

TUESDAY, MARCH 28, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The Pickaway County Board of Commissioners met in Regular Session in the Pickaway County Annex, 141 West Main Street, Suite 400, Circleville, Ohio 43113, on Tuesday, March 28, 2017, with the following members present: Mr. Jay H. Wippel and Mr. Harold R. Henson. Mr. Brian S. Stewart was not in attendance. Brad Lutz, County Administrator, was present.

In the Matter of
Minutes Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from March 21, 2017, with corrections.

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

Attest: Patricia Webb, Clerk

In the Matter of
Bills Approved for Payment

Commissioner Wippel offered the motion, seconded by Commissioner 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 March 29, 2017, 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 \$122,515.19 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Dave Conrad:

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

- A National Weather Spotters class is scheduled to be held on April 3rd, from 6:30 p.m. to 8:30 p.m., in the Maxwell Library at the Ohio Christian University.

In the Matter of
Report Provided by April Dengler:

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

- A straw crimper has been posted on the govedeals.com website that is being sold by the Soil & Water Conservation District office for the minimum amount of \$2,500. One bid in that amount has been received so far.
- Mrs. Dengler attended the annual County Risk Sharing Authority (CORSA) meeting last week with Andy Cupp, of Hummel & Plum Insurance Agency. One topic of discussion was related to computer hacking and incidents of ransom that is increasing. In February, Licking County was a victim. The incident caused the computer system to go down for several days. In the end, this will cost Licking County hundreds of thousands of dollars between the ransom amount, days of overtime for the IT specialist to get the computer system back up and running, and expenses in

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keeping this from happening again. It was pointed out CORSA does cover the costs for rebuilding the computer system. Robert Adkins, the county's IT Manager, has been providing mandated online computer security training that county employees must pass; however, Mr. Lutz informed the commissioners that Mr. Adkins is interested in the Darktrace ransomware software company that is now offering its product for \$10,000 a year for a period of 8 years, which excludes some of its previously offered features; however, in addition to monitoring and other attributes, it includes keeping any legitimate-looking but malicious email that would have happened to be opened contained within a small number of computers. With Mr. Adkins' interest in the product, it was determined a meeting will be scheduled for him to speak with the commissioners and discuss the matter further. Mrs. Dengler will also check with Mr. Adkins about possibly including the mandatory online computer security training in all new-hire packets.

- On Thursday of this week, Mrs. Dengler will be attending a Recycling Outreach Specialist meeting in Hillsboro with Tom Davis and Erica Tucker of the RPHF Solid Waste District.

In the Matter of
Discussion with Steve Barthelmas, Member of the
Pickaway County Agricultural Society:

Steve Barthelmas, member of the Pickaway County Agricultural Society (PCAS), and member of PACS's recently formed Fairgrounds Renovation Committee, had a brief discussion with the commissioners when he picked up the latest conceptual drawings for the Pickaway County Fairgrounds Revitalization Plan he had requested so they could be reviewed at the upcoming Fairgrounds Renovation Committee meeting.

While he was there, various topics were discussed related to the plan. Commissioner Wippel mentioned the tours of surrounding fairgrounds that they have conducted with ms consultants, inc. and Quandel Construction to gain a better understanding of what to envision for the various new buildings in the plan. He stated that the commissioners are moving forward with the conceptual design of the fairgrounds that will be ready for display during the upcoming county fair. After the county fair, plans are to meet with stakeholders regarding the interior designs of the new buildings, and conversation took place about the types of flooring to consider in the various barns and livestock building. Mr. Barthelmas also mentioned the train engine, donated years ago by the former Sturn & Dillard Company, which has been situated on the frontage of the fairgrounds property. Mr. Barthelmas noted that the engine would require much more than a coat of paint if it was decided to be kept. He mentioned that he may still have some contact information from a train enthusiast organization from Cleveland that had expressed its interest in the engine to the Fair Board a few years ago, however, enough members of the Fair Board at the time voted to keep it. It was noted, however, that the commissioners may be interested in keeping the life-size model of the steer that has been on display above the entrance of the fairground's coliseum over the years, and possibly determine a location for its use as a focal-point for photo opportunities by visitors of the fairgrounds. Commissioner Wippel also mentioned the Charitable Donation Agreement between the commissioners and the Pickaway Sportsman, Inc. Commissioner Stewart previously met with the organization about during two of its meetings. The agreement now includes changes to the original agreement that the Pickaway Sportsman, Inc.'s directors verbally agreed to in the second of those meetings. Commissioner Stewart will be meeting with the organization again in early April to memorialize the terms set forth in the negotiated agreement, which includes the May 1st deadline for the Pickaway Sportsman, Inc. to deposit \$800,000 into the fund designated for the Pickaway County Revitalization Plan that will be administered by the Pickaway County Community Foundation.

