

TUESDAY, JUNE 25, 2024
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 25, 2024, with the following members present: Mr. Jay H. Wippel, Mr. Gary K. Scherer and Mr. Harold R. Henson. April Dengler, County Administrator, was also in attendance.

In the Matter of
Minutes Approved:

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from June 18, 2024, with corrections.

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

Attest: Angela Karr, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold 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 25, 2024, 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 his warrant on this entry in the amount of \$205,130.49 the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

In the Matter of
Then and Now Certification Approved for Payment:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to adopt the following Resolution:

BE IT RESOLVED, that the County Auditor certifies that both at the time that the following contracts or orders were made and at the time that a certification (Section 5705.41) was completed, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appointed and free from any previous encumbrance. The Then and Now Certification has been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated June 25, 2024, 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, as Taxing Authority are authorizing the Auditor of Pickaway County, Ohio, to draw his warrant on this entry in the amount of \$17,263.32 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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In the Matter of
Report Provided by Mike Sherron:

The following is a summary of the report provided by Mike Sherron, EMA Director.

- This week Fair take down, follow up meeting with Senator Brown's Office, meeting with ODRC CRC staff, Family Preparedness Outreach session at library, Security and Vulnerability Assessment of Senior Center, Deliver MCC and UTV to Ashville and Advanced Sport and Special Event Training (Ed).
- Next week's alarm installation with generator monitoring at US-22 tower building, Ashville 4th of July Event, meeting with Berger Ohio Health – New Safety Officer, Cyber Threats and Red, White, and Boom Command Center Observations.
- General Information
- Run card project continuing
- Disaster Relief Fund – Received organizing documents from Dayton Foundation – Reviewing.
- County Fair – Update.
 - Good week
 - A couple of minor hiccups, but nothing problematic
 - List of improvements for next year
 - Two drone incursions
- Dispatching for Pic-A-Fay Fire District – possible solution
- Working to have security alarms installed at US-22 July 1 and July 2.
- New flooring in offices
- Drafting a letter for Senators Brown and Vance to discuss:
 - Reductions in EMPG funding
 - CDBG funding for storm shelters
 - NWS funding
 - NIH WISER chemical response software
 - CISA Chemical Facility Anti-Terrorism Standards (CFATS) reauthorization
 - UAS ban legislation, local enforcement options, UAS TFRs
- EMA Projects
 - Futurity Orion Software – working with vendor to develop some enhanced capabilities.
 - Homeland Security grant of \$58,804 to purchase PPE for law enforcement – the mask project may not utilize all of the allotted grant funding. Considering other options to fully utilize the funds.
 - Excess Radio Equipment: Working to distribute portable radios to departments who can use them for trade-in credit on new equipment. Working to get the out of service radios ready for electronics recycling.
 - Replacement of ARES repeaters with County-owned equipment – getting quotes.
 - Submitted Circleville PSAP documents for submission to Ohio 911 Program Office. Several additional documents are needed from the Circleville PSAP. They have been notified and awaiting a response.
 - Working with CDC of Ohio to develop an application for CDBG funding of storm shelters in our low to moderate income mobile home parks.
 - Working to reconcile 800 MHz invoices from last year to make sure we collected all the money that was due.
 - Working to reconcile EMA dues invoices from last year to make sure we collected all the money that was due.
 - Working with the Ohio School Safety Center to discuss future training programs to teach school personnel and stakeholders about the school safety planning process.
 - Human Trafficking
- Issues requiring Commissioners Support/Notification: None

In the Matter of
Report Provided by Robert Adkins:

The following is a summary of the report provided by Robert Adkins, IT Director.

- Kiwi SysLog Server \$395 for 1st year then \$165 yearly renewal
- PDQ Connect - \$12/month per device – 57 devices = \$684 monthly \$8,208 yearly
- Server updates
- Archive Social – Sheriff's Office update

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- Vacations – Robert and Eric

**In the Matter of
Report Provided by Preston Schumacker:**

The following is a summary of the report provided by Preston Schumacker, Dog Warden.

- Mr. Schumacker reported that they are housing 20 dogs. There were 9 visitors to the shelter last week and 3 volunteers.

**In the Matter of
Report Provided by Tim McGinnis:**

The following is a summary of the report provided by Tim McGinnis, Planning and Development:

- Planning Commission: Planning Commission: July 9th Agenda – No agenda items
- Outstanding Plats:
 - Navah Place – Cul-de-sac, Walnut Township, needs proof of bond before final approval can be granted.
- Lot Splits:
 - Approved 5 lot splits in the last week, 6 open applications currently.
- CDBG: No update. Application filed.
- TIRC Meeting: Beginning of August.

**In the Matter of
Report Provided by Marc Rogols:**

The following is a summary of the report provided by Marc Rogols, Deputy County Administrator:

- There were no BWC claims, or unemployment claims filed for the week. BWC claims are at 3 for the year and fraudulent unemployment claims remain at 2 fraudulent and 3 legit claims for 2024.
- GovDeals: Developmental Disabilities is remodeling, and maintenance picked up all items (furniture, desks, office pods, tables and more) for auction plus two vehicles.
- Three new hire packets were sent out last week (JFS, Common Pleas and Auditor’s Office). A total of 58 new hire packets have been handed out in 2024. The part-time custodial positions were posted with one applicant (former terminated employee) and one interview pending (schedule conflicts). Full-time custodial position posted with no applicants. Dog Shelter Kennel Attendant position posted with six applications received with three interviews pending. EMA Communications Technician Position re-posted with no applicants received. The Weights and Measurers position at the Auditor’s Office has been filled.
- Maintenance:
 - In the process to sell SR 56 /Salem Road tower property. Working with the Auditor’s Office to get value of property.
 - Repairing PCSO underground sprinkler valve and backflow. Previously approved and pending scheduling.

**In the Matter of
Building Department Monthly Report:**

The monthly report for the Pickaway County Building Department was filed for the month ending May 2024.

A total of \$25,305.25 was reported being collected as follows:

Permits		
Registration	27	\$2,025.00
Commercial	8	\$18,202.43

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Residential	20	\$15,672.30
Total Inspections Performed		
Residential	299	
Commercial	61	
Total Inspections	360	
Commercial Plan Review	62	
New Home Permits by Jurisdiction:		
Circleville Twp.	5	
Commercial Point	12	
Darby Twp.	1	
Pickaway Twp.	1	
Walnut Twp.	1	
Total New Homes	20	

**In the Matter of
Executive Session:**

At 9:24 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson to enter into Executive Session pursuant to ORC §121.22 (G) (5) matters required to be kept confidential by federal law or regulations or state statutes; with April Dengler, County Administrator, Marc Rogols, Deputy County Administrator, Preston Schumacher, Dog Warden and Angela Karr, Clerk in attendance.

Roll call vote on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 9:32 a.m., the Commissioners exited Executive Session and Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to resume Regular Session.

Roll call vote on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Scherer, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of
Allocation of April 2024 Sales Tax Collections:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to allocate the April 2024 Sales Tax collections in the following manner:

\$55,862.00 to 401.0000.4121 – Capital Fund
\$1,061,387.10 to 101.0000.4121 – General Fund

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

Attest: Angela Karr, Clerk

**In the Matter of
James William Greer Appointed to
Paint Valley Alcohol, Drug Addiction and Mental Health Services Board:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to appoint James William Greer to the Paint Valley Alcohol, Drug Addiction and Mental Health (ADAMH) Services Board for a four-year term commencing August 1, 2024, and expiring July 31, 2028.

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

Attest: Angela Karr, Clerk

In the Matter of
Roese Bros. Paving Estimate for Asphalt
Sealcoating for Engineer's Office Parking Lot:

Marc Rogols, Deputy County Administrator presented an estimate from Roese Bros. Paving for asphalt sealcoating, crack filling and striping of the Engineer's Office parking lot. The scope of work shall include two applications of MaterSeal asphalt sealer, crack filled with cold crack filler and parking lot will be re-striped as designated. The total estimate is \$4,000.00 to be paid from unplanned capital. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the estimate from Roese Bros Paving for asphalt sealcoating of the Engineer's Office parking lot.

