

MONDAY, AUGUST 4, 2008
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 Monday, August 4, 2008, with the following members present: Mr. Jay H. Wippel and Mrs. Ula Jean Metzler. Mr. Glenn D. Reeser was absent. Ryan Scribner, Pickaway County Administrator, was also in attendance.

Due to last week's absence of Commissioner Metzler, and this week's absence of Commissioner Reeser, the July 28, 2008, meeting minutes will be read for approval their next meeting day, Monday, August 11, 2008.

Attest: Patricia Webb, Clerk

In the Matter of
Payment of Bills:

Mrs. Metzler offered the motion, seconded by Mr. 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 August 1, 2008, in the Commissioners' Voucher Register, and

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 \$135,564.45 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
D.A.R.E. Resolution Adopted:

Mrs. Metzler offered the motion, seconded by Mr. Wippel to adopt the following Resolution:

Resolution No: PC-080408-1

During business conducted while in session, Mrs. Metzler offered the motion, seconded by Mr. Wippel for the Board to adopt the following Resolution:

WHEREAS, the D.A.R.E. Program has been in existence in all Pickaway County Elementary Schools for the past sixteen (16) years; and

WHEREAS, the program has been successfully administered by Deputy Dale Thomas of the Pickaway County Sheriff's Department, and

WHEREAS, the program has helped to decrease drug abuse in Pickaway County through its innovative and ongoing support of youngsters, and

WHEREAS, school administrators express the need for expansion of the D.A.R.E. Program in elementary schools, then

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners does hereby endorse the D.A.R.E. Program in Pickaway County for school year 2008/2009, and urge the continuance for funding through the Federal Government for this worthwhile program.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

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In the Matter of
Travel Authorizations Approved:

The Commissioners signed Travel Authorizations for numerous Job & Family Services employees to attend various meetings, training sessions, and seminars at the total probable cost of \$1,494.93.

In the Matter of
Meeting Regarding Financial Support for Stepping Stones:

Probate/Juvenile Judge Jan Long, along with Court Magistrate Shelly Harsha, and Stepping Stones Executive Director Wendy Wood met with the Commissioners to discuss additional funding for Stepping Stones Access Visitation Center.

Stepping Stones is a facility that was created approximately ten years ago that was originally operated through a grant received from the State of Ohio for the safe exchange or supervised visitation of children of parents with conflicts. Before Stepping Stones was created, it was not uncommon for these exchanges to take place in the lobbies of police stations and the sheriff department, fast-food parking lots, gas stations, etc., and many times innocent children were placed in and witnessed hostile situations. Judge Long stated that typically, as in this case, grants are not a permanent funding source. He explained that after the original grant expired, Stepping Stones resorted to a number of ways to remain funded such as bake sales, garage sales, and other private fundraisers. In addition, the Pickaway County Board of Commissioners has subsidized the operations of the facility over the years in excess of \$60,000 as they understood the importance of helping to alleviate these unpleasant, and again, sometimes hostile situations for children.

Two years ago, the Juvenile Court and Pickaway County Department of Job & Family Services (PCDJFS) attempted to stabilize Stepping Stones' funding. The Juvenile Court utilized state grant funding received through the Department of Youth Services (DYS) and provided almost \$35,000 to the program. Regrettably, Juvenile Court recently received notice from DYS that its grant allocation is being reduced by about \$42,000. Consequently, Juvenile Court must reduce expenditures and eliminate some of its DYS funded programs and, consequently, is not able continue to fund Stepping Stones at its current funding level. In addition, with the significant reduction the PCDJFS receives in Temporary Assistance for Needy Families (TANF) dollars, its funding to Stepping Stones' has been significantly reduced as well.

Judge Long projected that the Juvenile Department can survive the cuts and continue to help financially support Stepping Stones if its contribution is reduced in half, to \$17,000. He then made the request of the Commissioners to contribute that same amount to maintain the level of funds and keep the program operating. Dialogue then took place in reference to other areas of revenue that may be explored for Stepping Stones such as the United Way; the availability or the opening up of other grants; requesting financial assistance from local churches. Judge Long stated that he has implemented additional fees attached to court costs associated with juvenile cases and is looking into the implementation of fees for parents assigned to parenting classes by the courts; charging parents a set fee per day for their child who has been court-ordered to juvenile detention centers, etc.