At the conclusion of the discussion, Mr. Barthelmas thanked the commissioners for providing the conceptual drawings, and the commissioners thanked Mr. Barthelmas for taking the time to speak with them.

In the Matter of
Appropriations Approved:

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

20,618.37 to 201.3007.5506 – Engineer-Contract Projects
9,447 to 299.2006.5501 – Sheriff/Concealed Carry-Equipment
12,500 to 251.6225.5521 – FY 2016 CDBG-Administration

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2,733.06 to 101.1105.5703 – Contingencies

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

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

**2,733.06 from 101.1105.5703 – Contingencies
To
101.1106.5203 – Development & Planning-Insurance**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Satisfaction of Mortgage Signed for
Property in the Name of Carmen J. Sark:**

The commissioners' office received a check in the amount of \$2,792 from TransCounty Title Agency, LLC, on behalf of Carmen J. Sark, 205 East Street, Ashville, Ohio. In 2007, Ms. Sark received total of \$11,168 housing rehabilitation assistance through the Community Housing Improvement Program (CHIP) in the form of a declining deferred grant/loan bring her home up to residential standards. Ms. Sark is now selling her property and the \$2,792 represents the 20% county lien that was replaced on the property until it was sold, vacated, or its title was conveyed by Ms. Sark.

With the \$2,792 having been paid, it will require a Satisfaction of Mortgage (SOM) to be signed and filed with the Pickaway County Recorder's Office for the county's lien to be released; therefore, Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing the SOM to be signed.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Travel Authorization Addendum
Signed for Job & Family Services Employees:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign an Addendum in the amount of \$20.24 related to the Travel Authorization that was approved for the Job & Family Services Department for the month of March.

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

Attest: Patricia Webb, Clerk

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**In the Matter of
No Request for a Hearing Related to Application for
New Liquor Permit for Dollar General Store in the Village of South Bloomfield:**

After reviewing the application received from the Ohio Division of Liquor Control for a new Liquor Permit, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to make no request for a hearing related to the following:

New Liquor Permit No: 22348152520:

Dolgen Midwest, LLC
DBA Dollar General Store 17434
499 Long Street
Harrison Township
South Bloomfield, Ohio 43103

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

Attest: Patricia Webb, Clerk

**In the Matter of
Resolution Adopted Authorizing the
Executive Director of the Pickaway County Community Action Organization to
Submit an Application to the Ohio Department of Transportation on the
Pickaway County Commissioners' Behalf for FY 2015 TIGER Discretionary Grant Funds:**

The commissioners reviewed information submitted by Mark Mills, of Pickaway Area Rural Transit (PART) program at PICCA, which provides reliable, affordable transportation to the citizens of the community. The Ohio Department of Transportation (ODOT) has been awarded \$6.839 million in federal dollars through US DOT Federal Transit Administration (FTA) to improve Ohio's rural transportation systems' scheduling and dispatching software/hardware, and improve broadband connectivity. The Pickaway County Commissioners are the legal applicant for the transportation grant. PART is applying for FY 2015 TIGER Discretionary grant funds to upgrade radios for PART's compliance with the P25 digital standard radio system. The grant funds would also be used to purchase cameras for the transportation vehicles; replace aging computers, printers, tablets; and upgrading its current routing software system that will allow PART to become a nearly paperless operation. PART will be applying for a \$147,120 grant, and will provide \$1,000 in local matching funds.

