lockbourne Eastern Road:

Chris Mullins, County Engineer, met with the commissioners to inform them of an emergency repair needed for the bridge on Lockbourne Eastern Road that is positioned over the railroad. The bridge is fracture critical with holes in the flange. He stated that the work to be performed is out of the railroad right-of-ways and the bridge inspector is running an analysis on the structure. Mr. Mullins said that the repair work, that will cost \$75,000, is scheduled to begin on Monday, June 8, 2015, and the bridge will be closed.

After further discussion regarding the matter, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

Resolution No.: PC-060215-2

WHEREAS, it has been found by the Pickaway County Engineering Department that holes have developed in the flange on the bridge positioned over the railroad on Lockbourne-Eastern Road; and,

WHEREAS, repairs to the bridge, in the amount of \$75,000, are scheduled to begin on June 8, 2015; then,

THEREFORE BE IT RESOLVED that in order to prohibit further damage to the structure and for the safety and welfare of the public, the Pickaway County Board of Commissioners declares the repairs to the bridge to be an emergency situation and, pursuant to Ohio Revised Code §307.86 (A) (1) & (2), hereby authorizes Chris Mullins, Pickaway County Engineer, to proceed by Force Account per Ohio Revised Code §5543.19 for the restoration of the bridge.

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

Mr. Mullins reported that the DS Ditch project is going well and is nearly complete and the contractor has been very good to work with. There will be some change order involved due to some existing tiles being found during the construction process. Related to the Howard Ditch project, it was reported that the soils are not conducive to an open ditch. A cost analysis is being performed for a tiled ditch, 18” and 24” tiles, with a grass waterway on top for a portion of the drainage improvement. The Soil & Water Conservation District (SWCD) is on track for having the design plans completed within the 120-day assigned timeframe contained within the MOU. It is expected that the project will be let out for bid this fall.

In the Matter of
Public Hearing #2-Pickaway County
FY2015 Community Development Block Grant/Community Development Program:

The legally advertised Public Hearing #2 was conducted for the Pickaway County FY2015 Community Development Block Grant/Community Development Program with the following individuals in attendance: John Ankrom, Service Director for the City of Circleville; Christopher Hunt, of Hunt Engineering, representing the Village of South Bloomfield; and Bob Berquist, of Berquist Consulting, Inc., the county’s CDBG consultant.

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Commissioner Stewart opened the public hearing by stating its purpose, which was to review the eligible projects selected to be included in the county application to the Ohio Development Services Agency related to the FY2015 CDBG Program and the Competitive Set-Aside Programs. The county's Community Development Implementation Strategy spreadsheet was distributed as reviewed as previously approved by the commissioners on May 19, 2015, which will be submitted with the county's application to the Ohio Development Services Agency (ODSA). The CDIS is good for a two-year period which includes the 2015 and 2016 program years and only projects included in the CDIS can be considered for funding for the two-year period. There are a total of eighteen (18) eligible project listed on the Community Development Needs Worksheet that met one or both of the national objectives, which are to serve low-to-moderate (LMI) income areas, or the elimination of slum and blight, such as a dilapidated structure or Brownfield site.

Next reviewed was the Pickaway County Community Development – Allocation & Competitive Set-Asides Priority Projects for 2015 and 2016. This included the following projects: City of Circleville's South Court Street Connector; Village of Ashville Long Street Sidewalk; Village of Darbyville Water Tank Rehab; City of Circleville Turner Street Improvement; Village of Tarlton Redding Street Improvement; Village of Ashville Long-Station Street Intersection Improvement; Senior Center Kitchen Equipment; Village of Ashville Center Alley Improvement; Village of Tarlton Street Signs; and Village of Tarlton Community Center Improvement. The commissioners' selection was based upon eligibility and the various municipalities' needs in order or priority.

The 2015 CDBG Allocation portion of the county's application that will be submitted to the ODSA was then reviewed. The county's total CDBG allocation is \$148,000. This included \$119,000 for the City of Circleville South Court Street Connector project; \$3,000 for the required Fair Housing outreach; and \$26,000 in CDBG Allocation Program Administration, and the City of Circleville's Competitive Set-Aside Critical Infrastructure Program Administration in the amount of \$20,000. It was noted that this is the third and final year that the county is obligated to fund a CDBG Allocation project for the City of Circleville, which is no longer an independent grantee. The results of the City of Circleville's Competitive Set-Aside Critical Infrastructure Program application in the amount of \$300,000 will not be known until August of this year. The application includes other funding sources, such as the Ohio Department of Transportation grant and local monies, and the \$119,000 in CDBG Allocation funds should provide additional points in ODSA's scoring method for the competitive set-side application.

When Mr. Hunt inquired as to why the Village of South Bloomfield's Multi-Use Path for its community park on the west side of U.S. Rt. 23 was not considered for approval, Mr. Berquist stated that the project does not address either of the national objectives by not servicing LMI populations (the entire village does not meet the required 1% LMI threshold), nor did the project application address the elimination of slum and blight. When Mr. Hunt inquired about conducting a door-to-door LMI survey for the service area for future project application submittals, Mr. Berquist stated that he can provide that information to Mr. Hunt for future use; however, he emphasized that no projects can be considered until 2017, and it will have to be included in the county's 2017 & 2018 CDIS to even be considered during 2017 & 2018 grant program years. When Mr. Hunt stated that the village wants to build another community park on the east side of U.S. Rt. 23, it was mentioned that an LMI survey would have to be conducted for the entire village. Mr. Hunt also mentioned that the village has been working with the Ohio Department of Natural Resources in trying to obtain funding for a splash pad and picnic tables and was hoping for some CDBG funds. Mr. Berquist informed Mr. Hunt that he will provide him with documentation so the survey can be completed for the next two-year funding round.

With no further questions, Commissioner Stewart adjourned the public hearing and thanked everyone for their attendance.

In the Matter of
Amended Certificate Approved:

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

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Resolution No.: PC-060215-3

WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE in the amount of \$6,414.82 for the OSC Tech Grant Fund #923; then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby appropriates the following sum for expenditure for period ending December 31, 2015:

**Fund #923 – OSC Tech Grant
\$6,414.82**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

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

**6,414.82 to 923.122.5501 – Juvenile Court-OSC Tech Grant-Equipment
502 to 227.2020.5901 – Juvenile VOCA-Other Expenses**

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

Attest: Patricia Webb, Clerk

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

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

**6,414.82 to 923.122.5501 – Juvenile Court-OSC Tech Grant-Equipment
502 to 227.2020.5901 – Juvenile VOCA-Other Expenses
1,007.50 – Coroner-Other Expenses**

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

Attest: Patricia Webb, Clerk

**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 May 30, 2015.

A total of \$398 was reported being collected as follows: \$120 in adoptions; \$90 in sale of tags; \$18 in boarding revenue; \$20 in redemptions; \$80 in owner turn-in euthanasia; and \$70 in private donations.

Two (2) dogs were euthanized – both owner-initiated.

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No firearms were discharged.

With there being no further business brought before the Board, Commissioner Stewart offered the motion, seconded by Commissioner Henson, 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
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Attest: Patricia Webb, Clerk