Following the discussion regarding the request, the Commissioners stated that the county's 2009 budget is tightening up, however; they approved \$8,500 to help get the facility through to the end of this year, and will take the remaining \$8,500 under consideration when working on the county's 2009 budget.

Therefore, Mrs. Metzler offered the motion, seconded by Mr. Wippel to approve \$8,500 in financial support to Stepping Stones.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Quarterly Investment Report:

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Dennis Yacobozzi of United American Capital met with the Commissioners to review the Pickaway County Quarterly Investment Report for April 1, 2008 to June 20, 2008. Pickaway County Treasurer, Ellery Elick, was also in attendance.

Following an overview of the current status of the stock market and national economy, Mr. Yacobozzi reviewed the county's portfolio inventory; transactions; interest history details; portfolio analysis; and market analysis.

Copies of the report are on file in the Pickaway County Commissioners' and Treasurer's offices.

In the Matter of
Meeting with Katrina Seymour
Regarding Space Needs for Free Income
Tax Preparation Program:

Katrina Seymour, of the local IRS Volunteer Income Tax Assistance Program offered through Pickaway County Community Action (PICCA), met with the Commissioners regarding space needs for the program. from mid-January 2009, to April 15, 2009.

Ms. Seymour provided a summary of the program, which operates from mid-January to mid-April, which is designed to assist in the preparation of income tax returns at not cost for low-income workers earning less than \$54,000 per year, per household. PICCA launched the program in January 2008, which recruited 15 volunteers from the community and used Ohio Benefit Bank software to prepare the returns. These volunteers where required to pass a tax law test for certification by the IRS.

The goal for the program was to prepare 150 returns, however; that goal was exceeded by preparing a total of 403 returns as of July 20, 2008. Much of the increase in the number of returns filed was attributed to the federal stimulus package requirement for a tax return be filed by people receiving Social Security and/or Veteran's Benefits. Ms. Seymour went on to explain that she would also like to eventually offer the program in the Ashville area and is scheduled to meet with village officials, principals of banks, etc. to discuss acquiring space for the program.

Ms. Seymour informed the Commissioners that PICCA provided space in a conference room for the program this year, however; is unable to continue to do so as the space is needed by PICCA to administer its HEAP Program, which runs simultaneously with the timeframe of the tax assistance program. She indicated that she would like to acquire space to accommodate 4 computer set-ups, an area for a receptionist, and a waiting area. The space would require Internet access as well, though she does have a wireless router. She stated that she previously obtained a grant for office furniture and computers, etc. and that she is still researching available grants to help support the operations of the program. The IRS offers operating grant dollars, although it requires a 1:1 dollar match.

After discussing other possible options for Ms. Seymour to pursue, the Commissioners indicated that the county has been experiencing its own space needs that they are trying to address, it does not appear that they can offer adequate space for her needs at this current time, however; they can discuss the matter further and keep her request in mind.

Ms. Seymour then provided a brief overview of another program she is working on, called the Individual Development Accounts (IDAs) that are matched savings accounts which would enable low-income families to save, build assets, and enter the financial mainstream. IDAs reward the monthly savings of low income families who are building towards purchasing an asset, most commonly buying their first home, paying for post-secondary education, or starting a small business. Ms. Seymour stated that she has decided to focus on match savings accounts for post-secondary education provided through the Assets for Independence Act (AFIA), a federal economic literacy grant. She said that this would be a program for high school juniors and seniors who work and put a designated amount of money, at least \$500 per year for two years, into a regular bank savings account that will be matched by the program by a 2:1 ratio that is specified for post-secondary education. After gaining further information regarding the program, Commissioner Metzler offered to assist in the effort as it ties in with Pickaway County's Higher Education Initiative.

At the conclusion of the meeting, Ms. Seymour thanked the Commissioners for their time and keeping her in mind regarding any potential office space the county could provide for her needs.

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**In the Matter of
Meeting with Terry Frazier
Regarding Countywide Building Department:**

Terry Frazier, Director of the Planning & Development Office Director, met with the Commissioners and presented two resolutions for the Commissioners' adoption which have been reviewed by the Pickaway County Prosecutor's office, to be submitted with the county's application to the Ohio Board of Building Standards for the creation of a countywide residential/commercial building department.

The Resolutions are associated with the enforcement of uniform residential standards and requirements and, as part of the countywide building department, a manufactured home installation inspection department.

Following the Commissioners review, Mrs. Metzler offered the motion, seconded by Mr. Wippel, authorizing the adoption of each as follows:

**In the Matter of
Resolution Adopted to Certify Pickaway County for the
Enforcement of Residential Building Codes:**

Resolution No: PC-080408-2

A RESOLUTION AUTHORIZING A REQUEST TO THE OHIO BOARD OF BUILDING STANDARDS TO CERTIFY THE COUNTY OF PICKAWAY FOR ENFORCEMENT OF THE RESIDENTIAL CODE OF OHIO, TO EXERCISE ENFORCEMENT AUTHORITY, TO ACCEPT AND APPROVE PLANS AND SPECIFICATIONS, AND MAKE INSPECTIONS

WHEREAS, the County of Pickaway, State of Ohio desires to enforce the Residential Code of Ohio for the purpose of providing uniform standards and requirements for the erection, construction, repair, alteration, and maintenance of buildings specified in section 3781.06 of the Revised Code of Ohio; and

WHEREAS, the County of Pickaway, State of Ohio, seeks to obtain the authority for enforcement of the provisions of the Residential Code of Ohio through certification by the Ohio Board of Building Standards pursuant to Section 3781.10(E) of the Revised Code to exercise the enforcement authority and accept and approve plans and specifications, and make inspections in accordance with the Residential Code of Ohio; and

WHEREAS, the said Board of Building Standards has certified the Pickaway County Building Department (B169) to exercise enforcement authority in accordance with the Residential Code of Ohio, effective as set forth in said Board's certification; and

WHEREAS, it is necessary in accordance with law to administer and enforce the Residential Code of Ohio within the limits of Pickaway County; and

THEREFORE, BE IT RESOLVED by the Board of Pickaway County Commissioners that:

SECTION I: That Ohio Administrative Code 4101:8 – Residential Code of Ohio as promulgated by the Ohio Board of Building Standards, shall apply and be enforced within the unincorporated territory of Pickaway County, Ohio.

SECTION II: That this Resolution shall be in full force and effect from and after the earliest period permitted by law following promulgation of the Residential Code of Ohio by the Board of Building Standards through the certification process, adoption and effective date of certification issued by the Ohio Board of Building Standards.

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SECTION III: The president of the Board of Commissioners of Pickaway County is hereby authorized and directed to sign and submit an application to the Ohio Board of Building Standards requesting said Board to certify Pickaway County for enforcement of the Residential Code of Ohio.

SECTION IV: This Resolution is necessary for the public health, safety and welfare and for the further reason that said Code must be enforced and administered according to law and particularly pursuant to the requirements of Chapter 3781 of the Revised Code of Ohio; wherefore, this Resolution shall take effect and be in force immediately upon its passage and effective date of certification issued by the Ohio Board of Building Standards.

Voting on the motion was as follows: Mr. Wippel, yes.; Mrs. Metzler, yes; Mr. Reeser, absent; Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Resolution Adopted Authorizing the Request to
Create a Manufactured Home Installation Inspection Department:

Resolution No: PC-080408-3

**A RESOLUTION AUTHORIZING A REQUEST TO CREATE A MANUFACTURED HOME
INSTALLATION INSPECTION DEPARTMENT AS A PART OF THE PICKAWAY COUNTY
BUILDING DEPARTMENT; AND, TO REQUEST CERTIFICATION FROM THE OHIO
MANUFACTURED HOMES COMMISSION TO CERTIFY THE COUNTY OF PICKAWAY FOR
MANUFACTURED HOMES INSPECTIONS**

WHEREAS, the County of Pickaway, State of Ohio desires to enforce the Residential Code of Ohio for the purpose of providing uniform standards and requirements for the erection, construction, repair, alteration, and maintenance of buildings specified in section 3781.06 of the Revised Code of Ohio; and

WHEREAS, the County of Pickaway, State of Ohio, seeks to obtain the authority for enforcement of the provisions of the Rules for the Ohio Manufactured Homes Commission through certification by the Ohio Manufactured Homes Commission pursuant to Section 4781.07(A) of the Revised Code to exercise enforcement authority; and

WHEREAS, the said Board of Building Standards has certified the Pickaway County Building Department (B169) to exercise enforcement authority in accordance with the Residential Code of Ohio, effective as set forth in said Board's certification; and

WHEREAS, it is necessary in accordance with law to administer and enforce the Rules for the Ohio Manufactured Homes Commission within the limits of Pickaway County; and

THEREFORE, BE IT RESOLVED by the Board of Pickaway County Commissioners that:

SECTION I: That the Rules for the Ohio Manufactured Homes Commission as promulgated by the Ohio Manufactured Homes Commission shall apply and be enforced within the unincorporated territory of Pickaway County, Ohio.