After reviewing the submitted information, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the following Resolution:

**FY 2015 TIGER DISCRETIONARY GRANT
AUTHORIZING RESOLUTION**

Resolution No.: PC-032817-1

A resolution authorizing the submittal of a proposal and all understanding, certifications and assurances with the Ohio Department of Transportation for a grant through the US DOT Federal Transit Administration (FTA), as authorized under the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) (FY 2015 TIGER Discretionary Grant) and execution of a contract with the Ohio Department of Transportation upon grant proposal acceptance.

WHEREAS, the PICKAWAY COUNTY COMMISSIONERS has the legal authority to submit a proposal to the Ohio Department of Transportation for a grant through the US DOT Federal Transit Administration (FTA), as authorized under the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235);

WHEREAS, the Director of the Ohio Department of Transportation is authorized to make grants for the National Infrastructure Investments Discretionary Grant Program;

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WHEREAS, the contract for financial assistance will impose certain obligations upon the PICKAWAY COUNTY COMMISSIONERS, including the provision by it of the local share of the project costs in the program, the requirement to carry out the proposed project identified in the application, and to provide the required funds to assure operation and maintenance of items funded;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and 28 C.F. R. section 50.3, herein after referred to as the "Acts" and "Regulations", that in connection with the filing of an application for assistance under the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) the applicant give an assurance that it will comply with the Acts and Regulations and the U.S. Department of Transportation requirements thereunder;

NOW, THEREFORE, BE IT RESOLVED BY the PICKAWAY COUNTY COMMISSIONERS:

1. That the Executive Director of Pickaway County Community Action Org, Inc. is authorized to execute and submit an application on behalf of PICKAWAY COUNTY COMMISSIONERS with the Ohio Department of Transportation to aid in the financing of projects pursuant to the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235).
2. That the Executive Director of Pickaway County Community Action Org, Inc. is authorized to execute and file with such application and assurances any other document required by the U.S. Department of Transportation.
3. That the Executive Director of Pickaway County Community Action Org, Inc. is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the application.
4. That the Executive Director of Pickaway County Community Action Org, Inc. is authorized to execute grant agreements on behalf of the PICKAWAY COUNTY COMMISSIONERS with the Ohio Department of Transportation for aid in the financing of the project(s) included in the Consolidated and Further Continuing appropriations Act, 2015 (Pub. L 113-235) grant application.

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

Attest: Patricia Webb, Clerk

In the Matter of
Agreement for Use of County Property Approved for the
Pickaway County Ministerial Association:

The commissioners reviewed the Agreement for Use of County Property submitted by the Pickaway County Ministerial Association to assemble at the steps of the courthouse at 12:00 noon to have and prayer and explain the route with the cross procession will proceed to Memorial Hall on Good Friday, April 14th. The cross will be placed in a bracket at Memorial Hall and remain there until the afternoon of Easter, April 16th.

At the conclusion reviewing the document, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign the agreement.

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

Attest: Patricia Webb, Clerk

In the Matter of
Approval of FY 2015 County-wide Cost Allocation Plan
For Use in FY 2017 to Establish Cost Allocation Billings:

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The commissioners reviewed the Certificate of County-wide Cost Allocation Plan for the county's FY 2015 actual costs to establish cost allocation billings for use in FY 2017. Following the review, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve signing the certificate.

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

Attest: Patricia Webb, Clerk

In the Matter of
Proposal from PRIME AE Group, Inc. Approved for Digital
Scanning of Remaining Pickaway County Commissioners' Journal Books:

The commissioners reviewed the proposals from PRIME AE Group, Inc. for the digital scanning of the 23 remaining Pickaway County Commissioners' Journal Books for the total cost of \$8,740, which includes a cost of \$250 for PDF Bookmarks for meeting dates.

