

TUESDAY, SEPTEMBER 12, 2023
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, September 12, 2023, with the following members present: Mr. Harold R. Henson, and Mr. Gary K. Scherer. April Metzger, County Administrator, was also in attendance. Mr. Jay H. Wippel was absent from today's session.

In the Matter of
Minutes Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from September 5, 2023, with corrections.

Voting on the motion was as follows: Commissioner Wippel, absent; 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 September 12, 2023, 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 \$254,605.19 the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Wippel, absent; 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 September 12, 2023, 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 \$16,029.57 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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

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

Resolution No.: PC-091223-97

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$605.00 to amend Board of Elections State Fees fund #120,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2023:

**Board of Elections State Fees Fund #120
\$605.00 – Auditor**

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

Attest: Angela Karr, Clerk

**In the Matter of
Appropriations Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for APPROPRIATION:

\$249.79 – 284.6133.5901 – Writsel Ditch Other Expenses – Engineer

\$288.17 – Hughes Lateral #3 Other Expenses – Engineer

\$158.43 – 263.6112.5901 – Wilson Group Other – Engineer

\$249.79 – 286.6135.5901 – Springwater Run Other Expenses – Engineer

\$1,290.02 – 285.6134.5901 – Greenbriar Extension 1 Ditch Other Expenses – Engineer

\$2,300.00 – 273.6122.5901 – Blue Anderson Ditch Other Expenses – Engineer

\$1,800.00 – 507.6922.5401 – Orient Water Contract Services – Engineer

\$780.00 – 120.1141.5901 – State Filing Fees Board of Elections – Auditor

\$1,116.00 – 103.2041.5401 – Contract Services Marine Patrol – Sheriff

\$5,000.00 – 103.2041.5901 – Other Expenses Marine Patrol – Sheriff

\$2,500.00 – 101.1105.5703 – Contingencies - Commissioners

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

Attest: Angela Karr, Clerk

**In the Matter of
Transfer and Reappropriations Approved:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for TRANSFER AND REAPPROPRIATION:

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\$2,500.00 – 101.1105.5703 – Contingencies – Commissioners
TO
101.1101.5202 – Medicare Commissioners - Commissioners

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

Attest: Angela Karr, Clerk

In the Matter of
Blanket Purchase Order Approved:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for BLANKET PURCHASE ORDER:

\$6,622.10 – 103.2041.5901 – Other Expenses Marine Patrol – Sheriff
BL-230548

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

Attest: Angela Karr, Clerk

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: Special Meeting – September 26th to consider the CT Realty replat of Rickenbacker Industrial Park Phase 1, lots 3A, 3B, 4 and 5. Also to dedicate the Right-of-Way for Raymond Avenue and Henson Family Street.
- Outstanding Plats:
 - Navah Place – Cul-de-sac, Walnut Township, need proof of bond before final approval can be granted.
 - Scioto Township – Proposed subdivision at Commercial Point Road and Graham Road
- Lot Splits:
 - Approved 2 lot splits in the last week, 7 open applications currently.
- CDBG
 - Village of Tarlton – Critical Infrastructure: Bid opening for Harrison Street Road improvements – September 26, 2023 @ 10:30 a.m. (\$453,124 project)
 - Village of Williamsport – Water Tower Painting – Bid opening on September 26, 2023, at 10:45 a.m. (\$140,800 project)
- Catalyst Energy solar proposal – ultimate goal is to acquire the Darby natural gas power plant in order to keep it online by supplying its energy needs through solar power.

In the Matter of
Report Provided by Robert Adkins:

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

- Deployed phones to 4th district in preparation for cutover.
- Spectrum porting of numbers from 110 Island Road PRI to 207 South Court Street was completed Monday September 11th at 14:00. This will end the PRI at the 110 Island Road location.
- Now that the Service center is complete, I plan to enter the order today to port the Prosecutor phones to our phone system.
- Ellery Elick has shared plans that he intends to hire (2) more employees requiring an additional network drop and phone in his office.