SECTION II: That this Resolution shall be in full force and effect from and after the earliest period permitted by law following certification for manufactured homes inspections.

SECTION III: The president of the Board of Commissioners of Pickaway County is hereby authorized and directed to sign and submit an application to the Ohio Manufactured Homes Commission requesting said Commission to certify Pickaway County for enforcement of the Rules for the Ohio Manufactured Homes Commission.

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SECTION IV: This Resolution is necessary for the public health, safety and welfare and for the further reason that said Rules must be enforced and administered according to law and particularly pursuant to the requirements of Chapter 4781 of the Revised Code of Ohio; wherefore, this Resolution shall take effect and be in force immediately upon its passage and effective date of certification issued by the Ohio Manufactured Homes Commission.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

Mr. Frazier then reported on two requirements related to the countywide building department, the first being an architect's or engineer's review and approval for any construction plans that may come into the building department. With no building department in-house architect or engineer to perform this service, it will be necessary to outsource the services. With these outsourced services expected to exceed the \$25,000 within a year's period, Request for Qualifications/Request for Proposals (RFQ/RFP) will be necessary. The second requirement will be the same RFQ/RFP process for building inspection and back-up services. After further discussion of the topic, the Commissioners authorized Mr. Frazier to implement the RFQ/RFP process for the professional services.

Mr. Frazier stated that other high priority-items he has been working on are the budget proposal with estimated start-up costs and projects for year 2009; establishing a contractor licensing policy and timeline for applications; and the development of a transition plan for the affected city and county offices. He also mentioned that all contractors doing work, not just construction projects, in Pickaway County must be registered with the building department. Contractor registration fees have been due to the City of Circleville/Pickaway County Building Department by November 1, of each year. This will remain the same, and Mr. Frazier stated that Circleville Mayor Chuck Taylor offered to allow the county to utilize the city's current building department staff; mailing address, etc. for the collection of those fees this year, most likely for a percentage of the total collected.

In the Matter of
Meeting with Jack Middaugh of the
Pickaway County Sheriff Department Regarding
Various Funding Requests:

Jack Middaugh, Pickaway County Sheriff Department Administrative Assistant, met with the Commissioners to discuss various funding requests for the department.

The first request was related to thirty (30) Panasonic *ToughBook* laptop computers the department received at no cost to the county through a COPS Grant. The computers are valued at nearly \$225,000 and will replace computers currently installed in road patrol cars that are in dire need of replacement. Mr. Middaugh stated that though the computers were obtained free of charge, the department is facing sizeable costs that exceeds its funding allocations for the installation/mounting of the computers; required software; and associated drivers license card swipe reader software, for the total amount of \$24,787.20. Mr. Middaugh distributed copies of quotes he obtained, with the lowest being the following breakdown for each:

- | | | |
|---------------------------------------|--|--------------------|
| • Installation/Mounting: | Insight Public Sector
6820 South Harl Ave.
Tempe, AZ 85283-4318 | \$15,210.00 |
| • Computer Software: | Insight Public Sector
6820 South Harl Ave.
Tempe, AZ 85283-4318 | \$ 7,784.40 |
| • Drivers License Reader
Software: | Insight Public Sector
6820 South Harl Ave.
Tempe, AZ 85283-4318 | \$ <u>1,792.80</u> |
| | Total | \$24,787.20 |

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In the Matter of
Funding Approved for Installation of Lap-Top
Computer Software; Installation/Mounting Costs; and Drivers License
Reader Software Approved for Sheriff Department:

Following a question and answer session to gain further details and the Commissioners' review of the quotes, Mrs. Metzler offered the motion, seconded by Mr. Wippel to approve **\$24,787.20** which is to be taken from the \$100,000 that has been designated for basement renovations to address space issues in the department's administrative building.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Discussion Regarding Additional
Appropriation for "Equipment Line Item" in the
Sheriff Department Funds:

The second funding request was related to \$5,000 being added to the Sheriff Department's "Equipment" line item for short-notice purchases from places such as the Ohio Department of Administrative (ODA) – Surplus Property Section. As Mr. Middaugh pointed out, from time to time the department has purchased surplus equipment from ODA, which requires quick action while the equipment is available. He provided the example of the recent acquisition of: three (3) computer Servers complete with mounting racks and cables; nine (9) quality personal desk computers; five (5) fiber based network cards; and one hundred sixty (160) high quality HP Ethernet cables. He stated that in total, the department was able to obtain approximately \$26,000 worth of needed equipment for an expenditure of only \$1,200. The items were purchased from the department's "Equipment" line item.

Following the discussion regarding the \$5,000 additional appropriation request, the Commissioners asked County Administrator, Ryan Scribner, to review the Sheriff Department's remaining fund balances to explore whether the funds might be available within its own departmental line items and transferred to the "Equipment: line item . No formal action was taken.

In the Matter of Purchase of
Automatic Vehicle Location Software to Go Before the
Pickaway County Data Processing Board:

The third topic of discussion, which Mr. Middaugh stated that he will be taking before the Pickaway County Data Processing Board was for the purchase of software and hardware, along with training for *AccuGlobe Proxy Server and Automatic Vehicle Location (AVL)* equipment from *Digital Data Technologies, Inc.(DDTI)*, 956 King Avenue, Columbus, Ohio 43212 to be installed in twenty-four (24) departmental vehicles. The equipment can be installed on any Mobile Data Terminal (MDT) laptop, or machine of the Sheriff Department's choosing, provided it does not negate any third-party warranties, and monitor the location and movement of the vehicles. Mr. Middaugh stated that he has checked with the Pickaway County Auditor's office which verified that the funds are available in the "Data Processing" line item.

In the Matter of Future
Funding Request for Projected Shortfall
Sheriff Department Fuel/Vehicle Funds for 2008:

Mr. Middaugh's final request for funding was related to the Sheriff Department's balance in the vehicle fuel and maintenance line item. He explained that with the increased fuel costs and vehicle maintenance, the \$54,000 remaining balance will not see the department through the end of the year. He stated that the projected shortfall is approximately \$17,000.

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Following further discussion regarding the matter, the Commissioners requested that Mr. Middaugh wait until it is closer to the end of the year, review the financial situation at that time, and then report back to them regarding additional funds that may be necessary at that time. No action was taken.

In the Matter of
Blanket Purchase Orders Approved:

Mrs. Metzler offered the motion, seconded by Mr. Wippel to approve the following requests for the ISSUANCE OF A BLANKET PURCHASE ORDER:

1,233.75 for 101.2001.5901 – EMA-Other Expenses
3,038.01 for 101.1102.5901 – Maintenance-Other Expenses

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Appropriations Approved:

Mrs. Metzler offered the motion, seconded by Mr. Wippel to approve the following requests for the APPROPRIATION OF FUNDS:

3,000 to 246.4010.5901 – Dog & Kennel-Other Expenses
60,000 to 257.5029.5401 – WIA-Adult Contract
200,000 to 207.5020.5922 – Children Services-Reimb. to Public Assistance Fund

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, absent.
Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Transfers Approved by County Administrator:

Ryan Scribner, County Administrator, approved the following requests for the TRANSFER and RE-APPROPRIATION OF FUNDS:

2,500 from 101.1103.5205 – Workers Compensation
to
101.1101.5204 – Unemployment

2,500 from 101.1102.5484 – Maintenance-Uniforms
to
101.1102.5527 – Maintenance-Vehicle Expenses

3,000 from 101.1102.5205 – Workers Compensation
to
101.1102.5901 – Maintenance-Other Expenses

340 from 101.1140.5491 – Board of Elections-Contract Services
to
101.1140.5402 – Board of Elections-Contract Repairs

1,500 from 297.5002.5501 – Economic Improvement Corp.-Equipment

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to
297.5002.5401 – Economic Improvement Corp.-Contract Services

800 from 101.2001.5481 – EMA-Utilities
to
101.2001.5901 – EMA-Other Expenses

In the Matter of
Weekly Dog Warden Report Filed:

The weekly report for the Pickaway County Dog Shelter was filed for week ending August 2, 2008.

A total of \$430 was reported being collected as follows: \$32 in sales of dogs; \$90 in redemptions; \$100 in donations; \$143 in sales of tags; \$65 in late tag fee penalties.

Nine (9) dogs were destroyed.

No firearms were discharged.

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

Jay H. Wippel, President

Ula Jean Metzler, Vice President

ABSENT - Glenn D. Reeser

BOARD OF COUNTY COMMISSIONERS
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Attest: Patricia Webb, Clerk