Following the review, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign the proposal.

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

Attest: Patricia Webb, Clerk

In the Matter of
Resolution Adopted Recognizing the 50th Anniversary of the
Creation of Ohio Boards of Developmental Disabilities:

In recognition of the 50-year anniversary of the establishment of Ohio county boards of developmental disabilities by the Ohio General Assembly in 1967, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

Resolution No.: PC-032817-2

WHEREAS, Ohio county boards of developmental disabilities were established by the Ohio General Assembly on October 25, 1967, and 2017 will mark the 50th anniversary of their creation; and,

WHEREAS, Ohio's county boards of developmental disabilities have dedicated 2017 to a yearlong celebration in recognition of being "Always There" for people with developmental disabilities and their families over the past half-century ; and,

WHEREAS, during their 50-year history, Ohio's county boards of developmental disabilities have continually evolved to develop and provide best-practice supports for people with developmental disabilities while also adapting to every-changing community expectations; and,

WHEREAS, community members across Pickaway County support the efforts of the Pickaway County Board of Developmental Disabilities by approving local tax levy requests that fund services for people with developmental disabilities who want to enjoy happy, fulfilling lives; and,

THEREFORE BE IT RESOLVED that the Pickaway County Commissioners encourage members of our communities to celebrate the abilities of all people and recognize each person's unique contributions to society hereby proclaim 2017 as

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***A YEAR OF CELEBRATION OF OHIO BOARDS OF DEVELOPMENTAL DISABILITIES
ON THEIR
50TH ANNIVERSARY***

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

Attest: Patricia Webb, Clerk

**In the Matter of
Meeting in Executive Session with
Tim Colburn, CEO of Berger Health System:**

Tim Colburn, CEO of Berger Health System, along with John Edgar, At-Large member of Berger Board of Governors, met with the commissioners.

At 10:00 a.m., Commissioner Henson offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC 121.22 (G) (7) to consider trade secrets of a city/county hospital. The county administrator, and the commissioners' clerk were also in attendance.

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

Attest: Patricia Webb, Clerk

At 10:46 a.m., the commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Henson, to resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

**In the Matter of
Review of Tour of Various County Fairgrounds:**

Pickaway County Fairgrounds Revitalization Plan, Commissioner Wippel and Mr. Lutz provided an overview of last week's tours of the Franklin County, Madison County, and Fayette County Fairgrounds conducted with representatives of ms consultants, inc., and Quandel Construction. The purpose of the tours was to gain a realistic concept of what to consider related to the interior designs of the various new buildings that will be constructed on the Pickaway County Fairgrounds.

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

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

- It was reported that an email from the Ohio Bureau of Workers' Compensation which stated that due to claim history in year 2012, Pickaway County is not eligible for the Workers' Compensation Group Retro status in 2018; however, it was stated in the email that after one year, if the county was interested, it would be welcomed back into the group retro status after 2018.
- Mr. Lutz reported that Mark List, of the Pickaway County Fairgrounds Sales Committee, paid him a visit last week and informed him that the order for digital scales that had previously been approved by the Pickaway County Fair Board to be purchased and installed with the Livestock and Sale Committee's funds was cancelled by Leah Black, Treasurer of the Pickaway County Livestock and Sales Committee; however, Mr. List stated that he later contacted the scale company and told them

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to move forward with the order. Mr. List had met with the commissioners a number of weeks ago and informed them of the scales that had been approved to be purchased and installed.

**In the Matter of
Approval of Feasibility Study Proposal from Cramer & Associates
Related to the Pickaway County Fairground Revitalization Plan:**

Commissioner Wippel provided an overview of the interview meetings he and Mr. Lutz held last week with Cramer & Associates, and The Benefactor Group in reference to feasibility studies in regards to capital campaign planning for the Pickaway County Fairgrounds Revitalization Plan. A previous meeting had been held with The Hodge Group a number of weeks ago.

It was stated that all three firms want to conduct a feasibility study, which would take approximately three months to complete. It was noted that Cramer & Associates is familiar with Pickaway County as the firm has provided its services for the Pickaway County District Library in its capital campaign a number of years ago for the construction of its new building on North Court Street, and is providing its services for the Haven House capital campaign that is currently underway. In comparing the three firms on several aspects, Commissioner Wippel stated that he is the most comfortable with Cramer & Associates, and Mr. Lutz concurred.

Following further discussion regarding the matter, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the Feasibility Study Proposal from Cramer & Associates. The fees to conduct the study, which includes a total of 20-25 interviews, is broken down as follows:

- \$24,000 – Pickaway County representatives schedule the interviews
- \$28,500 – Cramer & Associates schedules the interviews.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Contract Listing for the Pickaway County
Department of Job & Family Services:**

Pursuant to the Pickaway County Board of Commissioners' Resolution of June 23, 2003, below is the list of agreements entered into, approved, and otherwise executed by the Pickaway County Department of Job & Family Services and approved by the Pickaway County Board of Commissioners, The approved list contains the name of the party or parties with whom the agreement has been made, the purpose of the agreement, the commencement date and termination date of the agreement, and the compensation specified by the agreement.

**Pickaway County Job & Family Services
New or Amended Contracts for
January/February/March 2017**

Organization/Agency	Contract Purpose	Effective Date	Termination Date	Contract Value
Staff Source	Temporary Staffing Agency	6/1/2017	5/31/2018	\$11.81 per hour
PICCA	TANF Transportation	1/1/2017	12/31/2017	\$1.82 per mile; not to exceed \$15,000.00
PICCA	NET Transportation	1/1/2017	12/31/2017	\$1.82 per mile; no maximum
PICCA	SNAP Transportation	4/1/2017	9/30/2017	\$1.82 per mile; no maximum
Jackson Transportation	TANF Transportation	1/1/2017	12/31/2017	\$2.25 per mile; not to exceed \$15,000.00
Jackson Transportation	NET Transportation	1/1/2017	12/31/2017	\$2.25 per mile; no maximum

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Jackson Transportation	SNAP Transportation	4/1/2017	9/30/2017	\$2.25 per mile; no maximum
Pfile, Larry	Telephone Maintenance	4/1/2017	3/31/2018	\$55.00/hour
Pickaway Co Health Dept.	TB Tests	4/1/2017	9/30/2017	Step 1 \$40.00/ Step 2 \$20.00
Potts, Melissa and William	Foster Family Care	2/27/2017	2/26/2019	Birth - 12 yrs. \$18.00/day 18 years \$24.00/day
Circleville Herald	Advertising	4/1/2017	3/30/2018	\$12.18/column inch
Perfection One	Vehicle Detailing	3/1/2017	2/28/2018	\$62.50-\$150.00 per vehicle; \$15.00 per car seat
New Beginnings	Purchased Foster Home	2/1/2017	6/30/2017	Per diem Rate: Maint. \$167.07/Admin; \$47.40/Other \$20.53
Deaf Services	Interpreting Services	10/1/2016	9/30/2017	Rates \$52-62.00 per hour; mileage @ \$.505/mile
Workforce Services Unlimited	Monitoring Services	11/1/2016	10/31/2017	\$67.00 per hour not to exceed \$2,680.00
First Byte Computer Center	PC Repairs	11/1/2016	10/31/2017	\$25.00 per hour; Plus \$30.00 travel fee if repairs made in agency office

Attest: Patricia Webb, Clerk

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

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending March 25, 2017.

A total of \$777 was reported being collected as follows: \$200 in adoptions; \$12 in boarding revenue; \$195 in dog licenses; \$90 in dog license late fees; \$40 in owner turn-ins; \$5 in private donations; \$75 in redemptions; \$160 in transfer-out rescues.

Six (6) stray dogs were processed in; five (5) dogs were adopted.

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

ABSENT
Brian S. Stewart, President

Jay H. Wippel, Vice President

Harold R. Henson, Commissioner
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk