

MINUTE BOOK

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1316649LD

Minute No. 1182

March 21, 2024

The Washington County Commissioners met in regular session in Public Meeting Room G-16, in the Crossroads Center at 95 West Beau Street, Washington, PA, with the following members in attendance: Commissioners Nick Sherman, Electra Janis and Larry Maggi. Also present were Solicitor Gary Sweat; Chief Clerk Cindy Griffin and Administrative Assistant Debbie Corson; and Public Affairs Director Patrick Geho; Executive Secretaries Heather Wilhelm, Casey Grealish and Randi Marodi; CEO of the Washington City Mission, Diana Irey Vaughan; US Navy veteran Melissa Henry; and residents Thomas Lonich, Trevor Popeck and Anne Shaner.

Mr. Sherman called the meeting to order at approximately 10 a.m. and announced the meeting was being video and audio live streamed through YouTube and via the Commissioners' Facebook page.

Mr. Sherman introduced Washington City Mission CEO, Diana Irey Vaughan, who led the meeting in prayer.

Mr. Maggi introduced Melissa Henry, US Navy veteran from McDonald, who led the Pledge of Allegiance.

Mr. Sherman entertained a motion to approve Minute No. 1181, dated March 07, 2024.

Moved by Ms. Janis; seconded by Mr. Maggi, approving Minute No. 1181, as written.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

SPECIAL ORDER OF BUSINESS

Mr. Maggi read a proclamation declaring March 17-23, 2024, Pennsylvania 4-H Week in Washington County.

Moved by Mr. Maggi; seconded by Ms. Janis, to approve the proclamation.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Accepting the proclamation was Sheila Hackinson, Pennsylvania 4-H Educator. Joining her in accepting the proclamation was a small class of 4-H homeschoolers.

Ms. Janis read a proclamation declaring March 2024 as Developmental Disabilities Awareness Month in Washington County.

Moved by Ms. Janis; seconded by Mr. Maggi, to approve the proclamation.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Accepting the proclamation was Washington County's Jennifer Scott, Behavioral Health & Developmental Services Administrator and Sheila Fullerton, Intellectual Development and Autism Director. Ms. Fullerton expressed gratitude to the Board and all of their partners for their support. She also announced an Intellectual Disabilities/Autism Recognition Day planned for 11 a.m. to 7 p.m., April 25, 2024 at the Washington Park Main Pavilion. She invited all to attend saying the day would be filled with activities.

RECESS FOR PHOTOS

PUBLIC COMMENT

The following Washington County residents provided public comment:

South Strabane Resident Thomas Lonich posed several questions regarding the 2024 LSA funding list, such as: Who authorized and who made calls to LSA committee members? What was said? What instructions were given? Who removed the City Mission from the list? Who has the authority to remove an organization from the list of approved applicants?

Trevor Popeck, a senior at Chartier's-Houston High School, made an announcement regarding his foundation's spaghetti dinner fundraiser to be held 11 a.m. to 7 p.m. on Sunday, April 14, 2024 at FOP Hall, 240 Ewing St., Meadowlands, Pa. The 501c3 non-profit organization was established to help offset medical expenses for children who need to have various eye surgeries.

Retired County Commissioner and current Washington City Mission CEO Diana Irey Vaughan thanked the Board for persuading the LSA Committee to reconsider adding the Mission's \$500,000 grant to their 2024 funding list. She stated she was grateful to both the LSA Committee and the Board, as well as the community who advocated for the funding to be reevaluated.

Resident Ann Shaner also made comments about the 2024 LSA funding list. She asked questions around the degree of accountability for LSA Committee Members regarding the appropriation of funds and how determinations are made. She also questioned the political autonomy of a board with politicians included in its membership. She also questioned who made calls from the Commissioners' offices to LSA committee members and asked if the Mission removed from the initial list for political reasons.

COMMISSIONERS' RESPONSES

None.

OLD BUSINESS

None.

NEW BUSINESS

Chief Clerk, on behalf of the Redevelopment Authority of the County of Washington, presented to the Board for their consideration and approval, the adoption of a resolution approving the proposed amendments and budget revisions, for fiscal years 2020-2022, to the Community Development Block Grant (CDBG) program, which is part of the county's consolidated annual action plan.

