

**TUESDAY, MARCH 29, 2016**  
**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, March 29, 2016, with the following members present: Mr. Brian S. Stewart, and Mr. Jay H. Wippel. Mr. Harold R. Henson was absent. Brad Lutz, County Administrator, was also in attendance. Amanda Plotts of the *Circleville Herald* was present for a portion of the morning session.

**In the Matter of**  
**Minutes Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from March 22, 2016, with corrections.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Payment of Bills:**

Commissioner Stewart 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 March 23, 2016, 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 \$131,052.19 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Report Provided by Dustin Hube:**

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist/Part-time EMA Planner:

- Mr. Hube reported that the Ohio Department of Public Safety will be sending an addendum extending the lease agreement for the Driver's License Testing Bureau that is housed in the Pickaway County Annex. The addendum will extend the current lease for an additional year, expiring June 30, 2017.
- Mr. Hube will be attending this month's 2016 Leadership Pickaway class on Friday, April 1<sup>st</sup>.

**In the Matter of**  
**Report Provided by Dave Conrad:**

The following is a summary of the report provided by Dave Conrad, EMA Director/911 Coordinator:

- Mr. Conrad is in the process of completing the meeting minutes from the last 800 MHz Advisory Committee meeting. The next meeting is scheduled to be held April 17<sup>th</sup>, at 7:00 p.m., at the Pickaway County Sheriff's Office (PCSO).

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- Six (6) APCO Public Safety Telecommunicator update trainings were purchased for telecommunicators at the PCSO at the total cost of \$180. Mr. Conrad will contact the City of Circleville to inquire if any of its public safety telecommunicators would also like to purchase the update trainings.
- Mr. Conrad and Mr. Hube will be attending the all-day Central Region Healthcare Coalition Summit scheduled to be held Wednesday, March 30<sup>th</sup>, in Delaware, Ohio.
- The National Weather Spotters Training will be held Wednesday, March 30<sup>th</sup>, from 6:30 p.m. to 8:30 p.m., in Fairfield County.
- When Commissioner Stewart mentioned a newspaper article regarding a grant township fire departments in Ross County received to purchase MARCS radios, Mr. Conrad stated that he will look into the matter and mentioned the grant was probably obtained through the Ohio Fire Fighters Association.

**In the Matter of  
Report Provided by Erica Tucker:**

The following is a summary of the report provided by Erica Tucker, RPHF Joint Solid Waste Management District Administrative Assistant/Special Projects Assistant.

- Tom Davis, RPHF Coordinator, and Mrs. Tucker attended the Ohio Scrap Tire Summit that was held last week and she provided the commissioners with an overview of the highlights of the meeting.
- Mr. Davis and Mrs. Tucker are preparing for the RPHF Policy Committee meeting that will be held in Fayette County on May 6<sup>th</sup>. Representatives from the Ohio EPA will be present and assist with the meeting.
- All of the blue desk-side paper recycling bins have been delivered to participating county offices and good feed-back has been received about the office recycling program. The blue bins will be emptied into the larger, lockable console bins that will be emptied by First Capital Enterprises the first Thursday of each month the company will shred the documents. Shredded. The first pick-up is scheduled for April 7<sup>th</sup>.
- A Health & Safety Committee meeting is scheduled for Thursday, March 31<sup>st</sup>, and Honey Run Farms has agreed to provide sample containers of honey for the upcoming Employee Health Week scheduled for May 16<sup>th</sup> – 20<sup>th</sup>. The mammogram and bone density mobile unit will be available to county employees one day during the week.
- Mrs. Tucker will be speaking with the Pickaway County Board of Developmental Disabilities related to hanging artwork in the Pickaway County Annex that has been created by students in PCBDD's program. Discussion was held related to painting the hallways of the building that would be included in the county's 2017 Capital Plan.

**In the Matter of  
Report Provided by April Dengler:**

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

- Ms. Dengler registered the county to participate in the Summer Youth Employment Program (SYEP) again this year that is offered through the Pickaway County Department of Job & Family Services. The program will run from May 1, 2017, through August 31, 2017. A total of 4 employees were requested again this year, 2 employees for the maintenance department and 2 employees for the dog shelter. Eligible participants of the program will be paid \$10 per hour, which the county is reimbursed 100% for through the SYEP.
- Robert Adkins, IT Manager, will be conducting the first of the computer training sessions on a growing list of items on Thursday, March 31<sup>st</sup>, from 11:00 a.m. to 12:00 noon, in the RPHF office conference room. Mr. Adkins will be offering computer training classes to county employees until there is no longer an interest.
- Ms. Dengler and Mr. Lutz provided a few interior pictures of the 3-bedroom apartment on the second floor of building that the county recently purchased on the frontage of the fairgrounds property. A body repair shop has been occupying a portion of the main level for 7 years, and a 2-bedroom apartment that has had the same tenant for a number of years is located in the remaining

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portion of the building's main level. Mr. Lutz has been in contact with both parties to inform them that the county now owns the building and no significant changes are being planned in regards to the body shop and apartment. The utilities have been transferred to the county's name related to gas and electric that the tenants will continue to pay, and the county will pay for water and sewer and refuse removal. Arrangements have been made with the fairgrounds groundskeeper who has agreed mow the small area of grass that is part of the parcel when he mows the small grassy area next to the county-owned building he has already been mowing that is occupied and rented by Gregg's Barber Shop.