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

Attest: Angela Karr, Clerk

In the Matter of
Roese Bros. Paving Estimate for Asphalt
Sealcoating for Courthouse Parking Lot:

Marc Rogols, Deputy County Administrator presented an estimate from Roese Bros. Paving for asphalt sealcoating, crack filling and striping of the courthouse parking lot. The scope of work shall include two applications of MaterSeal asphalt sealer with sand, crack filled with hot rubberized asphalt and/ or cold crack filler and parking lot will be re-striped as designated. The total estimate is \$2,600.00 to be paid from unplanned capital. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the estimate from Roese Bros Paving for asphalt sealcoating of the courthouse parking lot.

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

Attest: Angela Karr, Clerk

In the Matter of
Jensen's Plumbing, LLC Estimate for the
Pickaway County Sheriff's Office:

Marc Rogols, Deputy County Administrator presented an estimate from Jensen's Plumbing, LLC for leak repairs at the Pickaway County Jail. The scope of work shall include leak in hall, leak over jail and leak on Lav at jail. The total estimate is \$5,980.16 to be paid from unplanned capital. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the estimate from Jensen's Plumbing, LLC for leak repairs at the Pickaway County Jail.

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

Attest: Angela Karr, Clerk

In the Matter of
Report Provided by April Metzger:

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

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- Mrs. Metzger received an ARP Fund request from PICCA for \$70,000 to build a 40'x60'x 16' pole barn on their property.
- Mrs. Metzger received tax budget worksheets back from departments and is updating the master spreadsheets. She will forward to the Auditor's Office upon completion.
- Mrs. Metzger received a request from the Sheriff's Office to purchase 90 cases of glove thru Amazon (\$6,095.50). Last order was August 2023 and paid from ARP Funds. Mrs. Metzger will follow up with EMA to see what stock is on hand.

**In the Matter of
Treasurer's Employee:**

Ellery Elick, Treasurer, and Sheila Brown, Treasurer's office employee, met with the Commissioners to discuss previous service time that Mrs. Brown had from previous OPERS employers before she was employed by Pickaway County. Mrs. Brown stated that her previous service hours were not accounted for when she was hired by the county and that no one informed her that she would need a letter from her previous employers to receive the proper accrual rate for her vacation and sick time. Mrs. Brown is in the process of preparing for her retirement from the county on July 1, 2024, with 31 years in OPERS. Mrs. Brown was informed three weeks ago that she should have been accumulating 7.7 hours of vacation time per pay period instead of the 3.1 hours that she received. During Mrs. Brown's employment, Mrs. Brown stated that she took 3 months off for an illness and had received donated sick time in the amount of 437.25 hours from several employees because she did not have enough time off accumulated to cover that time with her own hours. Mrs. Brown stated that if her time would have been calculated at the correct rate, she would not have needed donated sick time to cover her time off.

Mrs. Brown stated the following:

I should be compensated for my vacation time that did not correctly accrue, which was 4.6 hours per pay.

The people that donated time to me would not have had to donate their time, if my vacation had accrued correctly.

I feel not only compensated for my time, but also the co-workers that donated time.

To be more specific, the amount of vacation hours I didn't receive over the last 6 ½ years equal = 791.2 hours. Total amount due - \$12,140.97.

The amount of time that was donated to me from 3 of my co-workers was 437.25 hours. (Total 437.25 x \$14.00 = \$6,121.50) this is an estimate, would change due to pay increases.

Commission Wippel asked Mrs. Brown if she notified Mr. Elick of her previous OPERS service years and she stated that it was on her application. Mrs. Brown stated that her previous employers (Logan Elm School District and Berger Hospital) did not have an accrual policy like the county does, so she had never had to provide previous service experience letters from past employers. Mr. Elick mentioned that the employee handbook that is given to all new employees did not have any information about documentation from previous OPERS employers. He did say that the Policy and Procedure Manual has that information, but not the handbook. Mrs. Metzger explained that during new hire orientation, employees are told that the employee handbook is just a snapshot of the Policy and Procedure Manual and that each employee should read through the Policy Manual for more details. Commissioner Wippel expressed that this situation is why a central Human Resources department has been promoted and some elected officials chose not to use the Commissioner's Office for HR matters. Mr. Elick stated that a centralized HR department has not been discussed in any elected officials meeting and he agrees that there needs to be a centralized HR department. Mr. Elick stated that he would support a uniform HR to avoid these kinds of issues. Mr. Elick went on to explain that there is another county office with similar issues, and they will be dealing with the County Prosecutor. Commissioner Wippel stressed that according to Section J of the Policy and Procedure manual, it is the employee's responsibility to provide paperwork relative to previous OPERS service time. Mr. Wippel, Mr. Scherer and Mr. Henson agreed that a legal opinion on this matter must be provided by the County Prosecutor before any further discussions take place. Mr. Elick stated that he would stop by the County Prosecutor's Office on his way back to his office to see if he could get a legal opinion on the matter at hand.

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In the Matter of
Sheriff's Office Report:

The following is a summary of the report provided by Sheriff Matthew Hafey.

- Fair week went well with minor issues. The heat played a role in attendance.
- Sheriff Hafey discussed road load weight limitations.
- Two individuals are in the academy and should complete this fall.

In the Matter of
Memorandum of Understanding for
Pickaway County Sheriff and
International Brotherhood of
Teamsters Local 284, Lateral Hires:

Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve and sign the Memorandum of Understanding with the Pickaway County Sheriff and International Brotherhood of Teamsters Local 284, Lateral Hires.

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

Attest: Angela Karr, Clerk

In the Matter of
Annual Meeting of the Wolf Run Joint Ditch
Board of County Commissioners and Resolution
Adopted Approving Annual Ditch Maintenance Assessments:

Commissioner James Lowe and Jack Everson, Ross County Commissioners, Chris Mullins and Anthony Neff, Pickaway County Engineer's Office met with the Commissioners to discuss the Wolf Run Joint Ditch. Mr. Mullins opened by explaining spreadsheets he provided for review. In 2023 the ditch was mowed twice and sprayed for weeds. This year it will be the same with double mowing and spraying for weed control. The assessments values have not changed, and the next review will be in 2027. Wolf Run was one of the first ditches that Mr. Mullins took on when he became County Engineer, and the ditch has significantly improved.

After reviewing the assessments, Commissioner Gary Scherer offered the motion, seconded by Commissioner Jack Everson, to adopt the following Resolution:

Resolution No.: PC-062524-78

WHEREAS, special assessments were made against the described real estate on the following list of benefiting acreage situated in Deercreek Township and Deerfield Township, located in Pickaway County, Ohio, and Ross County, Ohio, respectively; and,

WHEREAS, a county ditch maintenance fund was established in compliance with O.R.C. §6137.02 for the Wolf Run Joint Fund for the repair, upkeep, and permanent maintenance of said ditch constructed under Chapter 6131 of the Ohio Revised Code; and,

WHEREAS, on June 24, 2024, the Wolf Run Joint Ditch Board of County Commissioners met in Regular Session with the Pickaway County Board of Commissioners' office and approved the annual maintenance assessments on the benefiting acreage for year 2024; then,

THEREFORE BE IT RESOLVED that the Auditor of Pickaway County, Ohio, and Auditor of Ross County, Ohio, are hereby authorized and directed to place said assessments on the Tax Duplicates of the benefited acreage for year 2024, collectible in year 2025.

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

Attest: Angela Karr, Clerk

Wolfe Run Joint County Ditch – Pickaway County Deercreek Township				
PROPERTY OWNER	PARCEL NUMBER	TOTAL ACRES	BENEFITTED ACRES	Total Assessment
Barbee, T. Richard Jr.	C09-0-001-00-367-00	129	21	\$165.44
Clifton, Richard J. & Judith A. - Trustees	C09-0-001-00-376-00	105.857	13.2	\$102.43
Hamman, Andy Russell & Cathryn	C09-0-001-00-354-01	24.36	22	\$173.33
Harold Mace Farms LLC	C09-0-001-00-373-00	72.2	48	\$378.20
Harold Mace Farms LLC	C09-0-001-00-374-00	3.6	3.6	\$28.37
Massey, Norman D.	C09-0-001-00-380-01	7.18	4	\$31.49
Shaw, Donald E. Sr. Trustee	C09-0-001-00-355-00	41	8	\$63.03
Shaw, Donald E. Sr. Trustee	C09-0-001-00-356-00	44	44	\$346.68
Shaw, Donald E. Sr. Trustee	C09-0-001-00-357-00	40	21	\$165.44
Shaw, Donald E. Sr. Trustee	C09-0-001-00-358-00	90	12	\$94.56
Sheridan, Mary Ellen Trustee	C09-0-001-00-380-02	62.519	34	\$137.70
Massey, Norman D.	P33-0-001-00-162-01	51.52	1	\$7.91
Sheridan, Mary Ellen Trustee	P33-0-001-00-163-02	11.981	3	\$11.99
		TOTAL:	234.8	\$1,706.57

Wolfe Run Joint County Ditch – Ross County Deerfield Township				
PROPERTY OWNER	PARCEL NUMBER	TOTAL ACRES	BENEFITTED ACRES	Total Assessment
Davis, Roger L.	100705010000	160.135	98.4	\$775.28
Hamman, Andy & Cathryn	090705002000	184.646	31.9	\$251.35
Hamman, Andy R. & William P. Hamman	090705003000	306.66	107.3	\$845.39
Harold Mace Farms, LLC	090705009000	237.7	206.8	\$1,629.35
Massey, Norman D.	100705012000	8.23	3.3	\$25.99
Oyer, Michael T. & Emily Will	100705007000	294.81	19.2	\$151.27
		TOTAL:	466.9	\$3,678.63

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The Pickaway County Commissioners' clerk will certify the assessments to the Ross County and Pickaway County Auditors for placement on tax duplicates.

In the Matter of
Dilley Excavating and Demolition, LLC
Change Order No. 2 for the
Sunnyside Drainage Improvement Project:

Chris Mullins, County Engineer presented a change order for the Sunnyside Drainage Improvement Project with Dilley Excavating and Demolition, LLC. Change Order No. 2 includes temporary seeding and Rock Pad (26'x20'), totaling an increase of \$1,193.00. Commissioner Harold Henson offered the motion, seconded by Commissioner Gary Scherer, to approve Change Order No. 2 with Dilley Excavating and Demolition, LLC for the Sunnyside Drainage Improvement Project.

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

Attest: Angela Karr, Clerk

In the Matter of
Double Z Construction Company
Change Order PCE3- Final for the
PIC-CR7-2.30, PID: 113732 Walnut Creek Roundabout
For the Pickaway County Engineer's Department:

The County Engineer presented a change order for the PIC-CR7-2.30, PID: 113732 Walnut Creek Roundabout Project with Double Z Construction Company. Change Order No. PCE3-Final includes revision to meet field conditions as directed by the County Engineer, totaling an increase of \$3,774.98. Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve Change Order No. PCE3-Final with Double Z Construction Company for the PIC-CR7-2.30, PID: 113732 Walnut Creek Roundabout Project.

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

Attest: Angela Karr, Clerk

In the Matter of
Auditor's Monthly Reports:

Brad Washburn, Auditor, met with the Commissioners to provide end-of-month reports for May 2024. The month ended with a balance of \$18,315,097.81. Mr. Washburn informed the new weights and measures employee started and is in training.

In the Matter of
Weekly Dog Warden Report:

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for the week ending June 22, 2024.

A total of \$235 was reported collected as follows: \$30 in dog license; \$20 in owner turn-ins; \$60 in adoptions; \$50 in microchip fees and \$75 in private donations

One (1) stray dog was processed in; two (2) dogs were adopted.

With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to adjourn.

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

Jay H. Wippel, President

Harold R. Henson, Vice President

Gary K. Scherer, Commissioner
BOARD OF COUNTY COMMISSIONERS
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Attest: Angela Karr, Clerk