Moved by Ms. Janis, seconded by Mr. Maggi approving the proposed amendments and budget revisions, for fiscal years 2020-2022.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, a resolution designating Nick Sherman, the Chairman of the Board, as the authorized official for any and all agreements entered into with the Commonwealth of Pennsylvania, Department of Transportation.

Moved by Ms. Janis, seconded by Mr. Maggi approving the resolution.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

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Chief Clerk presented to the Board for their consideration and approval, a resolution approving the 2024 amended Local Share Account (LSA) program as recommended by the LSA Review Committee, based on a special meeting held on March 20, 2024, to include a \$500,000 LSA distribution to the City Mission.

Moved by Ms. Janis, seconded by Mr. Maggi approving the resolution to include a \$500,000 LSA distribution to the City Mission.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, an agreement with Allegheny Strategy Partners in the amount of \$10,000/month for consulting services. This agreement will be for a one-year period from the date of agreement, contingent upon finalizing the agreement with the county and subject to the approval of the solicitor.

Moved by Ms. Janis, seconded by Mr. Maggi approving the agreement with Allegheny Strategy Partners in the amount of \$10,000/month for a one-year period.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, the entering into an Intergovernmental Cooperation Agreement (IGA) and a Memorandum of Understanding (MOU) between Washington County Land Bank, the County of Washington, the City of Washington, and the Washington School District for the purpose of participating in the County Land Bank.

Moved by Ms. Janis, seconded by Mr. Maggi approving the IGA and MOU with Washington County Land Bank, the City of Washington, and the Washington School District.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their confirmation, the awarding of a grant to the LeMoyne Community Center, in the amount of \$350,000, to build new classrooms at the center. The funds will be paid from the Healthy Childhood Early Learning Section 2.14 of the American Rescue Plan Act (ARPA).

Moved by Ms. Janis, seconded by Mr. Maggi confirming the grant to the LeMoyne Community Center, in the amount of \$350,000.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk presented to the Board for their consideration and approval, an agreement between the County of Washington, the Redevelopment Authority of the County of Washington, and the Washington County Land Bank, in an amount of up to \$12 million for the purpose of a countywide blight program. The Commissioners will authorize the release of funds to complete each project, and the cost will be paid from American Rescue Plan Act (ARPA) funds.

Moved by Ms. Janis, seconded by Mr. Maggi approving the agreement between the County of Washington, the Redevelopment Authority of the County of Washington, and the Washington County Land Bank, in an amount of up to \$12 million.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Finance and Public Safety, presented to the Board for their consideration, the approval and ratification of a grant application for the annual Hazardous Materials Response Fund (HMRF) through Pennsylvania Emergency Management Agency (PEMA). This grant will allow funding for counties to protect against the risk to life, property, and the environment which are inherent in the use, storage, manufacturing, and transportation of hazardous material.

Moved by Ms. Janis, seconded by Mr. Maggi approving and ratifying the grant application for HMRF through PEMA.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Finance and Public Safety, presented to the Board for their consideration and approval, a renewal grant agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency (PEMA) for the Radiation Emergency Response Fund (RERF) program. The grant agreement will be for the period of July 1, 2024 through June 30, 2025.

Moved by Ms. Janis, seconded by Mr. Maggi approving the renewal grant agreement with PEMA for the period of July 1, 2024 through June 30, 2025.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Finance and the Public Defender, presented to the Board for their consideration and approval, an application for the federal Byrne Justice Assistance Grant (JAG). The grant would allow the public defenders to pilot an innovative model where restorative community services are connected to the county's most vulnerable and who are facing criminal charges. The proposed budget is \$210,043 over three years. No additional county funds are required.

Moved by Ms. Janis, seconded by Mr. Maggi approving the application for the JAG grant of \$210,043 over three years.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Children & Youth Services, presented to the Board for their consideration and approval, a provider agreement with Jefferson County Juvenile Detention Center in the amount of \$292,000, for the placement of youth offenders who are charged as adults. The agreement is for the period of January 1, 2024 through December 31, 2024, and no additional county funds are required.

Moved by Ms. Janis, seconded by Mr. Maggi approving the provider agreement with Jefferson County Juvenile Detention Center in the amount of \$292,000, effective January 1, 2024 through December 31, 2024.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Behavioral Health & Developmental Services, presented to the Board for their consideration and approval, the recommended provider agreements in the amount of \$161,466 to implement the Person-Centered Forensics Service Initiative. The agreements are for the period of January 1, 2024 through June 30, 2024, and no additional county funds are required.