- Mrs. Dengler and Mrs. Tucker will be sharing and asking for additional ideas for the upcoming Employee Health Week at the Health & Safety Committee meeting scheduled for later in the week.
- A number of additional obsolete items have been placed on the govdeals.com online government surplus auction website.
- One application was received for the advertised part-time Maintenance Worker I position from an individual that was over qualified and was seeking a full-time position; however, Robert Fenneken, part-time Custodial Worker I, who previously worked in the county maintenance department under the SYEP program, expressed his interest and was placed in the Maintenance Worker I position. This now leaves an opening for a part-time Custodial Worker I position, which will be advertised.

**In the Matter of**  
**Report Provided by County Administrator:**

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

- Mr. Lutz attended a Knollwood Village Homeowner's Association meeting at a homeowner's request to correct misinformation regarding the Knollwood Village Sewer Package Plant the county owns, operates, and maintains. Mr. Lutz stated that he clarified for those in attendance that the sewer package plant was not failing; there are no findings and orders from the Ohio EPA; sewer package plants are still approved by the Ohio EPA, and he corrected other misinformation that had been circulated. He stated that the meeting was very well attended and very productive and the homeowners were appreciative of the information provided.
- The renovations to the second floor of the commissioners' building has gone well and is nearing completion. The basement project, which was converted for the storage of files, is complete.
- Regarding negotiations Mr. Lutz had last week with representatives of ms consultants, inc. for consulting services related to the Pickaway County Fairgrounds Masterplan, it was reported that an email was received from ms consultants, inc. stating that the \$10,500 quoted in the proposal for storm water assessment would not be necessary for the initial masterplan, and may not be necessary at all depending on the results of the final plan.
- Mr. Lutz attended the County Risk Sharing Authority (CORSA) 2016/2017 Renewal meeting last week with Andy Cupp, of Hummel & Plum Insurance Agency, which focused on ransom ware (file encryptions) and cyber liability. This ties-in with the classes that Robert Adkins, IT Manager, is offering to county employees as it has been determined that employees are the first line of defense in recognizing such things as encrypted email attachments. The county's current protections in place against ransom ware were reviewed. CORSA, at no additional cost, can provide security vulnerability scans, which would scan the county's network and provide a report of any vulnerable ports that might be found. Robert Adkins, IT Manger, has been contacted and has no issue with a scan being performed. It was also reported that CORSA, at no additional cost, has increased cyber liability sublimits, which were reviewed. No increase in the county's annual CORSA premium is expected for the 2016/2017 program year.
- As earlier reported, Mr. Lutz and Ms. Dengler visited the building the county recently purchased on the frontage of the fairgrounds property which houses an auto body repair shop on the main level in addition to a 2-bedroom apartment that has been occupied by the same tenants for a number of years, and a 3-bedroom apartment on the second floor that is currently vacant. Both apartments are HUD approved. Mr. Lutz stated that he has been in contact with PICCA, which has a program called Housing First that assists the homeless in finding housing. PICCA would work with the county in placing someone the second floor apartment. The tenant would sign a 1-year lease and PICCA would guarantee the rent, in the \$700 - \$750 month range, for up to 6 months and perform weekly home visits to ensure the tenant is maintaining a clean and healthy home. It was reported that PICCA has a single mother with 3 children in mind that were recently displaced from their home due to a fire. In discussing the matter, the commissioners were receptive to the concept and Mr. Lutz will contact PICCA and request Becky Hammond, PICCA's coordinator of the Housing

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First program, and Andrew Binegar, Executive Director, to schedule a meeting with the commissioners to provide more details. It was also determined that Mr. Lutz will begin contacting local property management companies that could manage the rental of the building on the county's behalf at a determined percentage of the monthly rent received once the building is fully occupied.

- It was reported that the county remains at the same Ohio Bureau of Workers Compensation Group Retro rate as last year.
- The Pickaway County Chamber Annual Dinner is scheduled to be held on May 19th, beginning at 5:00 p.m., at the Deercreek State Park Resort.
- A summary was provided related to a meeting that occurred attended by Commissioner Wippel and Mr. Lutz with representatives from the city and county related to 911.

**In the Matter of  
Bid Opening for "PIC-CR22-6.58" - Replacement of  
Bridge on Scioto Darby Road:**

The commissioners conducted a bid opening for the project referred to as "PIC-CR22-6.58" for the improvement of 0.54 miles of Scioto Darby Road by replacing the existing bridge over Big Darby Creek. Chris Mullins, Pickaway County Engineer, along with Anthony Neff, Deputy County Engineer, and Steve Smith, Pickaway County Highway Superintendent, were in attendance. A sign-in sheet of interested bidders that were present for the bid opening is on file in the commissioners' office.

Engineer's Project Estimate: \$4,423,791.39

The following bids were received and read aloud:

Complete General Construction 1221 E. Fifth Avenue Columbus, Ohio 43219	\$4,765,222.40
Eagle Bridge Co. P.O. Box 59 800 S. Vandermark Rd. Sidney, Ohio 45365	\$4,079,000.00
Shelly & Sands, Inc. 1515 Harmon Ave. Columbus, Ohio 43223	\$4,358,190.24
George J. Igel & Co., Inc. 2040 Alum Creek Drive Columbus, Ohio 43207	\$4,198,034.92
Trucco Construction 3531 Airport Rd. Delaware, Ohio 43015	\$4,712,795.10

The bids were turned over to Mr. Mullins and Mr. Neff for their review and contract award recommendation.

**In the Matter of  
Resolution Adopted Temporarily Extending the Maintenance Easement  
Along Greenbrier Ditch Extension 1 Drainage Improvement:**

Chris Mullins, Pickaway County Engineer, met with the commissioners to request their consideration of extending the width of the maintenance easement on the Greenbrier Extension 1, a county-maintained drainage improvement located in Darby Township. Mr. Mullins explained that the county engineering department plans to clean the bottom of the ditch, remove stumps, and reshape the side slope of the drainage improvement. Since the department will be working in areas that are residential, the county engineering department will need to load and haul all materials removed as part of this maintenance and the

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25' permanent easement does not provide enough space to conduct this operation that will involve required machinery, tools, motor vehicles, and other equipment. ORC §6137.12 allows the board of county commissioners to temporarily extend the easement to not more than 75 ft. from the top of the bank in order to conduct this necessary maintenance work and need Mr. Mullins stated that it is not the engineering department's intention to disturb any more than what is necessary, but the additional space in these areas is needed to complete the work that is planned. The engineering department will restore the affected areas to they were prior to the work, or better, after the work is complete. Notices will be delivered to each residential landowner that is being affected and the county engineering department has already spoken with agricultural landowners regarding the matter.

Following a brief question and answer session regarding the request, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to adopt the following Resolution:

**Resolution No: PC-032916-1**

WHEREAS, the Pickaway County Engineer has determined that the county-maintained Greenbrier Ditch Extension 1 Drainage Improvement is in need of cleaning, removal of stumps, and reshaping of the side slope; and,

WHEREAS, the exiting 25' maintenance easement along the drainage improvement does not provide adequate space for required machinery, tools, motor vehicles, conveyances, and other equipment to complete the work that is planned; and,

WHEREAS, pursuant to ORC §6137.12, the Pickaway County Engineer may, when in his opinion an emergency situation exists at an open ditch needing maintenance, request the approval of the Pickaway County Board of Commissioners to temporarily extend the maintenance easement to not more than 75 feet from the top of the bank to conduct this operation; and,

WHEREAS, the Pickaway County Engineering Department will restore the conditions of the properties being affected to like or better when the necessary work is completed; then,

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners hereby approves the temporary extension of the maintenance easement until the completion of the necessary open ditch maintenance work, not to exceed 90 days from the date of the adoption of this Resolution.

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

Attest: Patricia Webb, Clerk

When the commissioners inquired as to the status of the PCSO Parking Lot Resurfacing project that was recently bid out and the contract awarded, Mr. Neff stated that a preconstruction conference with Cox Paving, Inc., the lowest and best bidder, is expected to be held later in the week.

**In the Matter of**  
**Approval of Upgrades to the**  
**County Treasurer's Cashier's System:**

Ellery Elick, County Treasurer, met with the commissioners regarding upgrades to the ReCo (Revenue Collection) Cashiering System that is required. Robert Adkins, IT Manager, was also in attendance.

Mr. Elick explained that the ReCo System that is utilized for real estate tax collections and a proposal from North Technologies USA, Inc. for upgrades was provided in the amount of \$3,800 and reviewed. It was explained that the upgrades are needed convert the ReCo Cashing System to ORACLE and back-up data on the county server as opposed to being stored on a portable hard drive as is currently being done.

After Mr. Elick and Mr. Adkins provided the commissioners with details regarding what the upgrades would involve, Commissioner Wippel offered the motion, seconded by Mr. Stewart, to approve the proposal in the amount of \$3,800 from Nortech Technologies USA, Inc. 10A Commerce Court, Rome,

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Georgia 30161, to convert the ReCo Cashiers System to ORACLE in the Pickaway County Treasurer's Office, to be paid from Unplanned Capital Expenditures.

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Meeting in Executive Session  
Regarding Personnel Matter in the  
Pickaway County Job & Family Services Department:**

Joy Ewing, Director of the Pickaway County Job & Family Services Department, met with the commissioner regarding a personnel matter.

At 10:26 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the possible discipline of a public employee in the Pickaway County Job & Family Services Department. The county administrator and county clerk were in attendance.

Roll call vote was as follows: Commissioner Henson, absent; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

At 11:24 a.m., the commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to resume Regular Session.

Roll call vote was as follows: Commissioner Henson, absent; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

No action was taken.

**In the Matter of  
Meeting in Executive Session with  
Ryan Scribner, P3 Executive Director:**

Ryan Scriber, P3 Executive Director, met with the commissioners related to potential economic development.

At 1:31 p.m., Commissioner Wippel offered the motion, seconded by Commissioners Stewart, to enter into Executive Session pursuant to ORC 121.22 (G) (8) related to a request for economic development assistance. The county administrator and county clerk were in attendance.

Roll call vote was as follows: Commissioner Henson, absent; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

At 2:03 p.m., the commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to resume Regular Session.

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

Attest: Patricia Webb, Clerk

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No action was taken.

**In the Matter of  
Proposal from ms consultants, inc.  
Approved Following Negotiations:**

Following negotiations Mr. Lutz held with representatives of ms consultants, inc. related to consulting services for a Pickaway County Fairground Revitalization Master Plan the firm originally proposed in amount of \$184,300, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the change in scope of services discussed and the negotiated amount of \$149,590.

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Creation of New Line Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the following request for the CREATION OF A NEW LINE ITEM:

**232.1155.5801 – Treasurer-Advance Back-DETAC**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Cash Advance Back Approved:**

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

**20,000 from 232.1155.5801 – Treasurer-Advance Out-DETAC  
To  
101.0000.4910 – Advance Back-General**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Cash Advance Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the following request for a CASH ADVANCE:

**1,130.50 from 101.1105.5801 – General-Cash Advance  
To  
227.0000.4910 – Prosecutor-VOCA-Advance In**

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

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Attest: Patricia Webb, Clerk

**In the Matter of  
Appropriation Approved:**

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

**152 to 101.1105.5703 – Contingencies**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Transfers Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the following request for the TRANSFER and RE-APPROPRIATION OF FUNDS:

**152 from 101.1105.5703 – Contingencies  
To  
101.1211.5401 – Court Magistrate-Contract Services  
  
2,000 from 101.1140.5401 – Board of Elections-Contract Services  
To  
101.1140.5301 – Board of Elections-Supplies**

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

Attest: Patricia Webb, Clerk

**In the Matter of  
Pickaway County Soldiers Monumental Association  
Fundraising Project to Refurbish the Civil War Monument  
Located in Forest Cemetery:**

Charlie Weaver, member of the Pickaway County Soldier Monumental Association (SMA), met briefly with the commissioners and provided a flier regarding the fundraising project the organization has implemented to raise funds to refurbish the Civil War Monument located in Forest Cemetery in Circleville. The SMA is selling bricks in the amount of \$100 each that can be engraved with a message or names and placed by the monument. Bricks can be purchased by organizations, businesses, individuals, families, etc., and the purchaser does not have to be a veteran or family members of a veteran.

The flier states that to purchase a brick or make a donation, Dennis Lester can be contacted at 740-474-7704, and Charles Weaver can be contacted at 740-474-7238.

**In the Matter of  
Contract Award for “PIC-CR22-6.58” Project  
(Replacement of Bridge on Scioto Darby Road):**

In reference to the bid opening conducted earlier in the day referred to as “PIC-CR22-6.58,” and upon the written recommendation received from the Pickaway County Engineering Department, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to award the contract to the lowest and best bidder, Eagle Bridge Co., P.O. Box 59, 800 South Vandermark Road, Sidney, Ohio 45365, in the amount of \$4,079,000.

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

Attest: Patricia Webb, Clerk

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

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending March 26, 2016.

A total of \$936 was reported being collected as follows: \$80 in adoption fees; \$66 in boarding revenue; \$255 dog licenses; \$195 in late dog license fees; \$40 in owner turn-in euthanasia; \$90 in private donations; \$170 in redemptions; \$40 in transfer out - rescue.

Nine (9) stray dogs were processed in; two (2) dogs were adopted; no (-0-) dogs were euthanized.

No firearms were discharged.

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

ABSENT  
Harold R. Henson, President  
  
Brian S. Stewart, Vice President  
  
Jay H. Wippel, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk