

TUESDAY, JUNE 30, 2020
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 30, 2020, with the following members present: Mr. Jay H. Wippel, Mr. Brian S. Stewart and Mr. Harold R. Henson. April Dengler, County Administrator, was also in attendance.

**In the Matter of
Minutes Approved:**

Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the minutes from June 23, 2020, with corrections.

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

Attest: Angela Karr, Clerk

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

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay 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 July 1, 2020, 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 \$122,222.67 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

**In the Matter of
Amended Certificate Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-063020-36

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$569,846.99 to amend the Local Government COVID-19 Fund #935 due to creation of the new fund for use of HB 481 CARES ACT funds; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2020:

LOCAL GOVERNMENT COVID-19 FUND #935
\$569,846.99

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

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Attest: Angela Karr, Clerk

In the Matter of
Amended Certificate Approved:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-063020-37

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$400.00 to amend the CDBG 2018 Fund #251 due to needing funds to pay final bill from consultant; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2020:

CDBG 2018 FUND #251
\$400.00

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

Attest: Angela Karr, Clerk

In the Matter of
Amended Certificate Approved:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-063020-38

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$4,476.75 to amend the Ohio CASA Supplement Revenue Fund #934 due to the receipt of supplemental revenue; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2020:

OHIO CASA SUPPLEMENT REVENUE FUND #934
\$4,476.75

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

Attest: Angela Karr, Clerk

In the Matter of
Appropriation of Line Item:

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the APPROPRIATION OF LINE ITEM:

\$400.00 – 251.6227.5521 – CDBG 2018 – Administration – Commissioners

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\$174,596.47 – 101.1105.5703 – Contingencies – Commissioners

\$3,860.00 – 934.1205.5102 – Employees Salary – Ohio CASA – Juvenile/Probate Court

\$540.00 – 934.1205.5201 – PERS Ohio CASA – Juvenile/Probate Court

\$60.00 – 934.1205.5202 – Medicare Ohio CASA – Juvenile/Probate Court

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

Attest: Angela Karr, Clerk

**In the Matter of
Transfers and Re-Appropriations:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the TRANSFER AND RE-APPROPRIATION:

**\$1,500.00 – 101.1105.5703 – Contingencies – Commissioners
TO**

101.2005.5901 – Coroner – Other – Commissioners

**\$101.1105.5703 – Contingencies – Commissioners
TO**

101.1112.5401 – Countywide – Contract Services – Commissioners

**\$73,096.47 – 101.1105.5703 – Contingencies – Commissioners
TO**

\$62,992.80 - 101.1111.5102 – IT Salary – Commissioners

\$8,818.99 – 101.1111.5201 – IT PERS – Commissioners

\$913.40 – 101.1111.5202 – IT Medicare – Commissioners

\$371.28 – 101.1111.5203 – IT Insurance - Commissioners

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

Attest: Angela Karr, Clerk

**In the Matter of
Fund Transfer:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the FUND TRANSFER:

**\$34,048.30 – 101.1105.5720 – Fairgrounds Debt – Transfer Out - Commissioners
TO**

325.0000.4901 – Transfer In- Debt Fund - Commissioners

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

Attest: Angela Karr, Clerk

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**In the Matter of
Creation of New Fund:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the creation of a NEW FUND:

645 - County Corona Virus Relief Distribution Fund (HB481)

635 – County LG- COVID-19 – Auditor (HB481)

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

Attest: Angela Karr, Clerk

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

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the creation of a NEW LINE ITEM:

645.0000.4508 – Local Government – COVID-19 - Auditor

645.0000.4901 – Transfers – COVID-19 – Auditor

101.1111.5102 – IT Salary – Auditor

101.1111.5201 – IT PERS – Auditor

101.1111.5202 – IT Medicare – Auditor

101.1111.5203 – IT Insurance – Auditor

TOWNSHIPS

Circleville (185) – 645.6048.5811

Darby (186) – 645.6048.5812

Deercreek (187) – 645.6048.5813

Harrison (188) – 645.6048.5814

Jackson (189) – 645.6048.5815

Madison (190) – 645.6048.5816

Monroe (191) – 645.6048.5817

Muhlenberg (192) – 645.6048.5818

Perry (193) – 645.6048.5819

Pickaway (194) – 645.6048.5820

Saltcreek (195) – 645.6048.5821

Scioto (196) – 645.6048.5822

Walnut (197) – 645.6048.5823

Washington (198) – 645.6048.5824

Wayne (199) – 645.6048.5825

VILLAGES

Ashville (200) – 645.6048.5831

Circleville (201) – 645.6048.5832

Commercial Point (202) – 645.6048.5833

Darbyville (203) – 645.6048.5834

New Holland (205) – 645.6048.5836

***Orient (196) – 645.6048.5837**

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**South Bloomfield (207) – 645.6048.5838
Tarlton (208) – 645.6048.5839
Williamsport (209) – 645.6048.5840**

General – 645.6048.5884

935.0000.4508 – Local Government – COVID-19 – Auditor

935.0000.4711 – Interest – County LG- COVID-19 – Auditor

935.1122.5102 – Employees Salary – County LG- COVID-19 – Auditor

935.1122.5201 – PERS- County LG – COVID-19 – Auditor

935.1122.5202 - Medicare- County LG – COVID-19 – Auditor

935.1122.5203 – Insurance – County LG- COVID-19 – Auditor

935.1122.5301 – Supplies – County LG- COVID-19 – Auditor

935.1122.5401 – Contract Services – County LG- COVID-19 – Auditor

935.1122.5501 – Equipment – County LG – COVID-19 – Auditor

935.1122.5901 – Other Expenses – County LG – COVID-19 – Auditor

935.1122.5478 – Remittance to State – County LG – COVID-19 - Auditor

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

Attest: Angela Karr, Clerk

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

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the following requests for the BLANKET PURCHASE ORDER:

\$1,500.00 – 101.2005.5901 – Coroner- Other – Commissioners

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

Attest: Angela Karr, Clerk

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

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

- Mr. Rogols reported that the courthouse sign-in sheet has been implemented without any problems. The following is what has been reported per elected officials' offices:
 - **Auditor:** The office is closed to the public. All business is being conducted by mail, e-mail, or phone. Items required to be submitted to the office may be left in the designated area just outside

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the office. Dog tags are only available for purchase on-line. Phone (740) 474-4765 / Fax: (740) 474-4956/ mbetz@pickaway.org.

- **Board of Elections:** The office is closed to the public. Employees are working from home to maintain services. Applications for an absentee ballot are available on-line. You can also pick one up on a table just outside the office or request one via phone at (740) 474-1100.
- **Building Department:** The office is meeting with the public by appointment only. Building plan drop off and pickup boxes have been put in place and are accessible at the rear entrance to the building. Temporarily, Inspectors will not be conducting inspections at occupied residences. Arrangements for those inspections will be made on a case by case basis in cooperation with the contractor. Inspectors will be in the field conducting inspections, and the front office staff has discontinued alternating administrative leave for clerical personnel. Questions can be directed to (740) 474-8282.
- **Clerk of Courts / Title Office:** The office is closed to the public. Services are being provided to the public by phone, mail, or e-mail. Contact (740) 207-0113 or jidean@pickawaycountyohio.gov.
- **Common Pleas Court:** The court is closed to the public under restricted access. Members of the public are asked to refrain from visiting unless absolutely necessary. Jury trials have been suspended or continued. Other hearings and proceedings are being conducted. The court's staff are working limited hours. The court can be contacted at (740) 474-6026.
- **Commissioners' Office:** The office is closed to the public without appointment. The front office staff has been reduced to an alternating weekly work schedule. The office of Planning and Development is accessible on-line, by e-mail, and phone. A drop box for plans and correspondence has been placed at the front entrance. Essential staff remains in place.
- **Courthouse:** The Pickaway County Courthouse is still open to the public. However, the public is discouraged from visiting the courthouse unless it's absolutely necessary. A sign-in sheet has been implemented at the front desk / main entrance.
- **Dog Shelter:** The Pickaway County Dog Shelter is operating by appointment only. The shelter's volunteer program has also been suspended. The shelter staff will continually maintain the facility and provide daily care for the resident dogs. Questions can be directed to the shelter at (740) 474-3741 or srarey@pickawaycountyohio.gov.
- **EMA / 911:** The Emergency Operations Center is open and is fully staffed by EMA, 911, and Health Department personnel. Questions can be directed to (740) 889-0562, (740) 889-0563 or (740) 889-0564.
- **Engineer's Office / Highway Garage:** The Engineer's Office is closed to the public. The staff is conducting business by phone or e-mail. A drop box for incoming documents and plans have been established at the front entrance. The Highway Garage is open to the public by appointment only. The staff is staggering shifts to maintain services. Questions can be directed to (740) 474-3360 or cmullins@pickawaycountyohio.gov.
- **Maintenance Department:** The Maintenance Department is closed to the public. The staff will be working daily for regular county facility maintenance.
- **Pickaway WORKS:** The office is closed to the public. All staff members are working remotely away from the office. Business is being handled by e-mail, phone, on-line, and social media. The office can be contacted by (740) 474-5383 or highered@pickaway.org and general information is available at www.pickawayworks.com.
- **Prosecutor's Office:** The Pickaway County Prosecutor's Office is closed to the public. Personnel are working and conducting business by phone, on-line, or email. Questions can be directed to (740) 474-6066.
- **Treasurer's Office:** The Treasurer's Office is closed to the public. A payment drop box has been placed at the courthouse front desk. Payments are also being accepted on-line and by mail. The staff is working at the office processing payments, answering calls, and conducting general business. Questions can be directed to (740) 474-2370.
- **Park District / Solid Waste Management District:** Both offices are closed to the public. All services are being conducted by phone and e-mail. All off site events have been canceled. Solid Waste can be contacted at (740) 420-5452 or <http://rphfsolidwastedistrict.com>. Park District can be reached at (740) 474-2370.
- **Recorder's Office:** The Recorder's Office is closed to the public. All services are being provided by phone, mail, or e-mail. A drop box for documents has been established at the front entrance to the office. Questions can be directed to (740) 474-5826, (740) 477-6152, or jgifford@pickawaycountyohio.gov.