Moved by Ms. Janis, seconded by Mr. Maggi approving the recommended provider agreements in the amount of \$161,466, effective of January 1, 2024 through June 30, 2024.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Finance and Public Safety, presented to the Board for their consideration, the approval and ratification of a grant application for the annual Hazardous Materials Response Fund (HMRF) through Pennsylvania Emergency Management Agency (PEMA). This grant will allow funding for counties to protect against the risk to life, property, and the environment which are inherent in the use, storage, manufacturing, and transportation of hazardous material.

Moved by Ms. Janis, seconded by Mr. Maggi approving and ratifying the grant application for HMRF through PEMA.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

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Moved by Ms. Janis, seconded by Mr. Maggi approving the renewal grant agreement with PEMA for the period of July 1, 2024 through June 30, 2025.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Finance and the Public Defender, presented to the Board for their consideration and approval, an application for the federal Byrne Justice Assistance Grant (JAG). The grant would allow the public defenders to pilot an innovative model where restorative community services are connected to the county's most vulnerable and who are facing criminal charges. The proposed budget is \$210,043 over three years. No additional county funds are required.

Moved by Ms. Janis, seconded by Mr. Maggi approving the application for the JAG grant of \$210,043 over three years.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

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Moved by Ms. Janis, seconded by Mr. Maggi approving the provider agreement with Jefferson County Juvenile Detention Center in the amount of \$292,000, effective January 1, 2024 through December 31, 2024.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

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Moved by Ms. Janis, seconded by Mr. Maggi approving the recommended provider agreements in the amount of \$161,466, effective of January 1, 2024 through June 30, 2024.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

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Chief Clerk, on behalf of Purchasing and Elections, presented to the Board for their consideration and approval, payment to ES&S in the amount of \$66,250 for the 2024 Primary Election support and the cost will be paid from their operating budget.

- Election Systems & Software, Chicago, IL for the 2024 Primary Election Support (project management) at a cost of \$55,300.
- Election Systems & Software, Chicago, IL for 2024 Primary Election Support (on-site election support) at a cost of \$10,950.

Moved by Ms. Janis, seconded by Mr. Maggi approving payment to ES&S in the amount of \$66,250.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Purchasing and the Correctional Facility, presented to the Board for their consideration and approval, a three-year maintenance agreement in the amount of \$43,249 for the Cornerstone Security System. This agreement will be effective January 1, 2024 through December 31, 2026, and the cost will be paid from their operating budget.

Moved by Ms. Janis, seconded by Mr. Maggi approving the three-year maintenance agreement in the amount of \$43,249, effective January 1, 2024 through December 31, 2026.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Purchasing and Public Safety, presented to the Board for their consideration and approval, a sole source chair fleet agreement in the amount of \$10,573.20/year for the annual replacement and maintenance of 15 office chairs for the 9-1-1 operators. This agreement will be effective April 1, 2024 through March 31, 2027, unless terminated by either party pursuant to the agreement.

Moved by Ms. Janis, seconded by Mr. Maggi approving the sole source chair fleet agreement in the amount of \$10,573.20/year, effective April 1, 2024 through March 31, 2027.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

SOLICITOR

Solicitor Sweat requested an executive session to discuss real estate.

Solicitor Sweat then presented to the Board for their consideration and approval, Cycle B tax refunds in the amount of \$10,412.94.

Moved by Ms. Janis, seconded by Mr. Maggi, approving the above listed tax refunds.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Cycle B Tax Refunds - 3/21/24 - Meeting No. 1182

AMT.	DATE	NAME	ADDRESS	CITY	ST	ZIP	DISTRICT	PARCEL NO.
\$63.35	3/6/2024	LUCHEA DANIEL J & JODIE M	1050 GRANT ST	BULGER	PA	15019	SMITH	570-010-00-00-0009-02
\$11.91	3/6/2024	GRECO VALERIE E	PO BOX 605	ROSCOE	PA	15477	ALLENPORT	010-021-00-04-0008-00
\$245.52	3/6/2024	LEICHTY NATHAN & LEAH	425 OLIVER AVE	BENTLEYVILLE	PA	15314	BENTLEYVILLE	040-038-00-02-0005-00
\$14.05	3/6/2024	LEICHTY NATHAN & LEAH	425 OLIVER AVE	BENTLEYVILLE	PA	15314	BENTLEYVILLE	040-038-00-02-0007-00

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- Election Systems & Software, Chicago, IL for 2024 Primary Election Support (on-site election support) at a cost of \$10,950.

Moved by Ms. Janis, seconded by Mr. Maggi approving payment to ES&S in the amount of \$66,250.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

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Moved by Ms. Janis, seconded by Mr. Maggi approving the three-year maintenance agreement in the amount of \$43,249, effective January 1, 2024 through December 31, 2026.

Roll call vote taken:

Mr. Maggi – Yes; Ms. Janis – Yes; Mr. Sherman – Yes.

Motion carried unanimously.

Chief Clerk, on behalf of Purchasing and Public Safety, presented to the Board for their consideration and approval, a sole source chair fleet agreement in the amount of \$10,573.20/year for the annual replacement and maintenance of 15 office chairs for the 9-1-1 operators. This agreement will be effective April 1, 2024 through March 31, 2027, unless terminated by either party pursuant to the agreement.

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Roll call vote taken:

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Motion carried unanimously.

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Roll call vote taken:

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AMT.	DATE	NAME	ADDRESS	CITY	ST	ZIP	DISTRICT	PARCEL NO.
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\$11.91	3/6/2024	GRECO VALERIE E	PO BOX 605	ROSCOE	PA	15477	ALLENPORT	010-021-00-04-0008-00
\$245.52	3/6/2024	LEICHTY NATHAN & LEAH	425 OLIVER AVE	BENTLEYVILLE	PA	15314	BENTLEYVILLE	040-038-00-02-0005-00
\$14.05	3/6/2024	LEICHTY NATHAN & LEAH	425 OLIVER AVE	BENTLEYVILLE	PA	15314	BENTLEYVILLE	040-038-00-02-0007-00

Cycle B Tax Refunds - 3/21/24 - Meeting No. 1182

\$16.43	3/6/2024	BROOKMAN DONALD C JR & KATHERINE E	50 GORBY RD	WASHINGTON	PA	15301	BUFFALO	060-017- 00-00- 0037-03
\$169.08	3/6/2024	O BOSKY JOSEPH W JR	530 FRANKLIN AVE	CANONSBURG	PA	15317	CANONSBURG 1ST W	090-009- 00-01- 0026-00
\$315.30	3/6/2024	SMITH ROBERT III & DANIELLE L	1270 WICKERHAM DR	MONONGAHELA	PA	15063	CARROLL	130-011- 02-01- 0023-00
\$797.29	3/6/2024	COYNE DANIEL A & LORI R	247 FRANCES LANE	MCDONALD	PA	15057	CECIL	140-006- 23-00- 0063-01
\$1,111.88	3/6/2024	LIVELLI MICHAEL & REGINA	150 LIBERTY BLVD	CANONSBURG	PA	15317	CECIL	140-014- 02-01- 0062-00
\$1.67	3/6/2024	LOHRER SEAN P & EMILY A	PO BOX 152	MEADOWLANDS	PA	15347	CHARTIERS	170-017- 06-04- 0015-00
\$186.70	3/6/2024	2007 IRR TR FOR THE FAMILY OF ANGELO F FALCONI C/O ANTHO	382 W CHESTNUT STREET, SUITE 102	WASHINGTON	PA	15301	CHARTIERS	170-019- 00-00- 0009-00
\$135.03	3/6/2024	WARD ETHAN T	279 SHALER RD	W ALEXANDER	PA	15376	DONEGAL	230-006- 00-00- 0015-02
\$138.12	3/6/2024	BARBAO ERIC M	177 ENCANTADO CANYON	RANCHO STA. MARGARITA	CA	92688	DONORA	240-045- 02-00- 0014-01
\$851.11	3/6/2024	GRAY JASON E & ANDREA M	133 PERKINS LN	BURGETTSTOWN	PA	15021	HANOVER	340-012- 00-00- 0005-00
\$567.97	3/6/2024	KARAS TIMOTHY & KAITLYN	200 MASSEY RD	MIDWAY	PA	15060	MIDWAY	410-016- 00-00- 0001-00
\$53.35	3/6/2024	COMMONWEALTH CHARTER ACADEMY CHARTER SCH C/O KINNER JAMES S - FACILITY	1 INNOVATION WAY	HARRISBURG	PA	17110	MONONGAHELA 3RD W	440-028- 00-00- 0018-00
\$527.96	3/6/2024	MARTIK DEAN A	68 WITHROW RD	EIGHTY FOUR	PA	15330	NOTTINGHAM	530-003- 00-00- 0031-00
\$987.80	3/6/2024	BRIGHT SHAWN P & HOLLY A	109 SINGLETREE DR	VENETIA	PA	15367	PETERS TWP	540-005- 23-00- 0035-00
\$514.38	3/6/2024	RIZZA NINO & STEPHANIE	422 LAUREL DR	MCMURRAY	PA	15317	PETERS TWP	540-007- 10-04- 0017-00
\$1,249.75	3/6/2024	STOCZYNSKI NOAH E & KRISTIN A	103 COBBLESTONE CIRCLE	VENETIA	PA	15367	PETERS TWP	540-001- 02-00- 0016-00
\$713.23	3/6/2024	MAGA ERIC P & RACHEL	549 JOFFRE CHERRY VALLEY RD	BURGETTSTOWN	PA	15021	SMITH	570-025- 00-00- 0024-17
\$254.10	3/6/2024	KIGER CHARLES M	156 CROW ROCK RD	WEST FINLEY	PA	15377	S FRANKLIN	590-008- 00-00- 0008-01
\$129.08	3/6/2024	NVR INC	1 PENN CENTER WEST, SUITE 220	PITTSBURGH	PA	15276	S FRANKLIN	590-005- 13-00- 0007-00
\$128.60	3/6/2024	NVR INC	1 PENN CENTER WEST, SUITE 220	PITTSBURGH	PA	15276	S FRANKLIN	590-005- 13-00- 0008-00
\$126.45	3/6/2024	NVR INC NVR INC	1 PENN CENTER WEST, SUITE 220	PITTSBURGH	PA	15276	S FRANKLIN	590-005- 13-00- 0012-00
\$122.40	3/6/2024	NVR INC	1 PENN CENTER WEST, SUITE 220	PITTSBURGH	PA	15276	S FRANKLIN	590-005- 13-00- 0039-00

MINUTE BOOK

WASHINGTON COUNTY, PENNSYLVANIA

IMR LIMITED E1316649LD

Cycle B Tax Refunds - 3/21/24 - Meeting No. 1182

\$396.51	3/6/2024	EDWARD V HELD & PEGGY A HELD IRR TR C/O HELD EDWARD V & PEGGY A	521 WARRICK DR	WASHINGTON	PA	15301	S STRABANE	600-007- 04-01- 0029-00
\$2.38	3/6/2024	CANNON MICHAEL C & JANICE LEE	603 SPEERS AVE	CHARLEROI	PA	15022	SPEERS	610-020- 00-03- 0004-00
\$138.60	3/6/2024	CANNON MICHAEL C & JANICE LEE	603 SPEERS AVE	CHARLEROI	PA	15022	SPEERS	610-020- 00-03- 0005-00
\$203.37	3/6/2024	B & B PROP & RENTALS	PO BOX 18	STOCKDALE	PA	15483	STOCKDALE	620-002- 00-04- 0008-00
\$239.57	3/6/2024	MATHIES MARY LOUISE & IAN JAMES	15 SNEE RD	FINLEYVILLE	PA	15332	UNION	640-005- 00-00- 0001-00
TOTAL \$10,412.94								

ANNOUNCEMENTS

An Executive Session to discuss personnel and litigation was held at 10 a.m. on Tuesday, March 19, 2024, following the Agenda Meeting. The regularly scheduled Salary Board meeting was held immediately follow adjournment. All county offices will be closed on Friday, March 29, 2024 in observance of Good Friday.

Mr. Sherman recessed the meeting, and the Board went into executive session to discuss real estate. After a short recess, Mr. Sherman called the meeting back to order and there being no further business, he declared the meeting adjourned at approximately 10:36 a.m.

THE FOREGOING MINUTES WERE SUBMITTED FOR APPROVAL:

April 5, 2024

ATTEST: _____

Cynthia S. Guff
CHIEF CLERK