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- Health Department – I have made no progress in getting the control needed over the Registrar for PCHD.org domain.
- Still working to enhance the Audio-Visual system in the courtroom.
- Troubleshooting an issue with Web Browsing freezing at times.
- Re-issued Cert for eCitation. Now DigiCert is asking for a verification process for that Cert.
- Working with Veeam on backups / Wasabi offsite backups.
- Sophos licenses order placed.
- Microsoft Entra ID is replacing Azure Active Directory – This will affect our Multi-Factor Security.
- Time to upgrade servers - Working with SCW and Microsoft to get a quote.
- Troubleshot an issue with TAX form being blocked at state website needed by the garage.
- Troubleshooting an issue with IPSAccess Server and connections to the Sheriff Office cameras after IPS upgraded the servers there.
- Working to extend the SO network to the datacenter in support of moving the SO Backups to the data center as well as a new DC and the recently purchased Replicated CAD server from Central Square.
- Mr. Adkins has an order in to replace the BOE Desktops before the next election.
- Mr. Adkins has built a new 2019 File server for BOE to replace the 2016 server.

In the Matter of
Report Provided by Michael Sherron:

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

- This week EMAO Central Sector Meeting at Knox County, Fairfield Co. LEPC Exercise – Evaluating, Pickaway County Police Chiefs Meeting, USACE Dam Failure Exercise at Delaware, Pumpkin Show Safety Forces Meeting at CFD.
- Next week After School Activities Safety Seminar, Exercise Design and Evaluation Course, Fire Chiefs Meeting, Pumpkin Show Planning Meeting, Full-Scale Disaster Exercise at John Glen Airport.
- General Information
 - Run card project continuing – Harrison Twp completed testing this week
 - Critical Incident Debriefing project continues – developing relationship with Scioto Valley Peer Assistance Team.
 - Disaster Relief Fund – Received organizing documents from Dayton Foundation – Reviewing.
 - NIMS Training for Elected Officials – Found a NIMS for Elected Officials class (2-3 hours)
 - Started a discussion about Human Trafficking and steps we can take to mitigate this during special events in the county.
 - BOE Continuity Planning – Email sent to the Board requesting a meeting in September.
 - Radio Authentication Status Update
 - College Intern Proposal
- EMA Projects
 - Futurity Orion Software – Met with the vendor, their software was not capable of doing what they represented originally. Working with them to see if they can build an add-on that will do more than what the current solution is capable of.
 - PCSO fiber connection conversion – Frontier upgrading our system connections before installation. Looks like end of the month for installation to start.
 - Homeland Security grant of \$58,804 to purchase PPE for law enforcement – approved by OEMA, coordinating with LE agencies for numbers to purchase.
 - September is National Disaster Preparedness Month focusing on senior citizens. Would like support to purchase alerting radios for not to exceed \$150 for our presentation at the end of the month.
 - Working with the Health Department to acquire supplies needed to create a “Disasterville” tabletop exercise set.
- Issues requiring Commissioners Support/Notification:
 - MOU for Siren Maintenance.
 - Unknown if an MOU exists for EMA dues.

In the Matter of
Report Provided by Marc Rogols:

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

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- There were two BWC claims filed for the week (PCSO) and one fraudulent unemployment claim filed for the week (PCSO).
- Mr. Rogols Met with the Pickaway County Sheriff’s Office regarding placing an old Crown Victoria on Govdeals.
 Four new hire packets were sent out last week (Juvenile Magistrate and Developmental Disabilities). A total of 59 new hire packets were handed out year-to-date. The full-time and part-time custodial positions, Deputy Dog Warden and Clerk/ Teller for the Treasurer’s Office are still posted. IT Technician position has three applicants with interviews scheduled for next week. The Maintenance Worker for the Sheriff’s Office re- posted with new wage. Park District Executive Director position posted with no applicants.
- Health Insurance: Renewal documents signed last week were forwarded to CEBCO. Working on new incentive program (cash only program).
- Mr. Rogols continues to meet with maintenance staff to discuss the 2023 capital improvement assignments and provided a maintenance update.
 - PCSO: Meeting Wednesday, September 6th to present Koorsen proposal. Replacement for Johnson (\$6,590.95) Control. Koorsen (\$5,170.00) is less expensive and preferred by PCSO.
 - Resurfacing PDI: Completed.
 - Mr. Rogols met with Brian Mosley August 24th to discuss the awning project at Service Center and Dog Shelter walkway. Quotes still pending.
 - Bell Tower Restoration: J&J pulling permits today and restoration and painting will start September 11th. Permit in place for the crane.
 - Courthouse Courtyard: Durable Slate starts September 13th.
 - Jail Parking Lot: Roese Brothers will start resurfacing September 18th.
 - Sheriff Hafey contacted Mr. Rogols yesterday regarding a hole in the yard at PCSO.
 - Wednesday, September 13th is the last Pumkin Show Board Meeting before the show.

In the Matter of
Building Department Monthly Report:

The monthly report for the Pickaway County Building Department was filed for the month ending August 2023.

A total of \$46,170.24 was reported being collected as follows:

Permits		
Registration	24	\$1,800.00
Commercial	13	\$26,724.02
Residential	79	\$17,646.22
Total Inspections Performed		
Residential	370	
Commercial	67	
City Enforcement	0	
Terry Haughn	0	
Total Inspections	437	
Residential Plan Review	0	
New Home Permits by Jurisdiction:		
Circleville	7	
Commercial Point	7	
Saltcreek Twp.	1	
Scioto Twp.	1	
Williamsport	1	
Walnut Twp.	2	
Pickaway Twp.	1	
Washington Twp.	1	
Muhlenberg Twp.	1	
Total New Homes	22	

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In the Matter of
Jensen's Plumbing LLC Quote for
Courthouse Water Softener with
American Rescue Plan Funds:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the quote from Jensen's Plumbing, LLC for a water softener at the courthouse. Total cost of \$3,550.00 shall be paid from American Rescue Plan funds.

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

Attest: Angela Karr, Clerk

In the Matter of
Jensen's Plumbing LLC Quote for
Health Department Water Softener with
American Rescue Plan Funds:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the quote from Jensen's Plumbing, LLC for a water softener at the Health Department located on Island Road. Total cost of \$3,550.00 shall be paid from American Rescue Plan funds.

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

Attest: Angela Karr, Clerk

In the Matter of
All-Ohio Door and Glass, LLC
Building Department Door Purchase:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the quote from All-Ohio Door and Glass, LLC for the replacement of two entry doors at the Building Department. Total cost of \$6,290.00 shall be paid from planned capital fund.

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

Attest: Angela Karr, Clerk

In the Matter of
Koorsen Fire and Security Inspection Services for
The Pickaway County Sheriff's Office:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the quote from Koorsen Fire & Security for Inspection Services at the cost of \$5,170.00 per year. Services shall include backflow devices, fire alarm and detection systems, kitchen fire suppression systems and fire sprinkler systems.

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

Attest: Angela Karr, Clerk

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**In the Matter of
Executive Session:**

At 9:25 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with April Dengler, County Administrator and Marc Rogols, County Deputy Administrator in attendance.

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

Attest: Angela Karr, Clerk

At 9:30 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

**In the Matter of
Approval of the Emergency Management
College Intern Position Job Description:**

After the discussion, Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the job description for the Emergency Management College Intern position. The Emergency Management College Intern position is an unclassified part-time/ temporary position under the Emergency Management and Homeland Security Agency division. Emergency Management College Intern shall report to the Emergency Management and Homeland Security Agency Director.

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

Attest: Angela Karr, Clerk

**In the Matter of
Approval of IT Department On-Call
Temporary Pay Increase:**

After the discussion with Marc Rogols, Deputy County Administrator, Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve a temporary pay increase for on-call hours for the IT Department. The rate shall be increased from \$100.00 to \$150.00 a month for bi-weekly on-call hours until fully- staffed and trained. The rate shall take effect September 12, 2023.

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

Attest: Angela Karr, Clerk

**In the Matter of
AEP Ohio Easement & Right of Way for
Lancaster Pike Improvement Project:**

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the Easement and Right of Way with AEP Ohio for the Lancaster Pike Improvement Project. The easement shall be 30 feet wide, lying 15 feet on each side of the facilities as constructed land situated in the

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City of Circleville, Circleville Township, Pickaway County, Ohio, and being part of Section No. 20 Township No. 11, Range No. 21. Being part of a 59.68 acre tract of land as described in Official Records Volume 132, Page 200 of the Pickaway County Recorder's Office (Parcel #A0510390000300). The easement shall be filed with the Pickaway County Engineer's Office by AEP Ohio.

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

Attest: Angela Karr, Clerk

In the Matter of
County Administrator Report:

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

- Mrs. Metzger discussed the Lancaster Pike Entrance meeting and provided an update.
- Mrs. Metzger provided a recap of the Farm to Plate Dinner.
- WDC Group invoice for window repair design and construction at Heritage Hall.
- WDC Group invoice for design and multi-purpose building at Fairgrounds.

In the Matter of
Pickaway County Fairgrounds, Heritage Hall
Window Repair Project with WDC Group:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the invoice from WDC Group for repairs to the windows at Pickaway County Fairgrounds, Heritage Hall in the amount of \$3,543.75.

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

Attest: Angela Karr, Clerk

In the Matter of
Pickaway County Fairgrounds, Multi-Purpose
Building Project with WDC Group:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the invoice from WDC Group for the Pickaway County Fairgrounds, Multi-Purpose Building in the amount of \$65,625.00. Said invoice shall be paid from American Rescue Plan funds.

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

Attest: Angela Karr, Clerk

In the Matter of
Pickaway County Sheriff's Report:

The following is a summary of the report provided by Sheriff Hafey, Pickaway County Sheriff:

- Sheriff Hafey reported that they are getting ready for the security of the Pumpkin Show.
- The last car purchased last year is going to be fitted.

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In the Matter of
Executive Session:

At 10:02 a.m., Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with April Dengler, County Administrator, Marc Rogols, County Deputy Administrator, Angela Karr, Clerk and Sheriff Hafey, Pickaway County Sheriff Office in attendance.

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

Attest: Angela Karr, Clerk

At 10:15 a.m., the Commissioners exited Executive Session and Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No Action taken.

In the Matter of
CCAO Energy Program with
Phill Dysard, Palmer Energy:

Phill Dysard, Palmer Energy, met with the Commissioners to discuss an amendment to the CCAO Energy Program. The estimated total program savings since Pickaway County joining is \$85,200.00. They are wanting to send everything out as a pooled group for over 500 million Kilowatt hours for greater purchasing power instead of individual contracts. Some of the benefits would be the ability to add and subtract facilities and not having to meet a standard percentage. The new contract would not take place until the current contract end in 2025. Commissioner Scherer addressed if it would affect the counties per kilowatt hour and Mr. Dysard explained that it would be beneficial to be a part of the larger pool.

In the Matter of
County Commissioners Association of Ohio
Energy Program with Palmer Energy Company
First Amendment for Exhibit B, Electricity Purchasing Program:

Commissioner Gary Scherer offered the motion, seconded by Commissioner Harold Henson, to approve the First Amendment for Exhibit B, Electricity Purchasing Program with CCAO Energy Program with Palmer Energy Company. The amendment includes going to a pool group for counties' electric meters in place of the current individual contracts. The electric facilities will now operate like natural gas facilities program. This will allow for better savings. The administration fee will also increase from 1 mil to 1.3 mil (\$0.001 to #0.0013) per kWh.

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

Attest: Angela Karr, Clerk

In the Matter of
Auditor's Month End Reports:

Brad Washburn, County Auditor, met with the Commissioners to provide end-of-month reports for August 2023. Mr. Washburn started with the new rates calculations. The average percent change in value difference came in at 34.1%. The Commissioners discussed ways and the means of notifying taxpayers of

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what the actual increase of their real estate's taxes will be. The Auditor's Office should receive the new construction and CAUV rate increase soon. Me. Washburn will gather information on ways of sending out notifications to taxpayers.

Mr. Washburn hired a new employee for the real estate side and will be looking into hiring another for new construction entry and lot splits. This will allow for a person to be present in the front office to greet the public. Maintenance moved a few offices around and the transitions has been going over well.

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 September 9, 2023.

A total of \$310 was reported being collected as follows: \$75 dog license; \$45 in dog license late penalty; \$80 in owner turn-ins; \$60 in adoptions; \$25 in redemptions and \$25 in micro-chip fees.

Five (5) stray dogs were processed in; one (1) dog was adopted.

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

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

Jay H. Wippel, President {absent}

Harold R. Henson, Vice President

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