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- **Veteran's Services:** The office is closed to the public. Staff will be working remotely monitoring phones, voicemail and returning calls. All transportation services have been suspended. Contact the Chillicothe VA (740) 773-1141 or the Columbus VA (614) 257-5200 for special transportation needs. Questions regarding transportation, emergency financial assistance, and general claims can be directed to (740) 474-3650 or <http://www.pickawayvets.com>.
- There were no Bureau of Workers Compensation or unemployment claim filed this week. A 2019 claim for the Pickaway County Sheriff's Office was awarded for \$11,083.
- Mr. Rogols is still working with Von Cremeans, Fair Board President, to gather estimates for installation of a security system for the grandstands due to the amount of break-ins.
- The golf cart listed on Govdeals.com sold in the amount of \$322.00 and is awaiting pick-up. The Engineer's Garage has a 1981 International flatbed with crane listed on Govdeals.com that is currently at \$2,260.00. The auction is set to end July 3, 2020.
- Mr. Rogols reported that the courthouse security cameras are scheduled to be installed the third week of July.

In the Matter of
Travel Authorizations Approved
For Job & Family Services Employees:

The Commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of July 2020, at the total probable cost \$1,426.36. Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to approve the Out-of-Country Travel Authorization for July 2020.

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

Attest: Angela Karr, Clerk

In the Matter of
Report Provided by Darrin Flick:

The following is a summary of the report provided by Darrin Flick, EMA Director & Pickaway County 911 Coordinator. Report given by April Dengler, County Administrator.

- Last week the EOC was open Monday through Friday 8am-4pm and monitored COVID situation. State EOC COVID Directors Call Tuesday and Thursday. COVID situation still being monitored. Mr. Flick is still monitoring civil unrest throughout the state and coordinating information with law enforcement and other first responders throughout the county. Mr. Flick attended the County Superintendent meeting June 24th to discuss re-opening in Fall. The EOC provided support to the Pickaway County Fair June 20th- 27th, Text to 911 Kick Off meeting June 23rd and Wednesday ops update with Public Health.
- This week the EOC will be open Monday through Friday 8am-4pm, and monitoring COVID situation. State EOC COVID Directors Call Tuesday/ Thursday. Monitoring civil unrest throughout state. Coordinating information with Law Enforcement and other first responders throughout the county. Mr. Flick will be attending a Public Information Class June 29th and 30th, County Schools Transportation Manager COVID Meeting July 1st and the Ops update with Public Health.
- Next Week the EOC will be open. Monday through Friday 8am-4pm and monitoring COVID situation. State EOC COVID Directors Call Tuesday/ Thursday. Monitoring of civil unrest throughout state. Coordinating information with Law Enforcement and other first responders throughout the county. Mr. Flick will be attending the County Superintendents meeting July 7th and the Ops update with Public Health.

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In the Matter of
2020 County Fair:

The 2020 County Fair went very well. There were 83 less 4-H animals this year and the sale brought in \$314,000 before the calculation of packer bids. The gate revenue was comparable to 2019.

In the Matter of
Maintenance Supervisor Report:

The following is a summary of the report provided by Jon Brown, Maintenance Supervisor:

- Mr. Brown reported that glass shields are going up, however, there are a few delays with some of the glass. The glass manufacture is taking measurements for the offices that still need to be completed.
- Mr. Brown informed the Commissioners that the cooling system at the courthouse is up and working. The lines had to be flushed several times due to rust in the lines.

In the Matter of
Ditch Assessment Approval:

Commissioner Brian Stewart made a motion to approve the annual maintenance assessment for the following County ditches for the year 2020 and payable in 2021:

Autie Howard Group Ditch
Blue Anderson Ditch
Braskett Ditch
Bulen Main & Bulen Lateral Ditch
Buskirk Upper Terminus Open Ditch
Clarks Run Upper Terminus Ditch
Congo Lateral #1 Ditch
Cook's Group Open Ditch
Dry Run Lateral #1 Ditch
Fulks, Moore, Wolford Ditch
George's Run Upper Terminus Ditch
Greenbriar Extension #1 Ditch
Greenbriar Ditch
Grove Run Ditch
Hughes County Ditch Lateral #1
Hughes Main Ditch
Hughes Lateral #3 Ditch
Hughes Upper Terminus & Lateral #4
Metzger-Ewing-Johnson Group Ditch
Mud Run Lateral #1 Ditch
PC Acres Storm Water Ditch
Springwater Run Ditch
Wampler Hills Storm Watch Ditch
Wilson Ditch
Writsel Group Ditch

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

Attest: Angela Karr, Clerk

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In the Matter of
Ohio Secretary of State
Frank LaRose's Office Update:

Lori Baldrige, Ohio Secretary of State Frank LaRose's office Representative for Southern Ohio, met with the Commissioners to provide an update from the Secretary's office. Ms. Baldrige started out stating that the Secretary's Office is impressed with what Pickaway County has done with its County Fairgrounds and explained that other counties are trying to learn from what Pickaway County has done. Ms. Baldrige expressed that with the COVID-19 outbreak, small businesses have felt the impact. 11,447 business filed for COVID-19 relief. Her office has been working on security and the Secretary has been very good at getting money out to the small counties and Pickaway County was mentioned for how quickly the county got on board regarding security. Another county has dealt with being hacked through a county office and it has taken them about a year to recover. The Secretary's Office is working on getting all counties on board and more money will be coming to help the smaller counties to do so. The funding will be in the CARES ACT that was recently passed. They will be pushing for early voting for the primary during these strange times and in hopes of in-person voting. Commissioner Stewart stated that he believes all voting should be possible in-person in November and that he wishes the Secretary had not supported the last-minute postponement of the March primary. Commissioner Stewart also asked Ms. Baldrige if the Secretary could look at the extra fee that is charged to expedite business filings since it seems that they get reviewed and approved in a day without the expedited fee. Ms. Baldrige will investigate it; they are always in hope of finding ways to improve.

In the Matter of
County Administrator Report:

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

- Ms. Dengler is working with Mike Pelcic, PCBDD, on getting the quit claim deed and letter certifying the transfer of the PCI building to Pickaway County Board of Commissioners. Mr. Pelcic forwarded their action to Judy Wolford, Prosecutor, on June 29th for approval.
- Ms. Dengler spoke with Melissa Betz, Auditor regarding the extension of the audit period of 2021 and 2022 with Millhuff-Stang or send out for bids. Mrs. Betz does not have feeling one way or another. Mrs. Betz asked for an audit extension.
- The Airport Hangar project has been completed except for the trim kit and punch list items. The new hangar doors are wider than the old ones, so we are asking Jay-Car for a quote for concrete/ asphalt pads to match up to the new doors..
- Ms. Dengler turned in the Tax Budget to the Auditor's Office on Friday, June 26th and is awaiting any rounding changes, etc.
- Ms. Dengler addressed when County offices will re-open doors to the public once plexiglass is installed. The Commissioners' Office will re-open doors come August 3rd, providing no new restrictions from the state.
- There will be temporary barriers installed at the Board of Elections. Once the new counters are built the temporary barriers will be replaced with permanent plexiglass.

In the Matter of
Steven Collins, Circleville Herald:

Steven Collins, Circleville Herald, met with the Commissioners to gather information to present to the public regarding sales tax collection for Pickaway County. Commissioner Stewart explained that Pickaway County had a 4% increase in sales tax during COVID-19, unlike some other counties. Pickaway County has prepared over the years with a rainy-day fund and this has been beneficial during this time. Commissioner Stewart explained that Pickaway County had no layoffs or furloughs of county employees during COVID-19.

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In the Matter of
2020 Tax Budget Public Hearing Scheduled:

The Commissioners scheduled the 2020 Tax Budget public hearing for July 14, 2020 at 10:00 a.m. to be held at the Pickaway County Commissioners' Office. Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the scheduled 2020 Tax Budget Hearing for July 14, 2020.

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

Attest: Angela Karr, 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 June 27, 2020.

A total of \$495 was reported being collected as follows: \$150 in adoption fees; \$150 in dog license; \$75 in dog license late penalty; \$95 in private donations; and \$25 in redemptions.

Five (5) stray dogs were processed in; three (3) dogs were adopted.

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 Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Harold R. Henson, President

Brian S. Stewart, Vice President

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

Attest: Angela Karr, Clerk